



## TOWN OF BROOKLYN

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Board of Finance Meeting Minutes  
Wednesday, August 16, 2023, 7:00 pm  
Community Center and via Zoom

**Present:** Sandra Brodeur, Ken Dykstra, Dave Lee, Andrew Dionne, Brandon Zurek, Lisa Mileski, Recording Secretary

**Also Present:** Shelley Cates, Austin Tanner, Lou Brodeur, Joe Voccio

**Absent:** Heather Allen

**1. Determination of a Quorum and Call to Order:** S. Brodeur called the meeting to order at 7:00 pm.

**2. Public Comment:** None

**3. Action on Minutes of July 19, 2023 Meeting:** A. Dionne made a motion to approve the July 19, 2023 meeting minutes; D. Lee seconded the motion; and the July 19, 2023 meeting minutes were approved.

#### **4. Old Business**

**a. Status of road surveillance program:** A. Tanner stated that a meeting regarding this is scheduled for next Tuesday.

**b. State of Prince Hill bathrooms:** A. Tanner stated that there was no water at the bathrooms so the plumber installed a new power switch, which did not correct the problem, so they are searching underground for the water tank to see if that may be the issue.

**c. Status of Tatnic Road project:** A. Tanner stated that this is moving along, and we should have the survey by next week or the week after.

**d. East Brooklyn – Actions and Update:** A. Tanner said he spoke with Attorney E. Callahan, and they are trying to come up with an agreement.

**e. Other old business:** D. Lee mentioned that he and K. Dykstra put something together on requesting grant recipients to provide some information on how they spent their money, and he would like to see that on the agenda for the next meeting.

#### **5. New Business**

**a. Review financial reports and discuss need for financial review before sending the reports to others:** The Board discussed running the financial reports at the end of each month and providing them all appropriate Boards, so that everyone has the same reports from the same date. The Board then discussed the financial reports, and any questions were answered by S. Cates. She answered questions about the encumbrances, said that some were duplicated, and mentioned that the Town is still working with the auditors, and the deadline is October 15, 2023. S. Cates stated that she would look more closely at the numbers for the Fire Marshal.

**b. Discussion of status of WPCA – results of Town meeting and terms of the Killingly loan:** A. Tanner said he spoke with D. Capacchione, and he is supposed to email him the terms of the terms of the loan. He said that the first set of sewer bills for fifty percent of the cost with the increase were sent out and the next set of bills will be sent out October 1, 2023, and that is the deadline for trying to find another revenue source. The Board discussed this further. A. Tanner mentioned that the Town of Chester, Connecticut conducted a governance study, and all the members were

interested in seeing that. A. Tanner stated that he has not yet contacted Cliff Green to see if he would like to be the Town's representative for the CT Water Company.

**c. Steap Grant Application:** A. Tanner stated that the STEAP grant applications for Church Street paving and the South Street Play Scape are due 8/18/23 and will go out tomorrow, 8/17/23.

**d. Other new business:** S. Cates said that we have the auditors' study and that we are officially voted off the Municipal Financial Advisory Committee (MFAC) list, and that we are free and clear of their oversight and are continuing on the path that they suggested. She said they were a great resource, offered a lot of guidance and continue to be open to questions, concerns, etc. A. Dionne made a motion to hold Board of Finance meetings in the Clifford B. Green Memorial Center Conference room after October 1, 2023; D. Lee seconded; and the motion was approved. A. Tanner stated that the renovations at the Green building are right on schedule, and the only issue is that there is a breaker box that needs to be replaced and it may not be covered under the insurance.

**6. Selectman's Report:** S. Cates stated that D. DiBenedetto was promoted to the school Business Manager position, and we replaced her with Diane Caldwell. A. Tanner stated that both Assessors have retired; S. Kosoff's last day was today, and M. Szela's last day is 9/7/23; and interviews are taking place. He also said that the Recreation Director has hired two individuals, a full-time Coordinator and a part-time Assistant.

**7. Liaison Reports:** A. Dionne stated that Family Fun Day was successful. He said the Rec Department averaged 116 campers per week and 140 campers was the highest number of campers and they are in their last week, and they are currently looking at 30 children for before school and 49 for after school, which is on target. He also mentioned that there were only ten tickets sold for the bus trip to Yankee Stadium on 8/18/23. D. Lee stated that the new representative for East Brooklyn Fire Department is Matthew Alexander, and the new Chief is Bill Skene, and there was a lot of discussion about recruitment, self-assessments, visions on the future, tax abatement, ordinance for fire lanes, and chart of accounts, etc. Resource Recovery Board did not meet. K. Dykstra said the Board of Education met at the end of July, and that they are talking about making the age for kindergarten earlier, that they are starting the contract negotiations for the school administrator, and P. Buell is retiring at the end of the upcoming school year. S. Brodeur stated that the Housing Authority did not meet and she had talked with J. Voccio about someone coming in to give some kind of guidance for what we can do. She said they talked about getting involved with what P. Buell is doing downstairs at the Community Center, i.e., food for people, children to get help for schoolwork, etc., and that they are having an open house on 9/23/23. A. Tanner said they are having a stuff the bus at Walmart on Saturday from 9:00 am to 2:00 pm.

**8. Public Comment:** J. Voccio stated that Conn NAHRO has a new Executive Director, and he will ask her if they have any outreach programs, and one other opportunity which is light on labor but high in visibility is the Housing Authority might want to consider sponsoring a homebuyer education program for the local community, which is essential for people when they try to go get pre-qualified to buy homes.

**9. Adjournment:** A. Dionne made a motion to adjourn; D. Lee seconded; and the meeting was adjourned at 7:59 pm.

Respectfully submitted,  
Lisa Mileski, Recording Secretary