



## TOWN OF BROOKLYN

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

OFFICE OF SELECTMEN  
(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 Meeting Minutes  
Wednesday, October 18, 2023, 7:00 pm  
Clifford B. Green Memorial Building  
and via Zoom

**Present:** Sandra Brodeur, Ken Dykstra via Zoom, Dave Lee, Andrew Dionne, Heather Allen, Brandon Zurek, Lisa Mileski, Recording Secretary

**Also Present:** Shelley Cates, Austin Tanner, Joe Voccio via Zoom, Jenn Nemeth via Zoom, Others via Zoom

**Absent:**

**1. Determination of a Quorum and Call to Order:** S. Brodeur called the meeting to order at 7:01 pm

**2. Public Comment:** None

**3. Action on Minutes of August 16, 2023 Meeting:** A. Dionne made a motion to approve the minutes of August 16, 2023; motion seconded by B. Zurek; minutes of August 16, 2023 meeting approved.

**4. Old Business**

**a. Status of road surveillance project:** A. Tanner reported that the representative was away on vacation and that we were waiting on the results of the STEAP Grant.

**b. Status of Prince Hill Bathrooms:** A. Tanner reported that the bathrooms are completed, and they will be winterized and then opened in the Spring.

**c. Status of Tatnic Road Project:** A. Tanner stated the surveyor is done but he has not given us anything; that this will probably be addressed in Spring 2024.

**d. East Brooklyn - Actions and update:** A. Tanner said the Fire District has withdrawn its lawsuit against the Town and JMN and that the only claim remaining is the one brought by JMN against the Town and Fire District. The Board hopes that the lawsuit can be settled by the insurance company, but all parties need to be on board for this to happen. A. Tanner stated he is slightly optimistic but not terribly.

**e. Other old Business:** S. Cates stated that everyone who has submitted their requests for ARPA funds and finalized their paperwork have received their payments, and that is about fifty percent of them. D. Lee suggested that S. Cates provide a regular report on how that money is being distributed, and it was agreed that S. Cates would do this.

**5. New Business**

**a. Discussion about document prepared by D. Lee and K. Dykstra requesting grant recipients to provide information on how they spent their money:** D. Lee presented a draft letter and asked for feedback from the Board, and it was decided that they would decide on this at the next meeting.

**b. Discuss Tax Abatement Participation Verification Form provided by the Board of Fire Commissioners:** The Board discussed this form at length, and it was agreed that the form was acceptable, but they need a more explicit understanding of what the potential cost is, so we can present it to the Town. They will table this until they receive more information.

**c. Review Financial Statements:** The Board discussed the financials in some detail, and S. Cates answered questions and addressed concerns.

**d. Repairs necessary for Parks and Recreation Department to move to Community Center:** A. Tanner said that the Rec Department was going to move to the upstairs of the Community Center; the Director would have an office in the smaller conference room; the other two would take the two offices in the back; and the little kitchen in between the two rooms would be removed so the space can be for storage. He said S. Carter is supposed to give the Town a quote on fixing the lights in the big room, and S. Cates stated there may be a grant out there to pay for that.

**e. Other new business:** S. Brodeur asked about what was going on with the Department of Health. A. Tanner talked about the issues with the Department of Health and NECCOG, that we need the services that they provide in a timely fashion, and it is hoped that things will come together so we can move forward. S. Cates went over the transfer requests and answered any questions. A. Dionne made a motion to approve the transfer of \$123,106.37 to balance the books; H. Allen seconded; and the motion passed.

**6. Selectman's Report:** A. Tanner stated that Dime Oil is actually cheaper than they were last year; that health insurance is pretty good now, that our record is better than last year, so we are looking at renewing now so that we could get a better deal and cap the premium so it will not go over a certain amount. A. Tanner also stated that with respect to the fire lane, we have a question on who has the legal authority to do what and if the Town can pass a fire lane ordinance, and we are looking into that. The Board talked about the use of CIF grant funds, Paradise Lake District, that the Town will be hiring a Finance Assistant soon, and that the Town received the grant for paving of Church Street. He also said the ARPA project to repair the tennis court is still being reviewed, and there was a question about the reporting for Fear Grounds that requires further investigation.

