TOWN OF BROOKLYN

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

OFFICE OF SELECTMAN
(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 Finance
Special Meeting Minutes
Monday, December 11, 2017
7:00pm Clifford B. Green Memorial Center

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

Also Present: Rick Ives, Joe Voccio, Patti Buell, Austin Tanner, Stan Karro, Aaron Kerouack, Jason Denolfo and WINY Radio

1. **Call to Order:** Mr. Otto called the meeting to order at 7:02pm.

2. **Public Comment:** Mr. Tanner states he is confused with the recent budget numbers and hopes it is cleared up this evening.

   Mr. Karro does not foresee things getting better with the State and the Town needs to seriously look years down the road.

3. **Approval of Minutes:** Kim Conroy made a motion to approve the minutes from 11/15/17 as presented. Sandra Brodeur seconded the motion. Motion passed 6-0.

4. **Old Business:** The Line of Credit that was previously applied for has run its course and will have to be applied for again. This is in process and will know in about two weeks if there are any changes.

   There are no updates concerning the responses to the auditor. Mr. Otto apologizes he has not had time to work on it.

5. **New Business:** Many changes were made to municipalities budgets since the last meeting. Brooklyn is facing approximately a 1.1-million-dollar impact. 1 mill equals about $500,000.

   The General Government presents cuts totaling $130,700: (complete list attached)

   - $6,300 close Teen center from Jan-Jun. this is not a function of the Selectmen but propose to the Board of Finance to consider this.
   - $50,000 reduction in roads and bridges
   - $17,400 3 furlough days for Town Employees. This is pending discussion with the Union
   - $7,000 defer MS4 permit cost

- $50,000 snow removal, sand and salt paid out of TAR

Board of Education reduced their budget by $366,283; (complete list attached)

- Change start and end of school to reduce bus trips
- 2 furlough days
- Staff changes, layoffs, retirements and bumps
- Change in health benefits
- Payout of sick time
- Admin give backs

Discussion ensued on using reserve funds to balance the cuts from the State and/or increase taxes. Heather Allen points out if the decision is made to increase taxes, it would have to be done now in order to get supplement bills out for January. Sandra Brodeur states it may be necessary to increase taxes and make cuts. The Town went too many years without an increase and this situation from the State is not going to get better. Joe Voccio states he is disappointed to see the reserve going so low and the board may need to consider more cuts if the reserve is going to be depleted, we will not have it to fall back on if the State cuts more.

Sandra Brodeur made a motion to recommend to taxpayers the transfer of up to $486,632 from the uncommitted reserve to the Board of Education. Drew Dionne seconded the motion. Motion passed 6-0.

Drew Dionne made a motion to close the Teen Center from January – June reducing the budget by $6,300. Sandra Brodeur seconded the motion. Motion passed 6-0.

Jeff Otto encourages all Brooklyn residents to write our State Representatives regarding the impact this budget is taking on them.

Liaison Reports:

- Housing Authority: No new update
- BRRC: No new update
- AG: A new chairman was elected, Lou Brodeur
- REC: Kim Conroy states now with the closing of the Teen Center, there will grants and equipment that will need to be returned. The change of school hours will also affect before and after school programs.
- BOE: NFA will provide 2 more years of free busing. Killingly raised tuition $1,000 per student.
- BOFC: Peter Considine resigned due to health issues.

Heather Allen made a motion to recommend to the Town Meeting $400,686 originally budgeted for teacher retirement payments which we are no longer required to make be transferred to Board of Education. Drew Dionne seconded the motion. Motion passed 6-0.

6. **Public Comment:** Jason Denolfo questions what the cost savings would be if there was one school for kids to go to, especially seeing that Killingly has increased their per student fee and is not a high academic school?

Aaron Kerouack questions what the practical difference was between a 0% and 2% reserve? He feels the reserve should be protected. Increasing taxes slowly would be better absorbed than one huge increase.
Mr. Kerouack hopes the Town has a contingency plan but it's not known what will happen down the road.

5d. Sandra Brodeur made a motion to cancel the regular meeting for December 20. Ken Dykstra seconded the motion. Motion passed 6-0.

7. **Adjourn:** Drew Dionne made a motion to adjourn the meeting. Kim Conroy seconded the motion. Meeting adjourned at 8:40pm.

