

## **Waterville Estates Village District**

### **Budget Advisory Committee Meeting March 8, 2021**

The Budget Advisory Committee meeting was called to order at 1600 hours via Zoom. Present were Mark Canfield, Rob Deifenbach, and Gerry Panuczak. Guests included Corey Smith, John Scruton, Ryan Timms, and Maureen Patti.

Mr. Canfield began a discussion of his meeting with Mr. C. Smith and Ms. J. Kinney. Mr. Canfield stated that the Community Center would be open 41% in 2021 given covid restrictions and additional costs for cleaning/sanitizing. Mr. C. Smith stated that staffing is an issue, and that prospective hires are looking for full-time employment. Mr. Panuczak stated that full-time hires have additional costs in benefits and retirement, and staff should look to other area employers to gain strategies into how they are attracting part-time help. Mr. Panuczak also stated that as a Commissioner, he would not support any new positions without fully developed position descriptions. Mr. Canfield stated that the new truck can be taken out of the budget as the funding mechanism continues in 2021, however, the lift catwalks need to be kept in the budget. Mr. Canfield suggested that the spa repair might be considered funding from the CIF (\$70,000). Mr. Canfield also suggested that we move toward preferred vendors, and vet on a three year basis. Mr. Scruton stated that the state does not require three bids, and does have a preferred vendor list with guaranteed pricing. Mr. C. Smith stated that the District is aware of this, and will explore areas where this can be useful. Mr. Scruton also stated that the District utilize non-lapsing warrant articles so that approved money does not expire with a fiscal year. Mr. Canfield suggested that the draft budget addressed 77% of capital preservation identified in the engineering study, but funding the entirety would leave our cash position low. Mr. C. Smith stated that the 2.5 additional positions drive this. Mr. Panuczak stated that Mr. C. Smith consider prioritizing the new hires, and phasing over 3 years. Mr. C. Smith suggested the Municipal Assistant, then Facilities Laborer, then the Water/Roads Laborer. Mr. C. Smith reviewed changes to the rec fund where Mr. Canfield double counted certain expenses. Mr. Canfield stated that we are close to a final budget offering. Mr. Scruton stated that water should be split into non-lapsing warrant articles and items included in the general fund budget. This way, if the articles fail, there is still money to accomplish certain projects. Mr. Panuczak stated that the "all in" budget should be presented at the budget hearing, and let tax payers comment on the level of tax increase is acceptable. When that is known, certain items can be cut to achieve that tax increase goal. Ms. Patti stated that Mr. C. Smith had received updated courts numbers from the committee, but were not reflected in the budget proposal. Mr. C. Smith acknowledged, and promised to update (\$185,000 warrant articles and \$8,500 in tree work). Mr. Canfield asked committee members to review meeting minutes and the final draft budget, and bring suggestions for the report to Commissioners at the next meeting.

The next meeting was scheduled for March 15, 2021 at 1600 hours. The meeting was adjourned at 1745 hours.

Respectfully Submitted

Gerry Panuczak