

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
November 7, 2016
*UNAPPROVED***

Present: Dan Brady (Chairman), Chris Roberts, David Selent, Kristi Garofalo (Administrative Assistant) and Don Drew (Water/Maintenance Supervisor). Commissioners Laraine King and Bob Long were also present as guests along with Dottie Long and Cindy Williams.

Call to Order: Dan Brady called the meeting to order at 9:10 am.

Recreation Committee Budget Presentation: Dottie Long told the Committee that Rec Committee was requesting the line item 5068-2 Special Events-Rec be restored to its previous level of \$1500 instead of the \$500 set for 2016. She gave the Committee a written breakdown of how the Rec Committee would allocate the \$1500 for seven different special events throughout the year. The handout also included a plan for use of the funds in the Recreation Revolving Account, including the purchase of t-shirts, sweatshirts, and MLD logo items to be sold in the Snack Bar. After discussion, the Committee agreed to restore 5068-2 Special Events-Rec to the previous level of \$1,500 as requested.

Laraine King shared the amounts requested for the Rec Department personnel lines:

5016-2 Rec Program Director: Laraine King said their plan is to have the Director work five days a week (instead of three) in the 2017 season. This would reduce the number of people needed in the Snack Bar as the Director could cover breaks and assist in busy times. The Committee agreed to set the line at \$5,000 as requested.

5018-2 Lifeguards: requested to remain at the 2016 level. The Committee agreed.

5019-2 Snack Bar: requested to remain at the 2016 level. The Committee agreed.

5020-2 Snack Attendants: this line ran significantly over in 2016 because of training new employees and very few rain days. Laraine King suggested the line be set at \$4,000 for 2017 and noted the change in the Rec Program Director hours would help keep costs down in this line as well. The Committee agreed to set the line at \$4,000.

5022-2 Lodge Attendant: requested to remain at the 2016 level. The Committee agreed.

Representatives from the Rec Committee shared detailed descriptions of physical improvements to the Lodge and Snack Bar for consideration. The Budget Committee recommended that quotes for the proposed improvements be secured with the participation of Don Drew, and those quotes presented to the commissioners as part of the budget process. The Budget Committee also recommended the proposals be shared with the commissioners soon so any budget impacts will be introduced as the final budget is developed.

- **Snack Bar Renovation:** Laraine King said she has a list of requested projects to be done in the Snack Bar, including repairing plumbing, replacing cabinets, removing the old vent hood, etc.
- **Lodge Basement Renovation:** Dottie Long said the Rec Committee requested the Lodge basement floor be recoated and other projects be done to increase the usability (and attractiveness) of the Lodge basement. ***Don Drew will update the quote to coat the basement floor; Rec Committee will list specific projects for estimates that they'd like to have done.***
- **Lodge Exterior:** Don Drew noted the Lodge has several exterior issues including rot at the annex door, gables, beams and fascia boards.
- **Playground Equipment:** Dottie Long asked that the playhouse on the beach be cleaned and repaired so that it can be used. Cindy Williams asked if the jungle gym could be reassembled to be used in the playground area at the Lodge. She also noted the existing wooden playset at the Lodge is aging and may be unsafe; ***Don Drew will check it for soundness.*** Don Drew noted he has the new swing set ready to be installed and just needs to know the location; he has laid out stakes on the south

beach to show a possible location. The Committee discussed putting the swing set in the north beach area or possibly at the Lodge; ***Don Drew will stake out a location on the north beach for consideration.***

Minutes: Dan Brady led a review of the minutes and asked for updates on action items as follows:

5064-3 Facility Operation – Lodge/5013-1 Maintenance Assistant – Don Drew said he had a quote of \$850 per year for an outside contractor to “deep clean” the Lodge on a quarterly basis. The Committee discussed the need for both professional cleaning as well as cleaning after rentals, which they’d previously discussed could be done through the line item for maintenance assistants. After discussion, the Committee agreed to reduce the amount agreed on at the last meeting for line 5013-1 Maintenance Assistant by \$1,000 (making the new amount \$3,500) and put the \$1,000 into line 5064-3 Facility Operation-Lodge (making the new amount \$2,500) with the intention of funding both cleaning after rentals and quarterly cleanings by an outside contractor.

5038-1 Passumpsic Lower Dam Loan – Kristi Garofalo said the District’s auditor provided the fund balances available to make the payments on this loan. ***Bob Long will work on getting the dollar amounts needed for the payment put together for the warrant article.***

5043-1 Health Insurance – ***Bob Long is working on options and costs.***

5054-1, 5054-2, 5054-3 Fuel/Propane for Gen Op, Rec, and Lodge – Don Drew gave a breakdown of Dead River billings for the past year and noted that oil prices seem to be consistent, but propane prices vary from building to building. ***After discussion, it was agreed that Don Drew check competitor pricing and contact Dead River to see about discounts on our fuel purchases.***

5056-1 Printing/Advertising-Gen Op – Dan Brady said he got a price of \$800 from Copies & More for 200 spiral bound copies of the new master plan using the 2009 master plan as a sample.

5067-1 Fireworks – The Committee agreed to recommend future fireworks displays not be set up at the north end of the lower lake as suggested in a previous meeting because of the chance of contaminating a District water source.

Bob Long said the Water Committee will work on a warrant article to cover the six water projects suggested at the last Budget Committee meeting and ***will come up with a funding solution that is a combination of Capital Reserve Funds, fund balances and/or taxation.*** He said the Water Emergency CRF also needs to be replenished; ***he will work on a funding solution for a warrant article to bring the Water Emergency CRF level to about \$12,000 (based on 2016 usage).***

Dan Brady reported he received quotes on tables and storage dollies for the Lodge with amounts as follows: (2) rectangle table storage dollies=\$348 each; (8) round steel edged plywood folding tables=\$178 each; (1) round table storage dolly=\$348; (2) folding chair storage dollies=\$156 each. ***Dan Brady will talk to SAU 23 and Haverhill Recreation to get recommendations for other suppliers of tables and storage dollies.***

Dan Brady moved to approve the minutes; Chris Roberts seconded and the motion passed.

The next meeting will be Nov. 22 at 9:00 am to consider the Water Department budget and possible Warrant Articles.

David Selent moved to adjourn; Dan Brady seconded and the motion passed. The meeting adjourned at 10:27 am.

Respectfully submitted by
Kristi Garofalo