



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
Regular Meeting Minutes
Wednesday, March 16, 2016
7pm Clifford B. Green Memorial Center**

Present: Gene Michael Deary, Drew Dionne, Ken Dykstra, Jeff Otto, Sandy Brodeur and Melissa Bradley;
Recording Secretary
Kim Conroy arrived at 7:55pm

Also Present: Rick Ives, Sherry Holmes, Lou Brodeur, Patrick Gauthier, Jim Warren, Aimee Genna and Fran from the Bulletin

1. **Call to Order:** Mr. Deary called the meeting to order at 7:00pm.
2. **Acceptance of Previous Minutes:** Jeff Otto made a motion to approve the minutes from February 17, 2016 as presented. Drew Dionne seconded the motion. Motion passed 5-0.
3. **Public Comment:** None
4. **Budget Presentation from Board of Fire Commissioners:**
 - East Brooklyn Fire Department presents their budget with a 0% cost increase from last year.
 - Mortlake Fire Department presents their budget with a \$2,000 decrease taken from the fuel line item.
 - Mortlake Ambulance Service presents their budget asking the Town to fund \$40,950. This is an increase from last year because it was under funded. Discussion held on needing a new or rebuilt ambulance. The board requests to see the breakdown of income from the Ambulance. Chief Brodeur will forward this.
5. **Finance Director Report:**
 - February payment for Excess Cost was received in the amount of \$262,227. This amount is lower than expected because it is funded at 80.8% and districts get 75% of that. The grant will be recalculated in May and if there is enough money left, the Town would get the 25% but is not a guarantee. Ms. Holmes will look back historically at the numbers for the last 4 years.
 - Transportation money will be in this month.
 - Discussion is being held on a working management analysis for the audit. The current extension is until March 31st.
 - Training is continuing on the new accounting system and is going well.

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TOWN CLERK'S OFFICE
2016 MAR 23 AM 9:39
RECORDED VOL. PAGE
Sherry A. Mortlake
TOWN CLERK, BROOKLYN, CT

6. First Selectman's Report:

- Appears some cuts will be made to this year's budget but have not been identified yet. Our budget may have to be done a little later this year to estimate the revenues as close as possible.
- There will be a calculator on the Town website that will allow residents to assess a mill rate increase or decrease with their property.
- A tax sale will be held May 5th.
- There are approximately 20 pieces of land spread around Town, owned by the Town. They were received in tax sales, deeded over or given to the Town. The Town has no use for these properties. They are small and spread all over. They would only be useful to the abutting land owners. Mr. Ives suggests taking them to auction to sell them. None of these properties are located in Open Space land.
- Putnam Tech Park has not billed yet because there is not a tenant yet. An appraisal needs to be done first.
- The sidewalk project to WalMart should begin soon; we are waiting on a letter from the State.

7. Discussion on Budget:

- **2015-16** – Discussion held on current revenues and expenditures.
- **2016-17** – The upcoming budget presentations will be:
 - March 30th – Recreation Department & Audit Presentation
 - April 6th – General Government
 - April 13th – Board of Education
 - April 20th – Capital
 - April 27th – Review

Budget hearing and Town Meeting Dates will be discussed at the March 30th and/or April 6th meeting.

8. Liaison Reports:

- **Recreation:** The electricity has been moved at the tennis courts. Volleyball nets have been ordered for Riverside Park. Prince Hill Park will be aerated next week. Bases have been ordered for the baseball field at the school. First Student was chosen as the bus company for summer camp, they were cheaper in the long run. The Teen Center has 24 full time students and 24 part time students. Some are there daily. The annual cost to attend the center is \$100. There are several funds donated as well. The recreation board is looking for direction on the annual fees and if they should be dissolved. Another option is to only charge non-residents. The finance board has only made suggestions and looked at different options. Their intent was not to tell the recreation board what or how they should charge. They would like all avenues explored.
- **Board of Education:** The board is working on the budget. They did not discuss capital, but expects to submit some projects.

