



TOWN OF BROOKLYN

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

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Board of Finance
Regular Meeting Minutes
Wednesday, August 17, 2022
7:00pm via Zoom and
Clifford B. Green Memorial Center

Present: Sandy Brodeur, R. David Lee, Ken Dykstra, Aaron Soucy, and Melissa Bradley; Recording Secretary
Drew Dionne: arrived 7:16pm
Absent: Heather Allen w/notice

Also Present: Shelley Cates, Lou Brodeur, Sharon Loughlin

1. **Determination of a quorum and Call to Order:** S. Brodeur called the meeting to order at 7:00pm.
2. **Public comment:** None
3. **Action on minutes:** This item was tabled to include the correct dates for approval.
4. **Old Business**
 - a. **Update on Finance Manager position:** Shelley Cates has been hired as the finance director. There were five people interviewed for the finance assistant position and references are being checked now.
 - b. **Update on Recreation Director position:** The Rec commission is interviewing their last candidates tonight and then referrals will be sent to the First Selectmen.
 - c. **Action on Audit recommendation to bring WPCA in-house?** Nothing more has happened other than a discussion.
 - d. **Status of pooled cash fund? Has this been corrected?** This has not been corrected yet but will be in the works in the next couple of weeks.
 - e. **Discussion about considered reviews of financial information from town agencies, etc., which receive money from the town:** This is meant to be non-profit agencies such as the fire departments, library, senior center, and cemetery. D. Lee presents a policy from another Town for reference. S. Brodeur states these agencies come to the BOS meetings during the budget process and present their budget and answer questions to the board. D. Lee states he would like to see a report on how they spent the prior years money when requesting the upcoming fiscal year money.
The board would like to ask the Board of Selectmen to request a document from the

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agencies from the close of fiscal year 2023, or most current fiscal year report. Some agencies run on a different year cycle than the Town. Advance notice can be sent so they will be aware this will be asked at the next budget cycle.

f. **Status of Ice Box lawsuit:** Extensions were filed, but no other information is available.

g. **Other Old Business:** None

5. New Business

a. **ARPA update from K. Dykstra and D. Lee:** The committee has a ranking spreadsheet and are rating each application. Once all are received, they will be discussed at the next ARPA meeting.

b. **Review of most current July financials and estimate of completion date:** K. Dykstra suggests a line on the financials where comments can be made to explain why the item may be over. Having them in writing is questionable. S. Brodeur can keep track of questions and get the answers and try to eliminate the repetitive questions.

c. **Other new business:** The Quarterly Performance Report for the retirement plan was sent and there were no changes to report.

The taxpayers guide on the website is from 2019-2020 and states the tax collector's office is collecting the East Brooklyn's fire district tax. This revenue does not show up anywhere in the budget. This comes in as a liability, once collected, it is then transferred into their account. It shows on the bank statements. The board would like to see the report that shows the money coming in and going out. Donation taken in the Recreation department should be handled the same.

6. **Selectmen's Report:** Jeff Otto discussed the cemetery with the Board of Selectmen at the last meeting. Further discussion will be held on the Town possibly taking over the cemetery and the association dissolving.

The Town is looking into purchasing the Community Center from the Housing Authority for \$1. This will need to be approved at a Town Meeting.

The State Trooper is going to have a satellite office at the school; he will still utilize his office at the Town Hall.

The Town Hall is being painted and now the painter is stating he cannot warranty it if the gutters are not fixed. A. Tanner is receiving quotes on them now.

A grant was submitted to install sidewalks from the Town hall to Fairgrounds Road.

The fire truck for Mortlake will be here near the end of September.

7. **Liaison Reports:** BOE: No meeting; Recreation: Working on hiring a director; Capital: No meeting; BOFC: No report.

8. **Public comment:** None

9. **Adjournment:** D. Dionne made a motion to adjourn the meeting. D. Lee seconded the motion.
Meeting adjourned at 8:15pm.

Respectfully Submitted;

A handwritten signature in blue ink, appearing to read "Melissa J. Bradley". The signature is written in a cursive, flowing style with a large initial "M".

Melissa J. Bradley
Recording Secretary