Respectfully Submitted;

Melissa J. Bradley

Melissa J. Bradley
Recording Secretary

Reduction to current expenditures for consideration to balance budget

Approved by BOE on 12/4/17 pending MOU for furlow days and reductions by Town approved by voters.

	Reduction		Savings/ expenditures to the budget	Consideration	Impact
1	Special Ed		$108,000		SE teacher and/or related services reduction////// offset by medicaid 10K, Nursing, Pupil Services
2	Staff changes		$269,251		Changes from staff budgeted, hired, and reductions since Sept, also unfilled positions
3	Insurance changes		$293,833		Changes from staff who have left and 1303 change in insurance from PPO to HDHP
4	Other Reductions		$58,000		location reducation (BES, BMS)
5	Central Office		$11,500		Central Office all accounts
6	SE Tuition not budgeted		-$380,122		estimate based on 22 OOD students . (plus 180,000) (7 new outplacements since last year's budget) . 2 last year, 5 this year . (2 DCF, 2 new) includes savings of $58K in Other Pref Services
7	Transportation not budgeted		-$145,000		Over budget
8	High School Tuition		-$200,120		Current budget was not high enough (budgeted for 387 and actual is 403)
9	Early Retirement		$0	$0	**Retirement incentive $5,000/teacher, $2,600 for one custodian**
10	Sick Payout		-$55,197		Paid from salary account. Paid $40,197 to date
11	Sick Payout for new retirees				
12	Behaviorist	Not in budget	-$80,000		
13	IDEA 611/619	Reduction	-$15,306		
14	Title I	Reduction	-$69,002		
15	Title II	Reduction	-$7,695		
16	State Funding Reducations	Reduction	-$1,125,581		Reductions: ECS: -$1,462,562; Pequot/Mohegan: $212,937; PILOT: $73,149; Municipal Stabilization: $113,146; Grants for Municipal Projects: $10,379; 75% Rental Subsidy: -$12,260; Circuit Breaker Reimbursement: -$56,764; Adult Education: -$3616
17	Town of Brooklyn	TRB Budget	$400,000		Use money in the budget for TRB to offset state reductions
18	Town of Brooklyn	Not yet approved	$130,000		$130, 000 anticipated reduction by First Selectman
19	Town of Brooklyn	offset	$486,632		Suggested amount requested from uncommited reserve
20	Early retirement			$55,000	Tech Ed:$42,000 Special Education Teacher:$45,000 - new teacher $32,000= $13,000
21	Reduce custodian			$24,000	reduction of one employee
22	Common Schedule: BES and BMS on same scheduel			$64,951	reduce two buses $64,951 . School day: 8:20am-3:05PM (not confirmed yet)
23	Furlough Days (2) pending MOU on February 21 and 22			$73,000	two student days, shut down the building $73000
24	PK Schedule			$8,900	reduce each session by 15-20min to reduce to 2 buses . (AM session ends early, PM session starts later)
25	BMS Para			$11,400	reduce/reschedule para coverage
26	Health at BES (teacher to bump math teacher)			$37,000	classroom teachers to teach content
27	Tech Education			$0	No longer offer this class, salary accounted for under early retirement
28	COTA Reducation			$11,700	Reduce hours from 32->22hrs/wk
29	Ast. financial secretary			$4,272	Reduce to 4 days/week
30	Superintendent			$0	Reduce to 4 days/week
31	Principal BES			$5,725	give up raise, give back travel/PD
32	Special Ed Director			$2,127	give up raise, give back travel/PD
33	Admin. give backs			$4,000	give up travel/PD

34	Behaviorist			$9,600	Reduce to 4 days/week			
35	Payout of sick time			-$32,786	16,650 + 16,136 (per contract)			
36	Reduce Principal to 3 days at BMS			$11,757	For this year only			
37	Reduce one LMC staff			$32,000	BMS Library Media Center to teach computers			
38	Unemployment	# staff		-$24,000	$500/week * 24 weeks/employee=		$12,000	potential: 2 teachers
			-$320,807	$298,646				
			-$22,161		This amount will be reduced at a later date			

