

## 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  
Regular Meeting Minutes  
Tuesday, November 20, 2018  
7:00pm Clifford B. Green Memorial Center

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

**Absent w/notification:** Heather Allen and Drew Dionne  
Kim Conroy arrived at 7:16pm

**Also Present:** Rick Ives, Joe Voccio, Patti Buell, Aimee Genna, and Austin Tanner

1. **Call to Order:** Jeff Otto called the meeting to order at 7:08pm. Only discussion will transpire until Ms. Conroy arrives to complete a quorum.
2. **Moment of Silence:** Mr. Otto asks everyone to stand for a moment of silence in honor of Ken Hunter who passed away in an auto accident. He was a long-time resident of Brooklyn and member of Mortlake Fire Department.
3. **Public Comment:** None
4. **Action on Minutes of 9/19/18:** No action will be taken until Ms. Conroy arrives.

Ms. Conroy arrived at 7:16pm. Sandra Brodeur made a motion to accept the minutes of 9/19/18 as presented. Ken Dykstra seconded the motion. Motion passed 4-0.

5. **Old Business:**
  - a. **Quarterly Reports on Fire Departments Budgets:** A math error was pointed out on the East Brooklyn report. Ms. Brodeur clarifies a couple line items on Mortlake's report. No other issues reported.
  - b. **Other Old Business:** None
6. **New Business:**
  - a. **Selectman's Report:** Rick Ives reports the auditors will be completed soon with the audit. The 17/18 numbers will be ready for the December meeting. There will also be an in-depth discussion on why last years audit did not go smoothly and what has been done to resolve this for future years. Ms. Buell reports she has been working with the same accountant on the school end to ensure accuracy. Rick and Patti have been in contact on how to work together and what procedures can be in place for the future.

Board of Finance 11/20/18

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RECEIVED  
TOWN CLERK'S OFFICE  
2018 NOV 21 AM 11:11  
TOWN OF BROOKLYN  
CLERK: Q. McNeill  
PAGE 1

2018/19 Budget – Recreation revenues are not balancing correctly, this is being fixed. The error with taxes has been corrected. The first ECS payment is in as well as PILOT. Mashentucket has not been received yet.

There is a classification error in Resource Recovery, this will be fixed.

Fringe Benefits shows a negative because this was split into different accounts for better clarification. The Resident Trooper will balance, the fair has not paid for their portion of overtime. There is an error in Homeland Security that Rick is aware of and it will be fixed.

There will be an information session held on Tuesday, November 27<sup>th</sup> at the middle school auditorium beginning at 7pm. The solar project on the school roofs will be discussed as well as the land acquisition on Louise Berry Drive, formerly known as School Street.

The Town meeting proposed for November 29<sup>th</sup> will not be on that day. It will be in December, date to be determined.

- b. **Determination of 2019 Meeting Schedule:** The board discusses the proposed dates. One error is found; May 10<sup>th</sup> will be changed to May 15<sup>th</sup>. Ken Dykstra made a motion to accept the 2019 meeting dates as the third Wednesday of each month, with additional meetings listed at budget time. Sandra Brodeur seconded the motion. Complete list attached. Motion passed 4-0.

- c. **Other New Business:** None

#### 7. **Liaison Reports:**

- a. **Recreation:** Meeting was cancelled. The Teen Center has been closed.
- b. **Selectmen & BRRC:** Mr. Ives reported on BOS. Further discussion will be held on a presentation for Sustainable CT. Nothing to report on BRRC.
- c. **Housing Authority:** Meeting tomorrow only to set the 2019 meeting dates.
- d. **BOE:** A new member has been appointed; Melissa Perkins-Banas. There will be three retirements this school year. A technology plan has been reviewed. The food service in the cafeteria will be going to an outside agency. Union negotiations will be going to mediation.
- e. **BOFC:** Meeting was cancelled due to two motor vehicle accidents that evening. There will be further discussions on employing ambulance/firefighters through Mortlake.
- f. **Other:** None
- g. **2019 Liaison Appointments:** Kim Conroy made a motion to reappoint members to their current boards/commissions. Ken Dykstra seconded the motion. The list is as follows:  
BOS & BRRC – Ken Dykstra  
Recreation – Kim Conroy  
Housing Authority – Sandra Brodeur  
BOE – Jeff Otto  
BOFC – Jeff Otto  
Capital – Drew Dionne  
Motion passed 4-0.

