



## TOWN OF BROOKLYN

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

OFFICE OF SELECTMEN  
(860) 779-3411 Option 2

TOWN CLERK  
(860) 779-3411 Option 4

TAX COLLECTOR  
(860) 779-3411 Option 5

ASSESSOR  
(860) 779-3411 Option 6

Board of Selectmen  
Special Meeting Minutes  
Monday, January 13, 2020  
8am Clifford B. Green Memorial Center  
Amended: 1/20/20

RECEIVED  
TOWN CLERK'S OFFICE  
2020 JAN 21 AM 8:28  
RECORDED VOL. PAGE  
Melissa Bradley  
TOWN OF BROOKLYN, CT

**Present:** Rick Ives, Austin Tanner, Lou Brodeur and Melissa Bradley; Recording Secretary

**Also Present:** Ken Dykstra, Sandy Brodeur and WINY radio

1. **Call to Order:** Mr. Ives called the meeting to order at 8:03am.
2. **Approve Previous Minutes:** Lou Brodeur made a motion to approve the minutes of 12/12/19. Austin Tanner seconded the motion with changes: Mr. Tanner would like the minutes to reflect he questioned the range to date column on the financials; why the travel expense for the tax collector and fire marshal are over budget; and why the incumbrances are so high. Motion passed 3-0.
3. **Public Comment:** None
4. **Appointments:**
  - Planning & Zoning: Austin Tanner made a motion to reappoint Allen Fitzgerald as a regular member with a term expiring 01/01/2024 and Earl Starks as a regular member with a term expiring 01/01/2024. Lou Brodeur seconded the motion. Motion passed 3-0.
  - Parks & Recreation: Lou Brodeur made a motion to reappoint David Wilterdink as a regular member with a term expiring 01/01/2024. Austin Tanner seconded the motion. Motion passed 3-0.
  - Board of Fire Commissioners: Austin Tanner made a motion to appoint Lou Brodeur as the Mortlake representative to the Board of Fire Commissioners with a term expiring 12/02/2020. Rick Ives seconded the motion. Motion passed 2-1 abstain (Brodeur).
  - Conservation: Austin Tanner made a motion to reappoint Diane Wimmer as a regular member with a term expiring 02/12/2023 and Jeannine Noel as a regular member with a term expiring 02/12/2023. Lou Brodeur seconded the motion. Motion passed 3-0.
5. **Authorize Resolution for Emergency Management/Homeland Security:** Austin Tanner made a motion to approve the authorizing resolution to allow First Selectman Ives to execute and deliver any and all documents on behalf of the Town of Brooklyn. Lou Brodeur seconded the motion. Motion passed 3-0. Complete resolution attached.

6. **Discussion on 2019-20 Financials:** The salary incumbrances are still incorrect on the expense sheet and will be fixed. In the Board of Selectman professional line item, we are still waiting on a corrected bill. Revenues are on target.

The STIF account is in Kelly's name still, Mr. Ives will go and have that changed. The newly elected Selectmen will be added to the accounts as well. Currently checks require three signatures but may not be necessary. Mr. Ives would like to discuss a new process; this will be on the next agenda.

Mr. Tanner states the range to date is not corrected. Mr. Ives will change the report to show the month instead of July 1<sup>st</sup>.

Mr. Tanners questions the revenue collectors travel expenses over budget. Mr. Ives believes there are fees in the incorrect line item.

Mr. Tanner asks if the Recreation toy drive is funded by the Town or donations? Mr. Ives states it is 100% donations.

The Ennis road project is almost complete, they still have to seed behind the curb.

There is a bill from unemployment for a former employee who quit. Mr. Ives states he was unaware of this until he saw the bill and will investigate it tomorrow.