9. Other Business:

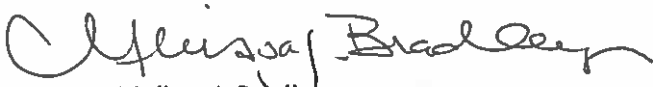
- Sandy Brodeur questions the purpose of the Fire Commissioners board and why the chairman was not present at this meeting. Mr. Otto states they are an intermediate between the Town and Fire Departments. The departments have historically been invited to the presentation for further discussion and answer questions.
- Aimee Genna reports the school is in a good position in the 2015-16 budget and not in the negative as previously reported.

- Liaisons were chosen at a previous meeting, but a formal motion was not made for the Board of Fire Commissioners and Parks & Recreation liaison which is necessary because they are voting members of those boards. Drew Dionne made a motion to appoint Jeff Otto as the Board of Finance liaison to the Board of Fire Commissions and Kim Conroy as the liaison to the Parks & Recreation Commission. Ken Dykstra seconded the motion. Motion passed 6-0.
- Mr. Deary will invite Jeannette Marcoux from First Southwest to an upcoming meeting.

10. Public Comment: None

11. Adjourn: Sandy Brodeur made a motion to adjourn the meeting. Drew Dionne seconded the motion. Meeting adjourned at 9:10pm.

Respectfully Submitted;

A handwritten signature in black ink, appearing to read "Melissa J. Bradley". The signature is fluid and cursive, with the first name "Melissa" being more prominent than the last name "Bradley".

Melissa J. Bradley
Recording Secretary

TOWN OF BROOKLYN
EXCESS COST PAYMENT CALCULATION
2015-2016

December 1 Filing from Calculation Spreadsheet	\$ 432,467
February 2016 Payment at 75%	\$ 324,350
February Payment received on 2/24/2016	<u>\$ 262,227</u>
Short	<u><u>\$ 62,123</u></u>

Excess Cost Grant is not funded at 100%. It's funded at 80.8% and districts get 75% of that amount for their February payment. The larger districts get their share and by the time it comes to the smaller districts, they get what is leftover from the total grant, which is not 75%. Prior to four years ago, the grant was fully funded and you could count on your 75% in February and 25% in May. Not true now, so it becomes harder to predict what your payment will be in February and May of each year.

East Brooklyn Fire Department
Proposed Budget for July 2016 – June 2017

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Chief's letter

Officer listing

2015 Response Statistics

Budget History

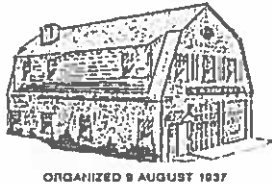
2016-2017 Budget Proposal

Equipment Replacement Program

25 Year Truck Replacement Program

Truck Pictures & Descriptions

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EAST BROOKLYN FIRE DEPT.
15 SOUTH MAIN STREET
BROOKLYN, CT 06234

TELEPHONE: 860-774-1192
FAX: 860-774-4297

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Board of Finance:

The East Brooklyn Fire Department (EBFD) officers and membership would like to extend thanks to the Board of Selectmen, the Board of Fire Commissioners, the Board of Finance, the Brooklyn Fire District, and the people of Brooklyn for their support.

The EBFD receives its funding from 3 main sources; a town grant, the tax district, and membership fundraisers. Each source of funding has its unique checking account and control factors.

The town grant funds are dedicated to the operational cost of the EBFD; office equipment & supplies, fire and EMS equipment & training, truck maintenance & fuel, building utilities, & maintenance, and building upgrades. Charges to these funds are control by the chief, with checking writing authority control by the Tax District Treasurer.

The Tax District funds the street lights, mortgage payments, building renovations, upgrades & maintenance, and assist with the membership banquet night. These funds are controlled by the Tax District.

The membership fundraiser funds are used to support the membership banquet night, dress uniforms, and purchases of specific equipment. These funds are control by a vote of the membership

To arrive at the proposed budget for the 2016/2017 fiscal year, the operational expenses for previous calendar year (2015) were reviewed. The EBFD would entertain the idea of developing a budget using a fiscal year, same as other departments in the town. It is also the understanding of the EBFD, that the town of Brooklyn will be adapting a uniform municipality expense coding.

As Chief of the "EBFD", it is my opinion that the budget presented here is reasonable and responsible.

