

Budget Advisory Meeting October 14th, 2020

Start time 4:10 PM

Attending: John Herlihy, Ed Culverson, Karen Waters, Mark Canfield, and Linda Ivers (arrived 5:25)

John opened with a request to read the minutes of the last meeting. After they were read the group accepted them as written.

Karen advised that the budget timeline was not filled out based on the direction of the commissioners and therefore she did not have a copy of this to hand to the advisory members. John agreed to have the commissioners instruct Judy to fill in the timeline so that it can be provided to us.

The items Karen provided included 2017 to 2019 P&Ls for the Rec Fund, Village District, and Water Fund (18 and 19 only as it was previously not broken out). Karen assigned responsibility to review closely as follows: Ed and Mark Rec Center Fund, John Water Department, and Karen and Linda WEVD Fund.

As the information was new to everyone, there was disjointed discussion about many individual items contained in the reports but was not discussed in depth as this was not the appropriate time to hold deep discussions. On the surface there appears to be big differences in many categories that will require deep dives by the reviewers. Karen wants us to focus on major areas of the budgets to determine what areas we need to do the deep dives.

Discussion surfaced regarding adding additional lines to the reports, but Karen feels this could make the budgets less workable.

Individual line item amounts many vary year to year as the people inputting the information are not accountants. At times it is possible that expenses or income are not being consistently categorized resulting in noticeable differences over time.

Ed said to know how well we are spending funds it is important the line items be sufficiently specific but understands increasing the number of line items can make recording data more difficult. We should break down the line items to better understand what each line item includes.

Karen said we have historically chosen not to bring in someone to evaluate the way we spend money. As a group we should be looking for long term solutions to any of the problems or concerns we develop.

Expanding the group to include additional members was discussed but it was determined there is no provision for us to add to our group.

Karen assigned review of the budgets to the current members. Any need for additional information is to go through Karen so that she can better manage the workload of those who may need to provide this information. Karen stated that in the past misinformation has been provided which has the effect of aggravating the public's trust when what has been promised cannot be done.

John advocated setting aside the water fee for infrastructure use only. Karen advised John that there are statutory requirements as to how this must be handled, and it is not just as simple as the idea sounds. Ed wants the RSA's that affect how our budget must be structured. He is going to assemble those that apply and share.

John discussed the role of the committee and feels an idea surfaced at the last meeting may work: invite the department heads to attend a meeting to discuss their input to the budgeting process. The department heads are as follows: Steve roads and water; Sean Campton Mountain; Duffy food services; Judy Administration; and Erika service staffing. Judy collects budget information from the department heads.

A motion was made and seconded to invite the department heads to attend our next meeting. ½ hour slots will be allotted to each department head. Karen will invite and let them know why we are inviting them and to hopefully allay any concerns they might have about attending the meeting and answering questions we might have. It was discussed that department heads should be providing the commissioners periodic formal reports regarding performance to budgets. All members thought this was a good idea and should be implemented.

John H is to discuss with Mike Herring the need for the association to submit by Nov 1 their planned recreation budget for 2021 as required in the Management and Service Agreement.

Action items

1. John agreed to have the commissioners instruct Judy to fill in the timeline so that it can be provided to us.
2. Members are to focus on major areas of the assigned budgets to determine what areas we need to do deep dives. Be prepared to discuss findings at the next meeting.
3. We should break down the line items to better understand what each line item includes.
4. Karen will invite the department heads to our next meeting and is to let them know why we are inviting them which will hopefully allay any concerns they might have about attending the meeting and answering questions we might have.
5. John and Sean will establish the requirement that department heads should be providing the commissioners periodic formal reports regarding performance to budgets.
6. John to discuss with Mike Herring that the association's recreation budget must be received by commissioners by November 1

The next meeting has been scheduled for November 9th at 4PM