

Waterville Estates Village District

Budget Advisory Committee Minutes – January 3, 2022

The meeting was called to order at 15:03 hours on January 3, 2022. Staff present were John Scruton, and Judy Kinney. Committee members present were Mark Canfield, Ned McElroy and Gerry Panuczak. Rob Diefenbach and Denise Bujalski attended via Zoom and on the phone. Guests present via Zoom were Maureen Patti and Art Marks.

Mr. Panuczak read the December 13, 2021, draft minutes. Mr. Scruton stated that the ski lift catwalk safety equipment can be done within the 2021 budget Warrant Article. Mr. Canfield motioned to accept the minutes as written. Mr. McElroy seconded the motion. All members present voted affirmative.

Ms. Kinney led the discussion regarding the proposed Recreation budget. The recently signed Recreation Management Agreement was referenced as to what costs should be placed into the recreation fund. The document states General Maintenance, upkeep of District facilities which are used for recreation, supplies, equipment, and a portion of utilities attributed to recreation. In addition, utilities costs were overlooked when setting the Rec Fund budget. Ms. Kinney stated that she will need to adjust the budget to reflect these items. The recently signed Administrative Services Agreement was referenced to what costs will be invoiced to the Association, and at what intervals. Mr. Marks stated that the Association would prefer #3a (invoice based upon time and materials actually devoted to administration services). Discussion ensued regarding maintenance of items. It was suggested that equipment failure due to lifespan should be District responsibility, and equipment failure due to use/misuse should be Association.

Ms. Kinney led a discussion on the General Government budget. Ms. Kinney and Mr. Scruton clarified the tax income lines and the outdoor courts funding mechanisms and debt services. Mr. Scruton stated that staff is looking into excavation of the foundation leak area so that competent experts can be brought in to identify a water mitigation strategy and cost. Mr. Panuczak recommended combining benefits lines for ease of understanding. Mr. Panuczak suggested that the Travel and Expense line should be increased to include travel for the General Manager, and the auto line removed. Mr. Panuczak recommended expanding the Education line to account for staff continuing education.

Ms. Kinney led a discussion of the Roads budget. Salaries were higher due to full staffing and increased expense for plowing. Contract Plowing is up due to difficulty finding contractors and the increased costs associated with their work.

Ms. Kinney led a discussion of the Culture and Recreation budget. Building maintenance was higher due to inclusion of items brought to the committee by Shawn Pelchat regarding repair of outbuildings.

Mr. McElroy led a discussion of the Capital budget. Certain items were doubled as they were included here as well as in the Water budget or Road's budget. Mr. Scruton will review and recommend what projects can be completed with \$400,000, a sum the committee believes is reasonable given its impact on the total budget. The committee recommended a focus on HVAC improvements.

Ms. Kinney led a discussion of the Water budget. Mr. Panuczak recommended an increase in legal due to potential changes and review of the Water Ordinance.

There was a guest question time. Stan Bujalski suggested that we look at the foundation drains during the foundation work to address the leaks by the basketball court. Mr. Scruton mentioned the building plans and postulated that the drains may have been covered when the addition was completed.

During a review of the latest financial reports, Mr. Diefenbach identified errors and will correct and resend. Mr. Diefenbach shared that 70% of water invoices for homes have been paid and it is the lot owners who are lagging. Mr. Canfield suggested that a second billing be conducted via mail, as there may be invoices that did not get to owners. Mr. Canfield suggested that the Water budget will require additional capital as the system was under engineered and may not currently be adequate for the expected use. Mr. McElroy agreed.

The next meeting will be on January 10, 2022 at 15:00 hours.

The meeting was concluded at 17:30 hours on January 3, 2022.

Respectfully Submitted

Gerry Panuczak