



## 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, January 18, 2017  
7:00pm Clifford B. Green Memorial Center**

**Present:** Jeff Otto, Drew Dionne, Sandra Brodeur, Ken Dykstra, Heather Allen and Melissa Bradley;  
Recording Secretary  
Kim Conroy arrived at 7:20pm

**Also Present:** Rick Ives, Bob Kelleher, Joe Voccio, Sherry Holmes, David Fuss, Aimee Genna, Austin Tanner, Aaron Kerouack, WINY Radio and Fran from the Bulletin

1. **Call to Order:** Mr. Otto called the meeting to order at 7:02pm.
2. **Public Comment:** None
3. **Approve Previous Minutes:** Sandra Brodeur made a motion to approve the minutes of December 21, 2016 as presented. Ken Dykstra seconded the motion. Motion passed 5-0.
4. **Finance Director's Report**

Ms. Holmes distributed the revenue and expenditure report to members. State of Connecticut income revenue came in at \$128,017.91. Taxes are being collected at a steady pace. The unexpected revenue for approximately 100 vehicles will begin to be collected in January.

Reimbursement for the Trooper at the Brooklyn Fair was billed out in December. Having one less Trooper was not accounted for when this revenue was budgeted so the amount will be about half.

The board requests a detail for line item Board of Finance other professional services and financing and accounting. Mr. Ives states the auditor fee comes out of financing and accounting, but Ms. Holmes will provide the detail.

Ms. Brodeur questions why the fire department and pension payments were sent in January instead of December? Ms. Holmes explains there were issues with the bank merger. They believe it is fixed now and should be on target for the next payments.

Ms. Holmes confirms the expenses from the Revenue Collectors budget in travel where for travel expenses.

RECEIVED  
TOWN CLERK'S OFFICE  
2017 JAN 19 PM 1:57  
TOWN OF BROOKLYN, CT  
Sandra A. M...  
TOWN CLERK

The reimbursement in the Town Clerks budget was for a meeting she paid for but was unable to attend.

The Land Use budget payroll is over budget because the ZEO hours were increased to 24 hours a week and was not accounted for in the budget.

Resource Recovery was over billed for telephone expenses and a refund of \$33.95 was issued from Frontier.

Ms. Holmes reports the auditors have received the last report needed from Hooker & Holcombe and will be here next week to finish up the audit. They will be requesting an extension until the end of February. The audit will be ready for presentation at the next meeting. Mr. Ives states it may be time to consider a new actuarial firm. Hooker & Holcombe do not have a track record of being on time for these reports year after year. He agrees the investment portion is valuable and they are separate contracts, therefore, we would be able to change only the actuarial. Mr. Ives will invite Hooker & Holcombe to the next meeting to discuss the lateness issue.

The Town will receive \$36,000 in LOCIP funds for the school computers because the paper work was filed before the funds were cut.

Ms. Holmes distributed the Recreation Department check listing as well as the capital check listing. Ms. Brodeur states the check listing does not explain anything. She requests a report that shows the expenses vs. budget proposal. Ms. Holmes does not have this report but is in the process of creating one.

## **5. Selectman's Report**

Mr. Ives reports the fuel usage from the school has been billed through January 12<sup>th</sup> and seems to be back on schedule.

Mr. Ives will discuss with the Selectmen at the next meeting hiring a firm to perform the entry level report that is due for the MS4 project on April 17<sup>th</sup>.

There will be a public forum to discuss the solar project on January 26<sup>th</sup> beginning at 6:30pm in the middle school auditorium.

\$41,366 is being cut from the budget and LOCIP funds in the amount of \$71,000 is being cut as well. Many more cuts are expected and Mr. Ives will be watching these closely.

Mr. Ives distributes the 2016 grand list totals. It has increased 1.03%, an increase of tax revenue in the amount of \$147,707.24. These are not final totals, they may change after the March appeal meeting.

## **6. Review of Future Meeting Schedule Related to Budget**

Mr. Otto requests the board secretary to distribute the meeting list to include the added meetings during budget time.

