

Waterville Estates Village District

Budget Advisory Committee Meeting January 25, 2021

The Budget Advisory Committee meeting was called to order at 1601 hours via Zoom. Present were Mark Canfield, Linda Ivers, Gerry Panuczak. Guests included James Dorr, Ryan Timms, Matt Smith, Stephen Guendner, and Maureen Patti.

Ms. Ivers made a motion to accept the agenda as proposed by Mr. Canfield. Mr. Panuczak seconded the motion. All members present voted affirmative.

Mr. Panuczak made a motion to accept 1/11/2021 meeting minutes. Ms. Ivers seconded the motion. All members present voted affirmative.

James Dorr gave an overview of his work with the Village District. Mr. Dorr is an independent IT consultant, and has worked with the Village District for 10 years. Mr. Dorr indicated that the relationship has been more in the nature of fixing problems than planning well thought out upgrades. Mr. Dorr would like to move the relationship to more planned upgrades in the future. Mr. Dorr began with a review of our email system. Mr. Dorr suggested that we move the domain to Google Vault so that we can save all Village District email correspondence for the New Hampshire mandated one year, and that we have search capabilities within the email accounts. Mr. Dorr suggested that we create one account per recognized committee, one per regular employee that uses email, one for the Treasurer, one for the Association, and one for each active Commissioner. The cost to the Village District would be \$18 per month per account as opposed to the current \$6 per month per account. Mr. Dorr continued with a discussion regarding our website. Mr. Dorr suggested that we look to other municipal websites for ideas, and he will forward information regarding companies that provide website support to municipalities. Mr. Dorr will also forward information regarding what changes he recommends regarding our overall IT infrastructure.

Mr. Canfield recommended that the committee continue to meet with management to build the 2021 budget that attempts to close the gap between recreational expenses and recreational income. Mr. Canfield also shared that he sent his version of the reserve analysis to the General Manager. Mr. Canfield projected 5 years in the analysis. Mr. Canfield suggested that future budgets should project reserve expectations incrementally so that monies can be set aside in manageable increments ahead of the anticipated need for the funds. Mr. Smith recommended that reserve funds be set up for the specific anticipated needs. Mr. Canfield also recommended that when we meet with management, we should attempt to get more specific regarding regular annual maintenance, and show those items in the budget. Mr. Canfield is waiting for an entire preliminary budget and the response to the reserve analysis from the General Manager. Ms. Patti suggested that the 2021 budget should include some monies for records retention. Ms. Patti and Mr. Smith will try to identify the need.

The committee agreed to invite Tracy Duffy to attend the next committee meeting to discuss the food operations.

The next meeting was scheduled for February 1, 2021 at 1600 hours. The meeting was adjourned at 1726 hours.

Respectfully Submitted

Gerry Panuczak