

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
Meeting Agenda
Wednesday, February 15, 2023
7:00 pm Via Zoom and Clifford B. Green Memorial Center

Join Zoom Meeting
<https://us06web.zoom.us/j/84143205034?pwd=Z3VoTTI0VnZ1YWpqNzBKRjd0LzVUQT09>

Meeting ID: 841 4320 5034
Passcode: 648208
One tap mobile
+13092053325,,84143205034# US
+13126266799,,84143205034# US (Chicago)

1. Determination of a quorum and Call to Order
2. Public comment
3. Action on minutes of January 18, 2023, meeting
4. Old Business
 - a. Status of bringing WPCA in-house?
 - b. Monthly Capital report status?
 - c. Discuss statements showing Recreation fund activity for donations/scholarships
 - d. Update of ARPA projects – Ken/Dave
 - e. Other Old Business
5. New Business
 - a. Review prior year funding requests and backup documentation from various entities for review by the Board
 - b. Status of 21-22 audit
 - c. Review of 22-23 financials
 - d. Status of generator project – when is the town meeting going to be scheduled for the LOCIP request?
 - e. Discuss and vote on two items that the Selectmen are requesting to use funds from our contingency account
 - Pay the remaining balance of \$6,000 for the salary study (copy of contract is attached)
 - Pay \$4,750 to a professional grant writing company to request a Safer Grant to fund some paid, full-time fire fighters for up to 3 years
 - f. Appoint members for the Capital Committee

RECEIVED
TOWN CLERK'S OFFICE
2023 FEB 13 PM 2: 22
RECORDED VOL. PAGE
Katherine Bieder
TOWN CLERK BROOKLYN, CT

- g. Set tentative dates for reviewing budget requests
 - h. Other new business
6. Selectmen's Report
 7. Liaison Reports
 8. Public comment
 9. Adjournment

Sandy Brodeur
Chairperson

EASTERN CONNECTICUT CONSERVATION DISTRICT, INC.

238 West Town Street
Norwich, CT 06360-2111
860-319-8806



www.ConserveCT.org/eastern

139 Wolf Den Road
Brooklyn, CT 06234
860-774-9600

BOARD of DIRECTORS

December 13, 2021

OFFICERS

Sherwood Raymond
Chair
Norwich

Bill Jorsz
Vice Chair
Sprague

Paul Shaffer
Treasurer
Norwich

Leonora Szruba
Secretary
Lisbon

DIRECTORS

Gwen Haaland
Ashford

Charlie Hobbs
Ledyard

Cindy Wright-Jones
Pomfret Center

Susan Manning
Griswold

Jimmy Moran
North Stonington

Cathy Osten
Sprague

Matt Peckham
Woodstock

ALTERNATES

Michelle Maitland
Niantic

Lydia Pan
Mystic

Warren Swanson
Waterford

Austin Tanner, First Selectman
Town of Brooklyn
P.O. Box 356
Brooklyn, CT 06234

Dear Mr. Tanner:

On behalf of the Eastern Connecticut Conservation District, Inc., I am writing to request Brooklyn's annual support in the amount of \$1,000.00 in your FY 23 budget. Attached are a copy of our 2020-21 Annual Report and current year operating budget.

As highlighted in our Annual Report, ECCD responded to inquiries from municipalities and residents within our 36-town District. These services are not covered by contracted services. In order to continue many of our technical assistance and educational outreach programs, we are required to seek additional sources of funding.

Support from Brooklyn would serve to enhance the number of people we can provide continuing natural resource conservation services throughout eastern Connecticut. Awareness and action continue to grow, as more and more people strive to practice sound conservation measures for their towns and properties.

We encourage you to read through our Annual Report and visit our website at www.ConserveCT.org/eastern to learn more about our non-profit organization.

If you have any questions or require any additional documentation, please contact our Office Manager, Francine Brodeur, at 860-319-8806 or at francine.eccd@comcast.net. Thank you for your consideration of our request.

Sincerely,

Dan Mullins
Executive Director

Enc.: 1 packet

DKH DAY KIMBALL HEALTHCARE AT HOME

A community partner of YaleNewHavenHealth

Day Kimball HomeCare

Day Kimball HomeMakers

**Hospice & Palliative Care
of Northeastern Connecticut**

January 25, 2022

Town of Brooklyn
Office of the Selectman
P.O. Box 356
Brooklyn, CT 06234

Funding Proposal for the Town of Brooklyn

Day Kimball Homecare is requesting continued funding of \$2000.00 for fiscal year 2022-2023.

Day Kimball Homecare, a non-profit community based program, provides skilled nursing, therapy, hospice, and palliative care services to the residents of Brooklyn. As the Covid-19 pandemic continues, our skilled professionals demonstrate how valuable healthcare services in a patient's own home truly are, where residents are safest. Our team of healthcare providers uses infection prevention measures recommended by the Centers for Disease Control and The Connecticut Department of Public Health to ensure patients and staff are protected against this virus, and more. Although the pandemic has taxed the resources of Day Kimball Homecare, we have persevered for the sake of our community, never halting the services we provide. Additionally, Day Kimball Homecare has undertaken efforts to vaccinate our region's most vulnerable homebound patients, including 30 homebound residents and their caregivers in the town of Brooklyn.

Day Kimball Homecare provides in-home care 24 hours per day, 365 days per year to all patients eligible for skilled in-home care, regardless of insurance. Your ongoing support will allow us to continue to provide the level of care necessary to meet the growing needs of your community members, including those who may lack insurance coverage for any or all of our services. Under our skilled In-Home Care programs, we offer the following services to your residents:

Home Health Care

- Skilled nursing
- Physical Therapy
- Occupational Therapy
- Speech Therapy
- Medical Social Workers
- Home Health Aide

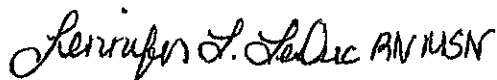
- Medication Management
- Home Safety Assessments
- Falls Prevention Program
- Safe Care Transitions between Health Care Providers and Settings
- Wound Care
- Intravenous therapy
- Family Training for Caregivers of Alzheimer's/Dementia Patients

Hospice

- Interdisciplinary care provided by a team of nurses, therapists, home health aides, Medical Director, and chaplaincy
- Bereavement support for families for up to 12 months following the loss of a loved one
- Palliative Care and Symptom Management for individuals experiencing life-limiting illness when prognosis is not terminal
- Integrative therapies including massage and reflexology
- Bereavement and Support groups for patients and grieving family members
- Community Events and Memorials including Celebration of Life, Tree of Life, Annual Memorial Garden

In addition to skilled home visits, we offer a number of free community events and educational programs throughout the year, including Alzheimer's and Dementia Training for Caregivers, Falls Risk Screening and Education, and monthly Senior Dances from April through October (pending resolution of the pandemic). Also, our Community Liaison and other members of our In-Home team are available to provide individualized education programs at Senior Housing communities, community centers, and senior centers in your town. Your contribution to Day Kimball Homecare will help these programs to continue.

Sincerely,



Jennifer L. LeDuc, RN, MSN
Director of Quality & Operations
Day Kimball Homecare
Hospice and Palliative Care of Northeastern Connecticut
Day Kimball Homemakers
32 South Main Street, Putnam, CT 06260

860-928-0422, Ext 7309

jleduc@daykimball.org



NORTHEAST DISTRICT DEPARTMENT OF HEALTH

69 SOUTH MAIN STREET, UNIT 4, BROOKLYN, CT 06234
860-774-7350/FAX 860-774-1308 WWW.NDDH.ORG

January 18, 2022

Town of Brooklyn
Mr. Austin Tanner, First Selectman
4 Wolf Den Road
P.O. Box 356
Brooklyn, CT 06234

Dear Mr. Tanner:

At the January 13, 2022 board meeting, the Northeast District Department of Health, Board of Directors discussed the town per capita assessment for the Fiscal Year 2023. The estimated per capita rate may increase up to \$0.50 from \$7.00 to \$7.50 per individual.

The official July 1, 2020 Population Estimates provided by the State of Connecticut, Department of Public Health (*attached*) shows the population for the Town of Brooklyn to have increased from 8,272 to 8,451 persons.

Therefore, based on the population estimates, and with a proposed per capita of \$7.50 the anticipated contribution from Brooklyn to the Northeast District Department of Health for the Fiscal Year 2023 will be \$63,382.50.

In accordance with the NDDH Bylaws, your per capita payments are due to NDDH in two equal installments: August 15, 2022 and December 15, 2022. If you have any questions, please contact your NDDH board representative or Susan Starkey at 860-774-7350, ext. 119.

Thank you.

Sincerely,

Melissa J. Nichols
Financial Manager

Enclosures





January 12, 2022

Austin Tanner, First Selectman
Town of Brooklyn
4 Wolf Den Road
Brooklyn, CT 06234

Dear Mr. Tanner:

This letter is concerning our request for funding for the fiscal year 2022-2023 budget from the Town of Brooklyn in the amount of \$29,500. Enclosed please find an outline of our request, our current budget, and our services to the seniors in your town who are over 50 years of age and their families.

As you are aware, this has been another incredibly challenging year for everyone. We did however continue to remain open to provide services to area seniors in the ten-town area. Our creativity was challenged by the variety of needs of the seniors. We have assisted with food insecurity issues, housing, benefit applications and programs addressing social isolation. Sadly, we have also seen an increase in cases involving elder abuse and neglect as well. We have been able to provide advocacy and support to individuals and families as they attempt to navigate through the myriad of social service programs available to them. New this year is also a food box program with the CT Food Bank.

The Senior Center has followed all recommended safety guidelines from the CDC and the State of CT Association of Senior Centers. We have reopened our café and grab & go meal programs and some group education and recreation activities. We have also partnered with the Northeast District Department of Health as a Covid-19 vaccination site for the Northeast area for the past two years. Thousands of citizens, including those from Brooklyn, of all ages, have come through our doors to receive their vaccinations and boosters.

We appreciate your support of our regional senior center in the past and hope that we can continue to count on you in this coming fiscal year.