**7. Liaison Reports:** D. Lee suggested that the Board read the meeting minutes of the last meeting of the Board of Fire Commissioners, that they are still making progress on the Chart of Accounts, and if they get them online by the end of the second quarter, they would start doing quarterly reports, etc. S. Brodeur stated that Housing Authority did not meet and that she has J. Voccio trying to help get someone who can help the Authority know how to proceed, as there is not a lot of experience among them. K. Dykstra brought up the Household Hazardous Waste Collection Day and it was confirmed that we were doing this with the Towns of Woodstock and Pomfret on November 11, 2023 at the Woodstock Town Hall. A. Tanner talked about how the second WPCA bills that recently went out have created a lot of issues and the Town be getting a lot of visitors lately. D. Lee talked briefly about the WPCA, the rates, billing issues, capital funds, and that they have appointed Dan Stuyinski as the liaison between the Town and Killingly. A. Tanner stated that he will look into a liaison volunteer as requested by CT Water.

**8. Public Comment:** D. Lee mentioned that the MIL rate has increased the last two years, and the Board needs to be conscious of this, and it was agreed that the Board tries each year to do the best job they can to limit the tax increase, etc., and that we are getting better and stronger.

**9. Adjournment:** A. Dionne made a motion to adjourn; D. Lee seconded the motion; and the meeting was adjourned at 8:22 pm.

Lisa Mileski, Recording Secretary

Description	Balance	Account	Description	Balance
BOS-Recording Secretary-Payroll	\$ (162.50)	1005.41.4111.53010	BOS-Professional Affiliations	\$ 160.90
BOS-Advertising & Legal Notices	\$ (302.90)	1005.41.4111.53200	BOS-Meetings	\$ 304.50
	<b>\$ (465.40)</b>			<b>\$ 465.40</b>
Administration - Finance Dept Build Repair/Maint	\$ (13,309.45)	1005.41.4117.51610	Administration-Wages	\$ 17,930.96
Administration-HR,PR & ACCT Software	\$ (2,423.90)			
Administration-Finance Dept Office Supplies	\$ (1,947.61)			
Administration - Drug & Alcohol Testing	\$ (250.00)			
	<b>\$ (17,930.96)</b>			<b>\$ 17,930.96</b>
Assessor-Books & Periodicals	\$ (449.00)	1005.41.4131.56430	Assessor-Books & Periodicals	\$ 512.58
Assessor-Wages	\$ (63.08)			
Assessor-Data Processing	\$ (0.50)			
	<b>\$ (512.58)</b>			<b>\$ 512.58</b>
Revenue Collector-Wages PT	\$ (10,774.00)	1005.41.4135.51610	Revenue Collector-Wages	\$ 10,775.44
Revenue Collector-Printing & Publications	\$ (1.44)			
	<b>\$ (10,775.44)</b>			<b>\$ 10,775.44</b>
Town Clerk-Wages	\$ (384.87)	1005.41.4147.51620	Town Clerk-Wages PT	\$ 384.87
	<b>\$ (384.87)</b>			<b>\$ 384.87</b>
Land Use -Wages	\$ (951.84)	1005.41.4151.51620	Land Use -Wages PT	\$ 1,058.84
Land Use -Legal Services	\$ (104.20)			
Land Use -Wages OT	\$ (2.80)			
	<b>\$ (1,058.84)</b>			<b>\$ 1,058.84</b>
Ag Commission-Professional Services	\$ (200.00)	1005.41.4154.53220	Ag Commission-Training	\$ 200.00
	<b>\$ (200.00)</b>			<b>\$ 200.00</b>
ZBA-Advertising & Legal Notices	\$ (31.76)	1005.41.4155.55500	ZBA-Printing & Publications	\$ 31.76
	<b>\$ (31.76)</b>			<b>\$ 31.76</b>
Inland Wetlands-Legal Fees	\$ (414.52)	1005.41.4163.53400	Inland Wetlands-Professional Services	\$ 414.52
	<b>\$ (414.52)</b>			<b>\$ 414.52</b>
Conservation-Training	\$ (90.00)	1005.41.4171.56900	Conservation-Other Supplies	\$ 90.00
	<b>\$ (90.00)</b>			<b>\$ 90.00</b>
Town Hall-Internet & Website Maint.	\$ (225.94)	1005.41.4184.56220	Town Hall-Electricity	\$ 515.72
Town Hall-Paper Goods/Toiletries	\$ (148.55)			
Town Hall-Sewer Use Fees	\$ (99.00)			
Town Hall-Fuel Oil/Heating	\$ (23.41)			
Town Hall-Water	\$ (18.82)			
	<b>\$ (515.72)</b>			<b>\$ 515.72</b>
Central Supplies-Computer Service	\$ (493.45)	1005.41.4185.57330	Central Supplies-Office Equipment	\$ 702.64
Central Supplies-Computer Service	\$ (209.19)			
	<b>\$ (702.64)</b>			<b>\$ 702.64</b>
Fire Facilities-Water	\$ (1,203.78)	1005.42.4203.52701	FIRE Facilities LAP Ins	\$ 922.21
Fire Facilities-Ambulance Service	\$ (0.21)	1005.42.4203.51900	Fire Facilities-Wages-Recording Secretary	\$ 250.00
		1005.42.4203.52300	Fire Facilities-Retirement Program	\$ 31.78
	<b>\$ (1,203.99)</b>			<b>\$ 1,203.99</b>
Homeland Security-Wages-Recording Secretary	\$ (275.00)	1005.42.4206.53200	Homeland Security-Table Top Exercise	\$ 275.00
	<b>\$ (275.00)</b>			<b>\$ 275.00</b>

