Meeting Minutes for the
7 PM, 7/23/20 Meeting of the
Board of Finance Communication Sub-committee

APPROVED MINUTES

Members Present: Bruce Dutch, Todd Gelston
Staff Present: Linda Z.
Guests Present: None

AGENDA
For the
7/23/20 BoF Communications Sub-committee Meeting
7 PM at the MOBC, Meeting Room #2

1. Call to Order
2. Approval of the Minutes – February 25, 2020 Special Meeting
3. Review of the latest DRAFT of the Infrastructure Repair Projects article
4. Communication Recommendations for the next Board of Finance Meeting
5. Discuss possible subjects for the next articles
6. Scheduling for the next Meeting
7. Adjournment

DISCUSSION

Meeting called to order at 7:04 PM.

Motion made by Bruce Dutch to approve the minutes for the 2/25/20 Meeting of the Communication Sub-committee. Motion seconded by Todd Gelston. Motion was approved unanimously. It was noted that the last meeting of the Communication Sub-committee occurred almost 5 months ago. This long interval was due to the time occupied by the Budget Process Meetings followed by the cancellation of public meetings due to the COVID-19 pandemic.

Next, the attendees reviewed the First DRAFT of the article about the construction Projects for the clean-up, restoration and reconstruction of the damaged infrastructure due to the October 2018 Storm. Before reading the First DRAFT, the meeting attendees asked themselves what the town taxpayers would want to know about these construction Projects. The brainstormed information items are as follows:

- What is the Scope of Work for the Storm Damage Repair Projects? For example, Hemlock Valley Road, Gravel/Dirt Roads, Neptune Avenue, etc.?
- What is the expected total cost of these Projects?
- Without FEMA how can the Town finance these Projects?
- What is the Town's Role for these Projects?
- How much has been spent to-date?
- How much funding will be provided by FEMA?
- What is the timetable for receiving funds from FEMA?
- How much will the cost of these Projects affect our taxes? What is the impact of Town's cost share on Town Taxes?
- Will these Project Costs affect our tax base (mil rate) over a long term?

It was agreed that if the article addressed the questions listed above, it should be an effective article. In fact, Linda Z. who was monitoring our meeting on YouTube, answered some of the questions before our meeting was concluded. However, it was decided that we need to get more information from the Finance Director. Todd Gelston volunteered to meet with Cindy to get more information for the second DRAFT.

The above discussion started another discussion on the purpose of the Communications Sub-committee. The attendees believed that the purpose is at least two-fold:

1. Fulfill the goal of transparency for the Board of Finance
2. Enable the East Haddam citizens to know and understand the actions of the Board of Finance.

Next, the attendees reviewed the Infrastructure Repair Projects article review and publication timetable:

- 8/6/20 - Next Sub-committee meeting to review the second DRAFT
- 8/10/20 - Next BoF Meeting
- 9/14/20 – September BoF Meeting with Final Review of DRAFT
- 9/15/20 - Submit article to the East Haddam News
- 9/24/20 - Article is printed and distributed in the East Haddam News

Next, the attendees reviewed a list of potential articles as follows:

- Update on the Tree Cutting Project
- Comprehensive Annual Financial Report (CAFR)
- Village Revitalization
- Long Range Capital Improvements Committee funding process
- Open Space Acquisition and funding process
- High School Track Funding, Design and Construction Plan
- Ask the BoF at the next meeting, what they suggest for subjects for the next articles

The meeting ended with the above discussion.

The meeting adjourned at 7:40 PM.

Meeting Minutes written by Todd Gelston.