Sincerely,
Chief James Warren
East Brooklyn Fire Department

Officers 2015 - 2016

Chief:
James Warren

Deputy Chief:
Patrick Dragon

Captains:
Robert Dragon
Heath Kesling
Matthew Bomster

Lieutenants:
Doug Kramer
Jon Livernoche
Peter Lacasse

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Statistics for Calendar 2015

Total Incidents 420

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Medical Emergencies 326

Motor Vehicle Accidents 18

Fire & Hazardous 53

Alarms 14

Service Calls 7

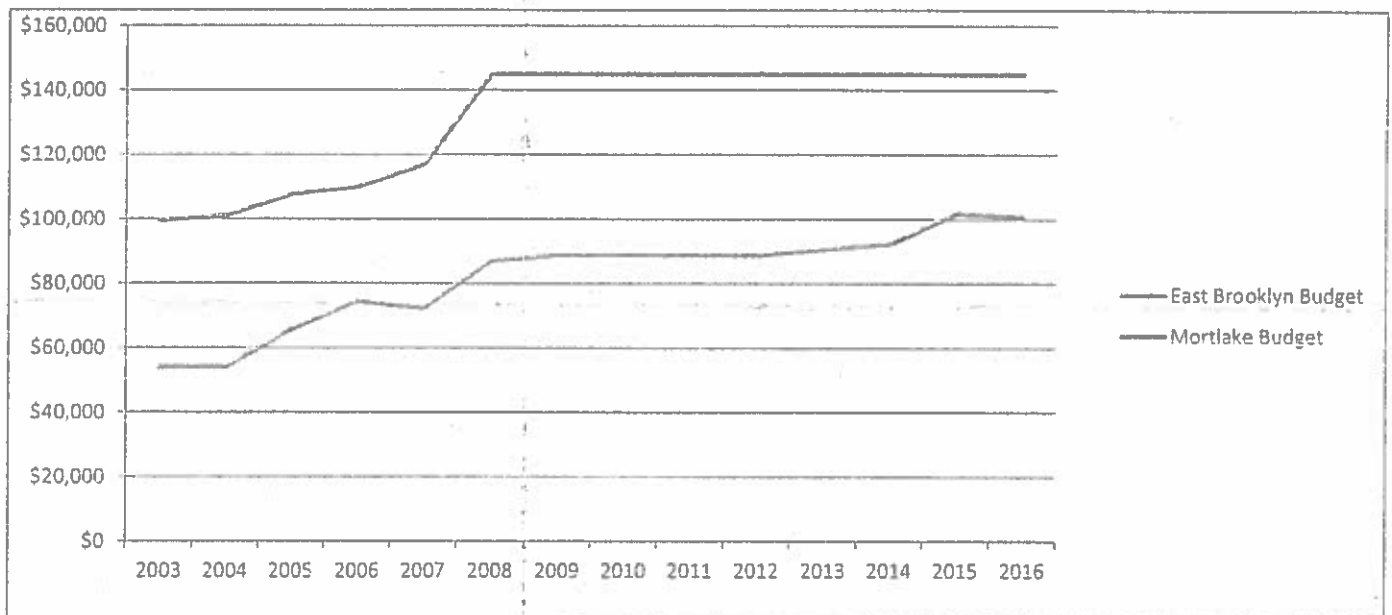
Other 2

Note: Individual classification of each incident under one title is not perfect. A motor vehicle accident may also include a medical, or a fire call may result in a service call.

Historical Data; look at past

Fiscal Year Ending	East Brooklyn Operating	East Brooklyn Capital	East Brooklyn Budget	Mortlake Operating	Mortlake Capital	Mortlake Budget
2003	\$40,227	\$13,990	\$54,217	\$69,983	\$29,550	\$99,533
2004	\$40,227	\$13,990	\$54,217	\$71,508	\$29,550	\$101,058
2005	\$49,667	\$16,270	\$65,937	\$76,900	\$30,775	\$107,675
2006	\$58,439	\$16,270	\$74,709	\$79,300	\$30,775	\$110,075
2007	\$67,113	\$5,270	\$72,383	\$113,740	\$3,105	\$116,845
2008	\$70,889	\$16,270	\$87,159	\$114,150	\$30,775	\$144,925
2009	\$72,577	\$16,270	\$88,847	\$114,150	\$30,775	\$144,925
2010	\$72,557	\$16,270	\$88,827	\$114,150	\$30,775	\$144,925
2011	\$72,557	\$16,270	\$88,827	\$114,150	\$30,775	\$144,925
2012	\$72,557	\$16,270	\$88,827	\$114,133	\$30,775	\$144,908
2013	\$74,507	\$16,270	\$90,777	\$114,150	\$30,775	\$144,925
2014	\$76,020	\$16,270	\$92,290	\$114,150	\$30,775	\$144,925
2015	\$85,700	\$16,270	\$101,970	\$114,150	\$30,775	\$144,925
2016	\$85,700	\$16,270	\$101,970	\$114,150	\$30,775	\$144,925

