

## Waterville Estates Village District

### Budget Advisory Committee Meeting February 16, 2021

The Budget Advisory Committee meeting was called to order at 1302 hours via Zoom. Present were Mark Canfield, and Gerry Panuczak. Guests included Corey Smith, Judy Kinney, John Herlihy, Matt Smith, Rob Diefenbach, John Scruton, and Maureen Patti.

Mr. Canfield began a discussion of questions in regard to the draft budget proposal:

#### General Fund

- 1) Commissioner Assistant – Mr. Canfield requested documentation regarding this position addition. Mr. C. Smith stated that the position would provide direct support for municipal activities such as meeting postings and notifications, website and other media postings, minutes postings, Right to Know request management. Mr. C. Smith stated that the proposal includes 1040 hours. No documentation was included with the budget submission.
- 2) Health Insurance – Mr. Canfield requested clarification of savings on health insurance. Mr. C. Smith stated that the insurance was for Mr. C. Smith and Ms. Kinney, and reflected a real savings due to a change in carrier.
- 3) Legal and Consulting – Mr. Canfield requested if this line includes anticipated consulting expenses from several current initiatives. Mr. C. Smith stated that it does.
- 4) Computer – Mr. Canfield requested if all recommendations from Mr. Dorr are included in the line. Mr. C. Smith stated they were.
- 5) Non-Lapsing Projects – Mr. Canfield asked what was included in this line, what projects have been completed, and which are ongoing. Mr. C. Smith stated that all projects were approved by voters, and the completed projects include Community Center roof, Community Center exercise room, and Community Center fence. Projects not yet completed include two computers, Community Center locker room, septic pump, HVAC in both Community Center and Lodge, security cameras, exterior paint, and ADA compliance.
- 6) Roads – Mr. Canfield requested documentation on full-time staff addition. Mr. C. Smith stated that part-time employees were hard to get. No documentation was provided.
- 7) Miscellaneous – Mr. Canfield requested that more detail of what is included in this line be provided.
- 8) Roadside Mowing and Sweeping – Mr. Canfield requested what is included in this line. Mr. C. Smith stated that equipment rental and sub-contracting of vendors are included.
- 9) OshKosh – Mr. Canfield suggested that since this piece of equipment does not have a meaningful use in the District, we might consider selling or wholesaling instead of continual maintenance.
- 10) Tools – Mr. Canfield asked if a stipend has been recommended following earlier discussions with direct report staff. Mr. C. Smith stated that it was not.
- 11) Grader – Mr. Canfield asked if the insurance claim had been settled on the damaged equipment. Mr. C. Smith stated it had not.
- 12) Water Treatment – Mr. Canfield asked why this line is down from previous budgets. Mr. C. Smith stated it was in anticipation of the Water Master Plan project.
- 13) Safety – Mr. Scruton suggested that the category of Public Safety (Fire) was incorrect. Mr. Scruton stated that he would check with DRA for proper coding.
- 14) Building Wages – Mr. Canfield asked what was included in this line. Mr. C. Smith stated it was Mr. Pelchat and his helper.
- 15) Health Insurance – Mr. Canfield asked why this was added. Mr. C. Smith stated that this was insurance for the proposed full-time position.
- 16) Pool Repair – Mr. Canfield asked what is included here. Mr. C. Smith stated wear and tear of pumps and filters.

- 17) Kitchen Repair – Mr. Canfield asked what is included here. Mr. C. Smith stated that repair and maintenance of industrial hoods and gas stoves.
- 18) Road Elements – Mr. Canfield asked what is included here. Mr. C. Smith stated that this was paving of Reservoir Road. More research is necessary to determine if there is a signed agreement for the new truck approved in the previous budget.
- 19) Recreation Improvements – Mr. Canfield suggested that we only budget what the District intends to do. Mr. Scruton suggested that we propose non-lapsing warrant articles that are specific to the item. Mr. Canfield suggested the creation of a Capital Improvement Committee.
- 20) HVAC – Mr. Canfield asked what the cost estimate is for improvements. Mr. M. Smith suggested that we should budget \$45,000 to be \$20,000 for each facility, and \$5,000 for possible overage.
- 21) Road Elements – Mr. Canfield recommended that we add \$20,000 for a pole barn for sand.
- 22) Recreation Elements – Mr. Canfield recommended that we include \$72,000 for ski lift catwalks. Total capital improvements should be \$800,000

#### Water Fund

- 1) Water User Fee – Mr. Canfield suggested that this fund should be restructured to better match a municipal water department. Mr. Scruton suggested that Fiscal 2021 should be a hybrid year as we move toward that end. We should rename Water Usage Fee to Water Rate/Assessment, and establish and implement a water rate on July 1, 2021.

#### Recreation Fund

- 1) Rec Fund – There was much discussion about the proposal not matching the Recreation Management Agreement, and that the account does not match the reality of the expenses. Mr. Scruton stated that \$750,000 of tax money supports recreation, which is a significantly large portion of the \$1.8 million budget. Mr. Panuczak and Mr. Canfield asked Mr. C. Smith to revise this fund to reflect previous budgets.

Mr. Herlihy and Mr. Scruton suggested that Mr. C. Smith analyze and report on the capital items for an upcoming Commissioner meeting so that the Commissioners can prioritize projects for Fiscal 2021 and beyond.

The next meeting was scheduled for February 22, 2021 at 1600 hours. The meeting was adjourned at 1602 hours.

Respectfully Submitted

Gerry Panuczak