



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, September 21, 2016
7:00PM Clifford B. Green Memorial Center**

Present: Jeff Otto, Ken Dykstra, Sandra Brodeur, Drew Dionne, and Melissa Bradley,
Recording Secretary
Kim Conroy: arrived at 7:07pm.

Also Present: Rick Ives, Bob Kelleher, Joe Voccio, Sherry Holmes, Aimee Genna, David Fuss,
Bucky Lohbusch, Lisa Lindia, and Fran from the Bulletin

1. **Call to Order:** Mr. Otto called the meeting to order at 7:00pm.
2. **Public Comments:** None
3. **Approval of Minutes of 8/17/16 Meeting:** Sandra Brodeur made a motion to approve the minutes from 8/17/2016 as presented. Ken Dykstra seconded the motion. Motion passed 4-0.
4. **Finance Director's Report**

a. Review of year-end transfers, particularly 4-1201, Payroll: Ms. Holmes gives members a new report on year end transfers. The insurance stipend was reclassified into the health insurance account. Ms. Holmes talked with auditors and they agreed this was the correct way to do it. Drew Dionne made a motion to accept the adjusted year end transfers as presented on the year end financial report. Sandra Brodeur seconded the motion. Motion passed 5-0.

b. Review of Teen Center membership revenue Question from 8/17 Minutes: Mr. Lohbusch explains the .45 cents recorded in the teen center revenues was from a gentleman who gave .45 cents as a donation.

c. Discussion of updated Revenue and Expenditure Reports using new software and current input data: Ms. Holmes emailed the reports to members. The report was exported into excel so it looks similar to the previous reports. The board requests a larger font on the reports but would like to have it on one page. Also, to include overall tax figures in the report. Ms.

RECEIVED
TOWN CLERK'S OFFICE
2016 SEP 28 PM 1:17
RECORDED VOL.
Sandra A. Mainville
TOWN CLERK - BROOKLYN, CT

Holmes is meeting with the trainer tomorrow and will check into this. Some of the accounts are not reading correctly on the report and this is being worked on to correct. Ms. Holmes hopes by next meeting; all the bugs will be worked out.

d. Discussion of Mrs. Conroy's suggestion related to uploading tax deposit data to new accounting system: The tax collector currently creates excel spreadsheets of her deposits. These will be scanned and then entered into the system.

e. Virtual time clock status: Ms. Holmes received a quote of \$6,157.00. She is looking into two more vendors for quotes.

f. Fire Department fiscal year harmonization: Both departments are agreeable to move to the fiscal year for finances. They will be ready to do so for July 1, 2017.

g. Status of Audit schedule, data requirements and preparations: Auditors will be starting next Monday and Tuesday at the school. Ms. Holmes and Mr. Ives will meet with them and David Field to discuss how the fixed assets should be done.

h. Impact of BoE personnel changes on Finance Department operations: Ms. Holmes states the school will be looking for a replacement; in the meantime, she is helping out with the duties.

i. Other Business: None

5. Selectmen's Report

a. Fuel system usage status: Mr. Ives believes the billing is back on track and the system is working.

b. Capital project status: The sidewalks are finished and came in under budget. The rosewing roof project is completed as well. Two highway department trucks are going tomorrow for the bodies and also came in under budget. The BOE is getting ready to hire an architect to look at the roof replacement. Mortlake is retrieving bids for the generator and East Brooklyn went to bid for the concrete pad to deal with the drainage issue and work will be starting in the next 8-10 days.

b. Other Business: The Teen Center cut their hours and is no longer open on Saturdays and cut trips from the program. They are using donations for supplies. There are two staff personnel and 21 members. There is currently a waiting list. If the list reaches 10 people, the center would like to request \$4,400 from the finance board to hire a third staff member. Ms. Brodeur states the Selectmen will need to know where those funds would come from when requested because they were not budgeted.

Mr. Ives states there are several activities going on in Town which include a can food drive at the Town Hall hosted by the Killingly-Brooklyn rotary; Fall Festival is Saturday and Sunday in the center of Town; and there is a car cruise at Wal Mart on Sunday.

6. Discussion of '16-'17 budget and financial performance: There was an error in the reports that showed the debt was not paid down when in fact it was. This will be corrected tomorrow.

7. Old Business

a. Return of \$5700 from MFC: Mortlake had an excess in the ambulance fund and will be returning it to the Town. It has not been received as of today.

b. Other Business: Ms. Brodeur previously questioned if the solar panels on the Community Center was saving money. Mr. Ives responded we paid \$12,144 for electricity in 2009: 2014/15 we paid \$4,369. It went up slightly in 2015/16 to \$6,700 because the Teen center opened, but a definite savings overall.

8. New Business

a. Policy on limitation of duration of Public Comments: Mr. Otto is concerned with the upcoming budget and how difficult of a financial year it will be and feels this may bring more residents to the meetings. He asks the board to think about adopting a policy for limiting public comment. Discussion will be held at the next meeting.

b. Liaison Reports:

Housing Authority – No quorum, did not meet.

Resource Recovery – Ms. Brodeur states she has not attended a meeting and chooses not to any longer.

Capital – Dormant at this time.

Recreation – Spooky nights is happening next month and looking for volunteers. More discussion on the Teen Center and adding another staff member. The after-school program is at its capacity and may need additional staff there as well.

Board of Fire Commissioners – East Brooklyn decided they will replace their vehicle with a unit that costs half the price. Mortlake extended their vehicle use to 25 years and will refurbish instead of buying new.

Board of Education – There is a new principal in the elementary school and assistant principal, as well as an interim superintendent.