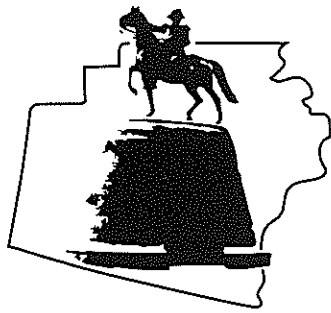
**8. Public Comment:** None

**9. Adjourn:** Sandra Brodeur made a motion to adjourn the meeting. Kim Conroy seconded the motion. Meeting adjourned at 8:02pm

Respectfully Submitted;

A handwritten signature in black ink, appearing to read "Melissa J. Bradley", with a long horizontal flourish extending to the right.

Melissa J. Bradley  
Recording Secretary



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TO: Leona Mainville, Town Clerk

FROM: Melissa Bradley, Secretary Board of Finance *MB*

DATE: November 20, 2018

RE: Meeting Schedule 2019

The Board of Finance will be meeting in 2019 every third Wednesday of the month at 7pm at the Clifford B. Green Memorial Center.

Schedule as follows:

January 16  
February 20  
March 19 & 20  
April 3, 9 & 17  
May 7 & 15  
May 14- Budget Hearing  
June 4 – Town Meeting  
June 19  
July – No Meeting  
August 21  
September 18  
October 16  
November 20  
December 18

Mortlake Fire Company Fire Budget vs. Actual YTD Sep. 2018			
	Jul - Sep 18	Budget	Over(Under)
<b>Income</b>			
40100-M · MFC Income Town Funding	28,038.00	28,038.00	0.00
<b>Total Income</b>	<b>28,038.00</b>	<b>28,038.00</b>	<b>0.00</b>
<b>Expense</b>			
51001-M · MFC Wages	729.38	1,101.00	(371.62)
52200-M · MFC Wages Tax Exp	0.00	132.00	(132.00)
53001-M · MFC Insurance	9,754.50	7,518.00	2,236.50
53002-M · MFC Physicals/Vaccination	0.00	249.00	(249.00)
53010-M · MFC Memberships	0.00	24.00	(24.00)
53020-M · MFC Legal Fees	0.00	249.00	(249.00)
53220-M · MFC Education	2,000.00	750.00	1,250.00
53300-M · MFC Other Prof. Fees	627.60	663.00	(35.40)
53406-M · Wages-Payroll Service MFC	0.00	117.00	(117.00)
53410-M · MFC Auditing/Acctg Servic	0.00	813.00	(813.00)
54301-M · MFC Bldg Maintenance	2,192.78	3,502.00	(1,309.22)
54302-M · MFC Alarm/Security Maint	140.00	69.00	71.00
54304-M · MFC Vehicle Maintenance	3,189.67	5,199.00	(2,009.33)
54411-M · MFC Water	104.65	63.00	41.65
54412-M · MFC Sewer Fees	247.50	75.00	172.50
54421-M · MFC Disposal charges	133.27	126.00	7.27
54422-M · MFC Snow/Sand Removal	0.00	375.00	(375.00)
55301-M · MFC Postage	50.00	24.00	26.00
55302-M · MFC Telephone	314.39	426.00	(111.61)
55400-M · MFC Recruitment	348.00	99.00	249.00
56011-M · MFC Uniforms	20.00	249.00	(229.00)
56012-M · Equipment	5,542.21	375.00	5,167.21
56015-M · MFC Equipment Repair	1,375.40	1,626.00	(250.60)
56120-M · MFC Office Supplies	1,809.78	624.00	1,185.78
56220-M · MFC Electricity	1,295.48	1,626.00	(330.52)
56240-M · MFC Fuel Oil	1,292.87	1,374.00	(81.13)
56260-M · MFC Gasoline	205.51	187.00	18.51
56261-M · MFC Diesel Fuel	561.82	403.00	158.82
57374-M · MFC Hazmat Equipment	0.00	0.00	0.00
58101-M · MFC Motor Vehicle Fees	40.00	0.00	40.00
<b>Total Expense</b>	<b>31,974.81</b>	<b>28,038.00</b>	<b>3,936.81</b>
<b>Net Income (Expense)</b>	<b>(3,936.81)</b>	<b>0.00</b>	<b>(3,936.81)</b>

Sandy

This is our quarterly report for July through September, 2018. I know it was due earlier but we didn't have a meeting.

