



TOWN OF BROOKLYN

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BROOKLYN, CONNECTICUT 06234

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Board of Finance Meeting Minutes
Wednesday, January 17, 2024, 7:00 pm
Clifford B. Green Memorial Building
and via Zoom

Present: Sandra Brodeur, Dave Lee, Andrew Dionne, Heather Allen, Lance Metzger, Cindy Dehmer, Lisa Mileski, Recording Secretary

Also Present: Lou Brodeur, Aimee Jenna

Via Zoom: Carrie Barna, Ness Haveles, Sharon Hawes, Bob Kelleher, Sharon Loughlin, Seth Morissette, Jenn Nemeth, Cynthia Rushworth, Nate Salter, L. Trahan,

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

2. Public Comment: None

3. Action on Minutes of November 15, 2023 Meeting: A. Dionne made a motion to approve the minutes of November 15, 2023; motion seconded by H. Allen. D. Lee commented that he wanted to make sure it was clear that although it was stated under line item 4c entitled East Brooklyn – Actions and update that the Fire Commissioners are working on a fire lane regulation, that it is not specific to East Brooklyn. Minutes of November 15, 2023 were meeting approved with this notation. Everybody then introduced themselves to the new members.

4. Old Business

a. East Brooklyn – Actions and Updates: A. Tanner stated there was a request from the District for the Town to join in providing information for the lawsuit. He also stated there have been motions, objections, and extensions continuously filed in the lawsuit from all parties.

b. Report on ARPA funds

-Status of water line project: A. Tanner stated the surveying has been completed, but they need to map out the gas lines, and he is hoping to get it done early in the Spring

-Economic Development: A. Tanner stated he has not pursued getting anyone yet.

-Catch basins: S. Cates stated the catch basins are exhausted; \$50,000.00 was what they had; they have not been reallocated; and they were put under local. They were mostly for Almada Drive. A. Tanner said they are working on the water problem there.

-Paving – where: The Board discussed that they are paving Church Street and Tatnic Road and that they have gotten together with Beta to see what other roads they are paving.

-South Street Park: A. Tanner stated that we did not get the grant, and that he spoke with A. Brosnan, and it is going to be discussed at the next Parks and Rec meeting.

-Tennis Courts: This is also going to be discussed at the next Parks and Rec meeting.

-Other projects still not requested: The Board discussed ARPA funds and who has and has not returned their paperwork, as well as what can be done with the extra funds. S. Cates reminded the Board that the ARPA money has to be allocated by December 31, 2024. It was decided that S. Cates will send out communication to the outstanding entities that they need to solidify their grants by March 1, 2024.

c. Discussion about document prepared by D. Lee and K. Dykstra requesting grant recipients to provide information on how they spent their money: D. Lee stated there has not yet been an updated revision so this will be tabled until next meeting.

d. Costs associated with moving Parks and Rec to Community Center: A. Tanner stated that there has been a change in plans, and the Cares Community will be moving upstairs, and the Parks and Rec will move to the downstairs, and this will be re-assessed. There will be a downstairs room that will be available for rental.

e. Tax abatement estimated cost: D. Lee stated that the Fire Commissioners have not received any information as to the anticipated cost for the tax abatement. D. Lee elaborated on this further.

f. Status of generator project for the Green Building: A. Tanner stated that the project is basically done, just waiting for the generator to come in, which should be by the end of the month

g. Change date of June 19th meeting (holiday): S. Brodeur said we will figure out a couple of dates that are available and vote on it at the next meeting.

h. Other Old Business: None.

5. New Business

a. Review financial statements: Questions regarding the financials from the Board were addressed by S. Cates and discussed.

b. Need for either Capital Committee that can handle both regular capital items and extended infrastructure plans. Possibility of including money in next year's budget to cover costs of assistance from engineers, etc. for planning. D. Lee made a motion that the Board establish a Capital Improvement Program Committee for the Town of Brooklyn that consists of seven members total; three would be from the Board of Finance; they would seek four other members; three would be from other boards and one can be from the general public; A. Dionne seconded; and a Capital Improvement Program Committee was established. D. Lee, L. Metzger, and A. Dionne volunteered to be on the Committee.

c. Request for more information with budget requests from Fire Commissioners. One year ago, we requested reports on the number and qualifications of active/veteran/associate/fire police members of both departments, inventory, and estimated age of personal protection turnout gear, inventory, and expiration date of SCBA equipment. Status? S. Brodeur asked if this had been done, and D. Lee stated no. The Board discussed this at length and decided the Board will send a formal letter to the Fire Departments requesting this information, stating that it is critical that the Board receive this information.

d. Other New Business: A. Dionne made a motion that the Board approved the Town Clerk's request to purchase a locking cabinet for \$2,675.00 for the vault to hold the early voting and absentee ballots in compliance with the storage procedures set forth by the Secretary of the State's Office with the money to come from the Town Clerk fund; H. Allen seconded; and the motion passed. The Board will do some research on where the funds are coming from. D. Lee talked about online webinars about how to run meetings, ethics and conflicts of interest training for Board members, etc. and the Board discussed this further.

6. Election of chair and vice-chair and assignment of liaison representatives (possible addition of a liaison for WPCA?): H. Allen nominated S. Brodeur to serve as Chairman of the Board of Finance; A. Dionne seconded. There were no other nominations; the secretary cast one ballot; and S. Brodeur was appointed as the Chairman of the Board of Finance. A. Dionne nominated D. Lee to serve as Vice-

Chairman of the Board of Finance; L. Metzger seconded. There were no other nominations; the secretary cast one ballot; and D. Lee was appointed as the Vice-Chairman of the Board of Finance. D. Lee nominated A. Dionne to serve as liaison of the Parks and Recreation Commission; L. Metzger seconded. There were no other nominations; the secretary cast one ballot; and A. Dionne was appointed as liaison of the Parks and Recreation Commission. S. Brodeur nominated D. Lee to serve as liaison of the Board of Fire Commission; L. Metzger seconded. There were no other nominations; the secretary cast one ballot; and D. Lee was appointed as liaison of the Board of Fire Commission. The following volunteered to be liaisons: C. Dehner - Board of Education; H. Allen - Board of Selectmen; L. Metzger - Resource Recovery Board; S. Brodeur - Housing Authority.

7. Selectman's Report: A. Tanner stated that he tentatively set up a Town Meeting for January 30, 2024 at 7:00 pm and a Town Forum to follow at 7:30 pm to be held at the Brooklyn Middle School Auditorium. D. Lee made a motion to use LOCIP funds in the amount of \$48,069.04 for the expenses the insurance company did not pay for on the Green building (the abatement, trusses, etc.) and to send this to the Town Meeting; H. Allen seconded; and the motion was approved. A. Tanner stated that there were only two applicants for Town Planner, one offer was made and declined, and that he received a proposal from Tiche Planning and Policy Group which would end in June 2024. He is wondering if the Town should go with this group now until June and see how it works out since we really need help. A. Tanner also spoke about the Tatnic Road project, the Town Budget meetings, union negotiations, Finance Positions, the Town Meeting, etc.

8. Liaison Reports: S. Brodeur stated that the Housing Authority met for an hour and twenty minutes, and the Executive Director from the Eastern Regional Habitat for Humanity spoke to them about affordable homeownership. She said they are working on ideas to bring some life back into the Housing Authority and they have planned monthly meetings for the year, etc. D. Lee reported on the Board of Fire Commissioners and said one of the ambulances was out of service due to an accident and they are looking to insurance to see if they can recover some of the missed calls. D. Lee also talked about inventory, recruitment, retention, and training, and background and motor vehicle record checks, grants, Standard Operating Guidelines, Chart of Accounts, etc. A. Dionne stated that he missed the last Parks and Recreation Commission meeting and asked L. Metzger, who will be the liaison at the February 12th meeting, to remind the Department that they need to work on getting things together for ARPA.

9. Public Comment: Two members of the public had comments, including J. Nemeth, 131 Day Street, Brooklyn; C. Barna, 376 Stetson Street, Brooklyn; C. Juhasz, 38 Day Street, Brooklyn

10. Adjournment: Member A. Dionne made a motion to adjourn the meeting; D. Lee seconded; and the meeting was adjourned at 9:11 pm.

Lisa Mileski, Recording Secretary