

**BOARD OF FINANCE  
REGULAR MEETING – August 9, 2022  
HELD ELECTRONICALLY**

**PRESENT:** Michael Kaelin, Stewart Koenigsberg, Sandra Arkell, Matthew Raimondi, Richard Santosky

**ABSENT:** Chris Stroup

**Others Present:** CFO Dawn Norton

**Call to Order**

Chairman Michael Kaelin called the meeting to order at 7:01 pm.

**Approval of Regular Meeting Minutes of July 12, 2022**

Ms. Arkell made a motion to approve the Regular Meeting Minutes of July 12, 2022. Motion seconded by Mr. Raimondi and carried 5-0.

**Brief Overview of Audit Process for the year ended June 30, 2022 – CFO Dawn Norton**

CFO Dawn Norton gave an overview of Audit Process for the year ended June 30, 2022 noting the audit started this week with CLA and reviewed documents sent to the board (Master Service Agreement, Statement of Work and document addressed to the BOF). Discussion amongst the board and Ms. Norton.

**Discussion of the Budget Process**

Mr. Kaelin proposed that Discussion of the Budget Process and Discussion of Whether to set Budget and/or Mill Rates Targets be discussed together. Mr. Kaelin noted that Mr. Raimondi prepared documents, which he sent to the BOF that provided a forecast under a certain set of assumptions. Mr. Raimondi reviewed those assumptions with the board. Further discussion ensued amongst the BOF noting the goal is to be more transparent and have more involvement earlier in the budget process. It was agreed that further discussion is needed and the BOF will continue its conversation at its next meeting.

**Discussion of Whether to set Budget and/or Mill Rates Targets**

Discussed in conjunction with the item listed above.

**Discussion of Member Appointment to BOE Negotiations**

Mr. Kaelin asked for a nomination to appoint a BOF member to assist in the BOE Negotiations. Mr. Santosky nominated Mr. Koenigsberg for the appointment. After discussion, Mr. Kaelin moved to appoint Mr. Koenigsberg as BOF member to BOE Negotiations, and if he cannot fulfill the position to appoint Mr. Stroup. Motion seconded by Mr. Santosky and carried 5-0.

**Committee Reports**

No Reports

Update on RFP

Ms. Arkell noted that she and Ms. Norton have meetings on the potential RFP and are prepared to bring a recommendation to the next BOF meeting.

*\*Minutes have not been reviewed by this Board and may be subject to revision in future minutes.*

**Public Comment**

None.

Having no further business, the board voted to adjourn meeting at 8:11 pm.

Respectfully submitted,  
Jacqueline Rochester  
(from video recording)