From: Sandy Brodeur sandybrodeur@gmail.com  
Subject: Mortlake Fire Quarterly Report  
Date: November 17, 2018 at 11:17 AM  
To: jotto.jotto@snet.net



**East Brooklyn Fire Department**  
**Quarterly Report to Board of Finance For Town Funds**  
**Period Ending 09/30/2018**  
**Fiscal Year 07/01/2018-06/30/2019**

Account Number	Catagory	Account Description	2018 - 2019 Actual	25% Budget	Over(Under) Spent	2018 - 2019 Budget
40100-EBC		Income a/k/a Town Funding		\$25,220.00		\$100,880.00
53001-EBC	Overhead	Insurance	\$2,712.00	\$3,825.00	(\$1,113.00)	\$15,300.00
53002-EBC	Overhead	Physical / Vaccination	\$0.00	\$125.00	(\$125.00)	\$500.00
53010-EBC	Overhead	Membership & Retention	\$233.48	\$500.00	(\$266.52)	\$2,000.00
53220-EBC	Fire & EMS	Education & In Service Training	\$0.00	\$875.00	(\$875.00)	\$3,500.00
53300-EBC	Overhead	Other professional / Tech Service	\$0.00	\$100.00	(\$100.00)	\$400.00
53532-EBC	Overhead	Other Purchase Services	\$0.00	\$0.00	\$0.00	\$0.00
54301-EBC	Building	Building Maintenance	\$243.58	\$750.00	(\$506.42)	\$3,000.00
54302-EBC	Building	Alarm System & Security Service	\$0.00	\$0.00	\$0.00	\$0.00
54303-EBC	Building	Property Upkeep	\$45.41	\$1,875.00	(\$1,829.59)	\$7,500.00
54304-EBC	Vehicles	Truck (Vehicle) Maintenance & Repair	\$1,122.72	\$2,520.00	(\$1,397.28)	\$10,080.00
54411-EBC	Building	Water - Building	\$38.19	\$50.00	(\$11.81)	\$200.00
54412-EBC	Building	Sewer	\$660.00	\$150.00	\$510.00	\$600.00
54421-EBC	Building	Waste Disposal & Removal	\$170.74	\$245.00	(\$74.26)	\$980.00
55302-EBC	Overhead	Telephone	\$717.10	\$600.00	\$117.10	\$2,400.00
56011-EBC	Fire & EMS	Uniforms	\$37.99	\$150.00	(\$112.01)	\$600.00
56012-EBC	Fire & EMS	Equipment / Hand Tools	\$100.58	\$1,250.00	(\$1,149.42)	\$5,000.00
56013-EBC	Fire & EMS	Equipment Maintenance & Supplies	\$778.67	\$850.00	(\$71.33)	\$3,400.00
56015-EBC	Fire & EMS	Equipment Repair & Parts	\$0.00	\$225.00	(\$225.00)	\$900.00
56017-EBC	Fire & EMS	Medical Supplies	\$362.46	\$700.00	(\$337.54)	\$2,800.00
56120-EBC	Overhead	Office Supplies	\$3,332.09	\$1,700.00	\$1,632.09	\$6,800.00
56210-EBC	Building	Natural Gas For Building	\$526.58	\$1,375.00	(\$848.42)	\$5,500.00
56220-EBC	Building	Electricity For Building	\$2,311.39	\$2,125.00	\$186.39	\$8,500.00
56260-EBC	Vehicles	Gasoline	\$359.12	\$475.00	(\$115.88)	\$1,900.00
56261-EBC	Vehicles	Diesel	\$47.19	\$325.00	(\$277.81)	\$1,300.00
56900-EBC	Overhead	Open	\$0.00	\$0.00	\$0.00	\$0.00
57391-EBC		Safety & Capital Equipment	\$0.00	\$0.00	\$0.00	\$0.00
57393-EBC	Fire & EMS	Radios	\$0.00	\$250.00	(\$250.00)	\$1,000.00
57394-EBC	Fire & EMS	Hazmat Equipment	\$0.00	\$100.00	(\$100.00)	\$400.00
58101-EBC	Vehicles	DMV Fees	\$0.00	\$13.00	(\$13.00)	\$50.00
Operation Expenses			\$13,799.29	\$21,153.00	(\$7,353.71)	\$84,610.00
57391-EBC		Safety & Capital Equipment	\$0.00	\$4,068.00	\$4,068.00	\$16,270.00
Total Town Funds			\$13,799.29	\$25,221.00	(\$3,285.71)	\$100,880.00