Sincerely,

Linda R. Lamoureux, Director

JANUARY 12, 2022

TO: TOWN OF BROOKLYN

FROM: QUINEBAUG VALLEY SENIOR CITIZENS CENTER
LINDA LAMOUREUX, DIRECTOR / HARRY ADAMS, CHAIRMAN OF BOARD OF DIRECTORS

RE: BUDGET REQUEST FOR FUNDING FOR FISCAL YEAR 2022-2023

We respectfully request that the amount of \$29,500 be included for QVSCC in your 2022-2023 budget.

The Senior Center is ready to meet the ever-changing needs of local seniors from your town. Despite the continuing challenges brought on by the pandemic we have experienced a greater demand this past year for our services. Benefits assistance, including applying for Medicare, Medicaid and other financial assistance programs continue. Many seniors experiencing food insecurity receive our help. Veteran's assistance, telephone reassurance and many other programs continue. The Farmer's Market Coupon program is also administered here. At present, we continue to work with the Northeast District Department of Health and have opened our facility for covid-19 vaccine distribution for all area citizens.

With careful planning and fiscal responsibility, we strive to operate within our annual budget. The financial support we receive from the Towns enables us to maintain a high level of services for which the center has been named a Community Focal Point by Senior Resources Area Agency on Aging. This designation is in recognition of our services that provide critical information and support to area older adults. As part of our mission to meet the needs of seniors, our center's services are provided at the main site, in the community and we refer to other agencies when needed. These include, but are not limited to, health and wellness programs, social and community action opportunities, transportation services, volunteer opportunities, educational opportunities, meal programs and financial and benefits assistance. The Senior Center needs to remain a viable resource with knowledgeable staff for seniors to turn to when they need assistance. Trying to coordinate with the various caregivers, agencies and governmental or private programs is a daunting task for seniors and their families.

Our staff include, (1 paid and 2 volunteer), who are certified Choices counselors who help individuals navigate through the maze of insurance and government programs including completing forms on a year-round basis. We are hands-on advocates when the Legislature acts to reduce or change programs that affect senior's income or quality of life. We also provide education in the form of written materials, emails and in the media including on WINY radio.

The busiest time is October, November, and December during Open Enrollment when seniors have a federally limited window to declare about their prescription drug coverage and/or how to pay Medicare co-pays and deductibles. CT state staffing reductions and changes leave many seniors unable to navigate the online enrollment or multi-hour wait times for telephone assistance. Weekdays during these months are spent by our three CHOICES counselors researching, explaining and/or enrolling people from 8:30 a.m. until 4:00 p.m. The average time needed for each client is one hour. Even with the pandemic every effort is made to help even if the person needs a telephone appointment. No one is ever turned away.

Our 2021/22 expenses are budgeted to be \$99,477.00. See attached budget. Town contributions total \$61,050 with the remainder of our annual funding derived from fundraising, dues, interest, and donations. As a result of the pandemic, we were not able to meet our fundraising goals for this year. We anticipate applying for grants and other sources of funding however those are not guaranteed.

WE ARE FORTUNATE TO HAVE A DEDICATED CORPS OF VOLUNTEERS WHO SERVE AS BENEFITS COUNSELORS, RECEPTIONISTS, PERFORM OTHER MISCELLANEOUS CLERICAL TASKS AND/OR CALLED UPON TO BE OUR HANDYMAN.

REMEMBER OUR RESOURCES AND SERVICES ARE OPEN TO ALL SENIORS IN *BROOKLYN AGE 50 YEARS AND UP.*

SEE ATTACHED PAGE FOR DETAILS OF SERVICES PROVIDED

SERVICES AND PROGRAMS PROVIDED THROUGH QVSCC

- 1.) Volunteer benefits counselors who link Seniors up with programs and help available in our area through various local, state, and federal programs including but not limited to energy assistance, Medicare, Medicaid, Social Security, food stamps, housing, farmers market coupons and other programs.
- 2.) A retired elder-law attorney available for advice and counseling.
- 3.) Space at no cost for use by other social service agencies as needed. For example, the monthly Caregiver's Support Group Meetings, Senior Resources, Blood Pressure Clinics, Massage Therapy, The Arc, Red Cross Blood Drives, The Northeast District Department of Health to name a few.
- 4.) 3 CHOICES volunteers, trained through Senior Resources Agency on Aging, who, free of charge, provide information about Medicare A, B, C & D, supplemental insurance, Medicare Savings Programs, Long Term Care Insurance, Medicaid etc. We are not affiliated with any private insurance companies.
- 5.) AARP Safe Driver Course is an important safety and money saving program for area seniors and the Center provides scheduling and space for monthly Safe Driver Course sessions.
- 6.) Informational lectures, workshops and clinics on subjects of concern and interest to seniors dealing with veteran's matters, health, nutrition, legal and financial matters and other educational programs are planned, arranged for and held at the Center throughout the year. Please see attached.
- 7.) We provide space for the TVCCA Federal Cafe Meals program and the Meals on Wheels program. For a \$3.50 donation to TVCCA seniors receive a nutritious and balanced meal. We provide space for equipment and processing by TVCCA at the Center at our expense.
- 8.) A special, catered dinner with entertainment is enjoyed once a month with approximately 100 in attendance each time.
- 9.) A monthly Newsletter prepared and edited by the staff of the Center, is mailed directly to our members. It contains our calendar of events, menu for the month and informative articles and bulletins alerting Seniors about items of local interest as well as, important, often money saving local, state, and federal governmental and private programs and how they can be accessed here. (While it is not a requirement for participation or services, all seniors are encouraged to become a member for \$10 per year which entitles them to receive the newsletter in the mail.)
- 10.) Weekly seniors gather to socialize and play cards, games, and other activities.
- 11.) Activity Groups: Knitting & Crocheting, an art group, quilting group, crafts and other creative programs are available.
- 12.) Exercise classes with a certified fitness instructor and personal trainer 2 days a week. Tai Chi classes are also offered upon request.
- 13.) Quarterly "free" gatherings to celebrate each "season" – Turkey Soup Luncheon, Hot Dog Picnic, Ice Cream Social, Apple Crisp Event, Picnics with Brooklyn Recreation and Killingly Recreation.
- 14.) Pertinent informational platforms – healthcare, insurance, legal assistance, nutrition, health topics, etc.
- 15.) Outreach to community seniors through the WINY Radio Station and Senior Expos.
- 16.) The Center serves as a daytime shelter, warming and cooling center for the Town of Brooklyn and surrounding areas.
- 17.) Socialization and Volunteer programs and opportunities.
- 18.) Food Box Program – Through a partnership with the CT Food Bank, income eligible seniors may sign up to receive a thirty pound box of nonperishable food and a two pound block of cheese each month.

We thank you in advance for your consideration of our request.

QVSCC BUDGET 2021-2022 Approved Budget (June 17, 2021)

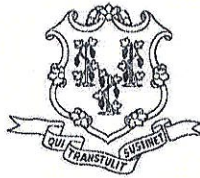
INCOME

Town Contributions:	\$61,050.00
Brooklyn..\$29,500.	
Killingly \$29,500.	
Putnam \$1,000.	
Sterling \$1,000.	
Thompson \$50.	
Membership Dues	6,000.00
Fund Raising	13,500.00
Cash Donations/Special Donations	14,000.00
Interest – Charter Oak & Jewett City	300.00
Transfer from Savings	4,627.00

Total Income \$99,477.00

EXPENSES

*Personnel	49,500.00
*Payroll \$39,000.00	
Director \$16,120.00	
Administrative Asst. /Benefits Counselor \$16,120.00	
Maintenance \$6,760.00	
*Payroll Taxes \$10,000.00	
*Insurance – Workers comp. \$500.00	
*Contracted Services	8,777.00
Copy Machine \$900.00	
Audit \$1100.00	
Janitorial \$3500.00	
Fire Control Services \$190.00	
P-3 Computer Processing \$1,550.00	
Demers Bookkeeping \$1,037.00	
Quickbooks Annual Update \$500.00	
*Occupancy	\$28,700.00
Telephone (includes internet) \$2500.00	
Electricity \$10,400.00	
Main Rm. \$10,000.00	
Lillianne Rms. \$400.00	
Gas \$12,000.00	
Insurance Property Liability \$2,300.00	
Repair & Maintenance \$1500.00	
*Advertising	3,000.00
*Postage (office only)	500.00
*Newsletter postage	1,500.00
*Misc. BOD Insurance	1,200.00
*Programming	2,000.00
*Supplies	4,000.00
Office – \$1,000.00, Janitor \$3,000.00	
*Licenses & Permits	300.00
CT Sect. Of the State, Postal Permit	
Total Expense	\$99,477.00



STATE OF CONNECTICUT
COURT OF PROBATE

NORTHEAST DISTRICT 26

508 Pomfret Street
P.O. Box 471
Putnam, CT 06260

Leah Schad, Judge

Phone: 860-928-4844
Fax: 860-928-4766

January 19, 2022

Honorable Austin Tanner
4 Wolf Den Road
P.O. Box 356
Brooklyn, CT 06234

RE: Northeast Regional Probate Court Budget 2022-2023

Dear First Selectman Tanner: *Austin*

The Northeast Regional Probate Court Agreement signed by the seven participating towns requires that the court submit a proposed budget to each chief elected official for review. After your review, please submit the budget to your town authority for approval.

Enclosed please find the budget as proposed for the Northeast Regional Probate Court for the next fiscal year. The proposed contribution and updated population number for your town is listed on the addendum to the budget.

Thank you for your cooperation with this matter. Please do not hesitate to call me if you have any questions or require any further information.

Sincerely,



Leah Schad

Enclosure

NORTHEAST PROBATE COURT BUDGET

July 1, 2022-June 30, 2023

Laser Fiche (licensing and costs)	2500
Telephone	3700
Postage (postage and box rental)	3500
Copier Rental	1200
Equipment/Furniture/Maintenance	3800
Office Supplies	4000
Rent	31,000
<hr/>	
Total	49,700.00

Contributions based on district population of 45,188 at a cost of \$1.099 per capita.

Ashford (4185 pop.)	\$4602.00
Brooklyn (8451)	9295.00
Eastford (1650)	1815.00
Pomfret (4270)	4698.00
Putnam (9219)	10,140.00
Thompson (9185)	10,100.00
Woodstock (8228)	9050.00



United Services, Inc.