Emergency Services-Medical Intercept Program	\$ (3,722.40)	1005.42.4207.55013	Emergency Services-QVEC 911	\$ 0.03
Emergency Services-Social Services/Veterans	\$ (0.15)	1005.48.9800.53900	Contingency-Transfer to Emergency Services	\$ 3,722.52
	\$ (3,722.55)			\$ 3,722.55
Building Office-Wages	\$ (420.77)	1005.42.4213.51620	Building Office-Wages PT	\$ 481.30
Building Office-Software	\$ (192.75)	1005.42.4213.53010	Building Office-Professional Affiliations	\$ 138.17
Building Office-Wages OT	\$ (5.95)			
	\$ (619.47)			\$ 619.47
Animal Control-Contractual Service	\$ (0.30)	1005.48.9800.53900	Contingency-Transfer to Animal Control	\$ 0.30
	\$ (0.30)			\$ 0.30
Fire Marshal-Wages	\$ (1,221.90)	1005.42.4219.51640	Fire Marshal - Wages Emergency	\$ 1,439.84
Fire Marshal-Wages OT	\$ (217.94)			
	\$ (1,439.84)			\$ 1,439.84
Roads & Drainage-Tree Removal	\$ (1,675.00)	1005.43.4303.51620	Roads & Drainage-Wages PT	\$ 4,256.65
Roads & Drainage-Office Equipment/Repairs	\$ (1,074.72)			
Roads & Drainage-Electricity	\$ (989.65)			
Roads & Drainage-DOT Physicals	\$ (450.00)			
Roads & Drainage-Drug & Alcohol Testing	\$ (65.00)			
Roads & Drainage-Employee Safety Equipment	\$ (2.28)			
	\$ (4,256.65)			\$ 4,256.65
Maint. of Equip-Equipment & Truck Repair	(3,490.37)	1005.43.4313.56013	Maint. of Equip-Equipment Maintenance Supplies	449.94
Maint. of Equip-Diesel Fuel	(3,391.38)	1005.43.4313.56905	Maint. of Equip-Paint & Paint Supplies	2,384.65
Maint. of Equip-Truck Repair Parts	(2,435.88)	1005.43.4313.56014	Maint. of Equip-Other Equipment Repair Parts	2,588.32
Maint. of Equip-Motor Oil & Lubrication	(880.30)	1005.48.9800.53900	Contingency-Transfer to Maint of Eqipt	5,238.19
Maint. of Equip-Gasoline	(463.17)			
	(10,661.10)			10,661.10
Resource Recovery-Printing & Publications	\$ (632.44)	1005.43.4317.54306	Resource Recovery-Building, Repairs & Signs	\$ 1,341.55
Resource Recovery-Contractual Service	\$ (257.40)			
Resource Recovery-Rental	\$ (256.75)			
Resource Recovery-Telephone	\$ (110.19)			
Resource Recovery-Electricity	\$ (74.77)			
Resource Recovery-Permits	\$ (10.00)			
	\$ (1,341.55)			\$ 1,341.55
61 South Main St-Water Fees	\$ (1,208.23)	1005.43.4397.56210	61 South Main St-Fuel/Gas Heating	\$ 481.49
61 South Main St-Electricity	\$ (1,190.46)	1005.43.4397.54301	61 South Main St-Building Repair	\$ 1,763.61
61 South Main St-Sewer Use Fees	\$ (82.00)	1005.48.9800.53900	Contingency-Transfers to 61 South Main St	\$ 235.59
	\$ (2,480.69)			\$ 2,480.69
95 Rukstela Rd-Electricity	\$ (1,310.35)	1005.43.4398.54301	95 Rukstela Rd-Building Repair	\$ 57.04
95 Rukstela Rd-Telephone	\$ (127.91)	1005.43.4398.53512	95 Rukstela Rd-Internet	\$ 88.66
95 Rukstela Rd-Alarm & Security Maintenance	\$ (100.13)	1005.43.4398.56100	95 Rukstela Rd-Custodial Supplies	\$ 387.09
		1005.43.4398.56210	95 Rukstela Rd-Fuel/Propane Heating	\$ 575.70
		1005.43.4398.54102	95 Rukstela Rd-Septic Tank Cleaning	\$ 429.90
	\$ (1,538.39)			\$ 1,538.39
Recreation Dept - Software	\$ (2,400.00)	1005.45.4503.56120	Recreation-Recreation Supplies	\$ 2,930.58
Recreation-Transportation	\$ (530.58)			
	\$ (2,930.58)			\$ 2,930.58
Park Maint.-Building & Grounds Repairs	\$ (5,953.35)	1005.45.4505.56900	Park Maint.-Other Supplies	\$ 11,929.41
Park Maint.-Vehicle Maintenance	\$ (3,018.98)			
Park Maint.-Equipment Maint. Repair	\$ (1,776.96)			

