Waterville Estates Village District

Budget Advisory Committee Minutes – November 8, 2021

The meeting was called to order at 15:05 hours on November 8, 2021. Staff present were John Scruton and Judy Kinney. Committee members present were Mark Canfield, and Gerry Panuczak. Guests present were Denise Bujalski, and Maureen Patti.

Mr. Panuczak read the November 2, 2021 draft minutes. Mr. Canfield motioned to accept the November 2, 2021 minutes. Mr. Panuczak seconded the motion, and all members present voted affirmative.

Mr. Scruton led a discussion of the report provided by Mr. Diefenbach showing 10-month actuals to the 2021 District budget. The report showed that the district's expenses versus budget are on track through 10 months. Mr. Canfield asked if Mr. Scruton expected any unusual expenses through the last two months of the budget year. Mr. Scruton stated that the oil spill cleanup from the leaking oil tank behind the workshop might be costly, depending on the extent of the spill. Mr. Scruton also pointed out that possible corrections are needed to Rob's exhibits to adjust the annual budget amount to that approved in Warrant Article 3, removing the non-lapsing article reporting.

Mr. Canfield asked if management had informed and prepared staff on their budget responsibilities for the 2022 budget. Ms. Kinney stated she had sent out emails to everyone and that she had made certain changes to reporting that will assist department leads in preparing their budgets. Mr. Panuczak stated that he has reached out to Mr. Baert, and a meeting has been planned prior to the next Budget Advisory Committee meeting. Mr. Canfield will also meet with Ms. Kinney and Mr. Scruton on November 16th regarding the administration and facilities budgets.

Mr. Canfield stated that Ned McElroy has offered assistance to the committee with the development of the capital projects section of the 2022 budget.

Mr. Canfield stated that the WEA program proposal should be turned into a headcount, skills, and salaries analysis to be included with the 2022 budget proposal. Ms. Kinney stated that Tiffany Royea and Teri Tole are already working on such.

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

The meeting was concluded at 15:48 hours on November 8, 2021.

Respectfully Submitted

Gerry Panuczak