



TOWN OF BROOKLYN

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

OFFICE OF SELECTMAN
(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, May 3, 2017
7pm Senior Center Community Room**

Present: Jeff Otto, Drew Dionne, Ken Dykstra, Sandra Brodeur, Kim Conway, and Melissa Bradley;
Recording Secretary
Absent: Heather Allen, with notification

Also Present: Rick Ives, Bob Kelleher, Joe Voccio, Bucky Lohbusch, and Fran from the Bulletin

RECEIVED
TOWN CLERK'S OFFICE
2017 MAY -4 PM 1:23
TOWN OF BROOKLYN, CT

1. **Call to Order:** Mr. Otto called the meeting to order at 7:00pm.
2. **Public Comment:** None
3. **Action on Minutes of 4/19/17:** Drew Dionne made a motion to approve the minutes of 4/19/17 as presented. Ken Dykstra seconded the motion. Motion passed 5-0.
4. **Capital Budget Requests:** Mr. Vocico reports there were four submissions the capital committee discussed and one request came in after the committee met.
 - HVAC Energy Management System Upgrade – Cost is \$195,000 to be bonded over 10 years; \$10,000 added as contingency to be expensed
 - Parks & Rec Replacement Truck – This is a gas model truck, cost is \$41,000 to be bonded over 5 years
 - School Technology Upgrades – Cost is \$44,000 to be expensed
 - Mortlake Drain Repairs – Cost is \$9,300 to be expensed

The capital committee agreed on all four requests to recommend them to the Board of Finance. Total net amount is \$69,886.72; Expensed \$63,000; 5-year bond \$736.72 principal/interest payment; 10-year bond \$5,850 principal/interest payment.

The late request was submitted by the school to rekey the middle school and elementary school. This would reduce the number of keys out and limit access as a security measure. Cost for the elementary school is \$10,168 and the middle school is \$10,588, totaling \$20,756.00. It is questioned if security grants are available? Mr. Ives states there are none to cover this year. The grants are much more defined now and fewer in between. Mr. Voccio is willing to reconvene the capital committee to further discuss this request.

5. **Action on Capital Budget Request:** Kim Conroy made a motion to accept the capital requests as presented for further review. Drew Dionne seconded the motion. Motion passed 5-0.

Sandra Brodeur made a motion to add \$21,000 to contingency to rekey the elementary and middle school pending further review of the capital committee. Drew Dionne seconded the motion. Motion passed 5-0.

6. **Finance Director's Report:** Ms. Holmes is not present to give her report. Mr. Otto does report on item b – OPM requires audit firms to be submitted by June 1st; if any changes happen after this date, the Town must submit a new form with the new firm's information.

7. **Selectman's Report:** Mr. Ives states the MRSA estimate may be at risk in the 2017-18 budget.

The motor vehicle fine estimate in the 2017-18 budget is relevantly low. Mr. Ives will discuss this with the new Resident Trooper.

Mr. Ives is comfortable raising the building permit revenue to \$85,000. Permit fees also need to be raised and he will be bringing that before the Board of Selectmen. Minor changes were made in resource recovery. Bag fees were increased and more fees may increase after July 1st.

Some issues have surfaced with the new bus contract and Mr. Ives will hold comment until it is looked into further.

There are more issues in the library salary scheme other than an increase. Mr. Ives is still gathering information.

LOCIP money is still coming to the Town, it may come this year but possibly next year.

8. **Questions and Requests regarding the Selectmen's Budget:** Mr. Dykstra states since debt was paid off last year, the mill rate should go down this year. Mr. Ives agrees but expenses increase and not knowing the amount of funding coming from the State this year affects the budget considerably.

Salt and chemicals in the highway department budget are switched. Figures are correct, they are in the wrong column. Mr. Ives will fix this.

9. **Questions and Requests regarding the Education Budget:** No further discussion at this time.

10. **Discussion on Budget Hearing and 5/10/17 Meeting:** The budget hearing was scheduled for 5/17/17 and the board agrees to go forward. A special meeting will be held next Wednesday and the board requests updated budgets from the Finance Director.