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Note: These amounts are from the fire commission minutes

Note: These number have not been verified against the town budget; to be used for forecasting only.

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January 1 through December 2015

Expenditures	2015 Budget	2015 Actuals	2016-2017 Request
Department Building:			
431 Capital	0.00	0.00	0.00
432 Building repairs & maintenance	6,100.00	3,065.00	6,100.00
433 Building improvements	7,600.00	7,578.00	7,600.00
434 Utilities	18,600.00	21,351.00	18,600.00
435 Building miscellaneous	0.00	0.00	0.00
	32,300.00	31,994.00	32,300.00
Department Operating Expense:			
441 Insurance	12,700.00	12,820.00	12,700.00
442 Legal & professional	900.00	683.00	900.00
443 Office supplies	3,000.00	2,827.00	3,000.00
444 Physicals & vaccination	2,150.00	0.00	2,150.00
445 Entertainment, travel & meetings	25.00	0.00	25.00
446 Chief's account	25.00	0.00	25.00
447 Department miscellaneous	0.00	0.00	0.00
	18,800.00	16,330.00	18,800.00
Department vehicles:			
451 Vehicle cost	0.00	0.00	0.00
452 Vehicle fuel	2,400.00	2,262.00	2,400.00
453 Intentional blank	0.00	0.00	0.00
454 Vehicle repairs & maintenance	7,200.00	11,170.00	7,200.00
455 Vehicle inspection & permits	100.00	42.00	100.00
456 Vehicle miscellaneous	0.00	0.00	0.00
	9,700.00	13,474.00	9,700.00
Department Fire & EMS Service:			
461 Capital fire equipment plan	0.00	0.00	0.00
462 Fire & EMS; tools & equipment	15,851.00	15,179.00	15,851.00
463 Fire & EMS; repairs & maintenance	1,300.00	206.00	1,300.00
464 Fire & EMS; inspection & testing	2,010.00	2,282.00	2,010.00
465 Fire & EMS; training & certification	3,400.00	4,188.00	3,400.00
466 Protective gear & uniforms	1,250.00	998.00	1,250.00
467 Fire & EMS miscellaneous	0.00	0.00	0.00
	23,811.00	22,853.00	23,811.00
Total Operations Budget	84,611.00	84,651.00	84,611.00
461 Capital fire equipment plan	16,270.00	16,270.00	16,270.00
Total Budget	100,881.00	100,921.00	100,881.00

East Brooklyn Fire Department
Major Equipment Replacement Program
Expense Account # 461 Capital Fire Equipment Plan

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Items	Quantity	Life in years	Unit Cost	Cost per year
SCBA	15	20	\$3,600.00	\$2,700.00
SCBA bottles	30	20	\$800.00	\$1,200.00
Pagers	40	5	\$175.00	\$1,400.00
Radios	30	20	\$1,300.00	\$1,950.00
Hose LDH	3800 feet	10	\$6.00	\$2,280.00
Hose, other	3800 feet	10	\$3.00	\$1,140.00
PPE	40	10	\$1,400.00	\$5,600.00
Annual appropriation				\$16,270.00

This schedule lists the "expensive fire equipment" that requires routine replacement.

