



# TOWN OF BROOKLYN

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

OFFICE OF SELECTMEN  
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**Board of Finance  
Special Meeting Minutes  
Wednesday, May 5, 2021  
7:00pm via Sisco Webex Meeting**

RECEIVED  
TOWN CLERK'S OFFICE  
2021 MAY 13 PM 5:00  
RECORDED VOL. PAGE  
Melissa Brodeur  
TOWN CLERK BROOKLYN CT

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

**Also Present:** Rick Ives, Austin Tanner, Lou Brodeur, Stephanie Levin, Patricia Buell, Justin Phaiah, Melissa Perkins-Banas, and Scott Cartier

**1. Determination of Quorum and Opening of Meeting:** Jeff Otto called the meeting to order at 7:05pm.

**2. Public Comment:** None

**3. Action on Minutes of 4/21/21 Meeting:** Sandy Brodeur made a motion to accept the minutes of 4/21/21. Jeff Otto has a few changes: Under new business, discussion with Attorney Ritter: "At the end of year, all unspent money was returned to the General Fund, but should the Capital account keep \$20,000." Jeff believes it should read: At the end of year, all unspent money was returned to the General Fund, but **showed** the Capital account keeping **ing** \$20,000. Sandy Brodeur does not think this change reflects the discussion. Sandy stated we did not keep the money in the capital account because we did not have a separate bank account for it then so when we returned all unspent money my question was should the capital account keep \$20,000 if it was all returned? The board would like a clarification from the recording secretary.

Next paragraph, second sentence: " Matthew Ritter replied yes, the Board of Selectmen can transfer the funds authorization from the Board of Finance." The word "with" should be inserted between funds **(with)** authorization..

Sandy Brodeur withdraws her motion and makes a new motion to approve the minutes with the word "with" be inserted as shown above and receive clarification as directed above. Ken Dykstra seconded the motion. Jeff Otto states there are a few typos, for example under 5b the word own should read **Town**, and a couple others. 5i: mower and attachment cost is \$85,000 not \$845,000. Motion passed 6-0.

## 4. Old Business

### a. Stephanie Levin:

#### i. Discussion of establishing separate bank accounts and abandoning the current pooled cash policy:

Stephanie Levin asked for these items to be on the next regular meeting agenda, she is not prepared to discuss them tonight.

ii. **Discrepancies in two bank accounts:** Stephanie Levin asks for clarification; she is not sure what this references. Jeff Otto states two meetings ago the minutes read of a discrepancy in two bank accounts. Jeff will find this and send to Stephanie.

iii. **Review of Chart of Account discussions with the two fire departments:** see 4i.

## 5. New Business

a. **Discussion and possible adoption of revised General Government budget proposal for '21 - '22, including a revised Recreation Commission Budget, the original Board of Fire Commissioners budget, the Capital Budget as recommended by the Capital Committee and estimates of the prospective '20 - '21 year-end budget surplus:** Rick Ives shares we were notified by CASBO (Connecticut Association of School Business Officials) yesterday our Finance Director was selected as the rising star of school board officials in the entire State of Connecticut this year. Rick states this is a terrific honor which she deserves very much.

The federal money is still up in the air. We have not been told how much or the guidelines. They have only stated it can not be used to lower the budget in anyway. The school has received some instructions.

The General Government budget is up about \$750,000. Included in this total is a second Trooper for \$210,000; Capital \$141,294; Accelerated interest payments \$300,000; Financing for long term financing \$1.445 million; Added some salary numbers, still negotiating and did not want to go into the next year with zero seeing we had issues in the past doing this. It is a 1 ¾ mill increase. There was a 13.6% increase in the grand list. There is \$453,000 in reserves to use to balance the current budget that will not be needed.

Discussion held on individual budget changes.

Changes made to the Recreation budget need to be presented to the board. Kim Conroy will get this together for the board. The commission is meeting next Monday.

It does not look like we are going to pay for the Tech Park going forward. Rick is still waiting for the final draft of the contract.

Estimates were given for debt services. We received a really good rate for long term bonds. We would owe a whole lot more if we continue to roll into BANS. Jeff Otto is concerned we would be rolling some already mature projects into a bond with a life span of 20 years, but we can not afford another almost 1 million dollars. An additional \$300,000 would be paid on principal which would help with this issue.

Contingency is \$60,000 to include wages because negotiations have not finished yet and do not know what the change will be.

We will not need the \$453,000 in the reserve to balance the budget, and taxes are positive in current taxes and expected to reach \$400,000. \$293,000 is projected to be returned at the end of the fiscal year.

Capital slides will be sent to members and discussed at the next meeting.

Heather Allen questions how a roof replacement can be as high as \$380,000 when a metal building can be built for far less than that. The Selectmen investigated two separate buildings being built as well. Wood prices have skyrocketed and metal is not far behind.

**b. Discussion and possible adoption of the Board of Education proposal for '21 - '22, including an estimate of the prospective '20 - '21 year-end budget surplus:** Estimated return is \$100,000.

**c. Discussion of plans for the Uncommitted Reserve:** We currently are at 3.5% and it's recommended to be at 10-12% of your expenditures. Further discussion at the next meeting.

**d. Discussion of the prospective tax rate related to the actions taken above:** Discussion at the next meeting.

Ken Dykstra made a motion to hold a special meeting on Tuesday, May 11<sup>th</sup> at 7pm to discuss capital, recreation, and Board of Ed if available. Sandy Brodeur seconded the motion. Motion passed 6-0.

Sandy Brodeur made a motion to accept the general government budget for further review. Kim Conroy seconded the motion. Motion passed 6-0.

**e. Updating the "Adopted Budgets" display on the town's website:** Adopted budgets stopped at 2018 on the website, Jeff asks if they can be updated.

**6. Liaison Reports:** None

**7. Public Comment:** Scott Cartier asked if there are reports from our existing Trooper to support a second Trooper? Jeff states the First Selectman gets a monthly report from Troop D but it isn't very helpful. The grand list went up 13.3%.

Austin Tanner states we need to seriously consider the bonding and paying down principal.

Sandy Brodeur states Rick is looking into getting the board a report regarding the Trooper.

**8. Adjournment:** Drew Dionne made a motion to adjourn the meeting. Sandy Brodeur seconded the motion. Meeting adjourned at 9:16pm.

Respectfully Submitted;



Melissa J. Bradley

Recording Secretary