

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),7739-3411 Option 5

TOWN CLERK PROAKLYN. CT

Board of Finance
Regular Meeting Minutes
Wednesday, February 21, 2018
7:00pm Clifford B. Green Memorial Center

Present: Jeff Otto, Drew Dionne, Ken Dykstra, Sandra Brodeur, Heather Allen and Melissa Bradley; Recording Secretary
Kim Conroy arrived at 7:12pm

Also Present: Rick Ives, Joe Voccio, Kathy Erickson, Aaron Kerouack, and Austin Tanner

1. Call to Order: Mr. Otto called the meeting to order at 7:00pm.

2. Public Participation: None

3. Action on Minutes: Mr. Otto apologizes for the late cancelling of the 1/17/18 meeting and the email mix up of all members not receiving the cancellation. Drew Dionne made a motion to approve the minutes of 12/11/17 as presented. Sandra Brodeur seconded the motion. Motion passed 5-0.

4. Old Business

The line of credit will be resubmitted at the end of March. There is a sixty-day turn around.

The first Mashentucket payment of \$70,000 was received. There will be three total.

The first half of ECS funds was received and the second half will come at the end of April totaling 6 million.

All the roof payments are up to date. The final paperwork is ready to be submitted to the State and then the retainage will be paid.

There will be no more TAR funds unless funding is given by legislation.

\$70,000 more has been collected in property taxes than expected. Mr. Ives believes the prior taxes may exceed the budgeted amount by \$200,000. A tax sale is in process and should generate about \$65,000 in revenues.

LOCIP funds dating back to 2016 were received in the amount of \$356,000. There are no cash flow issues currently.

The audit is close to being finished. They have received all the necessary information and should be completed by the end of March.

The Teen Center remains open, regardless of the motion made at the 12/11/17 meeting. Mr. Ives states he decided to do this because the parents agreed to pay \$30 a week per attendant and this would cover to run the program, along with grants held currently. The Town is only paying to run the lights at the center. This is only until the end of the fiscal year. Sandra Brodeur states the board has not been given reports of the teen center or before and after school programs. Mr. Ives states they were agreed upon 4 times a year, he will check into it with Bucky. Kathy Erickson states she will look into adding the information requested to the reports. The board agrees to leave the teen center as is.

Shipman & Goodwin billed the Town \$44,000 relating to bond processing dating back to 2008. They claim they do not bill until permanent financing is done and we have not had any. Mr. Ives will meet with them to further discuss this.

The MS4 project is in the first year of a five-year plan. Cataloging needs to be done next. There is money in the current budget to accomplish this.

The 15-16 audit requested a follow up letter. Mr. Otto states he collected the information but has not put it into letter form.

5. New Business

No discussion held on the quarterly reports from Mortlake and East Brooklyn Fire Departments.

All the department/board budgets have been received. The Selectmen are holding another budget workshop this Saturday and will hold 1 or 2 more to finish up. Mr. Ives is using the Governor's revenue numbers. The school feels they will ready for the April 1st date.

Budget review dates are:

Board of Fire Commissioners and Recreation - March 21st

Board of Education – April 10th

General Government - April 18

Capital - April 23

The budget hearing will be between May 16-June 1, depending on the availability of the school.

The Housing Authority reported a buyer for the Tiffany Street housing, however there was a hang up at the closing. It was a technicality and should be resolved quickly. MSL is the company out of Massachusetts and using their own financing to rehab both the buildings. They are hopeful they are completed in 1 year.

The Board of Selectmen reported they are looking into repairing the roof at the Community Center and alternatives to prevent kids from climbing on it and damaging it. They will also be hosting a roundtable discussion, date to be determined.

Resource Recovery reported they will not be able to host a hazardous waste day this Spring but will investigate it for the Fall.

Recreation reports revenues have increased with the after-school program due to the change of hours at the school.

Board of Fire Commissioners approved both department budgets and will be submitting a capital request to purchase a fire truck which will replace two small trucks.

Board of Education is working on their budget. The current budget cost reductions they adopted are working out well. There may be four retirements coming up this year.

6. Other Business

The repairs at the Clifford B. Green Building are questioned. Mr. Ives can not recall off the top of his head and will research it. It is questioned when the \$400,000 voted on at the meeting will be moved. Mr. Ives states at the end of the year.

Sandra Brodeur states there is still issues with the encumbrances. Example: Town Hall telephone does not have a contract and should not be encumbered. Kathy will look further into this.