Purchased in 2015

5 Sets of Turnout gear

Thermal Imaging Camera

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**EAST BROOKLYN FIRE DEPARTMENT
MORTLAKE FIRE DEPARTMENT
PROPOSED 25 YEAR TRUCK REPLACEMENT PLAN; UNOFFICAL**

Budget Year Beginning July	Current Vehicle	Vehicle Number	Age at Replacement	Unit Cost	Vehicle	Notes
2016						
2017						
2018	Engine - Tanker - 1993	ET-192	25	600,000	ET-192	East Brooklyn - Fire Truck
2019						
2020	Engine - Tanker - 1995	ET-190	25	600,000	ET-190	Mortlake - Fire Truck
2021						
2022						
2023						
2024						
2025						
2026						
2027	Service - 2012 Pickup	S-190	15	TBA	S-190	Mortlake - SUV, pickup
2028						
2029	Tanker - 2004	ET-290	25	TBA	ET-290	Mortlake - Fire Truck
2030						
2031	Ladder - 2001	L-190	30	TBA	L-190	Mortlake - Fire Truck
2032						
2033						
2034						
2035						
2036	Rescue - 1994	R-490	20	TBA	R-490	Mortlake - Heavy Rescue
2037						
2038	Engine 2013	E-192	25	TBA	E-192	East Brooklyn - Fire Truck
2039						
2040						

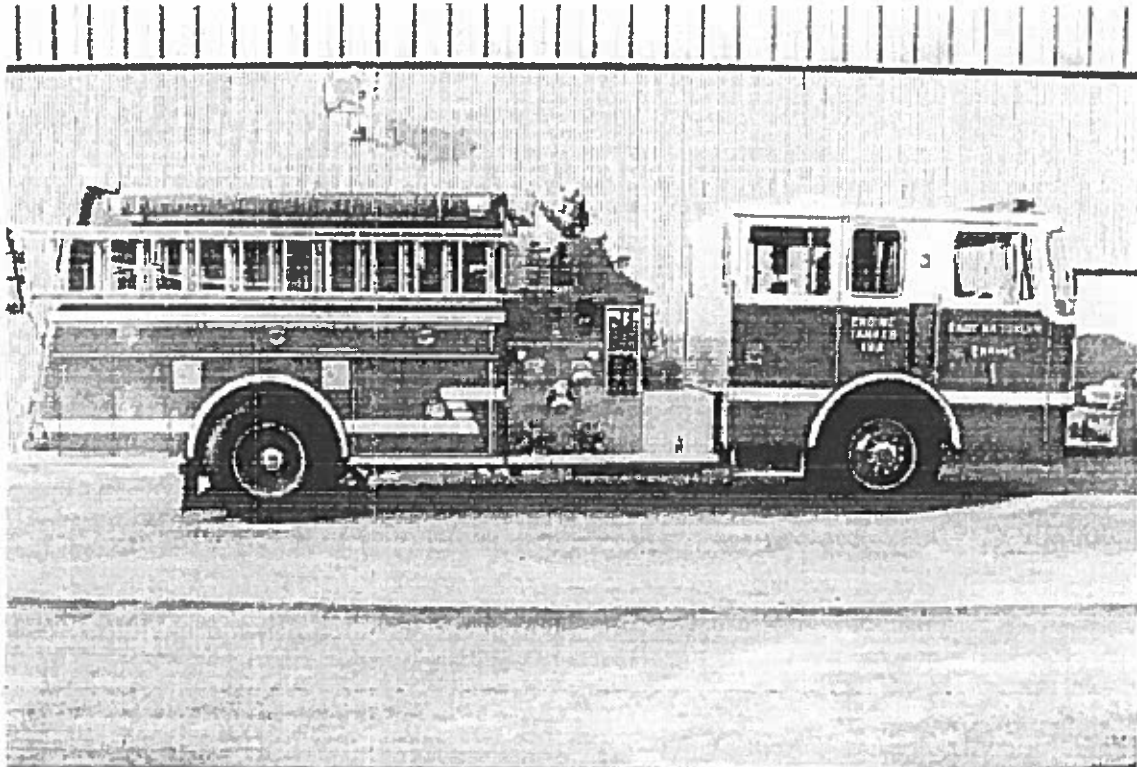
East Brooklyn service trucks need to be added to the schedule.
Service vehicles, pickups and SUV's 15 year life
Engine, Engine Tankers and Tankers will have a 25 year life
Ladder truck to have 30 year life

ET 192

1993 KME

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Attack Vehicle with 1500 gpm Pump / 1000 Gallon Tank



This vehicle is used for fire suppression, auto accidents, hazardous material emergencies, and is backup apparatus for medical/trauma emergencies. It comes with a 1500 GPM pump, 1000 gallon tank, foam capabilities, multiple pre-connected hose lines for rapid deployment of large amounts of water.

