

Budget Advisory Committee Meeting – December 11, 2023 Called to order at 4:06 p.m.

Attendees: Management - Ron Beard, MRI Consultant Rita Donaldson

Committee Members – Mark Canfield (Zoom), Dave Spinney, Denise Bujalski, Rob Diefenbach, Bill Mitchell (Zoom)

Zoom: Nancy Seward, Linda Ivers, Jim Cahill

Ms. Bujalski was appointed minute taker. A motion was made by Ms. Bujalski to adopt the agenda (with minor date correction) and Mr. Diefenbach seconded. All approved. Mr. Spinney made a motion to accept the 11/20/23 minutes waiving the reading, Mr. Diefenbach seconded, and all approved. The 12/4/23 minutes were tabled.

The committee moved on to reviewing the final budget. The budget for 2024 is projected to be roughly \$300,000 less than last year's budget. The income side will be favorable when compared to the projected budget. Ms. Donaldson's work in moving expenses to the correct category and/or expanding categories has helped with better defining the budget. Discussion was held on department lead's and admin personnel's understanding of assigning expenses to the proper line. Training is ongoing and staff is very motivated to keep expenses properly coded.

The water budget revenue is roughly \$624,000 and next year's budget is approximated at \$622,000. Ms. Donaldson stated there was a \$167,000 fund balance. General advice for municipalities is to have a signed contract in place before monies can be encumbered for use in the following year's budget. A warrant article can also be introduced to use money from unreserved balance. There are still several water projects that need to be addressed in the future, the most pressing being a new well pump for well #2. Ms. Donaldson will encumber the balance from last year's warrant article for the Pegwood project to finish in the next year.

General executive government was reviewed next. Suggestion was made to raise the interest revenue as it appeared it was underestimated. The assistant GM position is not budgeted for next year. Payroll processing is going to be outsourced. Highways and streets is budgeted less than 2023 but higher than what was actually spent. Buildings and grounds saw an increase due mostly to wages (filling the open maintenance and cleaning positions) and expenses that were never properly allocated to the department. Mr. Pelchat is still working on the list of needed repairs for buildings. Parks and Recreation budget decreased. Front desk increased due to wages (keeping employees paid at a competitive salary). The ski area budget is down. Pool is up slightly due to increased cost of pool chemicals. Food and beverage reflect wages of the manager (again keeping at a competitive salary). Mr. Spinney stated the goal is to have recreation costs be covered by revenue being raised by the HOA and feels we are making inroads to that goal. Warrant articles being discussed by the commissioners are the well pump, septic pump and backhoe purchase.

The next BAC meeting will be set for a convenient date the first week in January. Committee members will forward their opinions to Mr. Canfield and he will produce the BAC opinion for discussion and finalization of what will be presented to the commissioners. The commissioners will then decide on any warrant articles needed. The annual meeting is planned for March 16, 2024.

Public comment was opened. Nancy Seward was confirming that this budget should hold taxes level. Linda Ivers asked why the \$8,000 budgeted under highways was increased this year. Repairs to culverts are planned to be done in 2024.

A motion to adjourn was made by Mr. Spinney, seconded by Mr. Diefenbach, and the meeting was adjourned at 5:41 p.m.

Respectfully submitted,
Denise Bujalski