

Waterville Estates Village District

Budget Advisory Committee Minutes - October 18, 2021

The meeting was called to order at 16:00 hours on October 18, 2021. Staff present were John Scruton and Judy Kinney. Committee members present were Mark Canfield, Gerry Panuczak, and Rob Diefenbach. Guests present were Denise Bujowski, Al Zuli, Maureen Patti, and Harry Bertino.

Mr. Panuczak read the September 13, 2021 draft minutes. Mr. Panuczak motioned to accept minutes, Mr. Diefenbach seconded the motion, and all members present voted affirmative.

Mr. Diefenbach shared the reports showing general government Fiscal year nine month actuals against budget. Mr. Scruton and Mr. Canfield discussed some adjustments to make the reports more accurate specifically with respect to management fees to WEA, warrant article reporting, tax revenue reporting, and readability. Mr. Diefenbach will meet with Ms. Kinney to make said changes.

Ms. Kinney and Mr. Scruton shared adjustments to the Recreation Management Agreement that was discussed at a meeting with one Commissioner and representation from WEA. It was shared that WEA favored an approach to provide a Program Proposal and keep the minimum balance in the Recreation Fund at \$50,000. These adjustments will be written into a proposed agreement, and presented to the Commissioners and WEA Board.

Mr. Canfield shared that following a meeting with Mr. Scruton and Ms. Kinney, WEA will likely experience higher costs due to labor, cost of goods, and facility maintenance. Mr. Canfield suggested that representatives of the Budget Advisory Committee attend the next WEA Board meeting to describe. It would be prudent for WEA to adjust their business models accordingly to generate more revenue to cover these additional costs.

Ms. Kinney shared that the next Annual Meeting will likely be March 19, 2022, and she will work backwards from that date to determine appropriate dates for budget due, public hearings, and annual report publication.

Ms. Bujowski shared that she would be willing to assist the committee. All members welcomed her participation.

Mr. Scruton will share the 2019 Engineering Study with the committee to aid members with their meetings with key staff members.

The next meeting will be October 25, 2021 at 15:00 hours.

The meeting was concluded at 17:35 hours on October 18, 2021.

Respectfully Submitted

Gerry Panuczak