

TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169
BROOKLYN, CONNECTICUT 06234

OFFICE OF SELECTMEN
(860) 779-3411 Option 2

TOWN CLERK
(860) 779-3411 Option 4

TAX COLLECTOR
(860) 779-3411 Option 5

ASSESSOR
(860) 779-3411 Option 6

Board of Finance
Regular Meeting Minutes
Wednesday, June 15, 2022
7:00pm via Zoom &
Clifford B. Green Memorial Center

Present: Sandy Brodeur, Heather Allen, Ken Dykstra, David Lee, and Melissa Bradley;
Secretary

Drew Dionne arrived at 7:09pm w/notification

Absent: Aaron Soucy

Also Present: Austin Tanner, Joe Voccio, Lou Brodeur, and Rushie Bean

RECEIVED
TOWN CLERK'S OFFICE
2022 JUN 22 PM 4:11
RECORDED VOL. PAGE
Melissa Bradley
TOWN CLERK BROOKLYN

1. **Determination of a quorum and Call to Order:** S. Brodeur called the meeting to order at 7:02pm.
2. **Public comment:** None
3. **Approve minutes from meetings on May 18 and May 26, 2022:** H. Allen made a motion to approve the minutes of 5/18/22 & 5/26/22 as presented. D. Lee seconded the motion. Motion passed 4-0.
4. **Old Business**
 - a. **Estimated budget dollars to be returned by the Town – any change?:** Tom from Highway will be using the rest of his budget for guardrails and some other projects. A. Tanner states the reimbursement from the Little League grant has been approved and the funds should be deposited shortly.
 - b. **Determine what reports we want to review for organizations receiving money from the Town – e. g. Library, Cemetery treasurer, others? Possibly budget figures submitted to the Town versus actual dollars spent.:** D. Lee proposes letters are requested from organizations who the Town gives money to at budget time to see how the funds were spent. A threshold should be set, possibly \$50,000. Discussion ensues. D. Lee makes a motion to request documentation from entities who receive money from the Town on how the money was spent as part of their budget for the previous fiscal year. This would include Brooklyn's money plus money funded from other sources. K. Dykstra seconded the motion. L. Brodeur feels this should be a request that comes

from the Board of Selectmen and then given to the Board of Finance. J. Voccio agrees with transparency and making sure there is not fraud happening but requesting this from an organization who only receives \$1,000 from the Town is not a productive use of our time. Asking for how the money given by the Town is spent is justifiable, but we are not entitled to know how they spent all their other money. D. Lee suggests tabling this and take some time to come up with a reasonable solution. D. Lee withdraws and his motion and tables this item until next month. K. Dykstra seconds. Motion passed 5-0.

5. New Business

- a. Review financial reports for 2021-2022 to date:** S. Brodeur states there is money left in the highway budget that is not encumbered. A Tanner states he will be using it. S. Brodeur questions if there are purchase orders made? There is a policy stating purchase orders need to be completed. It was previously decided to set up payroll codes for highway and recreation for when they work at the cemetery. Tom kept track of the time. Finance department has not been notified of the hours each employee worked.
- b. Status of search for Town Finance Manager and school district financial assistant:** Three people were interviewed and there is a candidate that will be offered the job. He is from Sommers, CT and is very knowledgeable of the job. \$85,000-\$90,000 was budgeted, he may want a little more. A. Tanner states he would hate to lose someone like that for a few thousand dollars. He is currently an assistant finance director and has been for 8 years. He works with Stephanie Levin, the former finance director of Brooklyn. The school financial assistant position has been filled.
- c. Action to Approve Resolution Recommending and Appropriation of \$315,715 for the 2022-2023 Capital Funding Program:** D. Dionne made a motion to approve the resolution recommending an appropriation of \$315,715 for the 2022-23 capital funding program. H. Allen seconded the motion. Motion passed 5-0.
- d. Update on the status of the ARPA funding program and guidelines for considering requests for funding:** A meeting is set up to discuss the program and guidelines. All applications are due June 30, 2022.

6. Other New Business

- a. Schedule a meeting with the Cemetery Association and the Board of Finance to discuss the division of duties between the Town and the Association, what Long Term Maintenance that is purchased by plot owners actually covers, etc.:** A. Tanner will set up a meeting.
- b. Selectman's report:** The Town will be looking for a new Recreation director. The company repainting the Town Hall has submitted a change order in the amount of \$4,500; \$1,700 of it is for materials. They estimated a time of 30 hours to pressure wash and it took 68 hours. It is suggested that they cover half the pressure washing. The materials were an understood cost that may happen. The Little League grant has been approved to be reimbursed and the funds should arrive

soon.

The grant for the generator was approved and then the State found they made a mistake in the paperwork. The project is back on hold while they correct it.

We will apply for a STEAP grant for the drainage on Tatnic Hill road and the Community Investment Grant for sidewalks down to the Fairgrounds.

The nip bottle fund must be spent, it cannot go into the general fund, and there are pretty general guidelines on how to spend it. A Spring (Earth Day) and Fall cleanup day is suggested.

c. Liaison reports:

Capital Committee: They have completed

Fire Commissioners: No meeting this month; the subcommittee for paid staff have been discussing options, more details to come.

A. Tanner mentions there is a subcommittee meeting for Memorial Day Parade/Family Fun Day on 6/22 at 7pm, if anyone is interested in participating.

Board of Education: They met last month. They will not have funds to return from this year's budget.

Housing Authority: Two meetings were scheduled and cancelled. There are three members at this time.

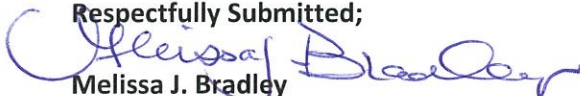
d. Schedule a meeting on June 21 immediately following the town budget vote: Drew Dionne made a motion to schedule a meeting on June 21st, immediately following the Annual Town Meeting. Ken Dykstra seconded the motion. Motion passed 5-0.

e. Any other new business

7. Public comment: None

8. Adjournment: Drew Dionne made a motion to adjourn the meeting. David Lee seconded the motion. Meeting adjourned at 7:59pm.

Respectfully Submitted;


Melissa J. Bradley
Recording Secretary

TOWN OF BROOKLYN
BOARD OF FINANCE

RESOLUTION RECOMMENDING AN APPROPRIATION OF \$315,715 FOR THE 2022-
2023 CAPITAL FUNDING PROGRAM

RESOLVED, that the Board of Finance recommends that the Town of Brooklyn appropriate \$315,715 for the costs of the 2022-2023 Capital Funding Program, consisting of the following:

Town	Mortlake Fire Company – replacement of openers of overhead doors at Canterbury Road	\$27,000
Town	Mortlake Fire Company – battery operated Hurst Tools	58,400
Town	Resurfacing of basketball courts	27,000
Town	New pickup truck with plow	63,315
Town	New loader tractor with backhoe	<u>140,000</u>
TOTAL:		\$315,715

The appropriation may be expended for construction costs and materials, equipment, purchase costs, legal fees, financing costs, and other costs related to the projects. The appropriation shall include any federal, state or other grants-in-aid received for the projects. The amount authorized to be expended for each purpose shall not exceed the amount set forth opposite each purpose, provided that the Board of Selectmen may, after approval of the Board of Finance, transfer unexpended funds among purposes, so long as the total appropriation is not increased. The Board of Selectmen may reduce the scope of any project if funds are insufficient to complete the entire project, and the entire appropriation may be spent on the reduced project.