11. **Other Business:** Mr. Ives states it was a tremendous tax collection month and could possibly have \$200,000 to return to the reserve at year-end.

12. **Public Comment:** None

13. Adjournment: Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 8:30pm.

Respectfully Submitted;

A handwritten signature in blue ink that reads "Melissa J. Bradley". The signature is fluid and cursive, with the first name "Melissa" and last name "Bradley" clearly distinguishable.

Melissa J. Bradley
Recording Secretary

FOR DISCUSSION PURPOSES ONLY

CAPITAL FUNDING PROGRAM

Description	Net Amount	Expensed	5-Year Bond 3	7-Year Bond @X.X%	10-Year Bond 0.03
HVAC Energy Management System Upgrade	\$205,000	\$10,000	\$0		\$195,000
Parks and Rec Replacement Truck (Gas)	\$41,000		\$41,000		
School Technology Upgrades	\$44,000	\$44,000			
Mortlake Drain Repairs	\$9,300	\$9,300			
	\$0	\$0			
	\$0	\$0			
Total:	\$299,300	\$63,300	\$41,000	\$0	\$195,000
Total Expense for 2017-2018	\$69,886.72	\$63,300.00	\$736.72		\$5,850



Joe Voccio <joevoccio@gmail.com>

FW: key upgrade

1 message

Rick Ives <r.ives@brooklynct.org>

Tue, May 2, 2017 at 2:46 PM

To: "Joe Voccio @ Home (joevoccio@gmail.com)" <joevoccio@gmail.com>

Let's talk

From: Mary Conway [mailto:conway@brooklynschools.org]

Sent: Monday, May 01, 2017 9:57 AM

To: Steve Corradi <S.Corradi@Brooklynct.org>

Cc: Rick Ives <r.ives@Brooklynct.org>

Subject: Fwd: key upgrade

Good morning, Steve,

Here are the quotes for the upgrade of the locks for the schools.

The locksmith came to discuss the situation and how best (and inexpensively) we could align our key system. After going through the schools, he then gave us the price per lock of what needed to be done and Tony Tusia went around each building to survey how many of each type of lock we needed. This work will enable us to have a grand master for all locks and a master for all teacher areas.

Let me know what else you need. If we are applying for a grant, let me know how I can help.

Mary

----- Forwarded message -----

From: Denise Geeza <geeza@brooklynschools.org>

Date: Fri, Apr 28, 2017 at 2:06 PM

Subject: key upgrade

To: Rick Ives <r.ives@brooklynct.org>

Cc: Mary Conway <conway@brooklynschools.org>

Tony has gone through both buildings and the following is what we would need to upgrade the key's.

Middle School

ReKey - 26 locks at \$28.00 each - \$728.00

Cylinders - 2 @ \$130.00 each - \$260.00

Lever Assembly - 30 @ \$320.00 each - \$9600.00

Total for Middle School - \$10,588.00

Elementary School

ReKey - 36 @ \$28.00 each - \$1,008.00

Cylinders - 4 @ \$130.00 - \$520.00

Lever Assembly - 27 @ \$320.00 each - \$8,640.00

Total for Elementary School - \$10,168.00

Grand Total for project - \$20,756.00

Denise A. Geeza

Coordinator of Business Operations

Executive Secretary to the Superintendent of Schools

Brooklyn Schools

119 Gorman Road

Brooklyn, CT 06234

860-774-9153, ext *204

Fax: 860-774-6938

	Total Aid	Teacher's Retirement
Ashford	-723,565	-452,003
Brooklyn	136,443	-767,308
Canterbury	-1,091,209	-479,505
Chaplin	-267,494	-279,788
Eastford	-378,960	-183,496
Hampton	-293,040	-175,822
Killingly	243,282	-1,752,218
Plainfield	-552,732	-1,589,753
Pomfret	-610,851	-447,189
Putnam	-656,219	-790,031
Scotland	-105,801	-222,785
Sterling	434,074	-294,708
Thompson	-1,181,305	-769,109
Union	-2,050	-84,703
Voluntown	-496,698	-295,739
Woodstock	-1,057,677	-863,428

April 26, 2017

Mr. William Woollacott
Hooker and Holcomb
65 LaSalle Road
West Hartford, CT 06107

Dear Mr. Woollacott,

I would like to thank you for attending the Brooklyn Board of Finance meeting on April 19. It was a long drive for a short discussion, but it was fruitful to us and hopefully will reset the stage for a productive relationship between your firm and the Town of Brooklyn.

