

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

RECEIVED
TOWN CLERK'S OFFICE
2018 DEC 20 PM 2:45
RECORDED VOL. 100
Sandra A. Mainville
TOWN OF BROOKLYN CT

**Board of Finance
Regular Meeting Agenda
Wednesday, December 19, 2018
7:00pm Clifford B. Green Memorial Center**

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

Also Present: Joe Voccio, Wayne Jolley, Aimee Genna, Lou Brodeur, Steve Breen, Aaron Kerouack
Rick Ives present via phone conference

1. **Call to Order:** Jeff Otto called the meeting to order at 7:02pm.
2. **Public Comment:** None
3. **Action on Minutes:** Sandy Brodeur made a motion to approve the minutes of 11/20/18 as presented. Kim Conroy seconded the motion. Motion passed 6-0.
4. **Old Business:** No discussion
5. **New Business**
 - **Selectman's Report:** Financials are not finalized yet. The auditor is on vacation and the finance director had a family emergency and needed time off. The Town and School items that were posted incorrectly or not at all have been accounted for. Mr. Ives will have a full report at the January meeting.

An extension will be needed for the audit through January.

Sandy Brodeur comments this has been going on since September. Mr. Ives responds this is a little different than the previous issues. Previously, things were posted in the wrong place, now it is how things were set up.

Mr. Ives states he and the school will be writing procedures with new strategies on how the financials are done and all work can be done when someone is out of the office or leaves.

Sandy Brodeur requests current financials. Mr. Ives will try and get them out tomorrow.

Sandy Brodeur states she just received October's fuel bill from the school. Mr. Ives states Denise was out of the office for awhile and has since resigned. There is a temp helping out in the office and he will ask them to get the bills out timelier.

- **Mortlake Fire Company Communication:** The tanker truck went for service and found the tank moved 2 to 3 inches to one side. The supports deteriorated and the tank was not adhered to the truck. The estimated cost was \$13,000. Some repairs were covered, and the final bill was \$10,081. The department is not requesting money currently, only letting the board aware of the situation since the maintenance budget is already over. They are delaying any requests until May to ensure no additional expenditures are needed.
- **Teen Center:** The teen center has closed due to participation. There were under fifteen participants.

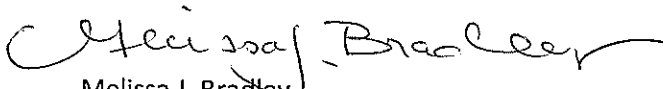
6. Liaison Reports

- **Recreation:** Kim Conroy was unable to attend the meeting.
- **Selectmen:** There was a town meeting last week and all proposed items passed. The Selectmen will be discussing how to utilize the space of the former Teen Center.
- **BRRC:** No meeting held. These meetings will become bi-monthly.
- **Housing:** A special meeting was going to be held to approve next years meeting dates. They have offered the Town to buy the Community Center for \$1.
- **BOFC:** Discussions are starting on the Town becoming the employer of the paid ambulance and firemen.
- **BOE:** Brooklyn students achieved many honors and one of our teachers was a State finalist. Four of our students received the superintendents award. There will be a building committee chosen to manage the solar project. A traffic study will be done to determine the solution of the congestion of traffic flow at the school. Teacher negotiations went to mediation and there is a tentative agreement. No vote has taken place yet.

7. Public Comment: None

8. **Adjourn:** Drew Dionne made a motion to adjourn the meeting. Sandy Brodeur seconded the motion. Meeting adjourned at 7:42pm.

Respectfully Submitted;


Melissa J. Bradley
Recording Secretary

MORTLAKE

FIRE COMPANY

Date: December 19, 2018
To: Board of Finance
From: Mortlake Fire Company
Subject: Emergency Appropriation

During the month of October, we sent ET290 to Bulldog Fire Apparatus to do required service on the vehicle. During the service they noted that the tank had shifted to one side by about 2-3 inches. Further investigation revealed that the supports under the tank had deteriorated which allowed the tank to settle and shift. They estimated repair costs at approximately \$13,000.00 to fix the problem. The truck needed to be disassembled and the tank removed to repair the supports. The cause of this problem was determined to have been caused by the overflow of the tank and a combination of road salt.

We notified Pierce Manufacturing (body builder) and they would only provide warrantee repairs, if it was under 10 years since manufacturing. The vehicle was over 10 years old and not covered. Some of the repairs were covered by the tank manufacturer because the tank has a lifetime warrantee. We were still left with a bill for \$10,081.00 for the repair.

