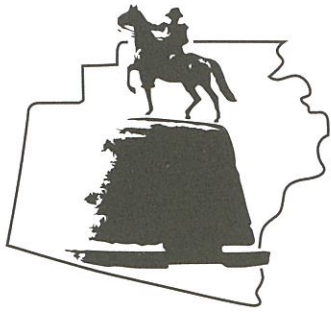




TOWN OF BROOKLYN

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
Wednesday, October 16, 2019
7pm Clifford B. Green Memorial Center

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

RECEIVED
TOWN CLERK'S OFFICE
2019 OCT 17 AM 10:09
RECORDED VOL. PAGE
Hanna A. Mainville
TOWN CLERK BROOKLYN CT

Also Present: Lou Brodeur, Aaron Kerouack

1. **Call to Order:** Mr. Otto called the meeting to order at 7:01pm. Rick Ives will not be able to make the meeting, and with the absence of Art Meizer and Kelly Vachon, most of the agenda cannot be completed.
2. **Public Comment:** None
3. **Action on Minutes:** Sandra Brodeur made a motion to approve the minutes of 9/18/19 as presented. Drew Dionne seconded the motion. Motion passed 5-0.
4. **Report on Pension; Art Meizner:** No discussion
5. **Old Business**
 - a. **2018-19 Financial Reports:** Sent to members this afternoon.
 - b. **Line Item Transfers:** Report sent, unable to have discussion. Sandra Brodeur made a motion to table the line item transfers until next meeting. Heather Allen seconded the motion. Motion passed 5-0.
 - c. **BOE End of Year Return:** No discussion
 - d. **Other Business:** None
6. **New Business**
 - a. **2019-20 Financial Reports:** Heather Allen made a motion to table the FY 2019-20 financial reports until the November meeting. Sandra Brodeur seconded the motion. Motion passed 5-0.
 - b. **Capital Report:** No discussion
 - c. **2020 Meeting Dates:** The board agrees to add a few extra dates for budget meetings; March 24th, April 1st and April 29th. Drew Dionne made a motion to hold the Board of

Finance meetings in 2020 on the third Wednesday of each month at 7pm at the Clifford B. Green Memorial Center and added dates, 3/24; 4/1; 4/29. Sandra Brodeur seconded the motion. Motion passed 5-0.

- d. **Other Business:** The board was given a report for fiscal year 2019-20 showing over expenditures with an explanation. The board welcomes the report and will discuss at the next meeting.

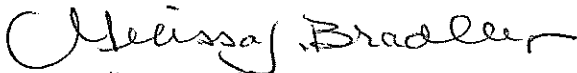
Fire Department reports were sent to members.

- 7. **Selectman's Report:** Joe Voccio reports progress is continuing in the finance department. The school solar project has completed a structural report. A meeting with DAS is scheduled for next week.

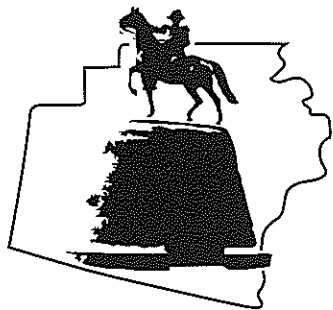
- 8. **Public Comment:** None

- 9. **Adjourn:** Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 7:30pm.

Respectfully Submitted;



Melissa J. Bradley
Recording Secretary



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TO: Leona Mainville, Town Clerk

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

DATE: October 16, 2019

RE: Meeting Schedule 2020

The Board of Finance will be meeting every third Wednesday of the month at 7pm at the Clifford B. Green Memorial Center and a few added dates for budget meetings.

Schedule as follows:

January 15
February 19
March 18
March 24
April 1
April 15
April 29
May 20
June 17
July No Meeting
August 19
September 16
October 21
November 18
December 16

