

## **Waterville Estates Village District**

### **Budget Advisory Committee Minutes – November 2, 2021**

The meeting was called to order at 15:05 hours on November 2, 2021. Staff present were John Scruton and Judy Kinney. Committee members present were Mark Canfield, Rob Diefenbach, and Gerry Panuczak. Guests present were Denise Bujalski, David Spinney, and Maureen Patti.

Mr. Panuczak motioned to accept the October 27, 2021 minutes, Mr. Canfield seconded the motion, and all members present voted affirmative.

Mr. Canfield presented the proposed Budget Advisory Committee timetable. Ms. Kinney stated that she has made several changes to the pro-forma budget such that department leads will easily be able to update their portions of the budget when committee members meet with each. The goal is that by November 15, 2021, department leads are prepared to present their respective budgets, and meet with the committee to defend their proposals. Week six will build the consolidated budget, and week eight will be the proposal to the Commissioners. Mr. Canfield motioned to accept the timetable. Mr. Panuczak seconded and all members present voted affirmative.

Mr. Panuczak motioned to include the timetable document with the minutes. Mr. Canfield seconded, and all members present voted affirmative.

Mr. Canfield presented the salary worksheet. Mr. Scruton suggested that this document should not be used this year due to Personnel Policy and past practice. Following discussion, the committee may consider this document for the 2023 budget build following a potential adoption of an updated Personnel Policy. There was also discussion about moving performance appraisals to a fixed date. Additional discussion centered around the department leads focusing on capital and warrant articles, and administrative staff will present a salary proposal. Also, a list of projects should be identified with each department.

Mr. Diefenbach stated that he will be remote for the next meetings, as he will be in Florida. Mr. Panuczak stated that he would cover both Water and Roads due to Mr. Diefenbach's travel.

The next meeting will be November 8, 2021 at 15:00 hours.

The meeting was concluded at 16:07 hours on November 2, 2021.

Respectfully Submitted

Gerry Panuczak