



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
Thursday, November 15, 2023, 7:00 pm
Clifford B. Green Memorial Building
and via Zoom

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

Also Present: Shelley Cates, Ray Breece, Lance Metzger, Kristin Zurek, and other members of the public

Via Zoom: Carrie Barna, A. Jenna, Carrie Juhasz, Sharon Loughlin, Chris Maxim, ? Nemeth, Matt Noren, Mike Snyder, Jessica Solis, Joe Voccio

1. Determination of a Quorum and Call to Order: S. Brodeur called the meeting to order at 7:00 pm

2. Public Comment: R. Preece introduced himself as an elected Selectman.

3. Action on Minutes of October 18, 2023 Meeting: A. Dionne made a motion to approve the minutes of October 18, 2023; motion seconded by D. Lee; minutes of October 18, 2023 were approved.

4. Old Business:

a. Status of road surveillance project: S. Brodeur stated she spoke with A. Tanner, and he said they met just to confirm the Town received the grant; and now they will go forward based on that.

b. Status of Tatnic Road project: S. Brodeur stated this is all set and will begin in the Spring 2024.

c. East Brooklyn - Actions and update: S. Brodeur stated that the Fire Commissioners are working on a fire lane regulation. She also said that the Selectmen received a petition today for a Town meeting and that there is an Executive Session planned for Thursday.

d. Report on how ARPA funds are being distributed: S. Cates presented and explained a report entitled ARPA Funds and answered questions from the Board. D. Lee read the report aloud for the record.

e. Discussion about document prepared by D. Lee and K. Dykstra requesting grant recipients to provide information on how they are spent their money: D. Lee explained the form and the categories, and the Board discussed this document at length. A. Dionne made a motion to accept the proposal with discussion; H. Allen seconded; and the Board continued discussing the proposal. D. Lee made a motion to table this and modify it based on the feedback and then bring it back; A. Dionne seconded; D. Lee said the previous motion is also tabled; the motion to table this until the revisions are made was passed.

f. Costs associated with moving Parks and Rec to the Community Center: S. Brodeur stated that A. Tanner said this is still unknown.

g. Other old business: D. Lee stated that if the litigation involves taxpayer money, before it is committed, the Board of Finance ought to be aware of the amount and that the Board of Finance may need to be included in the Executive meetings of the Board of Selectman.

5. New Business:

a. Review financial statements: The Board discussed the financial statements and S. Cates answered all questions regarding them. D. Lee questioned a line item "internet and website maintenance", that there is an encumbrance and a balance, and S. Cates stated she would research this.

b. Discuss creating a Town Charter and hiring a Town Manager (see attached link regarding Chester's study)

<https://www.chesterct.org/home/governance-study-committee>

S. Brodeur wanted to make the Board aware of the work that was done by the Town of Chester, and this was discussed briefly by the Board.

c. Vote on dates the next year's meeting: A. Dionne made a motion to accept the meeting dates for 2024 as presented, including the extra meetings; D. Lee seconded the motion; H. Allen mentioned that the date of April 15, 2024, is Spring break for the school; the motion was approved.

d. Other new business: None

6. Selectmen's Report: The Selectmen's Report was tabled since he was not present.

7. Liaison Reports: S. Brodeur said the Housing Authority met this morning and they are basically just trying to reinvent themselves. K. Dykstra reported that the Board of Education met on the 25th and they had discussion on a lot more homeschoolers now; that their audit is being delayed; and the AC in the auditorium is broken and needs to be upgraded; they are looking for a new attorney to represent the school; they are starting a search committee for the new superintendent; and the school administrators have agreed to a contract. A. Dionne reported on Parks and Rec and said they had the Conservation Commission come in, which they are going to do more regularly now; they are doing a trail day on the first Saturday in June to clean up and maintain trails; and they have been attending UConn workshop, and they were proposing a botanical garden at the park behind Johnny's. He stated further there were a couple of Eagle Scout programs to work at the trails. Their goal is to provide 25% of open space in Brooklyn. They are currently between 10 and 15%. Rec is gearing up for their toy drive; they have had a copy of PD days where they did trips for the kids that do not have day care. There were 44 for the last one, which is a good turnout. He also said FearGrounds made \$27,000.00 in profit, and Brooklyn Fairgrounds is increasing the rate next year from \$3,000.00 to \$4,000.00. D. Lee said the Board of Fire Commissioners met but one Chief was on Zoom, so he did not get a lot of detailed information on anything. We still do not have any information on the potential impact that the tax abatement would have on the Town, because they have not provided us with detailed information on who would be eligible. He also said one fire department is going to put in a grant request; the window opens in January, and there was a lot of discussion about organizational vision and what they want the organizations to be and what the role of the Board of Fire Commissioners is in that, and that relates to the self-assessments that we asked them to continue to work on. He said there was discussion on standardizing the standard operating guidelines and charts of accounts. D. Lee stated that the WPCA should have a secretary, not the recording secretary, but an administrative one who works five to ten hours a week. He said we are getting a regular report from Killingly, and we have a liaison assigned to the Killingly WPCA, but he was not made aware that the last meeting was cancelled. He also said the WPCA talked about billing issues, he talked about hookup fees, and the other fees that we should look at.

