Minutes for the
6:00 PM, 1/23/24 Special Meeting of the
Board of Finance Communication Subcommittee

APPROVED MEETING MINUTES

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

AGENDA

1/23/24 BoF Communications Subcommittee Special Meeting
6:00 at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes for the January 4, 2024 Special Meeting
3. Review the DRAFT of the first Citizen's Guide for the FY 2024-2025 Budget Development.
4. Select the target publish dates for the Citizen's Guides for this Budget Season.
5. Review the Draft Article on the Annual Financial Audit of East Haddam's financial accounts and processes.
6. Scheduling for the next meeting.
7. Adjournment

DISCUSSION

Meeting called to order at 6:33 PM in Meeting Room 4.

The first Agenda item was the approval of the Minutes for the 1/4/24 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.

Next, the attendees began to review the DRAFT Citizen's Guide for the FY 2024-2025 Budget Development.

The first comment was that all members of the Board of Finance (BoF) need to be listed as signatories at the end of the text on either the first or second page. The other comments for insertion in the Guide were reviewed and are as follows:

- We are about to develop the Budget for FY 2024-2025.
- Our approach is to develop the financial plan that provides the needed services and other town needs with a minimal impact to taxation.
- Need to balance services without a significant effect on taxes.
- It is much work and use of data to develop a budget for each Fiscal Year.
- We are employing Zero Based Budgeting (ZBB) in this Budget Development.
- The Budget Development Process is open to the Public and the BoF welcomes public participation.
- Everyone is asked to use ClearGov to view and review the results of the Budget Development.

- Is it possible to view all budget development meetings on YouTube? We need to get an answer to this question.
- Explain the reason and schedule for the Tri-Board Meeting.
- Add a link for the scheduling of the workshops – Can the public attend the Board of Selectmen (BoS), Board of Education (BoE) and BoF Workshops?
- Will the QR code work when the Citizen's Guide is released and distributed?
- Be careful to separate the BoE and BoS Budgets
- Submit the final DRAFT for publishing by January 31 and with an imbedded link to ClearGov.

Next, the attendees discussed the target dates for the next East Haddam News article as follows:

- Submit the Budget Development Process Article by February 7 for publishing by February 22

Due to time constraints the DRAFT Article for the Financial Audit Process was not reviewed.

Next, the attendees tentatively selected 2/6/24 at 6:00 PM for our next meeting.

The meeting ended with the above discussion.

The meeting adjourned at 7:15 PM.

These Meeting Minutes were written by Todd Gelston.