

**Board of Finance
Regular Meeting Minutes
Wednesday, August 17, 2016
7pm Clifford B. Green Memorial Center**

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

Absent: Drew Dionne with notification

Also Present: Rick Ives, Joe Voccio, Sherry Holmes, Aimee Genna, Patrick Gauthier, Heath Kesling, Austin Tanner and Fran from the Bulletin

- 1. Call to Order:** Mr. Otto called the meeting to order at 7:03pm. Mr. Otto requests to restructure the agenda to change item #4 to Finance Director Report and add in between #3 and #4 Fire Department reports. Ken Dykstra made a motion to restore the agenda as suggested. Kim Conroy seconded the motion. Motion passed 4-0.
- 2. Public Comment:** None
- 3. Approve Minutes:** Sandra Brodeur made a motion to approve the July 20th minutes as presented. Ken Dykstra seconded the motion. Motion passed 4-0.

Fire Department Reports: Mr. Gauthier reports there are no surprises for East Brooklyn, the budget is on target. The department is willing to use the new accounts as soon as they are available. Budget amounts will also be listed on the reports from here on out.

Mortlake ambulance came in under budget by \$5,700 and they will be returning the funds to the Town. Ms. Brodeur questions how those funds are returned? Ms. Holmes states a check can be made out to the Town of Brooklyn and sent to the finance department.

Mr. Dykstra questions how the vehicles are holding up at East Brooklyn. Mr. Kesling replies they are all in good shape at this time.

- 4. Finance Director Report:** Ms. Holmes reports on the 2015/16 budget we received more revenue than expected; \$103,910 from municipal revenue sharing, \$7,986.84 from DUI grant and \$7,000 in application fees, leaving only \$666,309.87 to be transferred to balance the budget.

2015/16-year end transfers were reviewed. Line item 4-1201-Payroll is over budget by \$23,458.02. It is questioned what can be transferred before an appropriation is needed and require town meeting. Ms. Holmes will get clarification for the next meeting or prior to.

A copy of Parks and Recreation breakdown on 2015/16 revenues as requested is reviewed by the board. The board questions how there is .45 cents on Teen Center membership when it was a flat rate of \$100.00. Ms. Holmes is unclear and will ask the director, Bucky Lohbusch, who created the report.

Revenue report for 2016/17 is given to members. It is in the new format from the new accounting system. The report states it is from July 1-31, however, there are a lot of deposits not listed, including the taxes collected for the month. Ms. Holmes states the report is only through the 15th. Ms. Holmes is questioned why the reports are so far behind? Ms. Holmes explains the deposits still have to be made manually and Sherri has not done them yet. Ms. Conroy suggests creating an excel spreadsheet where the deposits are made by the tax collector and automatically uploaded into the accounting system. Ms. Holmes agrees this can be done and she will look into it.

The fire departments currently run on a calendar year and it is suggested they run on the fiscal year so they can use the new system as well. This will be suggested to the departments.

Ms. Holmes is looking into the virtual time clock. She will have quotes for different companies at a later meeting.

5. Discussion on Budget: Discussion held during finance director's report.

6. Old Business

- It was questioned at the last meeting why the funds budgeted for the scholarship were not expended? Ms. Holmes states that the school did not ask for the funds because they had enough in their budget.
- The list from the auditor was received and Ms. Holmes requested they begin by the end of September. This has not been confirmed yet.
- Ms. Brodeur states the fuel system at the school was not working during the storm and the Fire and Ambulance vehicles could not fill up there. Mr. Ives is unaware of another issue with the system and will speak with Tony at the school.

7. New Business

- Gene Michael Deary has submitted his resignation from the board. He has moved out of Town. The Board of Finance and the Board of Selectmen will send him a letter thanking him for his excellent service. A request to DTC has been made to fill his vacancy.
- Mr. Otto reports the new principal has started at the school. There are also 7 vacancies to fill before school starts.
- Mr. Otto reports the East Brooklyn Fire Department will be replacing the attack tanker with a mini pumper.

8. Public Comment: Mr. Tanner states the new system seems inadequate and it should be learned as fast as possible. Mr. Tanner asks for clarification regarding the \$811,000 from last year's budget. Mr. Ives explains originally, \$811,000 was budgeted to balance the budget but only \$666,000 was needed at the end of the year.

9. **Adjourn:** Sandra Brodeur made a motion to adjourn the meeting. Ken Dykstra seconded the motion. Meeting adjourned t 8:25pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary