



TOWN OF BROOKLYN

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

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**Board of Finance
Regular Meeting Minutes
Wednesday, July 20, 2016
7pm Clifford B. Green Memorial Center**

Present: Gene Michael Deary, Jeff Otto, Drew Dionne, Sandra Brodeur, Ken Dykstra and Melissa Bradley
Recording Secretary
Absent: Kim Conroy

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Sharon A. Macwill
TOWN CLERK, BROOKLYN, CT

Also Present: Rick Ives, David Fuss, Aimee Genna and the Bulletin

1. **Call to Order:** Mr. Deary called the meeting to order at 7:00pm.
2. **Public Comment:** None

Jeff Otto made a motion to add Capital Projects Resolution to the agenda after item #3. Sandra Brodeur seconded the motion. Motion passed 5-0.

3. **Approve Minutes:** Ken Dykstra made a motion to approve the previous meeting minutes of 6/15/16; 6/23/16; 6/23/16. Drew Dionne seconded the motion. Motion passed 5-0.
4. **Approve Capital Projects Resolution:** Drew Dionne made a motion to approve the resolution recommending an appropriation and bond authorization of \$465,000 for the 2016-17 capital funding program. Jeff Otto seconded the motion. Mr. Deary explains this resolution was tabled at a previous meeting and is needed by bond counsel for the upcoming note sale. Motion passed 5-0.

Jeff Otto made a motion to approve the resolution to accept and authorize the expenditure of grants from the United States Department of Agriculture in the amount of \$176,920. Drew Dionne seconded the motion. Mr. Ives explains this is a grant from the USDA for the sewer project and the resolution is needed to accept the grant and expend the funds. This is separate from the loan and does not have to be paid back. Motion passed 5-0.

5. **Discuss 2016/17 Budget:**

2015/16

Ms. Brodeur - Questions why the revenues in 2015/16 budget for recycle bins is \$260 when they are \$50 each. Mr. Ives will check into it.

Ms. Brodeur requests a breakdown of Recreation revenues for the next meeting.

Mr. Ives states insurance revenues will be received next week in the amount of \$9,951. They are late but will still go into 15/16 revenues.

Ms. Brodeur questions the expenditure for property upkeep. Mr. Ives states it was spent to clean up properties at Paradise Lake.

Ms. Brodeur questions if the Town gave scholarship funds to the school because they have not been expended from the budget. Mr. Ives states they were and will find out where the funds came from.

Mr. Ives states the May and June diesel bills will be in next week from the school. There were issues with the system and were fixed but seems to be acting up again. Mr. Ives would like a more efficient system and feels it should be a priority.

Ms. Brodeur recalls the Town Clerk requesting funds for recording but they were not used. Mr. Ives explains the recording was done using capital funds and has been completed. The \$2,000 was not needed.

Mr. Otto is concerned with the over expenditures on payroll. Mr. Ives explains negotiations were not complete for last fiscal year and no funds were added for steps or raises, they were kept at a flat rate. Ms. Brodeur suggests a contingency amount in the future if the issue arise again. Mr. Deary explains that would set a starting point for negotiations. Ms. Brodeur suggests putting the funds in a different line item where they would not know what the contingency was for. Mr. Ives hopes to start negotiations earlier next time and this will not be a concern.

6. Old Business: None

7. New Business:

Ms. Brodeur gives the board a copy of Mortlake Fire and Ambulance year end reports. The ambulance will be returning \$5,745.40. The department overspent their budget by \$3,572 but made up the difference in fundraising.

Mr. Dykstra questions if a schedule from the auditor was received. Ms. Holmes received a list of items they require and will be compiling them along with the school.

Line item transfers will come before the board in August for approval.

The assets of the Town are questioned and how they are monitored throughout the year. Mr. Ives states they are not during the year, only when the hired company comes out to the offices to prepare an audit. Mr. Ives will look into a better system.

