Meeting Minutes for the
7:00 PM, 12/5/23 Special Meeting of the
Board of Finance Communication Sub-committee

Approved MEETING MINUTES

Members Present: Todd Gelston and Rebecca Whatley
Staff Present: None
Guests Present: None

AGENDA

12/5/23 BoF Communications Sub-committee Special Meeting
7:00 at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes for the November 1, 2023 Special Meeting
3. Review these subjects of interest for BoF Communication Articles:
    a. The proposed HVAC System Upgrades for the Elementary School, Middle School and High School
    b. Company 2 Firehouse Renovation / Rebuild
    c. Audits- Terms, Definitions, Purpose, etc.
    d. Update and/or re-publish previously published articles
    e. Budgets – Capitalization versus Operating Expenditures
4. If appropriate, review the available First Pass Drafts of the articles for the subjects (a through e) listed in Item #3 above
5. Scheduling for the next Meeting
6. Adjournment

DISCUSSION

Meeting called to order at 7:00 PM in Meeting Room 4.

The first Agenda item was the approval of the Minutes for the 11/1/23 Special Meeting. Rebecca Whatley moved that the meeting minutes be approved. Todd Gelston seconded the motion. There were no additions or corrections. The motion passed unanimously.

The next item on the Agenda was to review and discuss the progress toward publishing an article on the HVAC Project for the Town's public schools. Rebecca talked to Patty Stricker and told her that we would like to work with the Board of Education's Business and Planning Committee to write and publish an article about the HVAC Improvement Project for our public schools. Patty responded that she is open to working with us. Patty also suggested that Rebecca should reach out to Nancy Haslam, the Acting Superintendent of Schools, because she would be a good resource. Rebecca also talked to Don Angersola who gave Rebecca a short update on the Project as follows: 1. Engineering is finalizing the numbers. 2. The Grant Application Package is being prepared for submittal by the late December deadline. Rebecca suggested that a meeting with Patty, Cindy Hughson, Don Angersola and our communications sub-committee to review Rebecca's DRAFT would be beneficial. The Communications Sub-committee wholeheartedly agreed with her suggestion. Rebecca is to complete her DRAFT and schedule a meeting with the people named above.

Next, Rebecca reported on the Company #2 Firehouse Renovation Project. The recent discovery of major building integrity issues is requiring a complete restart of the Project with a teardown and build new

approach. The Engineering work must be done first. It is expected that the Engineering Work will be done during the Spring of 2024. Consequently, an article on the Firehouse will be done at a later time.

Next, the attendees reviewed the First DRAFT of the Audit article written by Todd Gelston. The article needs to provide more information and clarity for sampling and the sampling process. Also the article needs to explain what is meant by an "unqualified opinion". The next draft is targeted to be ready for review at our next Communications Sub-committee meeting in January.

Next, the attendees discussed that 3 Financial Terms and Definitions articles published in 2018. Rebecca is to make helpful edits in the 3/22/18 and 4/5/18 articles. The 3/29/18 article remains unchanged and will simply be re-published. Todd Gelston will send these original articles to Rebecca to edit as necessary.

Next, Todd Gelston volunteered to DRAFT and article on the difference between Capitalization and Operation Expenses. Also, he volunteered to renumber/re-identify the articles written and to be written in order to make it easier to find the previously published articles.

The attendees agreed to schedule the next meeting for 1/4/24.

The meeting ended with the above discussion.

Meeting was adjourned at 7:54 PM.

These Meeting Minutes were written by Todd Gelston.