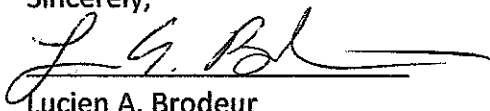
The Mortlake Fire Company estimated that they would spend \$20,800.00 during the year on vehicle maintenance and have already spent \$24,672.79 this year and have seven additional months until the end of the year. The cost to maintain ageing apparatus has taken a toll on the department this year. Our budget year-to-date is attached for your review

Mortlake Fire Company is asking the Board of Finance to consider a supplemental or special appropriation to cover the shortfall of funds to cover the maintenance expenses for ET290.

Mortlake would prefer to delay the request until probably May to ensure that additional expenditures are not required.

Thank you in advance for considering our request.

Sincerely,



Lucien A. Brodeur
Chairman of the Board

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"This institution is an equal opportunity provider, and employer."

	MFC			Total Year	Total Year
	Jul - Nov 18	Jul - Nov 18	Jul - Nov 18		
		Budget	Over(Under)	Budget	Over(Under)
Income					
40100-M · MFC Income Town Funding	46,730.00	46,730.00	0.00	112,150.00	(65,420.00)
Total Income	46,730.00	46,730.00	0.00	112,150.00	(65,420.00)
Expense					
51001-M · MFC Wages	826.88	1,835.00	(1,008.12)	4,400.00	(3,573.12)
52200-M · MFC Wages Tax Exp	0.00	220.00	(220.00)	525.00	(525.00)
53001-M · MFC Insurance	15,063.00	12,530.00	2,533.00	30,075.00	(15,012.00)
53002-M · MFC Physicals/Vaccination	0.00	419.00	(419.00)	1,000.00	(1,000.00)
53010-M · MFC Memberships	80.00	40.00	40.00	100.00	(20.00)
53020-M · MFC Legal Fees	0.00	415.00	(415.00)	1,000.00	(1,000.00)
53220-M · MFC Education	2,200.00	1,250.00	950.00	3,000.00	(800.00)
53300-M · MFC Other Prof. Fees	910.30	1,105.00	(194.70)	2,650.00	(1,739.70)
53406-M · Wages-Payroll Service MFC	0.00	195.00	(195.00)	470.00	(470.00)
53410-M · MFC Auditing/Acctg Servic	0.00	1,355.00	(1,355.00)	3,250.00	(3,250.00)
54301-M · MFC Bldg Maintenance	3,036.99	5,831.00	(2,794.01)	14,000.00	(10,963.01)
54302-M · MFC Alarm/Security Maint	140.00	115.00	25.00	280.00	(140.00)
54304-M · MFC Vehicle Maintenance	24,672.79	8,669.00	16,003.79	20,800.00	3,872.79
54411-M · MFC Water	104.65	105.00	(0.35)	250.00	(145.35)
54412-M · MFC Sewer Fees	247.50	125.00	122.50	300.00	(52.50)
54421-M · MFC Disposal charges	221.67	210.00	11.67	500.00	(278.33)
54422-M · MFC Snow/Sand Removal	0.00	625.00	(625.00)	1,500.00	(1,500.00)
55301-M · MFC Postage	200.00	40.00	160.00	100.00	100.00
55302-M · MFC Telephone	314.39	710.00	(395.61)	1,700.00	(1,385.61)
55400-M · MFC Recruitment	1,203.00	165.00	1,038.00	400.00	803.00
56011-M · MFC Uniforms	450.94	415.00	35.94	1,000.00	(549.06)
56012-M · Equipment	6,097.16	625.00	5,472.16	1,500.00	4,597.16
56015-M · MFC Equipment Repair	3,076.51	2,710.00	366.51	6,500.00	(3,423.49)
56120-M · MFC Office Supplies	2,266.80	1,040.00	1,226.80	2,500.00	(233.20)
56220-M · MFC Electricity	1,717.13	2,710.00	(992.87)	6,500.00	(4,782.87)
56221-M · Eversource Loan	323.33		323.33		323.33
56240-M · MFC Fuel Oil	1,859.46	2,290.00	(430.54)	5,500.00	(3,640.54)
56260-M · MFC Gasoline	296.76	312.00	(15.24)	750.00	(453.24)
56261-M · MFC Diesel Fuel	561.82	669.00	(107.18)	1,600.00	(1,038.18)
58101-M · MFC Motor Vehicle Fees	40.00	0.00	40.00		40.00
Total Expense	65,911.08	46,730.00	19,181.08	112,150.00	(46,238.92)
Actual Over (Under) Budget	19,181.08	0.00	19,181.08	0.00	19,181.08