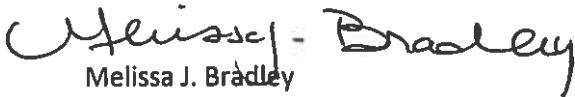
The board would like a schedule documented and published with the auditor to ensure the audit is completed in a timelier manner this year. Ms. Holmes will work on a schedule with Mr. Ives.

Ms. Holmes reports training is almost complete for the new accounting system. Payroll has been done since July 1st and is going smoothly and is more accurate than the old system. This system

will make things a lot easier for next year's budget. Ms. Holmes is looking into a virtual time clock system that would be purchased separately but works in conjunction with the new system.

8. **Public Comment:** Sandra Brodeur comments the Board of Fire Commissioners meeting was cancelled again this month because of no quorum and reiterates the board is not needed.
9. **Adjourn:** Sandra Brodeur made a motion to adjourn the meeting. Drew Dionne seconded the motion. Meeting adjourned at 7:46pm.

Respectfully Submitted;

A handwritten signature in cursive script that reads "Melissa J. Bradley". The signature is written in dark ink and is positioned above the printed name and title.

Melissa J. Bradley
Recording Secretary

TOWN OF BROOKLYN
BOARD OF FINANCE

RESOLUTION RECOMMENDING AN APPROPRIATION AND BOND
AUTHORIZATION OF \$465,000 FOR THE
2016-2017 CAPITAL FUNDING PROGRAM

RESOLVED, that the Board of Finance recommends that the Town of Brooklyn appropriate \$465,000 for the costs of the 2016-2017 Capital Funding Program, consisting of the following:

Town	East Brooklyn Drainage Project	\$13,000
Board of Fire Commissioners	Mortlake Generator	22,000
Highway Department	Two (2) Public Works Vehicles	330,000
Schools	Brooklyn Elementary and Middle School	
	Roof Replacement Projects - Architects Fees	100,000
TOTAL		<hr/> \$465,000

The appropriation may be expended for construction costs and materials, purchase costs, legal fees, financing costs, and other costs related to the projects. The appropriation shall include any federal, state or other grants-in-aid received for the projects. The amount authorized to be expended for each purpose shall not exceed the amount set forth opposite each purpose, provided that the Board of Selectmen may, after approval of the Board of Finance, transfer unexpended funds among purposes, so long as the total appropriation and bond authorization is not increased.

FURTHER RESOLVED, that the Board of Finance recommends that the Town finance the projects by issuing the Town's bonds, notes, temporary notes or other obligations in an amount not to exceed \$465,000 or so much thereof as may be necessary after deducting grants to be received for the projects.

TOWN OF BROOKLYN
BOARD OF FINANCE

RESOLUTION TO ACCEPT AND AUTHORIZE THE EXPENDITURE OF GRANTS
FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE

WHEREAS, the United States of America, acting through the Rural Utilities Service, United States Department of Agriculture (the "USDA") has committed to make certain grants to the Town in the aggregate amount of \$550,920 (the "Grants") for upgrades and improvements to the Town's sanitary sewer collection system and the Tatnic and Plaza Street Pump Station (the "Projects"), in accordance with and subject to the terms and conditions stated in the letters of approval from the USDA to the Town dated June 6, 2013 and July 15, 2014; and

WHEREAS, the Town has previously approved and received \$374,000 in grants; and

WHEREAS, the Town desires to receive and expend the remaining \$176,920 in grants.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Finance hereby accepts the Grants and authorizes the First Selectman and Treasurer to spend the Grants.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Finance hereby authorizes the First Selectman to execute agreements and other documents on behalf of the Town for the Projects; and that the Board of Selectmen, Board of Finance, Treasurer and other Town officials and employees are authorized to take all actions necessary and proper to carry out the Projects.

I HEREBY CERTIFY THAT THIS FOREGOING DOCUMENT IS
RECORDED IN THIS OFFICE ON 7/21/14 AT 11:23AM
Deona A. Maimville
TOWN CLERK OF BROOKLYN