

Waterville Estates Village District

Budget Advisory Committee Meeting November 30, 2020

The Budget Advisory Committee meeting was called to order at 1600 hours via Zoom. Present were Mark Canfield, Linda Ivers, Gerry Panuczak. Guests included Maureen Patti, Harry Bertino, Ned McElroy

Ms Ivers made a motion to accept three previous meeting minutes. Mr Canfield seconded the motion. All members present voted affirmative.

Mr Panuczak made a motion to nominate Mr Canfield as committee chair, and Mr Panuczak as committee scribe. Ms Ivers seconded the motion. All members present voted affirmative.

Mr Canfield began work on the committee mission/vision. He stated that the mission/vision should be a clear, concise declarative statement about the committee's strategy. It should answer four questions, 1) what we do, 2) how we do it, 3) identify who the committee does work for, and 4) identify what value the committee provides.

Following discussion the following mission/vision was developed:

The Budget Advisory Committee will engage in budget analysis with each District department through researching historical and prospective budgets, understanding the business for service deliverables and municipal deliverables in an effort to develop a comprehensive report to the District Commissioners. The committee will engage in a disciplined and ongoing approach in their report development. The development work will be performed prior to the Budget Hearing and Annual District Meeting.

Mr Canfield requested that Ms Ivers report to the committee department categories actual and full costs associated with each District facility or service. Ms Ivers said that she is working on that level of detail, and will have the report available before the next meeting.

Mr Canfield suggested that the committee meet weekly to review each department budget one department at a time. All members present agreed that Mondays at 1600 hours was convenient. Mr Canfield suggested that the committee begin start with municipal departments as the Commissioners and Directors are in continued discussions regarding recreation services budgets. Mr Canfield recommended that Steve Baert attend the next Committee meeting to discuss the DPW and Water budgets.

The next meeting was scheduled for December 7, 2020 at 1600 hours. The meeting was adjourned at 1715 hours.

Respectfully Submitted

Gerry Panuczak