

Waterville Estates Village District

Budget Advisory Committee Meeting February 22, 2021

The Budget Advisory Committee meeting was called to order at 1600 hours via Zoom. Present were Mark Canfield, and Gerry Panuczak. Guests included Corey Smith, Michael Hering, John Herlihy, Matt Smith, Rob Diefenbach, Ned McElroy, Ellen Clark, Tom Clark, Ryan Timms, Stan Bujalski, Shawn Brunelle, and Maureen Patti. Sean Tole joined later in the meeting

Mr. Panuczak made a motion to accept the committee minutes from February 8, 2021, and February 16, 2021. Mr. Canfield seconded the motion. All members votes affirmative.

Mr. Canfield began a discussion of the Capital Preservation portion of the proposed budget. Mr. Canfield pointed out that decisions regarding priority are Commission responsibility. Mr. Canfield then asked Mr. C. Smith to provide his priority recommendation. Mr. Smith also suggested that we attempt to complete 50% of large projects scheduled for 2021, and also build funding that will allow flexibility for several smaller projects. Mr. Smith's suggested priorities were as follow:

Capital Preservation

- 1) Computer Software Update for Water System – \$7,000 to complete software update. Mr. Panuczak suggested that this project was approved in the 2020 budget. Mr. C. Smith stated that it was, however, no purchase orders were executed and work was not done. This project will need to be revisited in 2021 as monies authorized and not spent in the same year require a new authorization.
- 2) Water Meters – \$75,000 to complete addition of water meters. This project was started in 2020, however, with the onset of winter, further work was halted.
- 3) Safety Audit Items – \$24,000 in the proposed budget are for items identified in the safety audit. Mr. Panuczak stated that the number might be low given the body of work that is likely required in the main electrical room below the spa. The work should include structural improvements, and a new spa. Mr. Hering state that in the section entitled Growth and New, \$70,000 was established for the spa renovations
- 4) HVAC Upgrades – \$45,000 for HVAC improvements at Community Center and Lodge. Mr. M. Smith is leading this project.
- 5) Purchasing of a new pool cover which Mr. Smith believed would save the District and Association money.

Attendee comments were welcomed with Ms. Patti indicating all safety items must be done while Mr. McElroy stated he believes Roads, Water, and Safety items should take precedence.

Water Fund

- 1) Water User Fee – Currently this is supposed to be “Water Assessment Fee” but is insufficient to cover the total Water Department expenses. Mr. Panuczak stated that Mr. C. Smith should work with Mr. Scruton to correct Water Department accounting and the establishing of a water usage fee for the second half of the 2021 Budget.

Recreation Fund

- 1) Rec Fund – Mr. Canfield stated that the budget proposal does not meet the requirements of the Recreation Management Agreement. After discussion, Mr. Canfield offered to meet with Mr. Hering to help create an acceptable recreation budget that reflects today's contractual agreement between the Association and the District.

Mr. Canfield brought up the standard procedure of tying district expenditures to an annual figure that results from increasing taxes by the rate of inflation. Mr. Canfield stated that the tax rate should include new growth in the District which should offset the need to annually impact taxes by the rate of inflation. This concept was stated more as a rhetorical question and was not meant to produce further discussion. It was hoped that by bringing this up, future discussions can be held to debate the best course of action.

Mr. Canfield made a motion to appoint Rob Deifenbach to the committee. Mr. Panuczak seconded the motion. All members present voted affirmative.

The next meeting was scheduled for March 1, 2021 at 1600 hours. The meeting was adjourned at 1730 hours.

Respectfully Submitted

Gerry Panuczak