Meeting Minutes for the
7 PM, 12/9/21 Special Meeting of the
Board of Finance Communication Sub-committee

Approved Meeting MINUTES

Members Present: Joe Corbett, Bruce Dutch, Todd Gelston, Rebecca Whatley
(Rebecca was on the phone)
Staff Present: None
Guests Present: Marilyn Gleeson

AGENDA
For this
12/9/21 BoF Communications Sub-committee Special Meeting
7 PM at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes – September 9, 2021 Special Meeting
3. Review of the latest DRAFT of the "Quint" article
4. Review of the first DRAFT of the article that highlights the Tri-Board Meeting and the start of the budget process.
5. Discussion about the content of an article that explains the Unassigned Fund Balance and the Reserve Fund. The concern is that sometimes the Balance and the Fund are confused with so-called "slush funds".
6. Other subjects to discuss
7. Scheduling for the next Meeting
8. Adjournment

DISCUSSION

Meeting called to order at 7:01 PM in Meeting Room 4.

The attendees reviewed the meeting minutes for the 9/9/21 Meeting. Bruce Dutch moved that the meeting minutes, as presented, be approved. Joe Corbett seconded the motion. Motion was approved unanimously.

After reviewing the "Quint" Article a few questions came up.

- Are there any negative consequences with replacing 2 fire engines with one Quint?
  - Answer: No. The reasons for "No" answer are explained in the article.
- Were there any other Assistance to Firefighters Grants for which the Town submitted Grant Applications?
  - Answer: Yes. However, they are not covered in this article.
- Can a picture of the Quint be added to this article?
  - Answer: Yes. Good Idea! Bruce volunteered to get a photo for the article.
- Can the article be shortened?
  - After some discussion, the consensus was to leave the article as is.

Next, the attendees reviewed the first DRAFT of the Budget Process and judged it to be acceptable with the following improvement:

- Add the website address and location for the Budget Development calendar

Todd asked that if anybody has additional questions or edit suggestions, please email them to him.

Next, the attendees discussed the need for an article on the Unassigned Fund Balance. The consensus was that there is a strong need for clarification on the definition, purpose and constraints for the Unassigned Fund Balance. It is certainly not a "slush fund". After some discussion, the attendees generated the following needed informational kernels for the article:

- State and clarify the rules for the creation and use of the Unassigned Fund Balance
- Put emphasis on the voting process for the Unassigned Fund Balance
- Explain how the Board of Finance fundamentally makes decisions
- Explain how Reserve Funds differ from the Unassigned Fund Balance

Todd volunteered to write the first DRAFT.

Lastly, the members tentatively scheduled the next meeting for Thursday, 1/13/22.

Meeting was adjourned at 7: 59 PM.

The Meeting Minutes were written by Todd Gelston.