Cost Reduction Considerations

12/11/2017

Revenue above Budget	Expense Reduction	Description
	$ 6,300	JAN-JUN Teen Center closed
	$ 50,000	Roads and Bridges, reduction
	$ 17,400	3 Furlough days, town employees, $1.2M/208 working days = $5,800/day, 3 days
	$ 7,000	MS-4 Permit (defer cost to FY 18-19)
	$ 50,000	Snow removal Sand & Salt - paid by TAR

$ 130,700	**TOTAL Expense Reduction**

Reduction to current expenditures for consideration to balance budget

11/29/17

	Reduction		Consideration	Impact
1	PK class	teacher	$31,400	Offer PK for SE requirements, offer spaces to 4 year olds only
2	PK class	teacher	$0	We could cut if we only serviced SR grant and SE students
3	PK Transportation	Reduce 2 mid day buses	$35,600	reduce 3 mid day buses, use one lift bus to drop off and pick up students: $56.51 *2 hr *3 buses * 105 days
4	Kindergarten		$0	Currently 4 sections: Not suggested due to class size 18.25 -> 25
5	Grade 1	5 sections to 4 sections	$32,424	Class size would go from 16 -> 20
6	Grade 2	5 sections to 4 sections	$35,981	Class size would go from 17.4 -> 21.75
7	Grade 3		$0	Currently 4 sections: Not suggested due to class size 18.5 -> 25
8	Grade 4	5 sections to 4	$28,000	class size would go from 19 -> 23.75
9	Grade 5	4 sections to 3 sections	$28,307	class size would go from 16.5 -> 22
10	Grade 6	4 sections to 3	$0	class size from 21.75 -> 29
11	Grade 7		$0	Large class of 114 students: not suggested
12	Grade 8		$0	80 students: not suggested due to schedule
13	PK Para	1 para	$14,452	reduce 1 classroom para if section is reduced $11,400; reassign to be a bus monitor and save an extra $3,0052 (save $7/hour X 4 X 109 days=$3,052)
14	BMS Para	1 para	$15,978	reduce 1 classroom para $11,400; reassign to be a bus monitor and save an extra $3,0052 (save $7/hour X 6 X 109 days=$4,578)
15	Health	reduce 1 at BES	$37,000	Health would be taught through gen ed teacher/PE teacher and second step
16	Library	reduce to .8 at BES	$9,262	We could close the library 1 day/week at each school (worked in as co-teaching, and flex block) (two days closed would be $18,524)
17	Tech Ed	reduce by 1	$35,000	Reduce this offering from the rotation of unified arts, extending time in other arts/larger class sized (there would be some double UA)
18	Music/chorus/band	reduce by 1	$0	Could this happen? What would the impact be?
19	Computer	reduce to .8 at BMS	$4,211	Could this be a reduced offering? Could you skip a grade level for this UA? (reduce here rather than library)
20	Art	cut to .8 at BES	$8,272	If we reduce 1 PK, Gr 1, Gr 2 there would be 3 fewer sections to teach.
21	PE	cut to .8 at BES	$0	If we reduce 1 PK, Gr 1, Gr 2 there would be 3 fewer sections to teach. Schedule gets very tight for common planning if this is done
22	World Language		$0	not suggested due to need to prepare students for future