Park Maint.-Wages	\$	(951.26)			
Park Maint.-Electricity	\$	(228.86)			
	\$	<b>(11,929.41)</b>			<b>\$ 11,929.41</b>
Community Center-Building Repairs	\$	(843.15)	1005.45.4596.53512	Community Center-Internet & TV	\$ 170.57
Community Center-Fuel/Gas Heating	\$	(400.50)	1005.45.4596.56220	Community Center-Electricity	\$ 281.49
Community Center-Sewer Use Fees	\$	(198.00)	1005.45.4596.54411	Community Center-Water Fees	\$ 328.33
			1005.45.4596.56900	Community Center-Other Supplies	\$ 500.00
			1005.48.9800.53900	Contingency-Transfers to Community Center	\$ 161.26
	\$	<b>(1,441.65)</b>			<b>\$ 1,441.65</b>
Green Bldg-Building Repairs	\$	(3,360.52)	1005.45.4597.56100	Green Bldg-Custodial Supplies	\$ 168.13
Green Bldg-Internet	\$	(2,651.10)	1005.45.4597.56220	Green Bldg-Electricity	\$ 1,936.49
Green Bldg-Fuel/Gas Heating	\$	(2,207.72)	1005.45.4597.55302	Green Bldg-Telephone	\$ 3,113.68
Green Bldg-Water Fees	\$	(411.94)	1005.48.9800.53900	Contingency-Transfer to Green Building	\$ 3,891.98
Green Bldg-Sewer Use Fees	\$	(275.00)			
Green Bldg-Senior Center Repairs	\$	(204.00)			
	\$	<b>(9,110.28)</b>			<b>\$ 9,110.28</b>
Transit District-NE CT Transit District	\$	(0.25)	1005.48.9800.53900	Contingency-Transfers to Transit District	\$ 0.25
	\$	<b>(0.25)</b>			<b>\$ 0.25</b>
Special Programs-Memorial & Veterans Day	\$	(71.58)	1005.45.4599.56910	Special Programs-Earth Day	71.58
	\$	<b>(71.58)</b>			<b>71.58</b>
Fringe Benefit-Health & Dental Insurance	\$	(21,909.16)	1005.50.5000.52100	Fringe Benefits-Life Insurance	\$371.00
Fringe Benefits-Pension/Retirement Expense	\$	(8,381.20)	1005.50.5000.52301	Fringe Benefit-Pension Administration	\$650.00
			1005.50.5000.52200	Fringe Benefits-Employer Portion FICA/Medicare	\$2,980.29
			1005.50.5000.52600	Fringe Benefit-Unemployment Compensation	\$7,500.00
			1005.48.9800.5390	Contingency-Transfer to Fringe Benefits	\$18,789.07
	\$	<b>(30,290.36)</b>			<b>\$30,290.36</b>
Municipal Insurance-Cyber Security	\$	(6,710.00)	1005.50.5001.52701	Municipal Insurance-LAP	\$ 1,025.00
			1005.50.5001.52700	Municipal Insurance-Workers Compensation	\$ 40.89
			1005.48.9800.53900	Contingency-Transfers to Municipal Insurance	\$ 5,644.11
	\$	<b>(6,710.00)</b>			<b>\$ 6,710.00</b>
	\$	(123,106.37)			\$ 123,106.37
Contingency	\$	42,567.50			
Use of Contingency	\$	18,894.20			



