

**Meeting Minutes for the
7 PM, 06/18/19 Meeting
of the Board of Finance Communication Sub-committee**

APPROVED MINUTES (Approved at the 7/30/19 S/C Meeting)

Members Present: Bruce Dutch, Todd Gelston

Staff Present: Cindy Varricchio

Members of the Public Present: None

AGENDA

For the

06/18/19 BoF Communications Sub-committee Meeting
7 PM at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes – January 10, 2019 Special Meeting
3. Review of a potential finance article for the East Haddam News
4. Communication Recommendations for the next Board of Finance Meeting
5. Action Items
6. Scheduling for the next meeting

DISCUSSION

Meeting called to order at 7:05 PM.

Motion made by Bruce Dutch to approve the minutes for the 1/10/19 Meeting of the Communication Sub-committee. Motion seconded by Todd Gelston. Motion approved by unanimous vote.

The meeting started with a discussion initiated by Todd Gelston. The subject of the discussion was about the placement of the BoF's Endowment Fund article in the "Letters to the Editor" Section of the East Haddam News and without color in the Table included in the article. Todd's experience was that all of the people he queried did not see the article. Fortunately, the other BoF members reported that people did see it and liked it. Todd volunteered to contact the Editor of the East Haddam News and ask if the next BoF Communications Sub-Committee article can be printed as separate articles and with the appropriate coloring. Todd suggested that the Endowment Fund article be reprinted as a separate article. However, it may be better to update it for the current fiscal year.

Next, the attendees discussed the townspeople's access to all of our BoF Communication articles that were previously published in the East Haddam News. It was suggested and supported that a pointer be put in an article in the Events Magazine and/or at the end of every BoF article in the East Haddam News. The pointer would show the location/address of the past articles.

The next discussion focused on the Budget information for the current year. The intent was to be as simple as possible by highlighting the key budget items as an overview, i.e. a Budget Snapshot. This can be the subject and text of our next article. The intent of the article is that it will lead to being a Guide to the taxpayers for reading and understanding the Budget Status.

Another discussion focused on the need to write an article for August or September publication about the financial status of Key Projects such as the Road Renovations, Tree Removal, Storm Water damage repairs, FEMA reimbursements, Transfer Station improvements, etc. These are the areas that need to be covered in the article: Project Plan, Funding Levels, Manpower – Temporary and Permanent, Grant Applications, etc.

ACTION ITEMS:

1. Investigate the feasibility of reprinting the Endowment Fund article in the East Haddam News as a separate article and with color.
2. Provide the Finance Director with all of the previous BoF articles published in the East Haddam News.
3. Draft an article that will be a taxpayer's guide for reading and understanding the Budget Status Reports.
4. Draft an article that will explain and provide financial status of the key projects that are currently in progress in East Haddam.

The attendees concluded the Meeting by scheduling the next meeting for the last Tuesday in July, 7/30/19.

The Meeting was adjourned at 8:41 PM.

Meeting Minutes written by Todd Gelston.