Meeting Minutes for the
7 PM, 8/4/22 Special Meeting of the
Board of Finance Communication Sub-committee

Meeting Minutes were approved at the 9/8/22 Meeting

Members Present: Bruce Dutch, Todd Gelston, Rebecca Whatley
Staff Present: None
Guests Present: None

AGENDA

8/4/22 BoF Communications Sub-committee Special Meeting
7 PM at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes – February 3, 2022 Special Meeting
3. Discussion about subjects for other possible articles
4. Other subjects to discuss
5. Scheduling for the next Meeting
6. Adjournment

DISCUSSION

Meeting called to order at 7:04 PM in Meeting Room 4.

The attendees reviewed the meeting minutes for the 2/3/22 Meeting. Rebecca moved that the meeting minutes, as presented, be approved. Bruce Dutch seconded the motion. Motion was approved unanimously.

The meeting started with a general discussion on the possible subjects for potential articles. After some discussion it was suggested that perhaps we should write an article on the Board of Education's Budget Process. Although the BoE Budget is about 67% of the Total Budget for East Haddam, it was believed by the attendees that many residents and taxpayers do not understand the BoE's Budget Process. After some discussion a consensus was reached on the overall purpose of the suggested article. The purpose of the article would be to inform the residents and taxpayers of the process that creates and develops the BoE Budget each year. With this purpose in mind, the article should cover these five subjects:

1. Process Steps –
    a. At least at a high level
    b. Include the Timeline from the early BoE subcommittee meetings to the submittal to the Board of Finance
2. Budget Components –
    a. Salaries, Textbooks, Operating Expenses, Capital, Legal Expenses, etc.
3. Public Input – When and how
4. Laws that guide and bound Budget creation and development
    a. Connecticut Laws
    b. Federal Laws

5. Interaction between the Board of Finance and the Board of Education

Rebecca volunteered to research the State and Federal Laws for Board of Education Budgets. She will also contact the Connecticut Conference of Municipalities (CCM) for assistance in her research.

It was recognized that this may be a long article. Therefore, it may be a two-part article. It was also recognized that the Subcommittee needs a favorable consensus from the full Board of Finance before undertaking this endeavor.

It was further believed by the attendees that informing the public about the BoE Budget process would significantly help to eliminate the doubt and misunderstanding of the Budget Process.

The other potential subjects for articles that were discussed by the attendees were as follows:

- Difference between Capital and Expenses
- Capital Plan Development
- Financial Audit Process

Lastly, the members tentatively scheduled the next meeting for 9/8/22.

Meeting was adjourned at 7: 58 PM.

These Meeting Minutes were written by Todd Gelston.