Creating healthy communities

January 11, 2022

Mr. Austin Tanner
Town of Brooklyn
PO Box 356
Brooklyn, CT 06234

Dear Mr. Tanner:

On behalf of the Board of Directors of United Services, Inc., we respectfully request the Town of Brooklyn to contribute its share for services that will be provided by our agency to your community in the coming fiscal year. Enclosed is a summary of actual services utilized by Brooklyn residents this past year, as well as our Annual Report which highlights services that were provided to local communities during Fiscal Year 2021.

Unlike most other non-profit Local Mental Health Authorities and Community Behavioral Health Centers in the state, United Services receives no private United Way funding to supplement the very limited state funding provided to the northeast area. For this reason, United Services requests the support of the towns we serve to ensure we can be there for residents when they need us most.

The stresses of the COVID-19 pandemic continue to impact our region dramatically. In the last two years, the number of clients seen by our Crisis Response Services team has **increased by 122%**, while services have increased by **534%**. Other programs, including our Adult Outpatient Services, Child Guidance Clinic, Medication Assisted Treatment and more are experiencing between a **20% and 40% increase** in clients served over last year.

We adjusted our request formulas this year with the new 2020 Census Data. As you may know, our region experienced a population decrease. Due to this and the significant increases in clients and services our agency is experiencing, we have decided to increase our per capita allocation request for the first time in 25 years. Our modest increase is only 2 cents per capita (up to \$0.72 from \$0.70) and due to the population decrease, nearly half of our towns will still see a decrease in this year's request over previous years.

Just \$0.72 per resident, per year, will help provide the support we need to continue to respond to the needs of the individuals and families in our community. As we continue to be here every day for our region when they need us most, we hope that the Town of Brooklyn will make continued support for United Services a priority. **Our request, based on the town's population of 8,450, is \$6,084.**

www.UnitedServicesCT.org

1007 North Main Street, Dayville, CT 06241-2170
140 North Frontage Road, Mansfield Center, CT 06250
303 Putnam Road, P.O. Box 378, Wauregan, CT 06387-0378

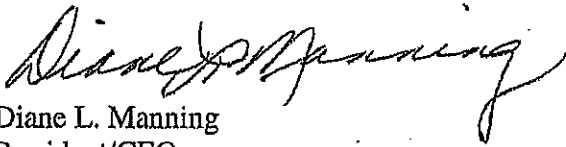
Telephone: 860.774.2020 • Fax: 860.774.0928
Telephone: 860.456.2261 • Fax: 860.450.1367
Telephone: 860.564.6100 • Fax: 860.564.6110

Town Funding from communities such as Brooklyn is used to match state funding for programs such as child abuse and trauma treatment, victim supports, youth violence prevention and the Domestic Violence Program, as well as support crisis services and provide information about behavioral health for local citizens. Town funds go directly to programs and are not used to pay for any administrative costs. We hope that with continued support from Brooklyn we can continue to meet the needs of children, adults and families who request our services in the coming year.

If you would like to learn more about our services, or if we can help you meet a special need in Brooklyn, please feel free to contact me at 860-774-2020. We would also be pleased to send a representative to your Board of Finance or Selectmen's meeting.

United Services has provided behavioral health and social services for more than 55 years in northeastern Connecticut. We value our alliance with Brooklyn and look forward to continuing our relationship during this year and realizing our shared goal of "Creating Healthy Communities."

Sincerely,

A handwritten signature in cursive script, appearing to read "Diane L. Manning".

Diane L. Manning
President/CEO



United Services, Inc.

Creating healthy communities

TOWN OF BROOKLYN SERVICES PROVIDED TO TOWN RESIDENTS

July 1, 2020 to June 30, 2021

PARTIAL LISTING OF SERVICES	RESIDENT CONTACTS	NUMBER OF VISITS/ CONTACTS	PERCENT INCREASE OVER LAST YR
<i>Adult Outpatient Services & Addiction Recovery Services</i> – outpatient treatment for adults, including special services for individuals with serious mental illness. Treatment and counseling for persons addicted to alcohol or drugs, gambling and other problem behaviors. Medication Assisted Treatment for Opioid or Alcohol Dependence.	108	1,501	16%
<i>Crisis Response Services</i> – Emergency response and crisis intervention for mental health and substance abuse problems for all ages. Includes mobile response to home, school, etc.	23	63	21%
<i>Child Guidance Clinic</i> – family-centered treatment for children and their families, including evidence-based interventions for trauma.	36	303	44%
<i>Behavioral Health Home</i> – Care coordination, wellness services, transitional care and community referrals are among the services in this innovative program designed to reduce health care costs for individuals with chronic conditions.	32	855	--
<i>Psychiatric Services</i> – medical services for adults, adolescents and children, visits including specialized medication evaluations and monitoring, consultation and therapy.	116	939	10%
<i>Juvenile Review Board</i> – Designed to divert youth from involvement in the juvenile justice system, this committee made up of community representatives addresses cases that would otherwise go to the Juvenile Court.	7	7	250%
<i>Parenting Support Services</i> – in-home support, education and case management to build positive parenting skills and improve the home environment for children.	11	244	--

www.UnitedServicesCT.org

1007 North Main Street, Dayville, CT 06241-2170
140 North Frontage Road, Mansfield Center, CT 06250
303 Putnam Road, P.O. Box 378, Wauregan, CT 06387-0378

Telephone: 860.774.2020 • Fax: 860.774.0826
Telephone: 860.456.2261 • Fax: 860.450.1357
Telephone: 860.564.6100 • Fax: 860.564.6110

<i>Work Services</i> – Job readiness, job search and coaching for adults reentering the workforce after mental health treatment.	8	65	14%
<i>Recovery Pathways</i> - services and support for optimal functioning in the community for individuals with serious mental illnesses, the elderly, parents of minor children, and the homeless.	54	2,749	--
TOTAL SERVICES PROVIDED IN ALL PROGRAMS	405	7,243	15%

-- = totals increased only minimally in some areas, in others we further separated the data sets this year compared to last year and so could not make a comparison.

Town of Brooklyn

Trial Balance - On Demand Report

Fiscal Year: 2022-2023

Line Description

From Date: 7/1/2022

To Date: 1/31/2023

Print accounts with zero balance

Town General Fund - 1005

LIABILITY

1005.00.0000.20314 / Due to East Brooklyn Fire District

\$0.00

\$74,003.54

(\$74,003.54)

\$0.00

Transaction Detail	Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Group ID	Memo	Vendor	Amount	Journal
	07/05/2022	27	0	4724							\$114.28	DP
	07/05/2022	87	0	0	B2 T50 7/05/22		1022		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$114.28	AP
	07/06/2022	21	0	4718							-\$42.25	DP
	07/06/2022	22	0	4719					Due to East Brooklyn Fire District		-\$399.09	DP
	07/06/2022	31	0	4728					Due to East Brooklyn Fire District		-\$206.50	DP
	07/07/2022	23	0	4720					Due to East Brooklyn Fire District		-\$478.28	DP
	07/11/2022	24	0	4721					Due to East Brooklyn Fire District		-\$466.61	DP
	07/11/2022	35	0	4733					Due to East Brooklyn Fire District		-\$268.45	DP
	07/11/2022	36	0	4735					Due to East Brooklyn Fire District		-\$338.28	DP
	07/12/2022	25	0	4722					Due to East Brooklyn Fire District		-\$327.43	DP
	07/12/2022	37	0	4738					Due to East Brooklyn Fire District		-\$166.25	DP
	07/12/2022	88	0	0	B2 T4 7/12/22		1023		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$478.28	AP
	07/12/2022	89	0	0	B3 T4 7/12/22		1024		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$466.61	AP
	07/12/2022	90	0	0	B1 T4 7/12/22		1025		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$42.25	AP
	07/12/2022	91	0	0	B6 T50 7/12/22		1026		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$206.50	AP
	07/12/2022	92	0	0	B10 T50 7/12/22		1027		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$268.45	AP
	07/12/2022	93	0	0	B11 T50 7/12/22		1028		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$338.28	AP
	07/12/2022	94	0	0	B12 T50 7/12/22		1029		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$166.25	AP
	07/12/2022	95	0	0	B1 T80 7/12/22		1030		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$399.09	AP
	07/12/2022	96	0	0	B2 T80 7/12/22		1031		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$327.43	AP
	07/12/2022	97	0	0	B3 T80 7/13/22		1032		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$5,394.16	AP
	07/13/2022	58	0	4751							-\$5,394.16	DP
	07/14/2022	53	0	4746							-\$132.83	DP
	07/14/2022	60	0	4753							-\$509.08	DP
	07/14/2022	98	0	0							\$509.08	AP
	07/15/2022	99	0	0							\$132.83	AP
	07/15/2022	61	0	4754	B4 T80 7/14/22		1033		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	-\$4,079.66	DP
	07/18/2022	54	0	4747	B14 T50 7/14/22		1034		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	-\$336.53	DP
	07/18/2022	150	0	0	B15 T50 07/18/2022		1045		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$4,079.66	AP
	07/18/2022	151	0	0	B5 T80 07/18/2022		1046		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	-\$4,079.66	AP
	07/18/2022	152	0	0	B5 T80 07/18/2022		1046		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$4,079.66	AP
	07/18/2022	153	0	0	B5 T80 07/18/2022		1046		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	-\$627.21	AP
	07/19/2022	117	0	4788							-\$1,076.26	DP
	07/19/2022	121	0	4792							-\$242.73	DP
	07/19/2022	125	0	4796							\$363.13	AP
	07/19/2022	193	0	0	B4 T4 07/19/2022		1058		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$627.21	AP
	07/19/2022	194	0	0	B6 T80 07/19/2022		1059		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	-\$1,076.26	AP
	07/19/2022	195	0	0	B19 T50 07/19/2022		1060		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	\$242.73	AP
	07/20/2022	118	0	4789							-\$363.13	DP
	07/20/2022	122	0	4793							-\$382.38	DP
	07/20/2022	196	0	0	B5 T4 07/20/2022		1061		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	-\$220.50	DP
	07/20/2022	197	0	0	B7 T80 07/20/2022		1062		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	-\$572.39	DP
	07/21/2022	119	0	4790							-\$1,081.80	DP
	07/22/2022	124	0	4795							-\$572.39	DP
	07/25/2022	147	0	4820							\$1,081.80	AP
	07/25/2022	198	0	0	B9 T80 07/25/2022		1063		Due to East Brooklyn Fire District	East Brooklyn Fire Compan	-\$1,081.80	AP

