

**Board of Finance
Special Meeting Minutes
7pm Wednesday January 16, 2013
Clifford B. Green Meeting Center**

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Attendance: Rick Ives, Bob Kelleher, Drew Dionne, Austin Tanner, Jeff Otto, Gene Deary, Kim Conroy,
Absent: Carla Demers, Cassandra Leach, David Fuss, Maura Bowen
Also present: Dr. Louise Berry, Superintendant for Brooklyn Schools

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Siona A. Mammillo
TOWN CLERK, BROOKLYN, CT

1. **Call to Order-** Meeting was called to order at 7:10pm
2. **Acceptance of previous meeting's minutes-11/14/2012.** Rick Ives suggested this item be tabled until the next meeting. Gene Deary motioned to table item 2. Jeff Otto seconds this motion. All in favor. Motion passes.
3. **School security discussion-**Dr. Berry addressed the committee explaining the incident that occurred in Brooklyn in 1988, what steps were taken regarding safety and security of the children. Dr. Berry presented a "Building Security" bulleted list of ideas drafted to protect the school in the future. After reviewing the list with the committee Dr. Berry stated that Vision, Voice and Data Solutions in Cranston, RI can do this job for both the elementary and middle schools for \$150,000. of which Dr. Berry will be asking for \$50,000. from the CT grant money for the preschool wing.
Jeff Otto would like to see additional bids for the security needs requested by Dr. Berry, and he asked that all the options are explored, before a final decision is made. Rick Ives asked if there was anything that needs to be fixed or can be done now? And if so, then that should be addressed. Jeff Otto expressed that the Board of Finance is willing to consider Dr. Berry's proposal to rationally increase the security of the building and of the students, and that additional thought as to what that would be and then the committee will be willing to consider the proposal. Rick Ives expressed sooner is better than later, other members agree. Dr. Berry asked for advice from Jeff Otto with regards to wireless units.
Rick Ives asked Dr. Berry about school budget and would like to meet with her to discuss the schedule.
4. **Audit discussion-**Marcia Marien presented the draft Financial Statements and Supplementary Information and discussed the highlights. Jeff Otto requested a letter from Marcia Marien stating the need for Town Financial Manager which will be presented by the Board of Finance to the Board of Education. He asked Marcia Marien if the Board of Education were aware that they are over budget?
Gene Deary made a motion to accept the draft proposal of the audit as presented. Kim Conroy seconds this motion. All in favor. Motion passes.
Gene Deary asked if the Town of Brooklyn could consult the expertise of Marcia throughout the year until a Financial Manager is hired.
5. **Selectman's Report-**Austin Tanner made the committee aware of the lawsuit for drainage on Fortin Drive has a court date for February 7&8 2013. He discussed the bucket truck "Ice" program, Brooklyn, along with 2 other towns will receive this money, the state pays for half. We will be the first town in the state to receive this. The town will be receiving \$9,200. to use as the Board of Finance sees fit. The town will pay the full \$27,000. and the other 2 towns will reimburse us. Gene Deary asked why don't we have the other towns pay us? Austin Tanner stated it is because we are the lead town. Austin Tanner discussed the Land Use Officer job description compared current job duties with additional duties the town would like this position to perform, this would be a full time hourly position and would require less need for NECCOG.

Mr. Otto asked if the town would be able to adequately supervise/monitor this individual to ensure a strong position will be created.

Gene Deary made a motion that they accept the selectman's request to continue his search for a full time Land Use Officer with Planning Responsibilities Position. Jeff Otto seconds this motion. All in favor. Motion passes.

Union contract with the Highway Department has been settled. Reviewed wage increase percentage, HSA accounts, pension, medical insurance. Town contract meeting on February 25, 2013.

Austin Tanner discussed Probate possibly moving to the Clifford B. Green Memorial Center and the Recreation Department moving to Tiffany Street. He told the committee if Probate does move to the Memorial Center, they will be responsible for any renovations. A meeting will be held at the end of January. Kim Conroy stated Recreation did not want to move. There was discussion held as to where to put Probate and where to put the Recreation Department. Austin Tanner asked the Board of Finance if they have a representative to serve on the Fire District. This is still in the "gathering info" stage.

Austin Tanner reviewed items for discussion at town meeting in February: Blight Ordinance Resource Recovery, Recreation Building, Changing the Treasurers position from elected to appointed. Sewer authority is looking for some money. After discussion, conclusion was they need to take it to Board of Selectman, Board of Finance then a town meeting. The pump station on Tatnic Road needs to be replaced. One pump is not working and the other pump is barely working. The pump station on Plaza Street needs replacement also. Austin Tanner said that there is an easement on Riverside Park to hook the utilities up. He also will be having a selectman's forum to discuss selectman's issues before the town meeting. Austin Tanner stated he received a letter from Paradise Lake asking to dissolve their district. Austin Tanner stated NECCOG has been subcontracted to conduct a study of the staff to review the functions of their position and if any consolidating be done. Austin Tanner will present this idea to Dr. Berry to be included in the study.

6. **2012-2013 budget discussion**-Kim Conroy asked what property tax relief was. There wasn't anything budgeted and \$1,400. was spent. It was confirmed that this money was received from the state. Rick Ives stated building permits were over budget by \$96,000. for Wal Mart.
7. **2013-2014 budget schedule**- Rick Ives invited Recreation to a meeting in February. Fire Commissioners will meet in March. School will meet in April. Town will meet when available, Rick Ives would like to see this begin in March.
8. **Committee/Board liaison reports**-Kim Conroy announced that "The Last Green Valley" will be putting up a kiosk at the boat launch at Riverside Park, the Quinebaug, the French River, and Shetucket River also. The kiosk will have maps and safety tips, no cost to the town and no maintenance costs either. The local technical schools are being approached by Bill Reid to build these kiosks. Kim Conroy also stated the Disc Golf is moving forward, they will be going back to zoning commission next month.

Fire Commissioners: Jeff Otto reported who the new elected officials were. There was a thank you letter sent to KB Ambulance for making the presentation at the January meeting and their request for providing services to the town of Brooklyn.

A schedule was handed out for budget preparation. The proposed budget for Board of Fire Commissioners has to be available for the February meeting. The Capital Plan Budget will proceed at a different pace than the Operating Budget, there will be Public Commentary placed on the agenda for all monthly meetings.

Rick Ives discussed the details of the new teacher's contract settled in mediation last month.

The Board of Fire Commissioners will be a fact finding information committee only. This Board will not be making decisions, only recommendations. It was agreed that a Fire Commissioner will be a member on this committee.

9. Other Business-none

10. Public Commentary- none

11. Adjourn-Jeff Otto made a motion to adjourn. Kim Conroy seconds this motion. All in favor.
Motion passes. Meeting adjourned at 9:50pm.

Respectfully Submitted,

Lisa Scribner
Recording Secretary