We were pleased to learn that H&H has added an additional actuary and that this increased staffing will allow timely submittal to us and our auditor of reports on our pension funds needed to complete the annual audit. I am confirming via this letter that the target date for receipt of all pertinent reports will be November 1 of each year, starting with November 1, 2017 for the fiscal year 2016-2017. The Town will expect early notification if you find you will be unable to meet this target. You indicated at the meeting that you do not anticipate any issues in meeting this expectation.

Finally, we await the results of your investigation into the reason for a significant increase in your recommended contribution to our Firemen's Service Award program, a relatively stable fund that required a substantial increase in contribution. At the meeting, you alluded to a change in the interest rate parameter under GASB regulations, but requested some time to investigate this matter further.

Thank you again for your attendance and for your continued service to the Town of Brooklyn.

Very truly yours,

Jeffrey B. Otto, Chairman
Brooklyn Board of Finance

cc: Mr. Ives, Voccio, Kelleher and Mrs. Holmes



General Assembly **File No. 557**

January Session,
2017

House Bill No. 7275

House of Representatives, April 12, 2017

The Committee on Education reported through REP. FLEISCHMANN of the 18th Dist., Chairperson of the Committee on the part of the House, that the bill ought to pass.

AN ACT CONCERNING THE MINIMUM BUDGET REQUIREMENT.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 10-262j of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2017*):

(a) Except as otherwise provided under the provisions of subsections (c) to (e), inclusive, of this section, for the fiscal year ending June 30, [2016] 2018, the budgeted appropriation for education shall be not less than the budgeted appropriation for education for the fiscal year ending June 30, [2015] 2017, plus any aid increase described in subsection (d) of section 10-262i, as amended by this act, except that a town may reduce its budgeted appropriation for education for the fiscal year ending June 30, [2016] 2018, by one or more of the following:

(1) If a town experiences an aid reduction, as described in subsection (d) of section 10-262i, as amended by this act, such town may reduce its budgeted appropriation for education in an amount equal to the aid reduction;

[(1)] (2) Any district with (A) a resident student population in which the number of students who are eligible for free or reduced price lunches pursuant to federal law and regulations is equal to or greater than twenty per cent, and (B) a resident student count for October 1, [2014] 2016, using the data of record as of January 31, [2015] 2017, that is lower than such district's resident student count for October 1, [2013] 2015, using the data of record as of January 31, [2015] 2017, may reduce such district's budgeted appropriation for education by the difference in the number of resident students for such years multiplied by fifty per cent of the net current expenditures per resident student of such district, provided such reduction shall not exceed one and one-half per cent of the district's budgeted appropriation for education for the fiscal year ending June 30, [2015] 2017, except that the Commissioner of Education may, following a review of a town's proposed reductions to its budgeted appropriation for education, permit a town to reduce its budgeted appropriation for education in an

amount greater than one and one-half per cent if the board of education for such town has approved, by vote at a meeting duly called, such proposed reductions;

[(2)] (3) Any district with (A) a resident student population in which the number of students who are eligible for free or reduced price lunches pursuant to federal law and regulations is less than twenty per cent, and (B) a resident student count for October 1, [2014] 2016, using the data of record as of January 31, [2015] 2017, that is lower than such district's resident student count for October 1, [2013] 2015, using the data of record as of January 31, [2015] 2017, may reduce such district's budgeted appropriation for education by the difference in the number of resident students for such years multiplied by fifty per cent of the net current expenditures per resident student of such district, provided such reduction shall not exceed three per cent of the district's budgeted appropriation for education for the fiscal year ending June 30, [2015] 2017, except that the Commissioner of Education may, following a review of a town's proposed reductions to its budgeted appropriation for education, permit a town to reduce its budgeted appropriation for education in an amount greater than three per cent if the board of education for such town has approved, by vote at a meeting duly called, such proposed reductions;

