

**Minutes for the  
6:00 PM, 8/14/24 Special Meeting of the  
Board of Finance Communication Subcommittee**

**APPROVED MEETING MINUTES  
Approved at the 1-24-25 Meeting**

**BoF Subcommittee Members Present:** Todd Gelston and Rebecca Whatley

**Staff Present:** None

**Guests Present:** None

**AGENDA**

8/14/24 BoF Communications Subcommittee Special Meeting  
6:00 PM at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes for the January 23, 2024 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
  - f. Other subjects of interest
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 6:03 PM in Meeting Room 4.

The first Agenda item was the approval of the Minutes for the 1/23/24 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 reviewed the subjects of interest for the BoF Communication articles as follows:

1. The proposed HVAC System upgrades for the Elementary School, Middle School and High School have encountered cost issues. From our discussions earlier this year, we have learned that this subject needs to be covered only by the Parent-Teachers Organization (PTO).
2. The Company 2 Firehouse Renovation/Rebuild is in the proposal phase. The East Haddam Fire Department needs to do the communicating on this subject.

3. Todd needs to pick three of the previously printed articles on financial terms. One of the three needs to be about audit terminology. Rebecca volunteered to add more audit terms to the audit terminology article. The attendees suggested that these terms be added to the article – Testing, Management Letter, Sample Size, Audit Cost, Qualified Opinion, Unqualified Opinion, etc.
4. Todd will send to Rebecca his current DRAFT of an article explaining the typical Audit Process. We can meet with Valerie when she gets back from Maternity Leave. Target a final DRAFT for mid-October and then deliver the final recommended DRAFT to the BoF for their 11/18/24 Meeting.
5. Rebecca will draft an article on Capital Budgets versus Operating Budgets. The article needs to define Capital and Capitalization, Operating Expenditures, Maintenance costs as expenses, Depreciation, etc. Target a DRAFT for the December Board of Finance Meeting.

Next, the attendees discussed the cost of publishing the BoF Communication Articles in the East Haddam News. Todd volunteered to meet with Valerie to understand the costs and why we need to pay a publishing fee.

Next, the attendees scheduled the next sub-committee meeting for Thursday, 9/5/24 at **6:30 PM**.

The meeting ended with the above discussion.

The meeting adjourned at 6:48 PM.

These Meeting Minutes were written by Todd Gelston.