Printed: 02/10/2023

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Report: rptNewOnDemandTrialBalance

2022.3.15

Page:

Town of Brooklyn

Trial Balance - On Demand Report

Town General Fund - 1005

Fiscal Year: 2022-2023

Line Description

From Date: 7/1/2022

To Date: 1/31/2023

Print accounts with zero balance

Opening Balance

Debits

Credits

Ending Balance

LIABILITY

1005.00.0000.20314

Transaction Detail	Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Group ID	Memo	Vendor	Amount	Journal
	07/25/2022	199		0	B22 T50 07/25/2022		1064		B22 T50 07/25/2022	East Brooklyn Fire Compan	\$572.39	AP
	07/26/2022	142		0					Due to East Brooklyn Fire Distric		-\$1,122.81	DP
	07/26/2022	143		0					Due to East Brooklyn Fire Distric		-\$220.68	DP
	07/26/2022	144		0					Due to East Brooklyn Fire Distric		-\$535.80	DP
	07/26/2022	154		0	B8 T4 07/26/2022		1047		B8 T4 07/26/2022	East Brooklyn Fire Compan	\$1,122.81	AP
	07/26/2022	155		0	B26 T50 07/26/2022		1048		B26 T50 07/26/2022	East Brooklyn Fire Compan	\$220.68	AP
	07/26/2022	156		0	B10 T80 07/26/2022		1049		B10 T80 07/26/2022	East Brooklyn Fire Compan	\$335.80	AP
	07/27/2022	148		0					Due to East Brooklyn Fire Distric		-\$194.78	DP
	07/27/2022	157		0	B11 T80 07/27/2022		1050		B11 T80 07/27/2022	East Brooklyn Fire Compan	\$194.78	AP
	07/27/2022	200		0	B2 T90 07/27/2022		1065		B2 T90 07/27/2022	East Brooklyn Fire Compan	\$17,217.75	AP
	07/28/2022	169		0					Due to East Brooklyn Fire Distric		-\$549.16	DP
	07/28/2022	170		0					Due to East Brooklyn Fire Distric		-\$263.03	DP
	07/28/2022	171		0					Due to East Brooklyn Fire Distric		-\$17,217.75	DP
	07/28/2022	201		0	B10 T4 07/28/2022		1066		B10 T4 07/28/2022	East Brooklyn Fire Compan	\$3,549.16	AP
	07/28/2022	202		0	B12 T80 07/28/2022		1067		B12 T80 07/28/2022	East Brooklyn Fire Compan	\$263.03	AP
	07/29/2022	204		0					Due to East Brooklyn Fire Distric		-\$1,721.83	DP
	07/29/2022	205		0					Due to East Brooklyn Fire Distric		-\$3,621.30	DP
	08/01/2022	207		0					Due to East Brooklyn Fire Distric		-\$1,507.12	DP
	08/01/2022	208		0					Due to East Brooklyn Fire Distric		-\$197.40	DP
	08/01/2022	209		0					Due to East Brooklyn Fire Distric		-\$217.18	DP
	08/01/2022	210		0					Due to East Brooklyn Fire Distric		-\$675.33	DP
	08/02/2022	213		0					Due to East Brooklyn Fire Distric		-\$441.36	DP
	08/02/2022	214		0					Due to East Brooklyn Fire Distric		-\$211.75	DP
	08/03/2022	212		0					Due to East Brooklyn Fire Distric		-\$12,506.49	DP
	08/03/2022	228		0					Due to East Brooklyn Fire Distric		-\$262.50	DP
	08/03/2022	229		0	B30 T50 08/03/2022		1069		B30 T50 08/03/2022	East Brooklyn Fire Compan	\$197.40	AP
	08/03/2022	230		0	B33 T50 08/03/2022		1070		B33 T50 08/03/2022	East Brooklyn Fire Compan	\$211.75	AP
	08/03/2022	231		0	B12 T4 08/03/2022		1071		B12 T4 08/03/2022	East Brooklyn Fire Compan	\$217.18	AP
	08/03/2022	232		0	B32 T50 08/03/2022		1072		B32 T50 08/03/2022	East Brooklyn Fire Compan	\$441.36	AP
	08/03/2022	233		0	B29 T50 08/03/2022		1073		B29 T50 08/03/2022	East Brooklyn Fire Compan	\$675.33	AP
	08/03/2022	234		0	B11 T4 08/03/2022		1074		B11 T4 08/03/2022	East Brooklyn Fire Compan	\$1,507.12	AP
	08/03/2022	235		0	B13 T80 08/03/2022		1075		B13 T80 08/03/2022	East Brooklyn Fire Compan	\$1,721.83	AP
	08/03/2022	236		0	B14 T80 08/03/2022		1076		B14 T80 08/03/2022	East Brooklyn Fire Compan	\$3,621.30	AP
	08/03/2022	1016		0					Due to East Brooklyn Fire Distric		\$12,506.49	AP
	08/05/2022	258		0					Due to East Brooklyn Fire Distric		\$686.53	GL
	08/12/2022	431		0					Due to East Brooklyn Fire Distric		-\$1,268.52	DP
	08/16/2022	404		0					Due to East Brooklyn Fire Distric		-\$286.83	DP
	08/22/2022	408		0					Due to East Brooklyn Fire Distric		-\$180.97	DP
	08/29/2022	427		0					Due to East Brooklyn Fire Distric		-\$197.38	DP
	08/29/2022	428		0	B18 T4 08/29/2022		1119		B18 T4 08/29/2022	East Brooklyn Fire Compan	\$941.64	AP
	08/29/2022	429		0	B46 T50 08/29/2022		1120		B46 T50 08/29/2022	East Brooklyn Fire Compan	\$180.97	AP
	08/31/2022	398		0	B50 T50 08/29/2022		1121		B50 T50 08/29/2022	East Brooklyn Fire Compan	\$197.38	AP
	09/01/2022	480		0					Due to East Brooklyn Fire Distric		-\$941.64	DP
	09/02/2022	472		0					Due to East Brooklyn Fire Distric		-\$885.39	DP
	09/02/2022	483		0					Due to East Brooklyn Fire Distric		-\$159.47	DP
	09/07/2022	484		0	B20 T4 09/07/2022		1129		B20 T4 09/07/2022	East Brooklyn Fire Compan	\$198.86	AP
	09/09/2022	497		0	B21 T4 09/07/2022		1130		B21 T4 09/07/2022	East Brooklyn Fire Compan	\$159.47	AP
									Due to East Brooklyn Fire Distric		-\$191.66	DP

Town of Brooklyn

Trial Balance - On Demand Report

Fiscal Year: 2022-2023

Line Description

From Date: 7/1/2022

To Date: 1/31/2023

Print accounts with zero balance

Town General Fund - 1005

LIABILITY

Transaction Detail											
Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Group ID	Memo	Vendor	Amount	Journal
09/12/2022	518		5043		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$318.02	DP
09/13/2022	521		5046		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$1,752.60	DP
09/13/2022	553			B22 T4 09/13/2022	0	1144	B22 T4 09/13/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$191.66	AP
09/13/2022	556			B73 T50 09/13/2022	0	1146	B73 T50 09/13/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$1,752.60	AP
09/13/2022	557			B70 T50 09/13/2022	0	1145	B70 T50 09/13/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$318.02	AP
09/14/2022	516				0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$128.00	DP
09/14/2022	554			B74 T50 09/14/2022	0	1147	B74 T50 09/14/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$128.00	AP
09/19/2022	535		5055		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$809.60	DP
09/22/2022	600		5084	B78 T50 09/19/2022	0	1148	B78 T50 09/19/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$809.60	AP
09/28/2022	588		5076		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$134.60	AP
10/03/2022	646			B25 T4 9/28/2022	0	1162	B25 T4 9/28/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$203.91	DP
10/03/2022	647		5114		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$203.91	AP
10/03/2022	657		5115		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$328.15	DP
10/04/2022	658			B90 T50 10/3/2022	0	1173	B90 T50 10/3/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$189.77	DP
10/12/2022	681			B91 T50 10/4/2022	0	1174	B91 T50 10/4/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$328.15	AP
10/18/2022	716		5134		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$189.77	DP
10/19/2022	726		5145	B30 T4 10/19/2022	0	1186	B30 T4 10/19/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$266.63	DP
10/19/2022	761		5181		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$318.57	DP
10/20/2022	765			B31 T4 10/19/2022	0	1187	B31 T4 10/19/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$318.57	AP
10/21/2022	786		5195		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$303.11	DP
10/25/2022	780		5189		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$224.65	DP
10/25/2022	787		5196		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$5.50	DP
10/26/2022	794			B33 T4 10/26/2022	0	1194	B33 T4 10/26/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$224.65	AP
10/26/2022	795			B25 T80 10/25/2022	0	1195	B25 T80 10/25/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$303.11	AP
10/26/2022	796			B26 T80 10/26/2022	0	1196	B26 T80 10/26/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$5.50	AP
11/07/2022	911				0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$321.81	DP
11/08/2022	926		5273		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$321.81	AP
11/23/2022	1039			B120 T50 11/08/2022	0	1220	B120 T50 11/08/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$1,288.52	AP
11/23/2022	1040			B14 T4 11/18/2022	0	1244	B14 T4 11/18/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$220.50	AP
11/23/2022	1041			B6 T4 11/18/2022	0	1243	B6 T4 11/18/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$282.50	AP
11/23/2022	1042			B15 T80 11/21/2022	0	1242	B15 T80 11/21/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$286.83	AP
11/23/2022	1043			B17 T80 11/21/2022	0	1241	B17 T80 11/21/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$707.45	AP
12/07/2022	1158			B22 T80 11/21/2022	0	1240	B22 T80 11/21/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$225.49	DP
12/12/2022	1175		5408		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$90.89	AP
12/16/2022	1295			B40 T4 12/12/2022	0	1284	B40 T4 12/12/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$225.25	DP
12/20/2022	1441			B43 T4 12/20/2022	0	1329	B43 T4 12/20/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$164.40	AP
12/29/2022	1407		5532		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$164.40	DP
01/06/2023	1457			B45 T4 12/29/2022	0	1328	B45 T4 12/29/2022	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$164.40	AP
01/09/2023	1499		5561		0			Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	-\$26.76	DP
				B38 T80 1/9/2023	0	1340	B38 T80 1/9/2023	Due to East Brooklyn Fire Distric	East Brooklyn Fire Compan	\$26.76	AP
								Detail Total:		\$0.00	
										\$0.00	
										\$0.00	

LIABILITY TOTAL

\$0.00 \$74,003.54 (\$74,003.54) \$0.00

Town of Brooklyn

Trial Balance - On Demand Report

Fiscal Year: 2022-2023

Line Description

From Date: 7/1/2022

To Date: 1/31/2023

Print accounts with zero balance

Grand Total:

Asset Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Liability Totals:	\$0.00	\$74,003.54	(\$74,003.54)	\$0.00
Fund Balance Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out Totals:	\$0.00	\$0.00	\$0.00	\$0.00
General Ledger Total:	\$0.00	\$74,003.54	(\$74,003.54)	\$0.00

All Funds are In Balance

End of Report

General Ledger - On Demand Report

Town of Brooklyn

Account Mask: 2870?????5???