[(3)] (4) Any district (A) that does not maintain a high school and pays tuition to another school district pursuant to section 10-33 for resident students to attend high school in another district, and (B) in which the number of resident students attending high school for such district for October 1, [2014] 2016, using the data of record as of January 31, [2015] 2017, is lower than such district's number of resident students attending high school for October 1, [2013] 2015, using the data of record as of January 31, [2015] 2017, may reduce such district's budgeted appropriation for education by the difference in the number of resident students attending high school for such years multiplied by the amount of tuition paid per student pursuant to section 10-33; or

[(4)] (5) Any district that realizes new and documentable savings through increased district efficiencies approved by the Commissioner of Education or through regional collaboration or cooperative arrangements pursuant to section 10-158a may reduce such district's budgeted appropriation for education in an amount equal to half of the amount of savings experienced as a result of such district efficiencies, regional collaboration or cooperative arrangement, provided such reduction shall not exceed one-half of one per cent of the district's budgeted appropriation for education for the fiscal year ending June 30, [2015] 2017.

(b) Except as otherwise provided under the provisions of subsections (c) to (e), inclusive, of this section, for the fiscal year ending June 30, [2017] 2019, the budgeted appropriation for education shall be not less than the budgeted appropriation for education for the fiscal year ending June 30, [2016] 2018, plus any aid increase received pursuant to subsection (d) of section 10-262i, as amended by this act, except that a town may reduce its budgeted appropriation for education for the fiscal year ending June 30, [2017] 2019, by one or more of the following:

(1) If a town experiences an aid reduction, as described in subsection (d) of section 10-262i, as amended by this act, such town may reduce its budgeted appropriation for education in an amount equal to the aid reduction;

(2) Any district with (A) a resident student population in which the number of students who are eligible for free or reduced price lunches pursuant to federal law and regulations is equal to or greater than twenty per cent, and (B) a resident student count for October 1, [2015] 2017, using the data of record as of January 31, [2016] 2018, that is lower than such district's resident student count for October 1, [2014] 2016, using the data of record as of January 31, [2016] 2018, may reduce such

district's budgeted appropriation for education by the difference in the number of resident students for such years multiplied by fifty per cent of the net current expenditures per resident student of such district, provided such reduction shall not exceed one and one-half per cent of the district's budgeted appropriation for education for the fiscal year ending June 30, [2016] 2018, except that the Commissioner of Education may, following a review of a town's proposed reductions to its budgeted appropriation for education, permit a town to reduce its budgeted appropriation for education in an amount greater than one and one-half per cent if the board of education for such town has approved, by vote at a meeting duly called, such proposed reductions;

(3) Any district with (A) a resident student population in which the number of students who are eligible for free or reduced price lunches pursuant to federal law and regulations is less than twenty per cent, and (B) a resident student count for October 1, [2015] 2017, using the data of record as of January 31, [2016] 2018, that is lower than such district's resident student count for October 1, [2014] 2016, using the data of record as of January 31, [2016] 2018, may reduce such district's budgeted appropriation for education by the difference in the number of resident students for such years multiplied by fifty per cent of the net current expenditures per resident student, as defined in subdivision (45) of section 10-262f, of such district, provided such reduction shall not exceed three per cent of the district's budgeted appropriation for education for the fiscal year ending June 30, [2016] 2018, except that the Commissioner of Education may, following a review of a town's proposed reductions to its budgeted appropriation for education, permit a town to reduce its budgeted appropriation for education in an amount greater than three per cent if the board of education for such town has approved, by vote at a meeting duly called, such proposed reductions;

(4) Any district (A) that does not maintain a high school and pays tuition to another school district pursuant to section 10-33 for resident students to attend high school in another district, and (B) in which the number of resident students attending high school for such district for October 1, [2015] 2017, using the data of record as of January 31, [2016] 2018, is lower than such district's number of resident students attending high school for October 1, [2014] 2016, using the data of record as of January 31, [2016] 2018, may reduce such district's budgeted appropriation for education by the difference in the number of resident students attending high school for such years multiplied by the amount of tuition paid per student pursuant to section 10-33; or

(5) Any district that realizes new and documentable savings through increased district efficiencies approved by the Commissioner of Education or through regional collaboration or cooperative arrangements pursuant to section 10-158a may reduce such district's budgeted appropriation for education in an amount equal to half of the amount of savings experienced as a result of such district efficiencies, regional collaboration or cooperative arrangement, provided such reduction shall not exceed one-half of one per cent of the district's budgeted appropriation for education for the fiscal year ending June 30, [2015] 2017.