## 7. Liaison Reports

**Housing Authority:** Ms. Brodeur reports the board did meet. They discussed the possibility of small cities grants available for long term projects. They were also concerned that yearly inspections are not being done by the Fire Marshal and/or Building Inspector. Mr. Ives states the issues there is that the landlords do not contact them when someone moves out, therefore, they do not know an inspection is needed. No new news was reported on the Quebec Square project.

**Capital Committee:** No meeting held

**Recreation Commission:** Ms. Conroy reports a subcommittee has been created to work on the budget and they have begun the process.

**Resource Recovery Commission:** Mr. Dykstra reports the transfer station was open on the Thursday after Christmas and seemed to be beneficial. A tire pick up was scheduled and paid for its self. The transfer station has purchased biodegradable bags to try out. Planning and Zoning presented the idea to the commission of only having donation bins located at the transfer station and nowhere else in Town. Further discussions will be held.

**Board of Selectmen:** Mr. Dykstra reports State Representative Pat Boyd was present at the meeting to introduce himself. Executive session was held to discuss the solar farm project and a brief discussion was held on the ethics ordinance.

**Board of Fire Commissioners:** No meeting held due to lack of quorum

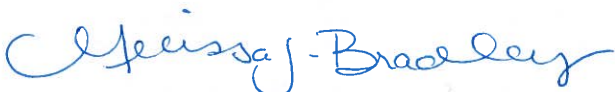
**Board of Education:** A legislative breakfast is being held for Area 4 at the school on January 23<sup>rd</sup>. The search for a superintendent is in progress. Seven bids were received for an architect for the school roof project. The firm selected was Hibbard & Rosa from Middletown.

## 8. Other Business: None

9. **Public Comment:** Mr. Kerouack suggests itemized breakdowns for the forum, as requested for Recreation and ZEO position. This makes it more clear for residents and easier to understand.

10. **Adjournment:** Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 8:15pm.

Respectfully Submitted;



Melissa J. Bradley  
Recording Secretary

# Town of Brooklyn

Fiscal Year: 2016-2017

## Reprint Check Listing

Bank Account:

General Fund Checking Acct 194808

From Date:

12/01/2016

To Date: 12/31/2016

Check Number	Date	Payee	Amount	Voucher	Status
54221	12/08/2016	Cardmember Service	\$585.69	1053	Printed
54232	12/08/2016	Wal-Mart Business	\$126.38	1053	Printed
54263	12/29/2016	Cardmember Service	\$511.94	1058	Printed
54268	12/29/2016	Christine E Boyle	\$125.00	1058	Printed
54300	12/29/2016	Lowes	\$ 84.88	1058	Printed
54316	12/29/2016	Shoppers-Turnpike Corp.	\$486.00	1058	Printed

# Town of Brooklyn

Fund:		2870	Recreation			
Check Number	Date	Payee	Amount	Voucher	Status	
54225	12/08/2016	Kathryn True	\$90.00	1053	Printed	
54258	12/29/2016	Boston Red Sox	\$6,082.00	1058	Printed	
54304	12/29/2016	New York Yankees	\$4,472.00	1058	Printed	
54315	12/29/2016	Rukstela Charter Service	\$1,875.00	1058	Printed	
54322	12/29/2016	Susan Gibeault	\$495.00	1058	Printed	
Total Checks for Fund:			\$13,014.00			

Fund:		3505	East Brooklyn FD Drainage			
Check Number	Date	Payee	Amount	Voucher	Status	
54297	12/29/2016	KAGreen Construction, LLC	\$11,500.00	1058	Printed	
Total Checks for Fund:			\$11,500.00			

# 2016 GRAND LIST TOTALS

		2015	2016	\$ INCREASE	% INCREASE	INCREASE TAX REVENUE
Real Estate		\$445,797,180	\$448,090,900	\$2,293,720	0.51%	
Personal Property		\$41,709,754	\$45,455,515	\$3,745,761	8.98%	
Motor Vehicle		\$55,966,295	\$55,534,530	-\$431,765	-0.77%	
Total		\$543,473,229	\$549,080,945	\$5,607,716	1.03%	\$147,707.24