Fiscal Year: 2022-2023

From Date: 1/1/2023

To Date: 1/31/2023

Account Number / Description

2870.00.0000.50209

Bus Trip Expenditure

Transaction Detail (Standard)
 Reference Number 87684 Deposit
 Requisition Number 836
 PO/Ship Number 20230810
 Description AP POSTING

2870.00.0000.50229

Open Gyn Expenditure

Transaction Detail (Standard)
 Reference Number 0
 Requisition Number 0
 PO/Ship Number 0
 Description Weekly - Period Number: 28
 Weekly - Period Number: 29
 Weekly - Period Number: 30

2870.00.0000.50234

Running club expenditure

Transaction Detail (Standard)
 Reference Number 105
 Requisition Number 769
 PO/Ship Number 20230755
 Description AP POSTING

2870.00.0000.50239

Summer Camp Trip Expenditure

Transaction Detail (Standard)
 Reference Number 105
 Requisition Number 769
 PO/Ship Number 20230755
 Description AP POSTING

2870.00.0000.50240

Summer Slam Expenditure

Transaction Detail (Standard)
 Reference Number 377201
 Requisition Number 12/06
 PO/Ship Number 20230702
 Description AP POSTING

2870.00.0000.50243

Toy Drive Expenditure

Transaction Detail (Standard)
 Reference Number 732389
 Requisition Number 12/12
 PO/Ship Number 20230701
 Description AP POSTING

2870.00.0000.50502

Beautification Fund Expenditure

Transaction Detail (Standard)
 Reference Number 846920
 Requisition Number 12/16
 PO/Ship Number 20230727
 Description AP POSTING

Account Type: All
 Budget Range To Date
 YTD Balance Encumbrance % Remaining Bud
 \$0.00 \$733.75 \$13,288.13 (\$13,288.13) \$8,668.75 (\$21,956.88)
 0.00%

Journal Accounts Payable
 Detail Total: \$733.75

Journal Accounts Payable
 Detail Total: \$733.75

Journal Accounts Payable
 Detail Total: \$160.00

Journal Accounts Payable
 Detail Total: \$5,223.11

Journal Accounts Payable
 Detail Total: \$3,100.00

Journal Accounts Payable
 Detail Total: \$3,425.28

Journal Accounts Payable
 Detail Total: \$85.00

Town of Brooklyn

General Ledger - On Demand Report

Account Mask: 2870?????S???

Account Number / Description

Grand Total:

\$0.00

\$4,420.28

\$25,783.92

(\$25,783.92)

\$8,668.75

(\$34,452.67)

Fiscal Year: 2022-2023

From Date: 1/1/2023

To Date: 1/31/2023

Account Type: All

Print accounts with zero balance

Include Inactive Accounts

Filter Encumbrance Detail by Date Range

Print Detail

Include PreEncumbrance

Budget Range To Date

YTD

Balance

Encumbrance %

Budget Balance Remaining Bud

End of Report

January 25, 2022

Austin Tanner
Town of Brooklyn
4 Wolf Den Rd.
P.O. Box 356
Brooklyn, CT 06234-0356



A National Heritage Corridor

Dear Austin,

Here in The Last Green Valley, we have always known that community matters. Our National Heritage Corridor was born from a grassroots desire to celebrate this special region and was championed by community leaders. Twenty-seven years later we are still growing and working together to highlight our unique mix of open spaces, working farms, history and culture to residents and visitors throughout New England and beyond.

Please consider including \$500 in support for TLGV in your budget for the next fiscal year. Working together, we can enhance economic development by showcasing our region's incredible assets and increasing tourism through programs like Walktober.

While your financial support is important to us, we are also asking for your partnership. As we begin planning the 32nd anniversary of Walktober, starting Sept. 17, we hope your boards and commissions will begin organizing events for inclusion. Last year, even in the midst of COVID-19 restrictions, Walktober attracted more than 65,000 people to our National Heritage Corridor from all over the country. With your support and partnership in 2022, we can do even more to provide unique experiences for exploring the rich history and wide-open spaces of The Last Green Valley.

We understand a municipal financial contribution may have to wait until the new budget year in July. However, it would be helpful to know if your town will be a sponsor so we can publicize your contribution when the brochure goes to print in June. We have enclosed a sponsorship pledge card for your use.

We know you answer to your residents, and we don't make this request for financial support lightly. We will turn every dollar of investment in TLGV into \$5 of benefit for the region. Harnessing local contributions, we've delivered hundreds of thousands of dollars of additional outside funding to promote the region to visitors, connect children and families to the outdoors, conserve our woodlands, sustain local agriculture, train conservation leaders and help our non-profit partners do more.

We've succeeded because of our commitment to partnerships with community leaders like you. If you have any questions about TLGV, the work we do or our plans for the future, please do not hesitate to contact me.

Sincerely,


Lois Bruinooge
Executive Director

P 860-774-3300

E mail@tlgv.org

thelastgreenvalley.org

P.O. Box 29, 203B Main Street, Danielson, CT 06239-0029

P.O.Box 186, Southbridge, MA 01550



We are pleased to support the 32nd Anniversary of Walktober in 2022:

Town of: _____

Contact Name: _____

Title: _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____

Phone: _____ Email: _____

() Check enclosed (please make payable to The Last Green Valley) for \$ _____

() Pledge in support of Walktober, please send an invoice for \$ _____

Please complete and return to:

**The Last Green Valley
P.O. Box 29
203B Main Street
Danielson, CT 06239-0029**

Thank you very much for your support!



COMMUNITY KITCHEN OF NORTHEASTERN CONNECTICUT, INC

www.Communitykitchensnect.org
communitykitchenect@gmail.com
P.O. Box 502 Danielson CT 06239
(860) 779- 2645

NEIGHBORS FEEDING NEIGHBORS

Board of Directors

Patricia Monahan,
President

Toby Bishop,
Treasurer

Cheryl Lyman,
Secretary

Suzanne Christensen
Food Procurer

Barbara Schreier

Bruce Lyman

Carl Asikainen

Connie Viveros

Haylee Olsen

Jane Newall

Jessica Weaver
Boose

Joe DiLeo

John Tierney

Rhiannon McCabe

Robert Coddling

Robert Kirk

Sharon Griffin

January 23, 2022

Town of Brooklyn
Austin Tanner, First Selectman
4 Wolf Den Rd
BrooklynCT06234

Dear Austin Tanner;

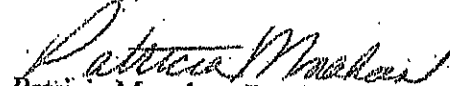
Thank you for the opportunity to submit a request for the Town of Brooklyn FY 22-23 budget. Our program provides free nutritious meals each weekday at one of our four locations located between Woodstock and Plainfield. Our mission is to alleviate hunger and address food insecurity in the ten-town region of northeastern Connecticut.

Our sites are seeing 20 to 30 percent increases in meal distributed. In addition, we distribute bags of assorted groceries along with donated baked goods (loaves of bread, rolls, breakfast and dessert items, etc.) and fresh produce. Many of these items are provided through our grocery store food rescue program.

Our work in your community and many more in northeastern Connecticut is increasing food security and reducing hunger by providing our neighbors access to food, a healthful diet and nutrition education in a way that inspires public confidence. We are proud of our volunteers and the community service they provide. We continue to serve over 20,000 meals annually.

A generous thank you to your taxpayers for their continued support. Funding in the amount of \$1,500 would go a long way toward maintaining our goals. We would be pleased to answer any questions you may have about our volunteer-oriented, non-profit operation.

Sincerely,


Patricia Monahan, President

Community Kitchens of Northeastern Connecticut, Inc.



Sue Esposito
Board Chair

Peter S. DeBiasi
President/CEO

January 20, 2022

First Selectman Austin Tanner
Town of Brooklyn
P.O. Box 356
Brooklyn, CT 06234

Dear Mr. Tanner,

Each year at this time I write to you to ask that your town allocate funding to *Access*. Brooklyn partnering with *Access* is the most efficient and economical way for your residents to get the help they need during what you know are very difficult times for many of them.

Regarding our request for an allocation in your **fiscal year 2022-2023 budget**, I am again asking that based on its **population Brooklyn allocate \$1,000 to the Access Community Action Agency**. These funds help residents continue to receive vital services from *Access*, and assist us to leverage additional resources to serve them. The enclosed profile shows the number of residents served by *Access* in 2020-2021.

The *Access* mission is to build equitable access to opportunities that empower under-resourced individuals, families and communities to achieve and sustain economic stability. To achieve this mission, *Access is committed to:*

- Ensuring access to resources that increase **Food Security** with Nutrition Programs, and Food Pantries that are both Site-based and Mobile.
- Access to safe decent **Affordable Housing**. Programs include Home Energy Assistance Programs that help households pay for home heating fuel, Homelessness Prevention, Affordable Home Ownership Program (AHOP), UniteCT Rental Assistance, Emergency Shelter for families and individuals, and Affordable Rental Housing for Families and Seniors.
- Providing pathways to **Jobs and other keys to Self-Reliance** through Job Readiness and Support programs; and Case Management for individuals and families.

Information about all of the services provided by *Access* is included in the enclosed *2020-2021 Annual Report*. If you would like additional copies of the report, please contact Elisha Sherman, our Communications and Development Coordinator at (860) 450-7400, ext. 7456, or visit www.accessagency.org.

Thank you for your consideration of this important request.

Sincerely,

A handwritten signature in blue ink that reads "Peter S. DeBiasi".

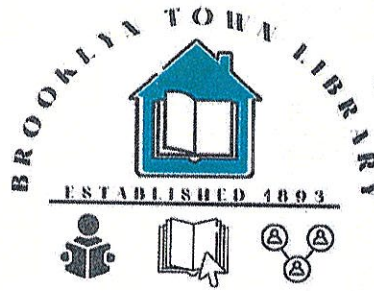
Peter S. DeBiasi
President/CEO



Sue Esposito
Board Chair
Peter S. DeBiasi
President/CEO

**Access Community Action Agency
Service Profile for the Town of Brooklyn**

Program	Description	Households Served
Crisis Intervention	Emergency Services, Landlord/Tenant Mediation, Case Management	55
Resources that Increase Food Security/Nutrition Assistance	Woman, Infants, and Children Nutrition Program (WIC) Dollars Spent \$19,181	64
	Access Food Pantries in Danielson and Willimantic, Mobile Food Pantry	26
Home Energy Assistance	Heat Assistance Dollars Spent \$131,164	197
Brooklyn Allocations	2022-2021 Allocation: \$0 2021-2020 Allocation: \$1,500 2020-2019 Allocation: \$500	Total Households Served: 342



P.O. Box 357
40 Canterbury Road
Brooklyn, CT 06234
Phone: 860-774-0649
Fax: 860-774-0689

Monday, Friday, &
Saturday:
9:30 AM – 3:00 PM
Tuesday, Wednesday,
& Thursday:
12:00 PM – 5:30 PM
Sunday: Closed

February 14, 2022

Austin Tanner, First Selectman
Town of Brooklyn
P.O. Box 356
Brooklyn, CT 06234

Re: BROOKLYN TOWN LIBRARY ASSOCIATION 2022-2023 BUDGET

Dear Austin:

Thank you for being a part of our budget process this year.

Enclosed is our proposed budget along with the revised rationale outlining increases and decreases from the previous year's budget. Any further questions may be directed to myself (860-774-4424) or to Renee when she is at the library either Monday or Tuesday each week (860-774-0649).

Sincerely,

Wendy E. Harrington

Wendy E. Harrington, President

Renee Messier

Renee Messier, Treasurer

Enclosures

BROOKLYN TOWN LIBRARY ASSOCIATION July 1, 2022-June 30, 2023 Budget
EXPLANATION OF INCREASES AND DECREASES FROM PREVIOUS FISCAL YEAR BUDGET

(REVISED TO ELIMINATE \$3,600 FOR REIMBURSING SUMMER RECREATION FOR A LIBRARY ROOM AIDE, BECAUSE COVID MONEY FROM THE SCHOOL WILL PAY IT AGAIN)

PLEASE NOTE THAT ON DECEMBER 7, 2021 THE LIBRARY RETURNED TO THE TOWN OF BROOKLYN THE SUM OF \$14,920. THIS AMOUNT REPRESENTED EXCESS FUNDS ON HAND AS THE RESULT OF PPP LOANS THE LIBRARY WAS GRANTED TO BE USED TO PAY WAGES AND UTILITIES, THUS FREEING UP MONEY THE TOWN HAD GIVEN US FOR SUCH.

LIBRARY DIRECTOR AND 1 LIBRARIAN/CLERK POSITION DID NOT HAVE RAISES IN THE PAST TWO FISCAL YEAR BUDGETS

2021-2022 Budget Funds from the town \$146,057, same as for 2020-2021 Fiscal Year
 2022-2023 Budget Request \$152,278

INCREASES:

Library Director Salary 2% wage increase	\$ 950.00
1 Librarian/Clerk position – due to State minimum wage increase over the past 2 years, this person started at \$12 per hour 2 years ago. Minimum wage increases to \$14 on 7/1/22 and to \$15 on 6/1/23 This increase beyond our control	3,800.00
Treasurer (a salaried position) Increase of \$100 per month from \$300-\$400 per month	1,200.00
Payroll taxes	350.00
Classes/Workshops – new director would like to attend some	200.00
Computer/Online Services (our VERSO card catalog system & eBooks)	500.00
Postage & Printing	15.00
Building- we now have a once a year professional cleaning service come in	1,300.00
Electricity	400.00
Phone/Fax/Internet Spectrum increased their monthly rate	200.00
Pest Control this line item added because of a mouse infestation eradicated and we must have quarterly checks and baiting	700.00
DVDs – Adding money for library owned collection	250.00
Replacement/Damaged Materials	240.00
Programs-Summer Reading Program materials – to produce better programs than in the past	400.00
Storytime – we have never had the room to hold a children’s program and wish to do so twice a month. This amount would cover an outside person and materials to do so	2,400.00
	<u>\$ 12,905.00</u>

DECREASES:

Maintenance Salary – done by a librarian	on	\$ 1,544.00
Insurance – we now have liability insurance	coverage on our Library	
Executive Board and have locked	year premium deal	\$ 500.00
Audio CD packs – these are on loan to	in a swap and we only	
get 3 now		650.00
DVD packs – these are on loan to us through	swap and we only get 2 now	350.00
FLIC packs - we no longer get these		300.00
Book Service – we have cancelled this	leased books	<u>1,940.00</u>
		\$ 5,284.00

Total Increases
Total Decreases
Net Increase

The bulk of this increase is the Librarian mandatory minimum
wage increase beyond our control \$3,800.00

Wanting to finally have a children's service that every library
should be able to offer for children's taxpayers 2,400.00
\$6,200.00

Brooklyn Town Library Budget Overview

	2021 - 2022	2022 - 2023	Increase
	Proposed	Budget	Decrease
Income			
Amazon Smile	40	40	
Donations, Friends	0		
Donations, General	40	40	
Donations, In Memory Of	0		
Fines & Fees	50	50	
Grants	0		
Sub-Total	130	130	
Town Grant	146057	153678	
Total	146187	153808	
Expenses			
Salaries			
Library Director	47172	48122	950
Librarian/Clerk	23000	23000	
Librarian/Clerk	13360	17160	3800
Treasurer	3600	4800	1200
Maintenance	3000	1456	-1544
Payroll Taxes	8500	8850	350
Sub-Total	98632	103388	4756
Library Expenses			
Audit/IRS 990	800	800	
Classes/Workshops	100	300	200
Computer/Online Service	12100	12600	500
Dues & Memberships	2000	2000	
Equipment Service	700	700	
Insurance	1700	1200	-500
Mileage	400	400	
New Equipment	1900	1900	
Office Supplies	3600	3600	
Postage & Printing	485	500	15
Post Office Box Rent	included above		
Support Service	700	700	
Sub-Total	24485	24700	215
Maintenance			
Building	1200	2500	1300
Electricity	2400	2800	400
Heating Fuel	2700	2700	
Phone/Fax/Internet	2400	2600	200

Brooklyn Town Library Budget Overview

	2021 - 2022	2022 - 2023	Increase
Pest Control		700	700
Sewer	660	660	
Water Use	180	180	
Supplies	150	150	
Sub-Total	9690	12290	2600
Library Materials			
AudioCD packs	1200	550	-650
DVD Packs	900	550	-350
FLIC Packs	300	250	-50
Book Service	1940		-1940
Books	7500	7000	-500
Junior Library Guild		500	500
Magazines & Papers	450	450	
Software Programs	300	300	
Replacement/Damaged Materials	60	300	240
Sub-Total	12650	9900	-2750
Programming			
Programs	600	1000	400
Recreation Reading Room Aide			
Storytime		2400	2400
Sub-Total	600	3400	2800
Total	146057	153678	7621

1000

1000

1001

1001

1000

1001

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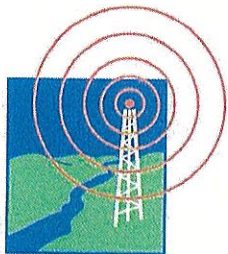
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QV 911

**Quinebaug Valley
Emergency
Communications, Inc.**

March 2, 2022

Dear Municipal CEO,

Shown below is the charge to your town for the '22-'23 fiscal year for 9-1-1 call receipt and dispatch services provided by QVEC. As you probably remember, last year for the first time in 13 years we raised our total local municipal fees by a small amount in response to the changes made to the States 911 subsidy program. This year, similar to last year the slight increase that we are expecting in our State subsidy will not fully cover the estimated increases in our reoccurring operating expenses creating the need to increase our total local municipal charges by a nominal amount. Our local charges are allocated according to a formula that takes into account, in equal weight, the equalized net grand list, population, the number of dispatched calls in the previous year and the number of fire departments in your town relative to all towns that we serve. Accordingly, some towns may experience a change in their annual fee that is greater or less than other municipalities that we serve.

This year QVEC again handled a record number of 9-1-1 calls. These calls were handled effectively and compassionately by our dispatch staff and your emergency response agencies. We have continued to work diligently with our first responder agencies through the ongoing challenges of the COVID-19 pandemic using a multitude of ways to keep their members and the communities they serve as safe as possible. The responders in our communities have worked tirelessly to safely provide emergency services throughout the pandemic and certainly deserve the gratitude of the communities they serve. To date QVEC has been successful in avoiding any pandemic related impact to the services we provide, largely due to the preventive measures put in place at the onset of the pandemic and our staff's continued efforts to keep our workplace safe.

