



TOWN OF BROOKLYN
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BROOKLYN, CONNECTICUT 06234

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Board of Finance

Special Meeting Minutes (Revised 3/1/2023)

Wednesday, January 18, 2023

7:00pm via Zoom &

Clifford B. Green Memorial Center

Present: Sandy Brodeur, Aaron Soucy, Drew Dionne, Heather Allen, David Lee, Ken Dykstra and Melissa Bradley; Recording Secretary

Also Present: Lou Brodeur, Shelley Cates, and Austin Tanner

1. **Determination of a quorum and Call to Order:** S. Brodeur called the meeting to order at 7:00pm.
2. **Public comment:** None
3. **Action on minutes of November 16, 2022, meeting:** D. Dionne made a motion to approve the minutes of 11/16/2022 as presented. A. Soucy seconded the motion. Motion carried 6-0.
4. **Old Business**
 - a. **Status of Audit recommendation to bring WPCA in-house?** Bob Kiley resigned as chairman of WPCA and Sherri Soucy resigned as the secretary. S. Cates is working on bringing it in house.
 - b. **Monthly Capital report status?** S. Cates will generate this report and send it to the recording secretary four days prior to the regular meetings.
 - c. **Status of request for statements showing Recreation fund activity for donations/scholarships:** The reports are showing multiple years instead of just current fiscal year. S. Cates is working on straightening this out for the next meeting.
5. **Update of ARPA projects – Ken/Dave:** NECCOG was sent the applications to review. This will be discussed at the next ARPA meeting on January 26th.
6. **New Business**

- a. **Set meeting dates for this year's meetings:**
 - i. **Regular meeting dates:** D. Lee made a motion to set the 2023 regular meeting dates as: Feb. 15, Mar. 15, Apr.19, May 17, June 21, July 19, Aug. 16, Sep. 20, Oct. 18, Nov.15, and Dec. 20. D. Dionne seconded the motion. Motion carried 6-0.
 - ii. **Special meetings for budgets:** D. Dionne made a motion to set additional regular meeting dates for budget purposes for March 22, April 5, and May 2. A. Soucy seconded the motion. Motion carried 6-0.
- b. **Request copies for next meeting of prior year funding requests and backup documentation from various entities for review by the Board:** S. Cates can have these available for the next meeting.
- c. **Discussion about possibly asking for more information from the Fire Commissioners with this year's budget requests – e.g. number and qualifications of active/veteran/associate/ fire police members in both departments, inventory and estimated age of personal protection turnout gear, inventory and expiration date of SCBA equipment:** K.Dykstra made a motion to ask the fire commissioners to request from the Fire Chiefs more details added to reports. D. Lee seconded the motion. Motion carried 6-0.
- d. **Status of 21-22 audit:** This is still pending. S. Cates stated the auditor has everything they need from Town and we are just waiting for them to finalize. The extension is until the end of the month so they may need to extend again.
- e. **Review of 22-23 financials:** Discussion on 22-23 line item "miscellaneous income". S. Cates stated it consisted of opioid settlements, payments, insurance refund. There are stipulations on how the funds can be used, creating programs to help with the drug problems. At the end of the year, money from this fund will have to be allocated. Interest is high because the STIF account had a very large balance before it was transferred out. Z-Rex is extra money received from electric companies. MRSA is a State Grant, Municipal Revenue Sharing Account, and it varies. Further discussion is necessary on what happens to the interest on the ARPA funds. Funds budgeted to the different operations like United Services, Green Valley, paid Eastern CT and CT Coalition have been paid but others have not been paid. S. Cates is waiting on requests for these payments. The pension/retirement and health insurance lines appear over but will change each time this is expensed from the employees' pay. Overspent on Homeland Security wages for recording secretary due to encumbrance. S. Cates states it will clear itself up at the end of the year. S. Brodeur states there will be overspent because of the encumbrance. S. Cates states we will be entering into new 2 yr. contract with ROTC to lock in rates which are better at this point than variable.
- f. **Status of generator project – possible use of LOCIP funds to help finance:** K. Dykstra made a motion that authorizes the First Selectman go out for bids for

- f. Status of generator project – possible use of LOCIP funds to help finance:** K. Dykstra made a motion that authorizes the First Selectman go out for bids for generator for the entire building in anticipation of spending up to \$150,000.00 of LOCIP funds. D. Dionne seconded the motion. Motion carried 6-0.
 - g. Election of new chair and vice-chair. Volunteers for liaison positions for Board of Ed, Housing Authority, Fire Commissioners, Rec Department and Board of Selectmen:** It was voted that S. Brodeur be the Chairman of Finance and D. Lee be Vice-chair. It was voted that D. Lee stay on for Fire Commission, D. Dionne for Parks and Recreation, K. Dykstra for Board of Selectmen and Resource and Recovery, A. Soucy for Board of Education, S. Brodeur for Housing Authority, and H. Allen for Capital.
- 7. Selectmen's Report:** A. Tanner reported changing the drug testing company for the Town to Northeast Onsite Services. The sale of community center is moving forward, waiting on a resolution from the Housing Authority. Town is hiring part-time tax collector and secretary for First Selectman. Moving forward with the STEAP Grant of \$299,038.00 and repairs to Tacnic Road dam drainage. Optimistic we will receive the grant from the Community Investment Fund for repairs to the sidewalks.
- 8. Liaison Reports:** Board of Ed is talking about having a teen center and/or after School Program. Parks and Rec discussed updating the little league dugouts.
- 9. Public comment:** D. Lee discussed obtaining more details on how much total collected on behalf of the Brooklyn Fire District and how much was remitted to them.
- 10. Adjournment:** S. Brodeur made a motion to adjourn. D. Dionne seconded on the motion. Meeting was adjourned at 8:45 pm.

Respectfully submitted,

Melissa J. Bradley
Recording Secretary

Lisa Mileski,
Recording Secretary