Life expectancy of 25 years; schedule replacement 2018/2019 fiscal year, with basically same style vehicle.

ENGINE 192

2013 Smeal

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Attack Vehicle with 2000 gpm Pump / 750 Gallon Tank



This vehicle is the primary attack apparatus for fire suppression, auto accidents, hazardous material emergencies, and is second due for medical/trauma emergencies. It comes with a 2000 GPM pump, 750 gallon tank, foam capabilities, deck gun, multiple pre-connected extrication equipment, and a light tower.

Life expectancy is 25 years

RESCUE 192

1999 KME / INTERNATIONAL

Medium Size Rescue Vehicle

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This vehicle is used as first due to medical/trauma emergencies, operates as rehab unit and cascade operations at fire scenes, currently carries secondary extrication equipment, and fire support equipment as well as hazardous materials equipment.

This truck is schedule to be removed from service with the replacement of ET 192 in fiscal year 2018/2019. The cascade system to be incorporated in ET 192. EBFD to acquirer a suv/pickup type first response vehicle.



2016 – 2017 FIRE AND AMBULANCE BUDGET REQUEST

Lou Brodeur, Chief

MORTLAKE FIRE COMPANY, INC. - FIRE SERVICE

2016-2017 BUDGET REQUEST

	15-16 Budget	15-16 Actual	Act vs Bud	16-17 Budget			
Description		Jan-Dec 2015	Over (Under)				
Revenues:							
Fire Income - Town Funding	114,150	114,150	0	112,150			
Total Revenues	114,150	114,150	0	112,150			
Expenses:							
Building	20,000	7,275	(12,725)	20,000			
Education	1,700	1,475	(225)	1,700			
Equipment Expense	3,000	11,727	8,727	3,000			
Equipment Maintenance	3,500	6,267	2,767	3,500			
Haz Mat Expense	0	105	105	0			
Insurance	24,000	25,987	1,987	26,000			
Licenses	0	110	110	0			
Memberships	150	175	25	100			
Miscellaneous	100	0	(100)	150			
Office Expense	2,500	1,877	(623)	2,500			
Physicals/Vaccinations	2,500	902	(1,598)	2,500			
Postage	200	240	40	200			
Professional Fees	5,000	8,220	3,220	5,000			
Radios	7,000	7,015	15	7,000			
Repair & Replace **	0	0	0	0			
Uniforms	2,500	424	(2,076)	2,500			
Utilities-Electric	7,000	6,810	(190)	7,000			
Utilities-Heating	8,500	6,577	(1,923)	8,500			
Utilities-Telephone	2,500	1,938	(562)	2,500			
Utilities-Water/Sewer	0	425	425	500			
Vehicle Maintenance	20,000	18,865	(1,135)	17,500			
Vehicle Fuel	4,000	2,464	(1,536)	2,000			
Total Expenses	114,150	108,878	(5,272)	112,150			
Exp Over (Under) Rev	0	(5,272)	(5,272)	0			
** Included vehicle maintenance, radios, haz mat items. Now budgeted separately.							
Safety Program	15-16 Budget	15-16 Actual	Over (Under)	16-17 Budget			
Revenues:							
Safety Income - Town Funding	30,775	30,775	0	30,775			
Total Revenues	30,775	30,775	0	30,775			
Expenses:							
Hoses		6,385					
Bunker Gear		16,974					
Scott Airpacks		3,200					
Hose Testing		2,935					
Ladder Testing		527					
Total Expenses	30,775	30,021	(754)	30,775			
Exp Over (Under) Rev	0	(754)	(754)	0			

Unable to repair driveway (\$7,000) and repair building drains (\$5,700). Weather did not cooperate.

Cross band repeater and 7 portable radios.

No actual charges from school till last 6 months of year.