### Town of Brooklyn Grants

The following Agencies receives funds from the Town of Brooklyn in the amounts listed for Fiscal Year 2022 – 2023. The Agencies are classified into the following categories.

- (1) A Brooklyn Agency that receives the majority of its funds from the Town of Brooklyn.
- (2) Agency that receives its funds from various towns based on population.
- (3) Agency that receives its funds from various towns, unclear how amount is calculated.
- (4) Agency that receives funds similar to a donation.

Agency	Amount	Category
Ambulance Service	\$13607	1
Mortlake	\$153705	1
East Brooklyn	\$106000	1
Library	\$153678	1
Animal Control	\$27888	2
Cemetery Association	\$5000	3
United Services Youth	\$6976	2
Last Green Valley	\$500	4
Eastern CT Conservation	\$1000	4
Ct Coalition (Homelessness)	\$1000	4
District Dept of Health	\$63888	2
Day Kimball Health	\$2000	4
Senior Center	\$29500	3
Sexual Assault Crisis	\$1500	4
TVCCA Meals	\$6930	3
United Services	\$2000	4
Community Kitchen	\$1500	4
Access Agency	\$3000	4
NECT Transit	\$14789	3
Medical Intercept Program	\$24000	3
QVEC (911)	\$19802	3
Social Service/ Veterans	\$5493	3

The following documentation is required for Agencies that are requesting funds from the Town of Brooklyn:

Category (1) requests.

- a) Detailed budget for the year that the funds are requested.
- b) A list of all other funding sources including grants, donations, and fundraisers.

Category (2) requests.

- a) Detailed program budget for the year that the funds are requested.
- b) A list of all other funding sources including funds from other towns, grants, donations, and fundraisers.
- c) An explanation of the per capita funding request.

Category (3) requests.

- a) Detailed program budget for the year that the funds are requested.
- b) A list of all other funding sources including funds from other towns, grants, donations, and fundraisers.
- c) An explanation of the amount requested from the Town of Brooklyn compared to the amount requested from other towns.
- d) A description of the benefits that directly effects the Town of Brooklyn.

Category (4) requests.

- a) Detailed program budget for the year that the funds are requested.
- b) A list of all other funding sources including funds from other towns, grants, donations, and fundraisers.
- c) An explanation of the amount requested from the Town of Brooklyn compared to the amount requested from other towns.
- d) A description of the benefits that directly effects the Town of Brooklyn.

Reporting requirements.

1. End of year financial report documenting how this grant was spent, due by August XX, 20Xx
2. Copy of Annual Audit or Auditor's Review
3. Certificate of Insurance.

**Commented [RDL1]:** If an audited report is not available, have the CEO sign a notarized statement attesting to the accuracy of the report?