7. **Discussion on the Finance Department:** Kelly Vachon, the finance director, quit and went back to Plainfield. Patty Buell has advertised the position and will be meeting with someone tomorrow. The three people in the finance department are now cross trained. Mr. Tanner suggests reviewing the finance director's job description seeing there has been a turnover of three people in a couple years. Mr. Ives does not think it is the job description so much, it was three individual cases and why they left. Mr. Tanner suggests an exit interview to get an idea of any issues and having a Board of Finance member do it.
8. **2018-19 Audit Update:** Chris King from King & King has everything needed for the audit and is almost finished. A final review is being done and should be completed in the next ten days. Kelly Vachon was working on procedures and policies and was almost finished before she left. This is being taken over and currently working on deposits, how they are handled and if it is done correctly.
9. **Discussion on STEAP Grant:** The State will notify us when and if we can apply. We can not apply until they tell us. Austin Tanner made a motion to apply for a STEAP grant for the upcoming year and apply for a generator for the senior center complex and address the importance of it being a shelter and a necessity for the Town. Lou Brodeur seconded the motion. Motion passed 3-0.
10. **Update on Little League Grant:** Mr. Ives states all the bills are in the finance department and open to the public for review. There was a total of \$141,000, but a check for \$4,000 was not cashed and returned to the Town, for a total of \$137,000. All bills were sent to the legislators and they are discussing with DEEP.

**11. Update on Capital Budget:** In the past, capital has not been handled correctly. They were not made designated funds; therefore, they went back to the reserve account. Most projects are completed in the same fiscal year, but some are not, and this causes an issue. This is being corrected. Mr. Ives spoke with Joe Voccio and he will be staying on as the chairman of the capital committee. The committee members are an appointment of the First Selectman.

**12. Discussion on 2020-21 Budget:** In the past the Selectmen have held Saturday morning workshops for budget. Mr. Ives also suggests late afternoons. The Selectmen agree to hold budget workshops on Thursday afternoons at 3:30 beginning on the 23<sup>rd</sup> and the following three Thursdays.

**13. Discussion on Correspondence from Selectman Brodeur:**

- Town Hall Building: Needs updating, painting, shutters, heating system upgraded, an elevator, and the roof needs repairs from leaks. Mr. Ives has been looking into a complex to house the Town Hall and library with a community room, similar to Canterbury's complex, and an estimated cost would be 7-8 million. The Town Hall would still need fixing and updating. Mr. Ives feels the Town would always own it, possibly rent it out or use as a museum. It is suggested to research our needs and form a plan. Instead of just painting, also get a quote to replace the wood and paint.
- Roads: Many roads do not have center lines or are faded. Rick states we painted lines and used the same paint as the State. He will check to see if it was the reflective paint and we will continue to paint more roads.
- EDC: The BBA chair would like to be a member on EDC. Mr. Ives states we need a mission statement from them for direction. Mr. Ives has been unable to get this from the chairman and is not willing to hire anyone without any work put into it. This will be on the next agenda for discussion.
- Housing Authority: State Statute says the Town must have a housing authority. They have given all authority to Putnam and they act as Brooklyn's now. The two buildings on Tiffany and Front St. were sold to a developer for 1\$. He has not cleaned them up as he said he would. The second building was supposed to be started last Spring. Mr. Ives does not believe a time frame was put on it but he will check with the building official and fire marshal.
- School Street: Now known as Louise Berry Way, Mark Benard owns land adjacent to the school and would like to build apartments. The issue is the only way in and out is School Street and this causes an issue for the school and their buses. An alternate route needs to be sought.

**14. Discussion on Resource Recovery:** The Selectmen agree to hold the BRRRC meetings on the second Thursday of every other month. The Board of Selectmen meetings need to be amended to accommodate this. Rick Ives made a motion to hold the Board of Selectmen meetings on the second Thursday of each month at 6:30pm and the last Thursday of each month at 9:00am in the Clifford B. Green Memorial Center. Lou Brodeur seconded the motion. Motion passed 3-0.

Rick Ives made a motion to appoint Lou Brodeur and Austin Tanner to the Resource Recovery as regular members with terms expiring 11/16/2021. Lou Brodeur seconded the motion. Motion passed 3-0.

Rick Ives made a motion to hold the Resource Recovery meetings on the 2<sup>nd</sup> Thursday of every other month beginning in February, at the Clifford B. Green Memorial Center, immediately following the Board of Selectmen meeting. Lou Brodeur seconded the motion. Motion passed 3-0.

**15. Single Family Dwellings:** No discussion

**16. Calls for Service:** No discussion

**17. Approve Bills:** Lou Brodeur made a motion to approve bill voucher #1066 dated 1/8/2020 in amount of \$163,805.05. Austin Tanner seconded the motion. Motion passed 3-0.

**18. Public Comment:** Sandy Brodeur asks who is doing the policies and procedures for the finance department? Mr. Ives replies the accountant.