7. Pubic Comment: Aaron Kerouack states because the board voted to close the teen center at the December meeting, there should be a motion to keep it open.

Drew Dionne made a motion to rescind his motion made at the 12/11/17 meeting pertaining to closing the teen center. Sandra Brodeur seconded the motion. Motion passed 6-0.

Aaron Kerouack states Towns are experiencing high assessment appeals. Mr. Ives states Brooklyn only had 5. Wal-Mart and CVS are two of them. CVS will most likely make a deal, but we will be going to court for Wal-Mart. This will cost \$5,000 for the appraisal and also attorney fees. Pre-trial meeting is set for March 19th.

Joe Voccio mentions the Board of Education looking into alternate energy. RFP's should be put together. Jeff Otto spoke with Mrs. Buell and agreed a professional is needed for this task.

8. Adjourn: Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 8:10pm.

Respectfully Submitted;

Melissa J. Bradley

Recording Secretary

	•						East Brooklyn Fire Department	ire Departmen							
		tar .	July thru September	.er	Octo	October thru December	ıber	Jan	January thru March	_		April thru June			Year to Date
	Town Funds		\$25,220.25			\$25,220.25			\$0.00			\$0.00	•		\$50,440.50
Account	Account Description	Actual	25% of Budget	Variance Over (Under)	Actual	25% of Budget	Variance Over (Under)	Actual	25% of Budget	Variance Over (Under)	Actual	25% of Budget	Variance Over (Under)	Actual	100% of Budget
53001-EBC	Insurance	\$7,522.50	\$3,205.00	\$4,317.50	\$167.75	\$3,205.00	(\$3,037.25)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,690.25	\$12,820.00
53002-EBC	Physical / Vaccination	\$0.00	\$148.75	(\$148.75)	\$0.00	\$148.75	(\$148.75)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$295.00
53010-EBC	Membership	\$322.69	\$398.00	(\$75.31)	\$315.69	\$398.00	(\$82.31)	\$0.00	\$0.00	20.00	\$0.00	80.00	80.00	\$638.38	\$1,592.00
53300-EBC	Service	\$115.00	\$170.75	(\$55.75)	\$0.00	\$170.75	(\$170.75)	\$0.00	\$0.00	00.03	\$0.00	\$0.00	20.00	00.6118	9683.00
• 53532-EBC	Other Purchase Services	80.00	20.00	\$0.00	\$0.00	20.00	50.00	20.00	8.00	8.0	90.00	90.04	90.08	\$4 230 BB	\$1 790 M
5530Z-EBC	Leiephone Office Survies	\$506.91 \$7.964.88	\$447.50	\$101.41	\$246 BB	\$1 740.25	(\$1.493.57)	20.00	80.00	00.08	\$0.00	20.00	\$0.00	\$3,211.54	\$6,961.00
	Open	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$11,533.96	\$6,110.25	\$5,423.71	\$1,352.19	\$6,110.25	(\$4,758.06)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,886.15	\$24,441.00
	Building														
54301-EBC	Building Maintenance	\$120.67	\$804.25	(\$483.58)	\$1,309.82	\$604.25	\$705.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20.00	\$1,430.49	\$2,417.00
	Alarm System & Security Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	80.00	80.00	\$0.00	20.00
	Property Upkeep	\$840.00	\$1,894.50	(\$1,054.50)	\$0.00	\$1,894.50	(\$1,894.50)	20.00	20.00	\$0.00	00.00	90.08	8.0	\$640.00	0.0/c, /s
