

**Meeting Minutes**  
For the  
7 PM, 1/22/18 Meeting  
of the  
**Board of Finance Communication Sub-committee**

**Members Present:**

Bruce Dutch  
Todd Gelston

**AGENDA**

For the  
1/22/18 BoF Communications Sub-committee Meeting  
7 PM at the Annex

1. Call to Order
2. Approval of the Minutes – December 7, 2017 Special Meeting
3. Improving Communication throughout the 2018-2019 Budget Season
4. Review of Feedback received from interested and helpful citizens
5. Review of the Connecticut Economic Resource Center (CERC) Data
6. Action Items
7. Scheduling for the next meeting

**DISCUSSION**

Meeting called to order at 7:00 PM.

Motion made by Bruce Dutch to approve the minutes for the 12/7/17 Meeting of the Communication Sub-committee. Motion seconded by Todd Gelston. Motion approved by unanimous vote.

The meeting started with a review of the feedback from the Tri-board (Budget Season Kick-off) Meeting. The feedback came to the Sub-committee via face-to-face conversation, e-mails and phone calls. The feedback comments are as follows:

1. People really appreciated the Budget Season Kick-off Meeting.
2. Please provide timely response to the public's questions., preferably at the meeting, but no later than the next Board of Finance (BoF) Meeting. NOTE: The people providing the feedback heard the BoF Chairman promise to provide feedback by the next meeting.
3. Print all of the questions and answers in the East Haddam News as well as on the website. Many people do not or cannot use the Town's website. At the very best they find the Website hard to use efficiently.
4. Need a preamble as to the financial status of the Town. The townspeople need to clearly understand the financial situation that the State and Town are in.
5. The BoF needs to communicate a Budget Goal for this Budget Season. For example, ask for a 5% reduction in the Budgets from all areas (Departments, Boards, Commissions and Education).
6. Provide a professional Job Description for every hired position in Town Government.
7. The Library situation needs to be resolved.
8. Do not need a full-time Administration Assistant for the Building Department.

The attendees next discussed a means to improve / increase the communication of the calendar of the Budget Meetings and for the Budget Issues throughout the Budget Season Process. The following list the ideas for potential improvement:

1. Put the Budget Meeting Calendar in a prominent location on the Town Website. Or give directions on the Town Website to the location of the Budget Meeting Calendar.
2. Each week print the latest Budget Meeting Calendar (as Public Information) in the East Haddam News.
3. Print in the East Haddam News the public's questions spoken at the BoF Meetings and the BoF's answers that go with the questions. Determine if these printings can be done as a public service or as an article by the BoF or determine what is the printing charge. Todd Gelston to ask.
4. Write a series of short articles explaining financial terms and print these articles in the East Haddam News.

The attendees next reviewed the Connecticut Economic Resource Center (CREC) vital metrics. These metrics cover such areas as Town Demographics, School Enrollment, Tax Revenues, Total Expenditures, and Education Expenditures. The meeting attendees proposed that the Communication Sub-committee derive simple tables and charts from the CREC data. This data would be useful for the taxpayers to review. The attendees proposed that the Sub-committee start with a simple table that summarizes key metrics for East Haddam, the surrounding towns and towns of similar size to East Haddam. The proposed first table to print is attached to these meeting minutes. The Education Expenditures per student are interesting. The town by town comparison show the variation in Expenditures per Student. It was suggested that the EHN can print the tables as a public service . Or, at the very least these tables can be prominently shown on the Town Website. Or a business can sponsor the BoF information being printed. Todd Gelston volunteered to determine what can be printed in the EHN and at what cost.

Next, the attendees reviewed the Action Items from this meeting:

1. Draft a Summary of the Feedback from the Tri-Board Meeting for the BoF members to review at the 2/12/18 BoF Meeting.
2. Draft a Summary of the Communication Sub-committee's recommendations for improved Budget Season Communication to be presented at the 2/12/18 BoF Meeting.
3. Determine Printing cost for the Questions and Answers, the short articles and the CERC Data Summaries.

Lastly, the attendees scheduled another Sub-committee meeting for Thursday, 2/1/18 at 7PM in the Annex Conference Room.

The meeting closed with the above recommendations and actions.

Meeting Minutes written by Todd Gelston.

**DRAFT CERC Data**

Town	Popul.	Tax Revenue (Dollars)	Per Capita Tax (Dollars)	Total Expenditures (Dollars)	Annual Debt Service (Dollars)	Education Expenditures (Dollars)	Enrollment (K-12)	Expenditures per Student (Dollars)
	Year 2015	Year 2015	Year 2015	Year 2015	Year 2015	Year 2015	Year 2015	Year 2015
East Haddam	9,139	23,870,943	2,606	29,392,651	2,008,575	20,920,432	1,032	20,272
Portland	9,447	25,715,084	2,729	31,991,474	2,803,149	21,094,353	1,337	15,777
Hebron	9,611	28,024,898	2,936	36,793,268	1,118,549	28,797,677	2,264	12,720
Haddam	8,338	27,718,031	3,320	28,813,439	257,785	22,376,890	2,117	10,570
Durham	7,349	24,901,805	3,380	28,814,958	0	22,854,758	1,745	13,097
East Hampton	12,915	31,199,130	2,407	42,235,837	1,329,972	31,336,281	1,876	16,704
Colchester	16,142	37,226,671	2,287	56,554,639	2,318,240	43,909,369	2,488	17,648
Salem	4,193	11,340,498	2,699	14,996,162	5,925,240	11,559,640	409	28,263
Lyme	2,454	8,742,839	3,663	11,281,175	492,411	6,556,450	1,308	5,012

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RE Regional