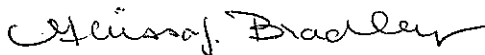
Sandy Brodeur questions where the little league bills were charged to? Mr. Ives explains a little league grant fund line item was created.

Sandy Brodeur questions if Brooklyn could use the Danielson library, as in regionalizing? Mr. Ives states it could be looked into but may not be feasible.

Sandy Brodeur is concerned with the finance department being at the school that they are limited to school hours and closings. Mr. Ives ensures this has been discussed and there has not been an issue they couldn't resolve.

**19. Adjourn:** Lou Brodeur made a motion to adjourn the meeting at 9:50am. Austin Tanner seconded the motion. Motion passed 3-0.

Respectfully Submitted;



Melissa J. Bradley  
Recording Secretary

# **MORTLAKE**

## **FIRE COMPANY**

Rick,

The Mortlake fire Company would like to offer the following people as our recommendation for appointment to the Board of Fire Commissioners in the order as follows:

1. Lucien Brodeur
2. Leo Berube
3. John DonFrancisco

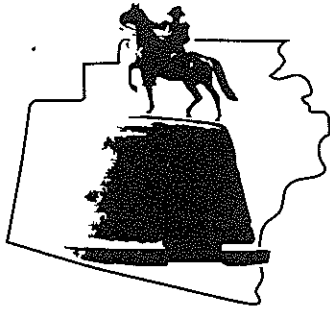
We would like the Selectmen to consider primarily the re-appointment of Lucien Brodeur as our representative.

Respectfully,

Stephen C. Breen

Chief

Mortlake Fire Company



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### AUTHORIZING RESOLUTION OF THE Town of Brooklyn Board of Selectmen

#### CERTIFICATION:

I, Katherine Bisson, the Town Clerk of Brooklyn, CT, do hereby certify that the following is a true and correct copy of a resolution adopted by the Brooklyn Board of Selectmen at its duly called and held meeting on January 13<sup>th</sup>, 2020, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Brooklyn Board of Selectmen may enter into with and deliver to the State of Connecticut Division of Emergency Management and Homeland Security, Department of Emergency Services and Public Protection any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Richard Ives, as First Selectman of the Town of Brooklyn, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Brooklyn and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Richard Ives now holds the office of First Selectman and that he/she has held that office since November 6<sup>th</sup>, 2013.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 13<sup>th</sup> day of January 2020.

*Katherine Bisson*

Katherine Bisson, CCTC

Brooklyn Town Clerk



**DATE:** January 13, 2020  
**TO:** Katherine Bisson  
**FROM:** Richard Ives, First Selectman  
**RE:** Resource Recovery Commission Meeting Dates

The Resource Recovery Commission will be meeting in 2020 on the second Thursday of every other month, immediately following the Board of Selectmen meeting, at the Clifford B. Green Memorial Center. Dates are as follows:

February 13  
April 9  
June 11  
August 13  
October 8  
December 10

# **SINGLE FAMILY DWELLINGS PAGE 2**

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	0	2	0	1	0	0	0	1	1	
February	1	3	0	0	1	1	0	0	0	
March	4*	6*	*3	1	0	2	4	2	4	
April	4	1	0	1	0	1	2	0	1	
May	0	0	2	*7	2	0	1	1	3	
June	5	1	*2	0	1	1	1	1	0	
July	1	0	1	1	1	2	2	2	2	
August	5*	2	0	0	0	0	0	3	3	
September	0	6	2	2	2	1	2	1	1	
October	1	3*	*2	1	0	2	1	4	0	
November	1	1	1	0	0	0	1	3	0	
December	0	2	1	0	1	0	0	1	0	
Totals	22	26	14	14	8	10	14	19	15	

March 2011 4 SFD buildings consisting of 2 Condo units; 2 Single Family Dwellings  
August 2011 5 SFD buildings consisting of 2 Condo units; 3 Single Family Dwellings  
March 2012 6 SFD buildings consisting of 2 Condo Units; 2 Duplex; 2 Single Family Dwellings  
October 2012 3 SFD buildings consisting of 2 Condo Units; 1 Single Family Dwelling  
March 2013 SFD buildings consisting of 2 Condo Units; 1 Single Family Dwelling  
June 2013 SFD buildings consisting of 2 Condo Units  
October 2013 SFD buildings consisting of 2 Condo Units  
May 2014 SFD buildings consisting of 1 Single Family Dwelling and 3 Condo Units