



TOWN OF BROOKLYN

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

OFFICE OF SELECTMAN
(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, May 15, 2019
7:00PM Clifford B. Green Memorial Center**

Present: Jeff Otto, Drew Dionne, Kim Conroy, Sandra Brodeur, Heather Allen and Melissa Bradley;
Recording Secretary
Absent: Ken Dykstra

Also Present: Rick Ives, Joe Voccio, Wayne Jolley, Patricia Buell, Bucky Lohbusch, Aimee Genna and Aaron Kerouack

1. Determination of quorum and opening of meeting: Mr. Otto called the meeting to order at 7:04pm with a quorum present.

2. Public Comment: None

3. Action on Minutes of 5/7/19 Meeting: Sandy Brodeur made a motion to approve the minutes of 5/7/19 as presented. Drew Dionne seconded the motion. Motion passed 5-0.

4 Old Business

- a. Discuss copy machine rental charges:** Mr. Ives states his meeting with the company has been moved to Tuesday next week.
- b. Other Old Business:** As a reminder, Mr. Otto states the fire department quarterly reports are due in May, August, November and January. They have been submitting them early which is not a problem.

5. New Business

a. Discussion of personnel additions and remaining vacancies in Finance Department: Corrine Castro has been hired as the human resource employee for the Town and School and as Mrs. Buell's executive assistant; she started last week. Aimee Genna was hired as a financial assistant secretary and has also started. Kelly Vachon was hired as the finance/business manager and will begin May 20th. She was hired by the Town through EASTCONN. There will be a 90-day probation period at which time the Town can decide to hire her directly or not. Cassie Long and Melissa Costa will complete the office as financial assistant secretaries and are both current employees. Sandy Brodeur requests seeing job descriptions for the department.

b. Status of Audit: The missing paperwork from the WPCA has been received and given to the auditors. They are on target for finishing at the end of the month.

c. Review of Budget presented at Hearing: More revenue is expected since the last report and have been added. The only expense that changed was highway diesel fuel, it was increased by \$2,000.

The revenues expected to collect in 2018/19 are:

- \$165,000 Current taxes
- \$11,000 Prior taxes
- \$5,000 Taxes and liens
- \$63,901 Mashentucket
- \$16,000 Transfer station
- \$10,379 Municipal sharing

Revenues increased in 2019/20:

- \$4,000 Health insurance
- \$4,000 Conveyance tax
- \$4,000 Interest
- \$10,000 Insurance dividend
- \$14,000 Recreation fees

Mr. Ives reviews line items in the current budget that were over or under spent. Discussion held on the \$15,000 not spent in the highway department. The board agrees they would rather that money be spent on fixing potholes or catch basins. Mr. Ives removes \$15,000 and the approximate total return is now \$169,000.

d. Action on items discussed at Hearing: Heather Allen suggests more explanation at the town meeting regarding the wage increase and how they were not included in the budget last year because of negotiations and how that triggered a higher amount this year.

e. Discussion of Uncommitted Reserve estimates related to prospective budget: The uncommitted reserve is at 7.64%. The board is happy with that this percentage is increasing. Drew Dionne made a motion to adjust the reserve target set by the Board of Finance to 8.25% Sandra Brodeur seconds the motion. Motion passed 5-0.

f. Approval of budget to be sent to Town Budget Meeting: Drew Dionne made a motion to approve the budget request from the Board of Education in the amount of \$18,662,768 and move to a town meeting. Kim Conroy seconded the motion. Motion passed 5-0.

Kim Conroy made a motion that the Board of Fire Commissions and Recreation/Parks Maintenance budget be accepted as submitted. Drew Dionne seconded the motion. East Brooklyn - \$100,880; Mortlake - \$153,705; Recreation - \$336,793; Parks Maintenance - \$114,749. Motion passed 5-0.

Sandra Brodeur made a motion to approve the capital committee recommendation of projects in the total amount of \$762,147, of which \$148,241 will be expensed. Drew Dionne seconded the motion. Motion passed 5-0.

Sandra Brodeur made a motion to approve the general government budget request with the current payments for capital in the amount of \$5,644,801. Drew Dionne seconded the motion. Motion passed 5-0.

g. Discussion and action on Tax Collector's Suspense List: Sandra Brodeur made a motion to accept the suspense list as recommended by the Tax Collector. Drew Dionne seconded the motion. Mr. Ives asked if anyone knows anyone on the list and how to get ahold of them, to please let him know. Motion passed 5-0.

h. Other New Business: None

6. Liaison Reports as necessary: Joe Voccio updates the board on the solar project at the school. Paperwork was filed with DAS but they denied the request because it has not gone to a town meeting for approval. The approval will be added to the town meeting for the budget on June 3rd.

7. Public Comment: None

8. Adjourn: Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 8:40pm.

Respectfully Submitted;

A handwritten signature in black ink, reading "Melissa J. Bradley". The signature is fluid and cursive, with the first name "Melissa" being more prominent than the last name "Bradley".

Melissa J. Bradley
Recording Secretary