(c) For the fiscal years ending June 30, [2016] 2018, and June 30, [2017] 2019, the Commissioner of Education may permit a town to reduce its budgeted appropriation for education in an amount determined by the commissioner if the school district in such town has permanently ceased operations and closed one or more schools in the school district due to declining enrollment at such closed school or schools in the fiscal years ending June 30, 2013, to June 30, [2016] 2018, inclusive.

(d) For the fiscal years ending June 30, [2016] 2018, and June 30, [2017] 2019, a town currently designated as an alliance district, as defined in section 10-262u, or formerly designated as an alliance district shall not reduce its budgeted appropriation for education pursuant to this section.

(e) For the fiscal years ending June 30, [2016] 2018, and June 30, [2017] 2019, the provisions of this section shall not apply to any district that is in the top ten per cent of school districts based on the accountability index, as defined in section 10-223e.

(f) For the fiscal years ending June 30, [2016] 2018, and June 30, [2017] 2019, the provisions of this section shall not apply to the member towns of a regional school district during the first full fiscal year following the establishment of the regional school district, provided the budgeted appropriation for education for member towns of such regional school district for each subsequent fiscal year shall be determined in accordance with this section.

Sec. 2. Subsection (d) of section 10-262i of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2017*):

(d) (1) (A) For the fiscal year ending June 30, [2017] 2018, if the amount paid to a town for the fiscal year ending June 30, [2017] 2018, pursuant to [section 20 of public act 16-2 of the May special session] section 10-262h, is greater than the amount paid to such town for the fiscal year ending June 30, [2016] 2017, pursuant to [subsection (c) of] section 10-262h, such amount paid to a town for the fiscal year ending June 30, [2017] 2018, minus such amount paid to such town for the fiscal year ending June 30, [2016] 2017, shall be the aid increase for such town for the fiscal year ending June 30, [2017] 2018.

(B) For the fiscal year ending June 30, 2019, if the amount paid to a town for the fiscal year ending June 30, 2019, pursuant to section 10-262h, is greater than the amount paid to such town for the fiscal year ending June 30, 2018, pursuant to section 10-262h, such amount paid to a town for the fiscal year ending June 30, 2019, minus such amount paid to such town for the fiscal year ending June 30, 2018, shall be the aid increase for such town for the fiscal year ending June 30, 2019.

(2) (A) For the fiscal year ending June 30, [2017] 2018, if the amount paid to a town for the fiscal year ending June 30, [2017] 2018, pursuant to [section 20 of public act 16-2 of the May special session] section 10-262h, is less than the amount paid to such town for the fiscal year ending June 30, [2016] 2017, pursuant to [subsection (c) of] section 10-262h, such amount paid to a town for the fiscal year ending June 30, [2016] 2017, minus such amount paid to such town for the fiscal year ending June 30, [2017] 2018, shall be the aid reduction for such town for the fiscal year ending June 30, [2017] 2018.

(B) For the fiscal year ending June 30, 2019, if the amount paid to a town for the fiscal year ending June 30, 2019, pursuant to section 10-262h, is less than the amount paid to such town for the fiscal year ending June 30, 2018, pursuant to section 10-262h, such amount paid to a town for the fiscal year ending June 30, 2018, minus such amount paid to such town for the fiscal year ending June 30, 2019, shall be the aid reduction for such town for the fiscal year ending June 30, 2019.

