

**Brooklyn Board of Finance
Regular Meeting Minutes
Tuesday, May 7, 2019
7:00pm Clifford B. Green Memorial Center**

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

Also Present: Rick Ives, Joe Voccio, Wayne Jolley, Patricia Buell, Austin Tanner, Lou Brodeur, Aimee Genna, and Aaron Kerouack

1. Determination of quorum and opening of meeting: Mr. Otto called the meeting to order at 7:03pm with a quorum present.

2. Public Comment: None

3. Action on Minutes: Kim Conroy made a motion to approve the minutes of 2/20/19; 3/20/19; 4/3/19; 4/9/19; 4/23/19; 5/1/19; as presented. Sandra Brodeur seconded the motion. Motion passed 6-0.

4. Old business: None

5. New Business

- a. **Review of state and local revenue estimates impacting the 2019 - '20 municipal budget:** A revenue report is given to members and reviewed. Sandra Brodeur questions why open space was dropped from 2017/18 to 2018/19? Mr. Ives states it should not be in revenues because it is an expense. Sandy points out a few other discrepancies. Mr. Ives will look into them.

Drew Dionne questions why prior taxes were increased this year? Mr. Ives states because there will be another tax sale.

ECS is up to date from the appropriations committee.

Mashentucket will be the same amount from last year. We have one more payment coming in this fiscal year.

Jeff Otto questions if the Recreation fees are consistent with what has been budgeted? Mr. Ives answered yes.

Town Clerk fees were dropped by \$5,000 because the fee is based on pages per recording, and there are less pages now.

Miscellaneous income should be \$1,000 not \$10,000. This will be corrected.

Jeff Otto notices the transfer station income has been down, but the revenue was increased for the upcoming year. Mr. Ives states the bulky waste fee was increased on May 1st and there has been more than normal business the last few weekends that should hit the projected revenues.

Jeff Ott questions why the dog license fees are not included? Mr. Ives will add \$500 to this line item.

Revenues equal \$23,777,564 plus the amount for dog license fees.

b. Discussion of previously submitted BoE prospective budget for 2019 - '20. Action on same:

The Board of Education budget total was previously stated at \$18,707,768. There was a reduction in health and dental insurance rates in the amount of \$45,000. The new total is now \$18,668,768.

c. Discussion of previously submitted General Government budget for 2019 - '20. Action on same:

There is an amount of \$42,000 in the general government budget for teacher's retirement. Mr. Ives states he is not comfortable with taking this out at this time because the decision to leave it in or take it out is not final.

Sandy Brodeur points out the Selectman programs was not pulled over to the expenditure report in the amount of \$1,000. Mr. Ives will correct this.

Electricity was changed in roads and bridges.

4185-Central Supplies is up by 75%. Mr. Ives states this is because of the Xerox rentals. He is meeting with the company next week to discuss this.

A full-time person was added to the land use office to help with daily office functions.

Salaries were discussed and why some departments have larger increases. Mr. Ives states it is because it included last year increases, this year increases and some employees have a step increase.

d. Discussion of items proposed for purchase by the Capital Committee and mechanism for funding prospective purchases. Action on same: The items recommended from the capital committee are:

- | | | |
|-----------------------------|-----------|----------------|
| • Assessor Software Upgrade | \$15,000 | To be expensed |
| • CBGMC Mold Remediation | \$42,000 | To be expensed |
| • Plan of C&D Consultant | \$15,000 | To be expensed |
| • Snowblower Attachment | \$7,500 | To be expensed |
| • Dump Truck | \$170,000 | To be financed |

• BOE Network Upgrade	\$155,435	To be financed
• Community Center plantings	\$8,000	To be expensed
• BOE Technology Software	\$247,712	To be financed
• Bush Hog Mower	\$13,000	To be financed
• Town Hall Site Design	\$45,000	To be expensed
• Fire Marshal Vehicle	\$22,000	To be financed
• BOE Facility Vehicle	\$21,500	To be financed

The board discusses the outstanding dept schedule. There will be a 1.2 million dollar impact next year.

e. Recapitulation of impact of items 5.a. through 5.d. on the prospective general tax levy and the uncommitted reserves balance of the Town.

Consider adjustments in these factors via accelerated repayment of short-term debt, reduction of reserves, reduction of proposed expenditures or a combination of these approaches: The expense to revenue leaves a short fall of \$407,797.12 which would produce a mill increase of three quarters of a mill.

Discussion held on the reserve and what percentage it should be at. Mr. Ives does not feel a 10-12 percent number is not reasonable or to increase the mill rate just to fund the reserve. The money that is returned at the end of the year will go back to the reserve and it will be increased.

f. Recommendation to the Town Meeting of a proposed budget for 2019 - '20:

Ken Dykstra made a motion to accept the recommended capital projects and the method of payment and move to a town meeting. Drew Dionne seconded the motion. Jeff Otto would like a procedure in place, so the vehicles recommended for purchase are not used for personal use. An automated system may be a solution. Sandy Brodeur questions who will do maintenance on the vehicles? Mr. Ives states they will be under warranty so the dealership will do that. Motion passed 6-0.

Sandy Brodeur made a motion for a 1 mill increase to the 2019-20 budget, .75 to balance the budget and .25 into contingency for the reserve. Heather Allen seconded the motion. Ken Dykstra feels it should be kept under a mill increase. He proposes reducing the amount by the teacher's retirement, which will most likely be put back into reserve. This would put \$100,000 into contingency to advance the reserve fund and the mill increase would be .92. Sandy Brodeur made a motion to amend her original motion to increase the mill rate by .92 to balance the budget and put the rest into contingency to increase the reserve and move to a town meeting. Heather Allen seconded the amendment. Motion passed 6-0.

g. Confirmation or rescheduling of the originally-proposed dates for the Budget Hearing and Budget Meeting: The budget hearing is scheduled for May 14 at 7pm in the middle school auditorium.

h. Other New Business: None

6. Liaison Reports as necessary: None

7. Public Comment: Lou Brodeur states he concurs with the outcome and the less than a mill increase.

8. Adjourn: Sandy Brodeur made a motion to adjourn the meeting. Kim Conroy seconded the motion. Meeting adjourned at 8:48pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary