



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

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Sherry A. Mainville
TOWN CLERK BROOKLYN, CT

Board of Finance
Regular Meeting Minutes
Wednesday, December 16, 2015
7:00pm Clifford B. Green Memorial Center

Present: Gene Michael Deary, Jeff Otto, Drew Dionne, Ken Dykstra, Kim Conroy (arrived at 7:11pm), and Melissa Bradley; Recording Secretary

Absent: Sandra Brodeur, with notification

1. **Call to Order:** Mr. Deary called the meeting to order at 7:00pm.
2. **Approve Previous Minutes:** Jeff Otto made a motion to approve the previous meeting minutes as presented. Ken Dykstra seconded the motion. Motion passed 4-0.
3. **Public Comment:** None
4. **Finance Director Report:** Sherry Holmes reports we are not receiving all the PILOT funds and have received all we will get; transportation was cut as well as municipal revenue sharing. This will be approximately \$56,000 less than anticipated.

Excess Cost filing was done for December 1st. There were a few adjustments made. 75% will be paid in January. Ms. Holmes will have the updated report with the adjustments made for the January meeting.

The Letter received by the Recreation Department regarding the 3 year pledge for the Teen Center was given to members. Payments will be received beginning in March 2016, in the amount of \$2,500 and will continue in 2017 & 2018.

The auditors applied for an extension and should be completed by January 30th, 2016. The School is completed. Pomfret applied for the same extension. There are no fees associated for the extension. The management letter will be prepared by the Town, with the assistance of the auditors.

The capital spreadsheet was updated and given to members. The board agrees to wait to close the projects until after the audit is completed.

The board was given the Tax Collection report for Grand List 2014. The board questions why the two reports don't match. Sherry Holmes and Rick Ives states there is an explanation why and they will have the break out for the next meeting.

5. **First Selectman Report:** Mr. Ives reports three members of the Resource Recovery Board and the recording secretary have resigned. This will be discussed at the next Board of Selectmen's meeting and more will be reported after then.

The highway department has sand to last through a few storms and then it will be bought as needed from Brooklyn Sand and Gravel at \$6.75 a ton. An estimated 2500 tons will be used.

The Board of Fire Commissioners will be invited to the February meeting for discussion on their quarterly reports.

6. **Discussion on 2015-16 Budget:** Mr. Deary would like to invite Janette Marcoux from First Southwest to the March meeting to begin discussion of BANS up for renewal in August. The rates are beginning to rise.

The roads and bridges spending is questioned. It is already over budget. Mr. Ives replies some items were classified incorrectly and this will be fixed for next month.

The diesel system at the school has been fixed and we will be receiving the invoices by the end of the week. They will be through November 2015.

7. **Discussion on Liaison and Leadership Roles:** Mr. Deary would like the members to consider their current roles on the board and if they wish to continue. Discussion will be held at the next meeting. Mr. Deary would also like to consider a couple projects to engage, e.g., closing capital projects.

The Board of Selectmen will be forming an assessment committee to assess how adequate our facilities are currently and in the future. A Board of Finance member will be requested to sit on the board.

Mr. Deary requests Aimee Genna to discuss with the Board of Education a liaison for the finance board.

8. **Liaison Reports:** Board of Fire Commissioners was cancelled.

Board of Education: Discussions are being held regarding the elementary school principal and the conditions of her employment. Negotiations with the teachers union is at a halt with a tentative agreement. It has not been ratified and is not open for public discussion at this time.

Recreation Commission: Meeting was cancelled. They will hold a special meeting next week.

Capital Committee: Recreation is getting new proposals for repair on the truck and prices of in stock gas and diesel vehicles. The next meeting has not been scheduled, but will be soon.

Housing Authority: No meeting scheduled until January.

9. Other Business: None

10. Public Comment: None

11. Adjourn: Kim Conroy made a motion to adjourn the meeting. Ken Dykstra seconded the motion. Meeting adjourned at 8:05pm.

Respectfully Submitted;

A handwritten signature in black ink, reading "Melissa J. Bradley". The signature is fluid and cursive, with the first name "Melissa" and last name "Bradley" clearly legible.

Melissa J. Bradley
Recording Secretary



BEAGARY CHARITABLE TRUST

Patricia A. Morgan, *Trustee*

49 Westview Drive • Brooklyn, CT 06234 • 860-779-0428 • Fax: 860-779-0646 • pmorgan@beagarycharitabletrust.org

October 27, 2015

Town of Brooklyn Recreation Department
Mr. Bucky Lohbusch, Director
69 South Main Street
Brooklyn, CT 06234

Ref: 3 year Pledge for the Brooklyn Teen Center

Dear Mr. Lohbusch,

The Board of Trustees has approved 3 year \$7,500 Grant for the Recreation Department Teen Center. We hope this will be used for educational programs at the Teen Center.

This will be a 3yr Pledge and will begin March 2016. You will receive payments of \$2,500 in 2016, 2017 & 2018.

The Beagary Charitable Trust purpose is to provide financial aid to educational / research institutions, museums and other organizations with programs that allow children and adults to enjoy intellectual, social, physical, cultural interactions with their peers and teach sportsmanship & leadership skills.

Sincerely,

A handwritten signature in black ink that reads 'Patricia A. Morgan'. The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Patricia A. Morgan
Trustee

November '15

Tax Collection for Grand List 2014

	July '15	August '15	September '15	October '15	November '15	December '15	January '16	February '16	March '16	April '16	May '16	June '16	Yearly Total
Real Estate	\$2,719,390.96	\$531,750.27	\$146,179.27	\$1,965,320.86	\$389,847.45								\$5,752,488.81
Personal Property	\$90,946.44	\$83,105.75	\$7,390.60	\$89,842.95	\$3,910.58								\$275,196.32
Motor Vehicle	\$724,370.74	\$255,817.80	\$67,980.12	\$37,191.01	\$22,424.68								\$1,107,984.35
Supplemental MV													
Monthly Total	\$3,534,908.14	\$870,673.82	\$221,549.99	\$2,092,354.82	\$416,182.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,135,669.48
Transfers (Add)	\$5,179.56	\$22.47		\$723.72									
Refunds (Minus)	\$866.52	\$1,165.48	\$466.06	\$526.06	\$4.17								
B Check (Minus)		\$206.89		\$672.44									
Rossi Fees (Add)					\$3,378.77								
Total Balances to GRBBR	\$3,539,221.18	\$869,323.92	\$221,083.93	\$2,091,880.04	\$419,557.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,141,066.38

Tax Collection for Grand List 2013

	July '14	August '14	September '14	October '14	November '14	December '14	January '15	February '15	March '15	April '15	May '15	June '15	Yearly Total
Real Estate	\$3,190,221.76	\$62,603.53	\$159,334.51	\$2,027,404.43	\$265,625.69	\$530,710.89	\$1,795,246.94	\$482,577.65	\$175,137.58	\$1,990,155.18	\$267,051.91	\$31,927.52	\$10,997,997.59
Personal Property	\$153,833.32	\$7,063.03	\$2,558.75	\$84,997.06	\$4,239.39	\$5,482.69	\$82,258.40	\$8,098.79	\$3,131.40	\$75,654.66	\$12,874.96	\$889.75	\$441,082.20
Motor Vehicle	\$868,809.72	\$83,277.30	\$68,764.72	\$31,418.42	\$21,230.32	\$21,867.50	\$9,764.56	\$12,819.69	\$15,411.38	\$8,619.27	\$9,270.82	\$4,587.03	\$1,155,840.73
Supplemental MV							\$66,313.46	\$39,882.86	\$14,416.00	\$4,000.01	\$4,467.32	\$2,002.48	\$131,082.13
Monthly Total	\$4,212,864.80	\$152,943.86	\$230,657.98	\$2,143,819.91	\$291,095.40	\$578,061.08	\$1,953,583.36	\$543,378.99	\$208,096.36	\$2,078,429.12	\$293,665.01	\$39,406.78	\$12,726,002.65
Transfers (Add)	\$14,741.48	\$9.22	\$41.86	\$12.67				\$4.90		\$72.32	\$306.27	\$387.14	
Refunds (Minus)	\$6,711.22	\$1,211.70	\$1,792.97	\$2,232.23	\$61.97	\$322.22	\$3,824.26	\$3,069.58	\$80.91	\$5,839.80	\$1,534.90	\$88.27	
B Check (Minus)	\$350.98	\$2,909.42	\$274.31	\$739.60	\$119.21		\$202.49		\$948.75		\$899.90		
Total	\$4,220,544.08	\$148,831.96	\$228,632.56	\$2,140,860.75	\$290,914.22	\$577,738.86	\$1,949,556.61	\$540,314.31	\$207,066.70	\$2,072,661.64	\$291,536.48	\$39,705.65	\$12,708,363.82

Comparisons Between Monthly Totals	-\$677,956.66	\$717,729.96	-\$9,107.99	-\$51,465.09	\$125,087.31								
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Prior Years Collected

	July	August	September	October	November	December	January	February	March	April	May	June	Yearly Total
Prior Years Collected in 2014 Grand List	\$60,381.72	\$28,058.96	\$20,707.59	\$21,422.50	\$37,058.00								\$167,628.77
Prior Years Collected in 2013 Grand List	\$59,388.30	\$41,739.68	\$31,885.39	\$25,225.18	\$26,706.50	\$20,195.81	\$30,802.75	\$19,737.88	\$31,526.49	\$26,069.16	\$21,269.29	\$11,552.76	\$346,099.19
Comparisons	\$993.42	-\$13,680.72	-\$11,177.80	-\$3,802.68	\$10,351.50								

NOTE:

GRAND RATEBOOK BALANCE SHEET REPORT
TOWN OF BROOKLYN
GRAND LIST YEAR 2014

Year: 2014 To 2014, Pay Date: 11/30/2015, Time: 12/01/2015 11:29:39 am Conditions: Recap By Year: Yes Recap By Dist: No Act/Susp: Active & Suspense, Cycle: 00 To 00, Type: TOWN, Bill Type: 14 CODE T YEAR/TYPE ACTS BEGINNING BALANCE INC. DEC. COLLECTABLE TAXES TAXES/BINT INTEREST L+FEES PAID OVER PAID UNCOLLECTED TAXES													
RE	3,403	11,197,332.83	3,266.21	-9,033.68	11,191,565.36	0.00	5,751,566.26	4,658.47	15.00	5,756,236.73	0.00	5,439,999.10	51.39%
					REFUND		-147.37	0.00	0.00	% of Collection			
PP	470	487,292.69	1,035.46	-3,490.19	484,837.96	0.00	274,907.87	138.12	0.00	275,045.99	0.00	209,930.09	56.70%
					REFUND		-150.33	0.00	0.00	% of Collection			
MV	7,772	1,225,442.71	4,831.43	-19,928.08	1,210,346.06	0.00	1,095,609.80	9,459.54	4,711.32	1,109,780.66	0.00	114,736.26	90.52%
					REFUND		-2,727.59	0.00	0.00	% of Collection			
YR: 2014	11,645	12,910,068.23	9,133.10	-32,451.95	12,886,749.38	0.00	7,122,083.93	14,256.13	4,726.32	7,141,066.38	0.00	5,764,665.45	55.27%
					REFUND		-3,025.29	0.00	0.00	% of Collection			
Grand Total	11,645	12,910,068.23	9,133.10	-32,451.95	12,886,749.38	0.00	7,122,083.93	14,256.13	4,726.32	7,141,066.38	0.00	5,764,665.45	55.27%
					REFUND		-3,025.29	0.00	0.00	% of Collection			

Town of Brooklyn
Capital Nonrecurring Fund Summary
As of December 2015

Fiscal Year	Projects Completed	BAN Appropriations	Original Budget Additions	Revenues Posted	Expenditures Posted	Ending Fund Balance
General Government						
2007	X			\$ 183,715.00	\$ (199,810.00)	\$ (16,095.00) DEP Grant
2010	X			\$ 2,271.98		2,271.98 Res. Trp Grt
2011	X		\$ 30,000.00		\$ (28,966.00)	1,034.00 Town Exp.
2012	X		\$ 5,000.00		\$ (4,204.97)	795.03 Town Exp.
2012	X			\$ 75,966.16	\$ (90,214.67)	(14,248.51) LOCIP Grt
2012	X		\$ 20,000.00		\$ (57,332.00)	(37,332.00) Town Exp.
2013	X		\$ 35,000.00		\$ (33,863.90)	1,136.10 Town Exp.
2013	X		\$ 10,000.00		\$ (6,840.00)	3,160.00 Town Exp.
2013	X	\$ 550,000.00			\$ (549,740.00)	260.00 BAN
2014	X		\$ 23,000.00		\$ (23,000.00)	- Town Exp.
2014	X		\$ 15,000.00		\$ (15,000.00)	- Town Exp.
2014	X		\$ 26,000.00		\$ (25,444.76)	555.24 Town Exp.
2015	X		\$ 10,000.00		\$ (9,859.02)	140.98 Town Exp.
2015	X	\$ 466,000.00			\$ (466,000.00)	- BAN
2015			\$ 27,000.00		\$ (7,000.00)	20,000.00 Town Exp.
2015			\$ 15,000.00		\$ (1,265.00)	13,735.00 Town Exp.
2015	X		\$ 12,000.00		\$ (11,300.00)	700.00 Town Exp.
2015	X		\$ 21,000.00		\$ (20,969.26)	30.74 Town Exp.
2016			\$ 20,000.00			20,000.00 Town Exp.
2016			\$ 25,000.00			25,000.00 Town Exp.
Highway						
2012	X	\$ 40,000.00			\$ (39,654.43)	345.57 BAN
2012	X		\$ 22,500.00		\$ (15,100.00)	7,400.00 Town Exp.
2012	X	\$ 200,000.00		\$ 167,189.00	\$ (370,921.00)	(3,732.00) Town Exp/Ins.
2013	X			\$ 23,253.00	\$ (23,203.06)	49.94 Grant
2013	X		\$ 44,000.00		\$ (36,936.00)	7,064.00 BAN
2013	X	\$ 170,000.00			\$ (163,292.40)	6,707.60 BAN
2014	X		\$ 36,000.00		\$ (30,138.00)	5,862.00 Town Exp.
2014	X		\$ 15,000.00		\$ (13,900.00)	1,100.00 Town Exp.
2015	X	\$ 94,500.00	\$ 20,650.00		\$ (74,921.66)	40,228.34 BAN
2015	X		\$ 8,000.00		\$ (6,530.00)	1,470.00 Town Exp.
2015	X		\$ 27,000.00		\$ (29,294.40)	(2,294.40) Town Exp.
2015	X				\$ (24,250.90)	(24,250.90) LOCIP
2016			\$ 16,300.00			16,300.00 Town Exp

Fiscal Year		BAN Appropriations	Original Budget Additions	Revenues Posted	Expenditures Posted	Ending Fund Balance
Education						
2008	School North Wall Repair	\$ 950,000.00	\$ 102,375.00	\$ 1,060,239.00	\$ (2,035,051.27)	\$ 77,562.73 BAN
2011	Elementary School Chimney		\$ 20,000.00		\$ (19,518.00)	\$ 482.00 Town Exp.
2012	Asbestos Removal	\$ 60,000.00			\$ (45,408.00)	\$ 14,592.00 BAN
2012	Dri-Vit repair		\$ 5,000.00		\$ (4,312.37)	\$ 687.63 Town Exp.
2012	Kitchen Equipment Replacement	\$ 50,000.00			\$ (46,047.51)	\$ 3,952.49 BAN
2012	Tractor	\$ 18,000.00			\$ (17,970.00)	\$ 30.00 BAN
2012	Carpeting		\$ 35,315.00		\$ (56,439.00)	\$ (21,124.00) Town Exp.
2013	Computer Server		\$ 13,000.00		\$ (13,102.77)	\$ (102.77) Town Exp.
2013	BMS-Architect & Engineering Evaluation		\$ 15,000.00		\$ (15,000.00)	\$ - Town Exp.
2013	BMS- Cabinet Heater		\$ 7,000.00			\$ 7,000.00 Town Exp.
2013	BMS-Fuel Tank Monitor		\$ 8,000.00		\$ (6,473.00)	\$ 1,527.00 Town Exp.
2014	BMS-Hot water heater		\$ 12,000.00			\$ 12,000.00 Town Exp.
2014	BES-IMAC lab		\$ 19,500.00		\$ (18,065.00)	\$ 1,435.00 Town Exp.
2014	File Servers-(2)		\$ 9,000.00		\$ (7,456.02)	\$ 1,543.98 Town Exp.
2014	Tablets		\$ 12,600.00		\$ (8,858.53)	\$ 3,741.47 Town Exp.
2014	LOCIP-IMAC Lab				\$ (19,000.00)	\$ (19,000.00) LOCIP Grt.
2014	LOCIP-Fire Alarm System			\$ 56,000.00	\$ (31,778.28)	\$ 24,221.72 LOCIP Grt.
2015	Computers		\$ 29,069.00		\$ (11,827.30)	\$ 17,241.70 Town Exp.
2015	Rose Wing Roof	\$ 65,500.00				\$ 65,500.00 BAN
2015	Fire Alarm System Repairs	\$ 400,000.00			\$ (327,839.08)	\$ 72,160.92 Town Approp.
2015	Security Needs		\$ 10,000.00			\$ 10,000.00 Town Exp.
2016	Technology Needs	\$ 115,768.00			\$ (115,765.52)	\$ 2.48 Town Exp.
Recreation						
2012	Riverside Park Phase II			\$ 274,289.50	\$ (273,282.10)	\$ 1,007.40 OPM Grt.
2012	Exmark Mower		\$ 21,783.20		\$ (17,699.98)	\$ 4,083.22 Town Exp.
2012	Master Plan-Prince Hill Park		\$ 5,000.00		\$ (4,230.00)	\$ 770.00 Town Exp.
2013	Disc Golf		\$ 10,000.00		\$ (8,097.61)	\$ 1,902.39 Town Exp.
2013	Lawn Equip. Upgrade		\$ 10,000.00		\$ (6,378.98)	\$ 3,621.02 Town Exp.
2014	Two Way Radios		\$ 7,500.00		\$ (6,810.00)	\$ 690.00 Town Exp.
2014	Gazebo		\$ 30,000.00		\$ (29,688.89)	\$ 311.11 Town Exp.
2015	Recreation Vehicle		\$ 31,000.00		\$ (30,954.00)	\$ 46.00 Town Exp.
2015	Baseball Fields- Riverside				\$ (137,651.88)	\$ (137,651.88) OPM Grt.
2016	Field at BMS		\$ 30,000.00		\$ (24,653.32)	\$ 5,346.68 Town Exp.
2016	Plow Attachment		\$ 3,000.00			\$ 3,000.00 Town Exp.
2016	Sander Attachment		\$ 5,000.00			\$ 5,000.00 Town Exp.
		\$ 3,179,768.00	\$ 934,592.20	\$ 1,842,923.64	\$ (5,718,309.84)	\$ 238,974.00