23	OT reduction	reduce to 22 hours	$11,700	OT reduction from 32 hr/wk to 22 hrs/wk	
24	SE Secretary	reduce to .8	$4,080	4 days/week	(reduce 24 days between Jan and June)
25	Ast. Financial Sec	reduce to .8	$4,272	4 days/week	(reduce 24 days between Jan and June)
26	Office Secretary	BES/BMS		give back ?? (unpaid days)	
27	Superintendent	reduce to .8	$13,608	4 days/week	(reduce 24 days between Jan and June) . (3 days/week = $27,216)
28	Assistant principal	BES/BMS	$3,855	reduce 5 days each?? (total for both: $3,855)	
29	Principal	BES/BMS		give back ??	
30	Behaviorist	reduction/change in approach	$31,950	change approach	(6/10: $48,000, pay hourly for BCBA 107 days * 2 hrs/$75=$16,050)
31	Custodian	reduce 1	$26,000	reduce one person	
32	Cafeteria		$0	Nothing to reduce, self funded	
33	Reading/Math Remedial	3 at BES/2 at BMS		BMS difficult due to reading programs, BES	
34	Furlow Day(s)	requires MOU	$70,000	February	$35,000/day staff, bus, plus heat
35	Shut down	fuel, electricity		February	
36	Fee for PK		$52,500	21 weeks X 25 students charged (SE students can't be charged if part of IEP) (we would have to ensure this meets the SRC guidelines X $100/week=$52,500	
37	Common schedule	8:30 start time for both schools, buses would transport PK-8	$64,951	Potential savings for transportation: 2 bus$303.51/day*107 days=$32,475.57/day; 2 buses= $64,951 (gas/fuel savings not calculated)	
38				Transportation: collapse bus stops to reduce length and combine buses	
39				Pay to play: $50/year	
40				Designate only one high school to save on transportation	
41				AC in PK/K wing, other areas: do not use to conserve energy	
42				Save energy: change lights, reduce usage, shut off computers, draw shades/heat	
43				Use only one trash can/room: save plastic bags	
44				Charge for building use	
			$598,803		

***BOE must consider the shortfall from 2016-17 that will be paid for by the town $69,766

>20 years=$90/day upto 185 sick days . Contract: BOE pays 1/2 sick time in the current fiscal year and 1/2 next year

Brooklyn Budget Shortfall - 12/11/17

	Approved Budget	11/17 Revision	Impact on Brooklyn
State Funding Revisions			
ECS plus Special Education	$7,511,974	$6,049,412	-$1,462,562
Pequot/Mohegan	$0	$212,937	$212,937
PILOT	$0	$73,149	$73,149
Municipal Stabilization	$0	$113,146	$113,146
Grants for Municipal Projects	$0	$10,379	$10,379
75% Rental Subsidy (NOTE 1)	$0	-$12,250	-$12,250
Circuit Breaker Reimbursement (NOTE 1)	$56,764	$0	-$56,764
Adult Ed (NOTE 2)	$27,921	$31,678	-$3,616
Local Funding			
Reserve for Teacher's Retirement	$400,686		$400,686
Subtotal			**-$724,895**
Over Budget or Unbudgeted			
Special Ed Tuition not budgeted (NOTE 3)	$0	-$380,000	-$380,000
Transportation underbudgeted	$0	-$145,000	-$145,000
High School Tuition underbudgeted	$0	-$200,120	-$200,120
Retiree Sick Time Payout not budgeted	$0	-$55,197	-$55,197
Behaviorist not budgeted	$0	-$80,000	-$80,000
Subtotal			**-$860,317**
Reduced Federal Funding			
IDEA 611/619	unk.	unk.	-$15,306
Title I	unk.	unk.	-$69,002
Title II	unk.	unk.	-$7,695
Subtotal			**-$92,003**
BoE Savings Implemented Prior to 12/4/17			
Spec Ed Teacher or Service Reduction			$108,000
Staff Changes			$230,200
Insurance Plan Change			$286,600
Location Reduction BES/BMS			$58,000
Central Office (all accounts)			$11,500
Subtotal			**$694,300**
TOTAL			**-$982,915**
Possible Offsets			
Uncommitted Reserve (NOTE 4)			$486,632
General Government Savings (NOTE 4)			$130,000
Subtotal			**$616,632**
ADJUSTED TOTAL OF ADDITIONAL SAVINGS TO BE IMPLEMENTED			**-$366,283**

NOTE 1: Not yet acknowledged by CCM as Municipal Impact Items
NOTE 2: Assumes this was budgeted as an expense netted against revenue
NOTE 3: May be subject to further reductions before 12/31/17
NOTE 4: Estimates not yet committed to by BoS or BoF

RATIONALE FOR SURPLUS CONTRIBUTION

Unassigned Fund Balance '15-'16, per audit		$604,129
16-'17 Gen'l Gov't Revenues	$22,753,798	
16-'17 Gen'l Gov't Expenses	$22,301,530	$452,269
Fund Balance 6/30/17		$1,056,398
LESS '16-'17 BOE OVEREXPENDITURE		$69,766
Remaining Fund Balance		$986,632
Proposed Funds Transfer		$486,632
REMAINING FUND BALANCE		**$500,000**