This spring we look forward to the completion of a multi-year project that upgrades one of our most critical radio communication networks which is relied upon by a large number of our responder agencies to communicate during emergency incidents. This new network will not only continue to support the radio equipment currently in use by our first responder community for a number of years to come, it will also provide an interface to allow for the use of a LTE capable smart phone on the system when a traditional radio is not readily available. We have also partnered with the State of Connecticut to interface this new radio system with the Connecticut Land Mobile Radio Network (CLMRN) which will allow for seamless interoperable emergency radio communications with multiple public safety entities from the State of Connecticut as well as agencies outside our service area during a large scale incident. The completion of this project has suffered multiple delays due to COVID-19. It is also important to note that this project represents the most significant improvement to our capabilities since we constructed our new dispatch facility which opened in March of 2012.

This year we successfully implemented a new mobile solution called CrewForce which allows for real time access to our Computer Aided Dispatch System (CAD) by our responder agencies in the field using a smart device such as a tablet or phone. This new capability is a valuable tool to employ in the management of an emergency incident. In the coming months we will be upgrading the operating systems of our virtual server environment in order to set the foundation for a necessary software version upgrade to our CAD system. We are also planning a fairly significant upgrade to our radio dispatch console that will allow for a direct connection to the core of the Connecticut Land Mobile Radio Network furthering the interoperability capabilities of the dispatch center and the emergency responder agencies we serve.

In closing I would like to recognize Jeffrey Otis who retired from QVEC's Board of Directors in January after serving as its President for 49 years. Jeffrey's leadership and guidance during his tenure is certainly reflected in the organizations continued success as one of the most cost efficient and highly capable regional 911 centers in the State of Connecticut. I'd also like to thank my management team, Travis Irons, John DonFrancisco, Justin Deloge and our highly dedicated and proficient dispatch staff for all of their efforts throughout the past year. I'd also like to recognize our volunteer Board of Directors, Dave Kowolenko, Merrill Seney, Jeffrey Bellavance, Louis Demicco, Tom Holowaty and William Skene for the support, guidance and vision that they provide to the organization.

Sincerely,

Charles P. Kelleher
Charles Kelleher, Director

Fee for '22-'23 for BROOKLYN will be \$ 19,801.97



United Services, Inc.

Creating healthy communities

January 11, 2022

Mr. Austin Tanner
Town of Brooklyn
PO Box 356
Brooklyn, CT 06234

Dear Mr. Tanner:

The Youth Services Bureau (YSB) Advisory Board respectfully requests the Town of Brooklyn to continue its support of the Northeast Corner YSB for the 2022-23 fiscal year. This funding is required under Connecticut General Statutes, which mandates each YSB town provide their full share of funding for the region to receive matching state funds.

United Services has long served as the appointed YSB agency for Brooklyn. The major YSB initiatives continue to be addressing school truancy, providing juvenile justice diversion through the Juvenile Review Board and promoting positive youth development.

United Services began operating as the truancy hub for our YSB towns in the 2020-21 school year. Through an intake with parents and the youth and case management services, our staff work with families to identify barriers to school attendance and work to resolve these. We know the best outcomes for students occur when they are in the classroom, and look forward to continuing to work with Brooklyn schools to achieve these goals. We continue to see high rates of truancy cases throughout our six towns as children struggle to cope with the stresses of the pandemic.

The Juvenile Review Board (JRB) system is designed to divert youth from involvement in the juvenile justice system. Considered the most cost-effective program available to deal with these issues, JRB is a committee made up of community representatives (school staff, community leaders, police, clergy, probation officers, DCF staff, etc.) and staffed by USI's Prevention Services Manager and a JRB Case Worker.

The JRB addresses cases that would otherwise go to the Juvenile Court. The youth and the parents must sit before the board and answer questions about the youth's behavior. The JRB then comes up with a plan for the youth. The youth is expected to acknowledge his/her mistakes, agree to make restitution for any cost that their transgression may have caused, agree to perform some type of community service commensurate with their transgression and demonstrate that they have learned from their mistakes.

Children today face many challenges and pressures. Peer relations are complicated by the pressures of social media and in our area, the lack of affordable pro-social activities in the

www.UnitedServicesCT.org

community. Limited transportation to attend these activities can make positive youth development more difficult. Through the YSB, United Services brings educators, professionals, parents and teens together to help develop meaningful programs and assist youth during this formative period.

In the 2022 school year these have included a weekly after-school youth club for Brooklyn Middle School students, as well as a weekly after school group for students in grades 3 to 5 and a weekly teen group in the early evening.

United Services YSB offers free programs throughout the year to benefit youth and families in Brooklyn and throughout the region. These include training opportunities for youth and parent education trainings. During non-COVID times these trainings have been offered with a meal and childcare included. Throughout the last two years we have held most of our trainings over zoom and have included a gift card for a meal purchase.

It is crucial to continue prevention and intervention services for our youth, as they truly are the future of our communities. The long-term return on the investment is high in terms of maintaining youth in school, supporting positive life activities, reducing anti-social and illegal behaviors, and more.

State statute requires us to request a cash match from each town. The newly released 2020 census as well as a small increase in state funding has changed the calculations for this year. Your town, as calculated from the 2020 Census, has a population under age 18 of 1,749. This comprises 16% of the total six-town youth population. We therefore ask that Brooklyn contributes \$6,975.52 (16% of our total funding of \$43,249) to the required match for the YSB.

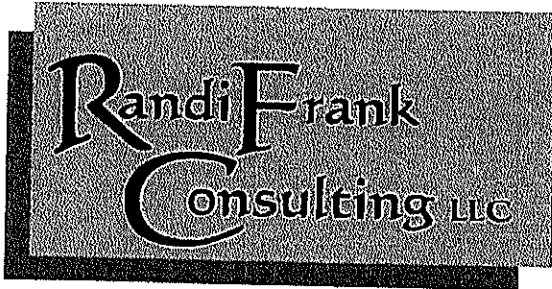
United Services also continues to seek new members to be involved in our Youth Service Bureau Advisory Board. Should you know someone looking to actively contribute to the community, please encourage them to contact Lori Bergstrom at 860-564-6100 or lbergstrom@usmhs.org.

I am available to answer any questions or to provide any other information you may wish. We will also be pleased to send a representative to meet with the Selectmen or your Board of Finance. We at United Services understand the difficult economic times that all municipalities face. We hope to have a continued partnership with Brooklyn through our YSB alliance.

Sincerely,



Diane L. Manning
President/CEO



Randi Frank Consulting, LLC
7700 Hoover Way
Louisville, KY 40219 US
+1 2032133722
randi@randifrank.com
www.randifrank.com

INVOICE

BILL TO
Town of Brooklyn

INVOICE # 447
DATE 01/02/2023

TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Classification & Comp Total Cost of C&C Study without salary survey = 24 positions X \$250 = \$6000. 1st invoice is 30% = \$1800	1	1,800.00	1,800.00

BALANCE DUE **\$1,800.00**

It's a pleasure working with you! Thank you for your prompt payment!

**Proposal for Brooklyn & Preston –
Classification & Compensation Study**



Randi Frank Consulting, LLC
7700 Hoover Way
Louisville, KY 4021+
randi@randifrank.com
www.randifrank.com
203-213-3722

Sub Consultant
Georgian Lussier
georgianlussier@gmail.com
203-589-0392

Proposal for Brooklyn & Preston – Classification & Compensation Study

As requested by both First Selectmen, we are proposing that a joint compensation study (salary survey) be done at a 50-50 cost with the following Towns for the survey:

- Brooklyn
- Preston
- Lebanon
- Woodstock
- Putnam
- Willington
- Thompson
- North Stonington
- Salem
- Griswold
- Ledyard
- Norwich

Each Town will work with the consultant to select 12 job descriptions they wish to be surveyed. The Consultants will work with each Town to determine 10 benchmark positions (each Town has common positions such as an Assistant Town Clerk). Once we have selected the 34 positions for the salary survey then we will need to review the job descriptions so we can develop a summary for the salary survey. Then we will develop a letter that can be signed by the two First Selectmen and sent from Town Hall for better results.

The cost of this part of the study will be \$100/position or $34 \times \$100 = \3400 divided by two equals \$1700 for each town (or \$50 per position per Town since it is a shared study).

For Brooklyn:

To complete the Classification and Compensation Study we will need a copy of all job descriptions and the opportunity to speak with employees and supervisors to understand how the position is used in Brooklyn. We will then use our copyrighted classification and compensation system to rate each position. Next, we will compare the rating system with the salary survey data gathered as discussed above to develop a Classification & Compensation System for all positions requested (Grades for positions and minimum & maximum salary ranges or steps for salary ranges in each grade). As stated in previous discussions, the Town of Brooklyn will handle preparation of new job descriptions or updates to job descriptions with their own staff.

The cost for this portion of the project will be \$250/per position

For Preston

We will develop new job descriptions for the Town by having each employee complete our KSA Plus Questionnaire. The Consultants will meet with each employee and supervisors to understand the details of each position. We will offer a variety of options for job description formats. Draft job descriptions will be presented to the Town for review and approval by the employees, supervisors, and First Selectman.

This portion of the project will cost \$200/position

The second phase of the project will be similar to that described above for Brooklyn

To complete the Classification and Compensation Study we will review the approved job descriptions as described above. We will then use our copyrighted Classification and Compensation system to rate each position. Next, we will compare the rating system with the salary survey data, gathered as discussed above to develop a Classification & Compensation System for all positions requested (Grades for positions and minimum & maximum salary ranges or steps for salary ranges in each grade).

This portion of the process will be \$200/position.

We will work on these projects at the same time (we can start on July 1st as requested). We can do meetings via phone, zoom or Ms. Georgian Lussier can visit in person as needed.

Attached to this proposal is our Consultant Biographies and the first 7 pages of our copyrighted Classification and Compensation System.

Randi Frank, Managing Member/CEO of Randi Frank Consulting, LLC -BIO

Ms. Randi Frank is an independent local government human resources and management consultant based in Louisville, KY. Her varied background includes more than thirty-five years of experience working with, and for, government agencies. She has twenty (20) years of experience as a consultant handling executive searches, classification & compensation, and human resources, combined with thirteen (13) years of Assistant Town Manager experience in Connecticut Municipalities (Rocky Hill and Cheshire). As an Assistant Town manager, Ms. Frank oversaw human resources, risk management, purchasing, grants, recycling and project management.