MORTLAKE FIRE COMPANY, INC. - AMBULANCE SERVICE

2016-2017 BUDGET REQUEST

Description	15-16 Budget	15-16 Actual Jan-Dec 2015	Act vs. Bud Over (Under)	16-17 Budget
Revenues:				
Income - Ambulance Revenue	356,000	353,892	(2,108)	360,000
Town Funding	20,000	44,800	24,800	40,950
Total Revenues	376,000	398,692	22,692	400,950
Expenses:				
Building	2,600	6,288	3,688	5,000
Education	2,000	2,655	655	2,800
Equipment	3,000	14,869	11,869	10,000
Fees-Ambulance Billing	26,000	28,378	2,378	29,000
Fees-ALS	14,700	11,907	(2,793)	12,500
Insurance	13,300	14,260	960	14,900
Interest	2,500	388	(2,112)	500
Oxygen Tank Lease	175	261	86	270
Licenses	50	0	(50)	0
Loan-Principle	21,045	17,378	(3,667)	34,800
Medical Supplies	5,500	12,340	6,840	10,000
Memberships/Subscriptions	0	130	130	0
Miscellaneous*	2,000	1,522	(478)	2,000
Office Expense	5,000	3,498	(1,502)	3,500
Pay Per Call	41,000	37,792	(3,208)	35,000
Physicals/Vaccinations	500	305	(195)	500
Postage	400	522	122	500
Professional Fees	7,000	7,392	392	7,400
Radios	500	2,297	1,797	500
Refunds	1,000	545	(455)	600
Uniforms	500	14	(486)	300
Utilities-Electric	2,700	2,592	(108)	2,700
Utilities-Heating	6,200	4,505	(1,695)	4,500
Utilities-Telephone	900	852	(48)	900
Utilities-Water/Sewer	300	426	126	450
Diesel Fuel - Vehicles	7,000	8,499	1,499	9,000
Vehicle Maintenance	4,000	11,833	7,833	4,000
Vintech-Staffing	196,000	199,912	3,912	199,000
Wages-Office	10,130	10,376	246	10,600
Total Expenses	376,000	401,736	25,736	401,220
Exp Over /(Under)Rev	0	3,044	3,044	270

Includes 1st 6 mos. at higher rate.

\$3,726 X 4 quarters

\$2,900 per mo. Only 6 months in actual.

Replacing old ambulance. Est. \$140,000 financed for 4 years.

*Bad Debts, Bank Fees, Collection Fees

Indicates expenses shared with Fire Department. Would continue if no ambulance service.

Total 40,950

Note: Ambulance expenses less Vintech and Pay Per Call expenses.

167,220

Est. Pay Per Call

25,000

Total

192,220

MORTLAKE AMBULANCE 2015

Total ambulance calls 2015	1042
Revenue from calls	\$353,892
Revenue from town	\$44,800
Total Revenue	<u>\$398,692</u>
Cost to operate ambulance service	\$401,736
Expense over income	(\$3,044)

Represents calendar year
and 2 budgets.

MORTLAKE

Certified Fire Fighters (36)

Glen Bagdolian
Erik Benson
Mark Berthiaume
Leo Berube
Steve Breen
Lucien Brodeur
Sandra Brodeur
David Bunn
Randy Burchard
Steve Clifford
Phil Coraccio
John Cordes
Scott Downer
Andrew Fredette
John Guari
Tom Gugliotti
Nathan Ives
Ben Langevin
David Lee
Allan Lyons
Gil Maiato
Lance Metzger

Randal Mongeau
Darlene Otto
Spencer Otto
Nate Romanchuk
Daren Rondeau
Katelyn Rondeau
Sandra Rukstela
Thomas Rukstela
Rudy Rzeznikiewicz
Ryan Skene
William Skene
Mark Spellman
Dann Stuyinski
Dale Thompson

MORTLAKE

Certified Medical Responders (31)

Glenn Bagdolian
Mark Berthiaume
Muriel Berthiaume
Leo Berube
Mia Breen
Steve Breen
Phil Coraccio
John Dinsdale
Scott Downer
Betsey Field
Andrew Fredette
John Guari
Tom Gugliotti
Catherine King
Ben Langevin
Allan Lyons
Peter Marziato
Shyanne Metzger
Amber Morrell
Michelle Parmeter
Ryan Patrylak
Robert Rautio
Nate Romanchuk
Katelyn Rondeau
Daren Rondeau
Sandra Rukstela
Ryan Skene
William Skene
Mark Spellman
Dann Stuyniski
David Wickiser