**East Brooklyn Fire Department  
Quarterly Report to Board of Finance For Town Funds  
Fiscal Year 07/01/2018-06/30/2019**

Account Number	Account Description	2018 - 2019 Actual	2018 - 2019 Budget	Over(Under) Spent	2018 - 2019 Budget
<b>40100-EBC</b>	<b>Income a/k/a Town Funding</b>	<b>\$108,880.00</b>	<b>\$27,220.00</b>		<b>\$108,880.00</b>
	<b>Overhead</b>				
53001-EBC	Insurance	\$2,712.00	\$3,825.00		\$15,300.00
53002-EBC	Physical / Vaccination	\$0.00	\$125.00		\$500.00
53010-EBC	Membership	\$233.48	\$500.00		\$2,000.00
53300-EBC	Other professional / Tech Service	\$0.00	\$100.00		\$400.00
53532-EBC	Other Purchase Services	\$0.00	\$0.00		\$0.00
55302-EBC	Telephone	\$717.10	\$600.00		\$2,400.00
56120-EBC	Office Supplies	\$3,332.09	\$1,700.00		\$6,800.00
56900-EBC	Open	\$0.00	\$0.00		\$0.00
		<b>\$6,994.67</b>	<b>\$6,850.00</b>	<b>\$144.67</b>	<b>\$27,400.00</b>
	<b>Building</b>				
54301-EBC	Building Maintenance	\$243.58	\$750.00		\$3,000.00
54302-EBC	Alarm System & Security Service	\$0.00	\$0.00		\$0.00
54303-EBC	Property Upkeep	\$45.41	\$1,875.00		\$7,500.00
54411-EBC	Water - Building	\$38.19	\$50.00		\$200.00
54412-EBC	Sewer	\$660.00	\$150.00		\$600.00
54421-EBC	Waste Disposal & Removal	\$170.74	\$245.00		\$980.00
56210-EBC	Natural Gas For Building	\$526.58	\$1,375.00		\$5,500.00
56220-EBC	Electricity For Building	\$2,311.39	\$2,125.00		\$8,500.00
		<b>\$3,995.89</b>	<b>\$6,570.00</b>	<b>(\$2,574.11)</b>	<b>\$26,280.00</b>
	<b>Fire &amp; Medical</b>				
56011-EBC	Uniforms	\$37.99	\$150.00		\$600.00
56012-EBC	Equipment / Hand Tools	\$100.58	\$1,250.00		\$5,000.00
56013-EBC	Equipment Maintenance & Supplies	\$778.67	\$850.00		\$3,400.00
56015-EBC	Equipment Repair & Parts	\$0.00	\$225.00		\$900.00
56017-EBC	Medical Supplies	\$362.46	\$700.00		\$2,800.00
53220-EBC	Education & In Service Training	\$0.00	\$875.00		\$3,500.00
57393-EBC	Radios	\$0.00	\$250.00		\$1,000.00
57394-EBC	Hazmat Equipment	\$0.00	\$100.00		\$400.00
		<b>\$1,279.70</b>	<b>\$4,400.00</b>	<b>(\$3,120.30)</b>	<b>\$17,600.00</b>
	<b>Vehicles</b>				
54304-EBC	Truck (Vehicle) Maint & Repair	\$1,122.72	\$2,520.00		\$10,080.00
56260-EBC	Gasoline	\$359.12	\$475.00		\$1,900.00
56261-EBC	Diesel	\$47.19	\$325.00		\$1,300.00
58101-EBC	DMV Fees	\$0.00	\$12.50		\$50.00
		<b>\$1,529.03</b>	<b>\$3,332.50</b>	<b>(\$1,803.47)</b>	<b>\$13,330.00</b>
57391-EBC	<b>Safety &amp; Capital Equipment</b>	<b>\$0.00</b>	<b>\$4,067.50</b>	<b>(\$4,067.50)</b>	<b>\$16,270.00</b>
		<b>\$13,799.29</b>	<b>\$25,220.00</b>	<b>(\$11,420.71)</b>	<b>\$100,880.00</b>