	MFC		
	Jul '18 - Jun 19	Budget	Over(Under)
Income			
40100-M · MFC Income Town Funding	112,150.00	112,150.00	0.00
Total Income	112,150.00	112,150.00	0.00
Expense			
51001-M · MFC Wages	946.89	4,400.00	(3,453.11)
52200-M · MFC Wages Tax Exp	0.00	525.00	(525.00)
53001-M · MFC Insurance	24,672.50	30,075.00	(5,402.50)
53002-M · MFC Physicals/Vaccination	589.00	1,000.00	(411.00)
53010-M · MFC Memberships	80.00	100.00	(20.00)
53020-M · MFC Legal Fees	0.00	1,000.00	(1,000.00)
53220-M · MFC Education	4,524.00	3,000.00	1,524.00
53300-M · MFC Other Prof. Fees	3,028.39	2,650.00	378.39
53406-M · Wages-Payroll Service MFC	0.00	470.00	(470.00)
53410-M · MFC Auditing/Acctg Servic	1,625.00	3,250.00	(1,625.00)
53412-M · MFC Bank Fees	43.31		43.31
54301-M · MFC Bldg Maintenance	11,484.28	14,000.00	(2,515.72)
54302-M · MFC Alarm/Security Maint	350.00	280.00	70.00
54304-M · MFC Vehicle Maintenance	30,303.65	20,800.00	9,503.65
54411-M · MFC Water	379.69	250.00	129.69
54412-M · MFC Sewer Fees	330.00	300.00	30.00
54421-M · MFC Disposal charges	649.37	500.00	149.37
54422-M · MFC Snow/Sand Removal	2,692.26	1,500.00	1,192.26
55301-M · MFC Postage	207.00	100.00	107.00
55302-M · MFC Telephone	911.22	1,700.00	(788.78)
55400-M · MFC Recruitment	1,843.00	400.00	1,443.00
55500-M · MFC Printing/Publications	15.37		15.37
56011-M · MFC Uniforms	3,305.79	1,000.00	2,305.79
56012-M · Equipment	7,833.07	1,500.00	6,333.07
56015-M · MFC Equipment Repair	6,116.66	6,500.00	(383.34)
56120-M · MFC Office Supplies	4,423.21	2,500.00	1,923.21
56220-M · MFC Electricity	5,905.45	6,500.00	(594.55)
56221-M · Eversource Loan	1,454.79		1,454.79
56240-M · MFC Fuel Oil	8,690.74	5,500.00	3,190.74
56260-M · MFC Gasoline	532.85	750.00	(217.15)
56261-M · MFC Diesel Fuel	1,703.82	1,600.00	103.82
57374-M · MFC Hazmat Equipment	715.84	0.00	715.84
58101-M · MFC Motor Vehicle Fees	40.00	0.00	40.00
Total Expense	125,397.15	112,150.00	13,247.15
	13,247.15	0.00	13,247.15

**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	2019 - 2020 Budget
40100-EBC	Income a/k/a Town Funding		\$100,880.00		\$100,880.00
	Overhead				
53001-EBC	Insurance	\$11,983.00	\$15,300.00		\$11,000.00
53002-EBC	Physical / Vaccination	\$0.00	\$500.00		\$500.00
53010-EBC	Membership	\$1,802.43	\$2,000.00		\$2,500.00
53300-EBC	Other professional / Tech Service	\$1,007.30	\$400.00		\$750.00
53532-EBC	Other Purchase Services	\$0.00	\$0.00		\$0.00
55302-EBC	Telephone	\$2,647.78	\$2,400.00		\$2,700.00
56120-EBC	Office Supplies	\$5,856.72	\$6,800.00		\$7,700.00
56900-EBC	Open	\$0.00	\$0.00		\$0.00
		\$23,297.23	\$27,400.00	(\$4,102.77)	\$25,150.00
	Building				
54301-EBC	Building Maintenance	\$6,047.96	\$3,000.00		\$5,000.00
54302-EBC	Alarm System & Security Service	\$0.00	\$0.00		\$0.00
54303-EBC	Property Upkeep	\$7,828.61	\$7,500.00		\$8,500.00
54411-EBC	Water - Building	\$249.99	\$200.00		\$250.00
54412-EBC	Sewer	\$660.00	\$600.00		\$680.00
54421-EBC	Waste Disposal & Removal	\$1,229.45	\$980.00		\$1,100.00
56210-EBC	Natural Gas For Building	\$5,952.82	\$5,500.00		\$5,500.00
56220EBC	Electricity For Building	\$7,536.69	\$8,500.00		\$8,500.00
		\$29,505.52	\$26,280.00	\$3,225.52	\$29,530.00
	Fire & EMS				
53220-EBC	Education & In Service Training	\$1,002.50	\$3,500.00		\$3,500.00
56011-EBC	Uniforms	\$3,623.00	\$600.00		\$2,000.00
56012-EBC	Equipment / Hand Tools	\$5,771.49	\$5,000.00		\$3,200.00
56013-EBC	Equipment Maintenance & Supplies	\$6,848.48	\$3,400.00		\$3,500.00
56015-EBC	Equipment Repair & Parts	\$97.25	\$900.00		\$900.00
56017-EBC	Medical Supplies	\$3,310.74	\$2,800.00		\$5,000.00
57393-EBC	Radios	\$124.00	\$1,000.00		\$680.00
57394-EBC	Hazmat Equipment	\$0.00	\$400.00		\$400.00
		\$20,577.46	\$17,600.00	\$2,977.46	\$19,180.00
	Vehicles				
54304-EBC	Truck (Vehicle) Maint & Repair	\$12,161.85	\$10,080.00		\$8,000.00
56260-EBC	Gasoline	\$1,840.28	\$1,900.00		\$1,900.00
56261-EBC	Diesel	\$605.64	\$1,300.00		\$800.00
58101-EBC	DMV Fees	\$20.00	\$50.00		\$50.00
		\$14,627.77	\$13,330.00	\$1,297.77	\$10,750.00
		\$16,292.89	\$16,270.00	\$22.89	\$16,270.00
		\$104,300.87	\$100,880.00	\$3,420.87	\$100,880.00
57391-EBC	Safety & Capital Equipment				