Waterville Estates Village District

Budget Advisory Committee Meeting February 8, 2021

The Budget Advisory Committee meeting was called to order at 1558 hours via Zoom. Present were Mark Canfield, and Gerry Panuczak. Guests included Tracy Duffy, Corey Smith, and Maureen Patti.

Mr. Panuczak made a motion to accept 2/1/2021 meeting minutes. Mr. Canfield seconded the motion. All members present voted affirmative.

Tracy Duffy, Executive Chef was in attendance to describe his role in the Village District. Mr. Duffy has been with the District for five years and provides chef service, as well as, carpentry support during the swing seasons. Previous to the District, Mr. Duffy was employed in both the carpentry and food service areas for many years. Mr. Duffy is responsible for all aspects of ordering and inventory control, and uses one source of supply for food service. Mr. Duffy feels that the supplier provides competitive pricing, and is reliable. Mr. Duffy keeps an ample stock of canned and frozen foods, and tries to order fresh as close to use as possible. Mr. Duffy has tried to keep cleanliness as his most important trait, and has created a menu of best sellers along with weekly specials. Mr. Duffy used 3.33% markup on food and packaging costs to cover the overhead costs. Mr. Duffy is currently the only food preparation employee, but expects to hire help for the upcoming school weeks off. During the summer months, Mr. Duffy will employ two food preparation support employees to cover the seven day a week schedule. Mr. Duffy stated that the only marketing is Facebook posts, and business is very weather related, both in the winter and summer seasons. Mr. Duffy does not have a written training manual, and does not have a Safe Serve schedule for new employees. Mr. Duffy stated that staffing is the biggest challenge, and that both kitchens are in good condition. Mr. Duffy tries to be an ambassador at the restaurants, and talk to guests when time permits. Mr. Canfield thanked Mr. Duffy for his contributions to the Village District.

Mr. Canfield asked Mr. Smith when the final draft budget will be available for committee review. Mr. Smith stated that the general government budget lines are coming together, but more work needs to be done with the recreation budget. Mr. Smith stated that he is currently unsure of numbers for reserve items such as water and HVAC as the contracted studies are still under way. Mr. Canfield suggested that the District may have to consider debt to properly fund these reserve items. Mr. Smith stated that when the analysis are completed, execution of the forthcoming projects will be a challenge. Ms. Patti suggested that the final draft budget should include items recommended by our technology consultant Mr. Dorr (email, website, and server). Mr. Smith agreed to have the final draft budget available on Friday, and that the Budget Advisory Committee should meet on Tuesday, February 16, 2021 at 1300 hours.

Mr. Panuczak stated that Ryan Timms was appointed Treasurer, but Mr. Timms was reaching out to Rob Diefenbach, who is also interesting in serving to determine the best staffing of Treasurer/Assistant Treasurer. Mr. Panuczak will also organize a posting for members for the Budget Advisory Committee.

The next meeting was scheduled for February 16, 2021 at 1300 hours. The meeting was adjourned at 1713 hours.

Respectfully Submitted

Gerry Panuczak