

**Board of Finance
Regular Meeting Minutes
Wednesday, December 16, 2020
7:00pm via Cisco Webex Meetings**

Present: Jeff Otto, Drew Dionne, Sandy Brodeur, Ken Dykstra and Melissa Bradley; Recording Secretary
Absent: Heather Allen and Kim Conroy

Also Present: Rick Ives, Stephanie Levin and Austin Tanner

1. Determination of Quorum and Opening of Meeting: Jeff Otto called the meeting to order at 7:00pm.

2. Public Comment: None

3. Action on Minutes of 11/18/20 Meeting.

J. Otto suggests that in the title of item 4.a. the word “redesigning” be replaced by “redesignating.” S. Brodeur suggests on the 2nd Page, item C revaluation, should read “had it done” not got it done. S. Brodeur suggests on item F it should read “Come supervise it.” K. Dykstra suggests on item D, it should read “The building committee met this morning, and the construction is complete.” Drew Dionne made a motion to accept the minutes with the listed changes. Sandy Brodeur seconded the motion. Motion passed 4-0.

4. Old Business

a. Clarification by Atty. Ritter on redesignating unexpended bond funds - R. Ives: Two emails were sent to members and Jeff Otto states they clarify the questions. The board did not receive them. Jeff Otto will resend and give the board time to review.

b. Decision by Board of Selectmen on participation in NECCOG’s Human and Veteran’s Resources Program and any related further action by the Board of Finance: Board of Selectmen discussed at meeting and did not reach a decision. It will be on the next agenda and then brought to the Board of Finance.

c. Discussion by R. Ives and S. Levin on rationalization of Fire Facilities - Retirement Program Budget: Stephanie Levin explains the Town took this on and accepted some money that was put into a pension fund and into a savings account to take over the pension going forward. The money received originally would be held until the Town could completely put into their budget and take over that expense. We are at that point right now. There is \$100,000 sitting in this savings account. Discussion was held on how to use this money. Rick states we do not need to budget more than \$65,000 for the payment to the plan. There is exposure to beneficiaries on a ten-year basis. We can guess and budget it

or take that \$100,000 and use it as it was meant and draw down on it. Pretty soon, there won't be any eligible because the ten-year period will have passed. Rick Ives does not think the services from Hooker and Holcombe for the fire department is needed any longer. Jeff Otto states this is a matter for administration and suggests adding a policy into the policy book being developed.

d. Discussion, if warranted, on ZRec Budget related to Permission to Operate determination on PV electricity program at Brooklyn Elementary and Middle Schools: Stephanie Levin stated that Patty Buell sent an email stating there are a few delays for inspections due to Holiday's and COVID. It will get done.

e. Discussion of a different regular report aimed at a programmatic display of income and expenses within the Recreation Department: Rick Ives states a report was given with the activity account in addition to the budgeted items, and hope this satisfies questions. It will be send out in January.

f. Further discussion of creation of a secure portal for use in discussing taxpayer inquiries: Rick Ives states this is more complicated than expected and costly. Rick will investigate adding a Frequently Asked Questions on the tax and assessor page.

g. Further discussion of lap top computer encumbrances related to Elections - S. Levin: This was due to an invoice that had not been received from JKS. It has been received and paid.

h. Update on Status of Revaluation - R. Ives: The appeals need to be completed and then can give a real number. Should be done the second week of January.

i. Status of Audit: There are still a couple lingering items need to finish and will not be done for December 31st. Stephanie Levin states she is having a hard time getting the fixed asset report from Field Services. This will also be the last year Field Services will be doing this report. Stephanie is looking to bring this in house and feel we can handle it. The EFS piece on the school side is in progress but has to completed by December 31st per state statute. An extension has been submitted for January 31st and Stephanie feels the audit should be completed by then.

j. Update on scheduling of developing of 2021- 2022 Budget: Rick Ives states the process has been started. The Town departments are getting their numbers together for 12/31 and the boards/commissions will be a littler longer since they need meetings to do this, due by end of February of 2021. Revenues will be later as always.

k. Other Old Business: Sandy Brodeur would like an update on the audit being done on the phone bills. Stephanie Levin reports there are two phone numbers that have not been associated with any phone or system yet. They possibly could be a security system in a building, but this will take more time to research.

Sandy Brodeur inquires if the inland/wetlands and zoning revenues were straightened out? Stephanie Levin has a total dollar amount and needs the department to break those state fees out and has not received those quarterly reports from the department yet.

5. New Business

a. Review of Planning and Zoning status of a proposal to authorize construction of a 51-unit condominium project on Louise Berry Drive and associated suggestions that land adjacent to the Brooklyn School property be purchased to provide a buffer. - **R. Ives:** Rick Ives recalls discussions to purchase this piece of property as a preventative measure from it being developed. There was little to no support to do so. This developer is looking to build 51 separate units. The driveway can not come out into our parking lot so there is tiny area for their exit and no other choice. It will be a driveway handling 51 units. It is closer to going through but does not work for the school. Need another option with the land they own. Jeff Otto will bring up at the next Board of Education meeting.

b. Election of 2021 Officers of the Brooklyn Board of Finance: Drew Dionne nominated Jeff Otto as chairman for Board of Finance. No other nominations. Vote 4-0. Ken Dykstra nominated Drew Dionne as vice chairman for Board of Finance. No other nominations. Vote 4-0.

c. Discussion and action on 2021 meeting dates: The board will meet on the third Wednesday of the month at 7pm and include four additional dates. March 22, March 31, April 12, & April 26. If they are not needed, they can be cancelled. The budget hearing can be held on May 11 or 13 and the budget vote on June 1st. Sandy Brodeur made a motion to approve the above meeting dates for 2021. Ken Dykstra seconded the motion. Motion passed 4-0.

c. Other New Business

6. Selectman's Report: No report

7. Public Comment: None

8. Adjournment: Drew Dionne made a motion to adjourn the meeting. Sandy Brodeur seconded the motion. Meeting adjourned at 8:01pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary