

**Meeting Minutes for the
7 PM, 09/10/19 Meeting
of the
Board of Finance Communication Sub-committee**

MINUTES approved at the 11/20/19 Meeting

Members Present: Bruce Dutch, Todd Gelston

Staff Present: Cindy Varricchio

Members of the Public Present: None

AGENDA

For the
09/10/19 BoF Communications Sub-committee Meeting
7 PM at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes – July 30, 2019 Special Meeting
3. Review of Action Items from the 7/30/19 Meeting
4. Review of potential finance articles for the East Haddam News
5. New Action Items
6. Communication Recommendations for the next Board of Finance Meeting
7. Scheduling for the next Meeting

DISCUSSION

Meeting called to order at 7:02 PM.

Motion made by Bruce Dutch to approve the minutes for the 7/30/19 Meeting of the Communication Sub-committee. Motion seconded by Todd Gelston. Motion approved by unanimous vote.

Next, the meeting attendees reviewed the Action Items from the 7/30/19 Meeting. status of the action items from the 7/30/19 meeting as follows:

Action Item #1:

Todd initiated an update of the Endowment Funds Article for publication in the East Haddam News.

Action Item #2:

Todd sent all of the previous BoF Communication Articles to the Finance Director during the week of 8/2/19.

Action Item #3:

The attendees reviewed a DRAFT of a First Quarter Report that is intended for publication in the East Haddam News. The Finance Director would like to work on a DRAFT of the First Quarter Report to make the necessary improvements and added information. The DRAFT is attached to these Meeting Minutes.

Action Item #4:

The attendees reviewed a DRAFT of the Financial Report for the Key Projects. After some discussion it was decided that members of this Sub-committee should meet with Director of Public Works to get more information about the Key Projects. A daytime meeting was suggested such as September 25 with the meeting at the Public Works Director's Office. The attendees were reminded that the Financial Report should be prepared jointly with the Board of Selectmen and the Director of Public Works. The BoF Sub-committee is to focus on the financial aspects of the Key Projects. The DRAFT is attached to these Meeting Minutes.

The attendees concluded the Meeting with the above discussion.

The Meeting was adjourned at 7:32 PM.

Meeting Minutes written by Todd Gelston.