54411-EBC	Water - Building	\$22.69	20.00	\$22.69	\$46.35	90.08	\$6.35	80.00	00.08	20.00	80.00	80.00	80.00	\$800.00	80.08
	Marte Disposal & Removal	\$243.90	\$247.25	(\$3.35)	\$243.90	\$247.25	(\$3.35)	80.00	80.00	80,00	\$0.00	\$0.00	\$0.00	\$487.80	\$389.00
	Natural Gas For Building	\$451,71	\$1,542.50	(\$1,090.79)	\$889.70	\$1,542.50	(\$542.80)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,451.41	\$8,170.00
56220EBC	Electricity For Building	\$1,806.73	\$2,302.50	(\$495.77)	\$1,611.73	\$2,302.50	(\$690.77)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20.00	\$3,418.46	\$9,210.00
		\$4,085,70	\$6,591.00	(\$2,505.30)	\$4,211.50	\$6,591.00	(\$2,379.50)	\$0.00	\$0.00	\$0.00	20.00	\$0.00	\$0.00	0Z.78Z.84	\$26,384.00
	Fire & Medical			0.00	0000	8440 75	192 9297	9	9	S	9	0000	00 05	66 693	\$585.00
56011-EBC	Uniforms Government / Liend Tools	80.00	51.446.75	(\$1.46.75)	809.88	\$1.243.75	(\$1.243.75)	\$0.00	80.08	80.08	\$0.00	80.00	\$0.00	\$0.00	\$4,975.00
	Equipment Maintenance & Supplies	\$862.76	\$813.50	\$49.26	\$844.24	\$813.50	\$30.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,707.00	\$3,254.00
	Equipment Repair & Parts	\$0.00	\$217.25	(\$217.25)	\$174.67	\$217.25	(\$42.58)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$174.67	\$869.00
	Medical Supplies	\$626.07	\$550.50	\$75.57	\$770.59	\$550.50	\$220.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20.00	\$1,396.66	\$2,202.00
	Education & In Service Training	\$0.00	\$985.75	(\$985.75)	\$850.00	\$985.75	(\$135.75)	20.00	20.00	00.04	00.00	90.08	00.04	00.004	83,943,00 81 110 00
57393-EBC	Radios	00.00	\$277.50	(007/778)	\$0.00	SAR 75	(907.17.30)	20.00	80.08	80.00	20.00	80.00	80.00	\$90.85	\$355.00
	באקטאוופו באחאוופוע	\$1,488.83	\$4,325.75	(\$2,838.92)	\$2,800.14	\$4,325.75	(\$1,525.81)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,288.97	\$17,303.00
	Vehicles		30 300	100 007 047	67 664 46	30 306 36	10 370 24	6000	9	00.03	00 05	00 05	00 08	\$8 424 33	\$13.221.00
54304-EBC	Kepair	\$612.01	\$5,305.25	(92,432.30)	04.100,146	22,300,23	\$7,240.21	80.00	80.00	\$0.00	\$0.00	80.00	80.00	\$425.81	\$979.00
	Graculta Diesel	\$82.03	\$565.50	(\$483.47)	\$178.80	\$565.50	(\$386.90)	\$0.00	\$0.00	\$0.00	\$0.00	80.00	\$0.00	\$260.63	\$2,262.00
	DMV Fees	\$0.00	\$10.25	(\$10.25)	\$0.00	\$10.25	(\$10.25)	\$0.00	\$0.00	\$0.00	\$0.00	80.00	\$0.00	\$0.00	\$41.00
		\$1,135.32	\$4,125.75	(\$2,990.43)	\$7,975.45	\$4,125.75	\$3,849.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,110.77	\$16,503.00
67391-EBC	57391-EBC Safety & Capital Equipment	\$0.00	\$4,087.50	(\$4,067.50)	\$8,000.00	\$4,067.50	\$3,932.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$16,270.00
	Summarry	\$18.243.81	\$25.220.25	(\$6.976.44)	\$24.339.28	\$25,220.25	(\$880.97)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,583.09	\$100,881.00