Mortlake Fire Company
Transaction Detail By Account
 July through November 2018

Date	Name	Memo	Truck	Amount	Balance	R490	E190	L190	ET190	ET290	S190	Misc	Total
54304-M - Vehicle Maintenance													
07/31/2018	PAP	Repair parts		60.76	60.76								
08/30/2018	PAP	UTV		42.62	103.38								
08/30/2018	Buildog Fire Apparatus Inc	Oil leak at transfer case	E190	110.57	213.95								
08/30/2018	Buildog Fire Apparatus Inc	Full chassis service	E190	609.00	822.95								
08/30/2018	Buildog Fire Apparatus Inc	Perform full pump service	E190	325.00	1,147.95								
08/30/2018	Buildog Fire Apparatus Inc	Perform yearly pump test	E190	300.00	1,447.95								
08/30/2018	Buildog Fire Apparatus Inc	Secure pump panel - loose	E190	267.84	1,715.79								
08/30/2018	Buildog Fire Apparatus Inc	Resecure hardware for hard suction	E190	78.84	1,794.63								
08/30/2018	Buildog Fire Apparatus Inc	Resecure front bumper pull out	E190	95.04	1,889.67								
10/01/2018	Firematic Supply	Ladder 190 maintenance	L190	5,537.74	7,427.41								
10/02/2018	Buildog Fire Apparatus Inc	R490 service	R490	610.00	8,037.41								
10/02/2018	Buildog Fire Apparatus Inc	R490 annual inspection	R490	75.00	8,112.41								
10/02/2018	Buildog Fire Apparatus Inc	R490 coolant leak	R490	261.55	8,373.96								
10/05/2018	Firematic Supply	Annual inspection ladder 190	L190	1,450.90	9,824.86								
10/18/2018	Rondeau, Darren	ET290 Dump valve seal lube	ET290	34.64	9,859.50								
10/19/2018	Sorel's Garage	Mount and balance 4 new Firestone Transforce tires	S190	840.00	10,699.50								
10/31/2018	Buildog Fire Apparatus Inc	Perform fuel pump service on ET-290	ET290	325.00	11,024.50								
10/31/2018	Buildog Fire Apparatus Inc	Perform yearly pump test	ET290	300.00	11,324.50								
10/31/2018	Buildog Fire Apparatus Inc	Perform annual inspection	ET290	75.00	11,399.50								
10/31/2018	Buildog Fire Apparatus Inc	Check mirror driver side - need mirror heads	ET290	77.76	11,477.26								
10/31/2018	Buildog Fire Apparatus Inc	Perform full chassis service	ET290	645.11	12,122.37								
10/31/2018	Vandi Auto Supply	Repair parts		60.72	12,183.09								
11/15/2018	Buildog Fire Apparatus Inc	Annual inspection ET 190	ET190	75.00	12,258.09								
11/15/2018	Buildog Fire Apparatus Inc	Annual pump test ET 190	ET190	300.00	12,558.09								
11/15/2018	Buildog Fire Apparatus Inc	repair driver door window/door panel ET 190	ET190	216.00	12,774.09								
11/15/2018	Buildog Fire Apparatus Inc	repair door handle on rear driver side door ET 190	ET190	324.00	13,098.09								
11/15/2018	Buildog Fire Apparatus Inc	perform generator service ET 190	ET190	225.00	13,323.09								
11/15/2018	Buildog Fire Apparatus Inc	fix adjustment on side mirrors ET 190	ET190	125.64	13,448.73								
11/15/2018	Buildog Fire Apparatus Inc	fuel tank latches ET 190	ET190	183.00	13,631.73								
11/15/2018	Buildog Fire Apparatus Inc	chassis service ET 190	ET190	610.00	14,241.73								
11/15/2018	Buildog Fire Apparatus Inc	Pump Service ET 190	ET190	360.00	14,591.73								
11/20/2018	Buildog Fire Apparatus Inc	ET-290 Tank repair	ET290	10,081.06	24,672.79								
Total 54304-M - MFC Vehicle Maintenance				24,672.79	24,672.79								