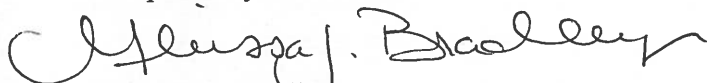
c. Liaison Assignments: Mr. Otto asks members to send their interest for liaison assignments via email and discussion will be held at the next meeting. The boards in need are: Board of Selectman; Resource Recovery Commission; Recreation; Housing Authority; Capital; Board of Education; and Board of Fire Commissioners.

d. Other Business: Kim Conroy is looking into having a plaque made for Gene Michael Deary which will be paid for by members. She will contact members via email with details.

9. Public Comments: None

10. Adjournment: Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 8:25pm.

Respectfully Submitted;

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

Melissa J. Bradley
Recording Secretary

9/7/2016	2015/2016 Year End Transfers		Debits	Credits	
Selectmen	4-1102-Property Upkeep		\$ 2,875.38		Cleaning/Paradise Drive
Admin	4-1201-Payroll		\$ 19,794.23		Payroll Inc. not Budgeted
Rev. Collector	4-1303-Payroll		\$ 2,058.29		Payroll Inc. not Budgeted
Assessor	4-1304-Payroll		\$ 2,259.96		Payroll Inc. not Budgeted
Town Clerk	4-1501-Payroll		\$ 3,045.63		Payroll Inc. not Budgeted
Town Hall	4-1801-Internet		\$ 2,694.53		website/Internet-budget was cut b/f twn mtg
Central Supplies	4-1802-Computer Service		\$ 10,691.52		New Backup due to new software & new email service
Fire Marshal	4-2201-Payroll-Emergency		\$ 5,607.72		Fires
Fire Marshal	4-2201-Regular payroll		\$ 1,942.51		Payroll Inc. not Budgeted
Emergency Services	4-2203-Intercept		\$ 2,064.48		based on # of calls (budget estimate)
Highway	4-3201-Payroll		\$ 5,248.95		Payroll Inc. not Budgeted
Highway	4-3201-Electricity		\$ 2,076.85		electric
Highway	4-3202-Equip Maint Supp		\$ 407.14		Equip Maint.
BRRRA	4-3206-Disposal Chgs		\$ 6,881.47		household garbage
Bldg Depart	4-3401-Payroll		\$ 9,796.94		Payroll Inc. not Budgeted
Recreation	4-5501-Payroll		\$ 6,757.64		Payroll Inc. not Budgeted
Clifford B. Green	4-5504-Bldg Repairs		\$ 7.71		repairs to senior ctr/no heat & hot water
Debt-Long Term	4-8401-Legal		\$ 660.72		Legal
Legal	4-1701-Legal			\$ 18,000.00	
Patrol Services	4-2102-Patrol Services			\$ 11,871.67	
Contingency	4-8101-Transfers			\$ 20,000.00	
Fringe Benefits	4-8301-Group, Med & Life			\$ 20,000.00	
Debt-Short Term	4-8402-Redemption of Debt			\$ 15,000.00	
Total amount to be transferred			\$ 84,871.67	\$ 84,871.67	

TimeClock Plus
 by Data Management, Inc.
 1 Time Clock Drive, San Angelo, TX 76904
 325 223-9500 800 749-8463
 sales@timeclockplus.com

Quote	Customer	Quote Date
404176	248800	08/18/2016

CUSTOMER
Town of Brooklyn Sherry Holmes (860) 779-3411 69 S Main St Brooklyn, CT 06234-3829

Rep	Entry	Method of Shipment	Method of Payment
RBETZING	RBETZING	N/A	Pre-Paid

Stock No.	Ordered	Description	Unit Cost	Total
		Implementation, Training, Visions Integration - One Time Fee (\$1,657.00)		
1025-1130	1	TimeClock Plus Professional Initial Activation - Weighted Hour Calculation Module - InfiniteVisions (Export Module) - AutoImport Module (Versions 5/6/7)	1,657.00	1,657.00
		Annual SAAS Fee (\$3,600.00)		
1025-8030	100	TimeClock Plus Professional Annual Employee Licenses Training (\$900.00)	36.00	3,600.00
800-814	4	Dedicated Support Services (Per hour)	225.00	900.00
		8 Hours of Dedicated Support Services is Recommended		
Valid for 30 days. Expires 09/17/2016.				



Subtotal: 6,157.00
 S & H: 0.00
 Total: 6,157.00

Money back guarantee, IF APPLICABLE to this quote, begins on date of shipment. Applicable taxes may apply.
 Money back guarantee does not apply to S&H, encoded or printed badges, specially order items, or lease purchases. Visit www.timeclockplus.com/dmi/guarantees.aspx for complete details.
 COMPANY CONFIDENTIAL

Proposed Standard Chart of Accounts - Brooklyn Fire Departments

	July - Sept	Oct - Dec	Jan - Marh	April-June	Total	Budget
Building						
Building Improvements						
Repair and Maintenance						
Utilities						
Heat						
Electricity						
Telephone & Alarm						
Sewer						
Building Miscellaneous						
Total						
Operating Expense						
Insurance						
Legal & Professional Services						
Office Expense						
Physicals and Vaccinations						
Meetings & Memberships						
Uniforms						
Recruiting Expense						
Miscellaneous						
Total						
Vehicle Expense						
Fuel						
Repair and Maintenance						
Inspections and Permits						
Vehicle Miscellaneous						
Total						
Fire and EMS Expenses						
Tools andd Equipment						
Repairs and Mainytenance						
Inspections and Testing						
Training and Certifications						
Miscellaneous						
Total						
Operations Total						
Safety Equipment						
Hose						
Protective Clothing						
SCBA						
Radios						
Hose Testing						
Ladder Testing						
Total						
Grand Total						