			WORT	2017-2018 BU	DGET REQUES					
	17-18 Budget	1st Qua		Act vs Bud	2nd Qu		Act vs Bud	Year-to		Act vs Bud
Description		Actual	Budget	Over (Under)	Actual	Budget	Over (Under)	Actual	Budget	Over (Under)
Revenues:										
Fire Income - Town Funding	112,150	28,038	28,038		28,037	28,037	0	56,075	56,075	0
Total Revenues	112,150	28,038	28,038	0	28,037	28,037	0	56,075	56,075	0
	112,130	20,038	20,036		20,037	20,037		30,073	30,073	
Expenses:		204			4 242		4 242	2.245		2.245
Wages		904	0	904	1,342	0	1,342	2,246	0	2,246
Wages-Tax Expense	25.500	92	0	92 212	143	0	143 210	235	0	235
Insurance	26,500 1,000	6,836 438	6,624 249	189	6,836 100	6,626 251	(151)	13,672 538	13,250 500	422 38
Physicals/Vaccinations Memberships	500	80	126	(46)	0	124	(124)	80	250	(170)
Education	1,600	2,251	399	1,852	710	401	309	2,961	800	2,161
Professional Fees	2,200	3,901	549	3,352	765	551	214	4,666	1,100	3,566
	2,200	108	0	108	140	0	140	248	1,100	248
Wages-Payroll Service							-			
Audit/Accounting Services	 	2,845	0	2,845	406	0	406	3,251	0	3,251 0
Bank Fees	11.000	615	2.751	(2.126)	9.046		5 207	0 561	0 5 500	
Building Maintenance	11,000	615	2,751	(2,136)	8,046	2,749	5,297	8,661	5,500	3,161
Alarm System	0	0	0	0 (2.024)	0	0	0	0	0	0
Vehicle Maintenance	24,200	3,127	6,051	(2,924)	3,497	6,049	(2,552)	6,624	12,100	(5,476)
Add't Generator Expense		4,000	0	0	3,990	0	3,990	7,990	0	7,990
Utilities-Water	500	149	126	23	75	124	(49)	224	250	[26]
Utilities/Sewer		150	0	150	0	0	0	150	0	150
Disposal Charges		126	0	126	126	0	126	252	0	252
Postage	200	0	51	(51)	1	49	(48)	1	100	(99)
Utilities-Telephone	1,600	414	399	15	417	401	16	831	800	31
Recruitment	400	0	99	(99)	0	101	(101)	0	200	(200
Printing & Publications		0	0	0	0	. 0	0	0	0	0
Uniforms	2,500	0	624	(624)	0	626	(626)	0	1,250	(1,250
Equipment Expense	0	0	0	0	0	0	0	0	0	0
Equipment Mainenance	17,000	1,561	4,251	(2,690)	48	4,249	(4,201)	1,609	8,500	(6,891
Office Expense	2,500	1,107	624	483	1,179	626	553	2,286	1,250	1,036
Utilities-Electric	6,000	1,454	1,500	(46)	1,910	1,500	410	3,364	3,000	364
Utilities-Heating	5,000	236	1,251	(1,015)	2,084	1,249	835	2,320	2,500	(180
Vehicle Fuel	2,000	312	501	(189)	413	499	(86)	725	1,000	(275
Gasoline		0	0	0	56	0	56	56	0	56
Purchase Discounts		(162)	0	(162)	(423)	0	(423)	(585)	0	(585
Radios	6,250	2,845	1,563	1,282	0	1,562	(1,562)	2,845	3,125	(280
Haz Mat Expense	100	56	24	32	0	26	(26)	56	50	6
Misc Safety Equipment	1,050	284	264	20	0	261	(261)	284	525	(241
Licenses	50	. 0	12	(12)	0	13	(13)	0	25	(25
Total Expenses	112,150	33,729	28,038	1,691	31,861	28,037	3,824	65,590	56,075	9,515
										0.545
Exp Over (Under) Rev	. 0	5,691	0	1,691	3,824	0	3,824	9,515	0	9,515
						2.4.2	0 - (11 - 1 -)			A about Book
Safety Program	17-18 Budget	Actual	Budget	Over(Under)	Actual	Budget	Over(Under)	Actual	o-Date Budget	Act vs Bud Over (Under)
Revenues:										1000
Safety Income - Town Funding	30,775	7,695	7,695	0	7,695	7,695	0	15,390	15,390	
Total Revenues	30,775	7,695	7,695	0	7,695	7,695	0	15,390	15,390	
Total Revenues	30,773	7,033	7,053	Ů	7,033	7,055	U	13,330	13,530	İ
Expenses:										
Hoses		0			3,304	0		3,304	0	
Bunker Gear		258			3,537	0		3,795	0	
Scott Airpacks		0			0			0	0	+
Hose Testing		0			0	0		0		
Ladder Testing		0	ļ		0	0		0	.0	
Total Expenses	30,775	258	7,695	(7,437)	6,841	7,695	(854)	7,099	15,390	(8,291
- Court Capellaca	30,773	236	7,093	(7,437)	0,041	7,033	(0.54)	7,033	25,350	ركيرى

2016 GRAND LIST TOTALS

	2016	2017	\$ INCREASE % INCREASE	% INCREASE
Dool Ectate	\$448.090,900	\$448.090,900 \$450,842,928	\$2,752,028	0.61%
Derconal Property	\$45,455,515	\$45,455,515 \$43,800,190	-\$1,655,325	-3.64%
Motor Vehicle	\$55,534,530	\$55.534.530 \$57,624,685	\$2,090,155	3.76%
MOTOL ACTUAL				
			- 1	
Total	\$549,080,945	\$549,080,945 \$552,267,803	\$3,186,858	0.58%
100				