8. Public Comment: C. Juhasz made a comment that she thinks the Town is on the right track about asking for detailed reports for all monies allocated to all of the different agencies. S. Brodeur said she likes that people are showing up for Town meetings and she hopes the public participation does not go away.

9. Adjournment: A. Dionne made a motion to adjourn the meeting; D. Lee seconded, and the meeting was adjourned at 8:12 pm

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?

ARPA FUNDS

\$ 1,224,051.60	FY20-21 deposit
\$ 34.26	FY20-21 interest
\$ 1,241.49	FY21-22 interest
\$ (100.00)	FY21-22 Expenses recording secretary
\$ (82.00)	FY21-22 Expenses advertising
\$ (6,676.00)	FY21/22 Expenses Neccog
\$ 1,224,051.60	FY22-23 Deposits
\$ 2,214.46	FY22-23 interest
\$ (1,262.50)	FY22-23 Expenses recording secretary
\$ (77.40)	FY22-23 Expenses advertising
\$ (81,517.30)	FY22-23 Subrecipient/Beneficiary Payments
\$ (4,394.52)	FY22-23 Expenses Neccog
\$ (478.50)	FY22-23 Expenses legal
\$ 2,357,005.19	FYE 22-23 Balance
\$ 773.18	FY23-24 Interest Revenue as of 10/31/2023
\$ (508,179.57)	FY23-24 Subrecipient/Beneficiary Payments
\$ (4,564.00)	FY23-24 Expenses Neccog
\$ (528.00)	FY23-24 Expenses legal
\$ (163.52)	FY23-24 Expenses Office Supplies
\$ (278,265.44)	Allocated Funds Encumbered
\$ (1,395,985.17)	Allocated Funds not yet requested (this includes NECCOG)
\$ 170,092.67	Uncommitted Balance as of 11/15/2023

Organization	Awarded	Paid	Encumbered	Balance
amvet	\$ 16,000.00	\$ (16,000.00)		\$ -
BBA	\$ 5,000.00	\$ (4,350.00)		\$ 650.00
Library	\$ 10,000.00	\$ (10,000.00)		\$ -
BOE HVAC	\$ 150,000.00			\$ 150,000.00
BOE Phone	\$ 135,000.00	\$ (81,517.30)		\$ 53,482.70
BEMHS Radios	\$ 264,845.00	\$ -	\$ (264,845.00)	\$ -
Economic Development	\$ 80,000.00	\$ -		\$ 80,000.00
Catch Basins	\$ 50,000.00	\$ -		\$ 50,000.00
Paving	\$ 225,000.00			\$ 225,000.00
IT Server	\$ 50,000.00		\$ (13,420.44)	\$ 36,579.56
South Street	\$ 300,000.00			\$ 300,000.00
Tennis Court	\$ 260,000.00			\$ 260,000.00
Waterline	\$ 200,000.00			\$ 200,000.00
EBFD Jaws of Life	\$ 9,700.00			\$ 9,700.00
EBFD SCBA	\$ 99,239.00	\$ (99,239.00)		\$ -
Mortlake Ambulance	\$ 260,000.00	\$ (260,000.00)		\$ -
Mortlake FY21-22	\$ 50,000.00	\$ (50,000.00)		\$ -
Mortlake FY20-21	\$ 70,000.00	\$ (68,590.57)		\$ 1,409.43
QVSCC	\$ 4,600.00			\$ 4,600.00
TVCCA	\$ 5,000.00			\$ 5,000.00
4H	\$ 15,000.00			\$ 15,000.00
NECCOG	\$ 20,198.00	\$ (15,634.52)		\$ 4,563.48
TOTAL	\$ 2,279,582.00	\$ (605,331.39)	\$ (278,265.44)	\$ 1,395,985.17

Approved amount was rounded up. Application & Backup was for the paid amount. Balance could be released?

Board of Finance
Meeting Dates for 2024

Regular Meetings

January 17
February 21
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16
November 20
December 18

Extra Budget Meetings

March 18 - Monday
March 25 - Monday
April 2 - Tuesday
April 15 - Monday

Budgets to Review

Parks & Rec Budget
Fire Commissioners Budget
School Budget
Town Budget