This act shall take effect as follows and shall amend the following sections:

Section 1	July 1, 2017	10-262j
Sec. 2	July 1, 2017	10-262i(d)

ED *Joint Favorable*

The following Fiscal Impact Statement and Bill Analysis are prepared for the benefit of the members of the General Assembly, solely for purposes of information, summarization and explanation and do not represent the intent of the General Assembly or either chamber thereof for any purpose. In general, fiscal impacts are based upon a variety of informational sources, including the analyst's professional knowledge. Whenever applicable, agency data is consulted as part of the analysis, however final products do not necessarily reflect an assessment from any specific department.

OFA Fiscal Note

State Impact: None

Municipal Impact:

Municipalities	Effect	FY 18 \$	FY 19 \$
Local and Regional School Districts	Potential Savings	Potential	Potential

Explanation

This bill results in a potential savings to towns by extending the existing minimum budget requirement (MBR) into FY 18 and FY 19. Any savings would be predicated upon the exemptions a town would qualify for.

The Out Years

The annualized ongoing fiscal impact identified above would continue into the future subject to inflation.

OLR Bill Analysis

HB 7275

AN ACT CONCERNING THE MINIMUM BUDGET REQUIREMENT.

SUMMARY

By law, a town receiving an education cost sharing (ECS) grant is prohibited from budgeting less for education than it did in the previous fiscal year unless it can demonstrate specific achievements or changes within its school district. This prohibition is called the minimum budget requirement (MBR). This bill extends the current MBR requirement, and the existing reductions and exemptions for it, to FYs 18 and 19.

It also makes conforming and technical changes.

EFFECTIVE DATE: July 1, 2017

MBR FOR FYS 18 AND 19

The bill allows a town to reduce its MBR by the amount of any ECS aid reduction. Also, if a town receives an increase in ECS aid, its MBR must increase by the same amount, except that it may be eligible for one or more of the following reductions or exemptions for FYs 18 and 19:

Table 1: Existing MBR Reductions and Exemptions the Bill Extends to FYs 18 and 19

<i>Category</i>	<i>Qualification</i>	<i>Calculation</i>	<i>MBR Reduction Cap</i>
Reduced Enrollment (reduction)	Number of students eligible for free and reduced priced lunch (FRPL) equal to or greater than 20% of enrollment	50% of the net current expenditure per student (NCEPS)	1.5% of the town's education budget
Reduced Enrollment (reduction)	Students eligible for FRPL less than 20% of enrollment	50% of NCEPS	3.0%
Reduced Enrollment (reduction)	Town without a high school	100% of the reduction of tuition paid out to town where students attend high school	none
Increased efficiencies or regional collaborations (reduction)	Any district	50% of the savings	0.5%
Closed a school due to declining enrollment (reduction)	Any district	Determined by the commissioner	none
High achieving district (exemption)	Districts in the top 10% of districts in the state based on the accountability index	Not applicable	Not applicable

Newly formed regional school districts (exemption)	Applies to first full fiscal year	Not applicable	Not applicable
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Enrollment Count Dates

The bill specifies that the decreasing student enrollment reduction (as shown in table above) for FY 18 must (1) use the data of record as of January 31, 2017 and (2) consider the decrease in the student count from October 1, 2015 to October 1, 2016. The student enrollment reduction for FY 19 must (1) use the data of record as of January 31, 2018 and (2) consider the decrease in the student count from October 1, 2016 to October 1, 2017.

Potential Additional MBR Reduction

Furthermore, the bill allows towns in either FRPL enrollment tier to exceed the MBR reduction limits described above if (1) the education commissioner approves, following a review of the proposed reduction, and (2) the town's board of education approves by a vote held at a duly called meeting.

Alliance Districts

The bill extends, for FYs 18 and 19, current law's prohibition on alliance districts, or former alliance districts, on receiving reductions or exemptions from the MBR requirement.

BACKGROUND

Related Bill

SB 711, reported favorably by the Education Committee, extends the MBR requirement for FYs 18 and 19 as this bill does, but it also removes the cap on how much a district can reduce its MBR due to decreased enrollment and eliminates the two tiers of reduced enrollment based on the percentage of students eligible for FRPL.

COMMITTEE ACTION

Education Committee

Joint Favorable

Yea 36 Nay 0 (03/22/2017)

TOP