Earlier in her career she served as a budget/management analyst and research associate in two counties in Virginia and two agencies in California with some experience with Federal agencies. As a consultant she has worked on executive search projects in most East Coast States (CT, MA, RI, MD, DE, VA, NC, GA, FL) and in the Mid-Atlantic Region of the United States. Her Classification and Compensation services have been concentrated in CT and MA (29 projects).

Ms. Frank holds a Master's degree in Public Administrations from the University of Southern California and a Bachelor's degree in Urban Affairs from the University of Rhode Island. She is certified as a professional Risk Manager by the Insurance Institute of America and a School Business Manager by the State of CT. She is a certified woman owned small business in Louisville and Kentucky and was certified in CT for 15 years.

Ms. Frank is the co-author with Ms. Georgian Lussier of Classification & Compensation Manual – Public Sector Version copyrighted by Classification & Compensation Systems, LLC

Ms. Frank's areas of expertise include:

- Executive & Staff Recruitment
- Compensation & Classification
- Sexual Harassment Prevention Training
- ADA & AA/EEO
- Risk Management
- Budgeting
- Grantsmanship
- Human Resources Policies
- Collective Bargaining
- Drug Free Workplace Programs
- Workers Compensation
- Safety and Training
- Purchasing
- Recycling & Solid Waste

Organization Memberships:

- International City Management Association – Member & Conference Fellow
- Connecticut Town & City Managers Assoc. – Member & Past Board Member
- Kentucky City & County Managers Association – KCCMA Member
- International Public Management Assoc.-HR – KY Chapter, Past CT Chapter
- NPELRA- National Public Employer Labor Relations Assoc. – CT Chapter
- SHRM – Society of Human Resources Managers – Louisville Chapter
- Truman Scholar & Member of Truman Scholarship Association
- Past CT PRIMA (Public Risk & Insurance Mgmt. Assoc.) President & Officer

Georgian F. Lussier – M.S. Organizational Behavior

georgianlussier@gmail.com ~ GeorgianLussier.com ~ 203-589-0392

G. F. Lussier & Associates 1994 - Present

COMPENSATION PROJECTS: Job descriptions, tailored salary surveys, job pricing, salary ranges, competency studies, leadership grids, and career paths.

Human Resources Projects: Organizational capacity studies, development and mentoring programs, performance management and personnel policies and practices.

Training Programs: Supervisory skills, sexual harassment, diversity, compliance with labor laws, critical & creative thinking, meeting facilitation, and performance management.

Selected Clients: **MUNICIPALITIES:** Partnered on 15 Classification & Compensation studies in CT, RI, KY and VA. **Non-Profits:** Adopt-A-Dog, Bridgeport Neighborhood Trust, Families In Crisis and Center for Occupational Development & Education. **Manufacturing:** Allied Signal, ACG, Magna-Tek, Russell-Stanley, Eagle Picher and Reflexite. **Technology:** Allied Consulting, Curis, Inc. & New England Communications. **Banking & Insurance:** People's Bank, Fleet Financial, Washington Mutual, United Healthcare. **Trades:** Family businesses & a supply house. **Other industries:** Staffing Services, Veterinarian, Food & Beverage.

- 9/09 – 10/10 **New Opportunities, Inc.** Waterbury, CT – Mgmt. Development Design Coord.
- 1/08 – 11/08 **Masonicare, Inc.** Wallingford, CT - Sr. Director, Retention & Engagement.
- 1990 - 1994 **Travelers Insurance**, Hartford, CT.
DIRECTOR, JOB PRICING & PERFORMANCE MANAGEMENT
Responsible for job evaluation & performance process for 35,000 employees.
- 1976 - 1990 **Aetna Life & Casualty**, Hartford, CT. - Director, HR Development
Training Manager - Experimental Office Leader - Management Development
Program Coordinator - **COMPENSATION ANALYST / MANAGER**

EDUCATION

M.S., Organizational Behavior - University of Hartford, West Hartford, CT

B.S, English, Teaching Certificate - Central Connecticut State University

Non-Profit Service: Currently the Chair of the HR Committee, CW Resources. Previously a Board Member, Hospital for Special Care, and the CT Traumatic Brain Injury Association.

Speaking Engagements

Host and Producer, award-winning *MidLIFE Matters* program - WPAA-TV

Speaker on pay equity - hosted by labor attorneys

American Compensation Association (now World at Work): Two national conference presentations.

Publications

Co-developed a copyrighted Classification & Compensation System, Municipal Version

Two e-books on growing and retaining talent: Get to the Point Books. com

A series of books encouraging Skilled Trade careers: Amazon.com

Classification & Compensation Manual Public Sector Version

Developed by:
Randi Frank of Randi Frank Consulting, LLC
&
Georgian Lussier of G.F. Lussier & Associates

Copyrighted 2018 by:
Classification & Compensation Systems, LLC

Includes:

The Job Evaluation Factor Point System
Sample Classification Plan
Sample Compensation Plan

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Introduction

Ms. Randi Frank and Ms. Georgian Lussier developed this Classification & Compensation Manual – Public Version. The system is based on their combined experience in Human Resources and conducting classification and compensation studies for employers and clients for over thirty years. This Job Evaluation Factor Point System reflects a variety of methods used in the past, including one developed by Georgian Lussier for a previous employer. It is tailored to provide a point system that weighs key factors related to public sector positions. Additional information about the authors of this Job Evaluation Factor Point System and Classification & Compensation Manual – Public Version - can be found on the following pages

Classification and Compensation Studies are conducted to ensure that positions are internally and externally equitable.

A classification system that assigns points to all internal positions shows which positions are higher in authority, impact and experience than others; positions that are equal in points that should be equal in pay. For example, a Finance Director may receive 600 points due to a high level of responsibility, whereas an Accountant (CPA) who works for the Finance Director, may receive 450 points. This illustrates that the Finance Director should be in a higher pay grade than the Accountant. If there is another professional position, such as a Social Worker (MSW), that also received 450 points, both positions are assigned the same pay grade. This supports the concept of equal pay for equal work, whether the employee is female or male. The Classification Plan is a list of positions in each Pay Grade.

The compensation study seeks pay information on comparable positions in other public-sector organizations including State, Municipal, and Regional Governments. A compensation study is a salary survey of positions considered to be benchmarks, in that they are jobs commonly found in municipalities. As pay data for municipalities is public information, the primary task is to validate the information from organizations of similar size, within geographic regions. Based on salaries for jobs in the market study, equitable salary ranges can be established, representing the ‘going rate of pay’ for benchmark jobs.

The results of the external compensation study and the internal classification system are analyzed and combined, producing equitable salary ranges for each pay grade. For jobs that are unique to a municipality, and therefore not matched to an external benchmark, the classification system ensures that the position is assigned the appropriate salary grade.

Overview of Classification and Compensation Process

A Classification and Compensation study begins with meeting appropriate management personnel. The previous system is reviewed, to clarify problems that have occurred, issues brought up by employees related to reclassification requests, etc. This information enables the consultants to address all the concerns and explain how the new system will develop a fair and equitable pay program. In addition, management reviews job descriptions examples to determine the format to be used for all the positions. Once the historical information and past job descriptions are reviewed, and it is determined which positions will be part of the study, the consultants meet with all employees. The employees are given an orientation and the “KSA Plus” Questionnaire to complete. The KSA ‘Knowledge Skills and Abilities’ Questionnaire asks an employee to answer questions about his/her position as it currently exists. The questionnaire is used as a guideline when the consultants interview employees to develop revised job descriptions. The consultants meet with at least one person in each job title, as well as review it with the supervisor. The consultants can also meet with multiple employees who have the same job description (i.e. all public works maintainers, all vehicle mechanics, multiple police officers, etc.)

When the Questionnaire and interview is complete, a draft job description is produced, for review by the employee, supervisor and management. Once the job description has been approved, the job is placed in a Job Category. The position is then evaluated and assigned points based on the Job Evaluation Factors. (See description of Job Categories and Job Evaluation Factors on page 6 to 7). The points are used to develop the internal classification plan – see sample classification plan starting on page 16.

The second aspect of the Classification and Compensation Process is the Compensation/Salary Comparison Survey. The consultants work with management to determine which public-sector agencies are comparable based on location (those in the same job market) and those comparable based on economic factors which can include: population served, grand list/assessed value, medium household income, size of community, density of community, per capita income, unemployment rate, etc. Those communities that have the most comparable statistics are then sent a salary survey to complete. It is important to send out up to 12 surveys with the hope of having 6-8 responses or more for comparable data. (See sample salary survey forms on starting on page 15).

The compensation survey data is analyzed to determine average salaries for benchmark positions and then combined with the new classification system to determine a Compensation Plan. See sample compensation plan starting on page 16. Together the Classification & Compensation Plan creates an internally and externally equitable system. It is important to remember that this system evaluates positions and job descriptions, not the person in the position. All data and materials are put into a report along with this manual for the municipality’s use, with recommendations for implementation of the new Classification and Compensation Plan. The manual is for the client’s use only, and can not be shared with any other entity, as it is copyrighted.

Job Category Descriptions

We place positions into five Job Categories to group positions that have similar levels of responsibility and functional expertise.

Senior Staff/Leadership – Positions that report to the Chief Elected Officer, Chief Administrative Officer, or in some circumstances, to a Department Head, depending upon the size of the community. (Examples may include: City Manager, Executive Director, Finance Director, Public Works Director, Human Resources or Human Services Director, etc.)

Management/Supervisor – Positions that oversee staff and operational responsibilities but are not part of the leadership team. These positions may report to Department Heads, serve as Division Heads, or supervise a functional group. Some management positions may not be Senior Staff because of the size of their community. (Examples may include: Assessor and Tax Collector who report to Finance Director, Operations Manager, Facility Coordinator/Manager, Parks & Recreation Supervisor, etc.)

Technical/Professional (Individual Contributors) – Positions that require a professional degree or technical certification/expertise; the jobs have functional decision-making authority. The jobs do not supervise but can oversee major projects and serve as an individual contributor for substantial services to the public. (Examples may include: Engineer, IT Coordinator, Librarian, Social Worker, Senior Service Coordinator, Police Officer, Paramedic, etc.)

Operational Staff – Positions that provide operational services for the public sector; typically, hands-on types of services and work that requires physical labor. These positions are key to many of the public services provided to communities. (Examples may include: Public Works Maintainers or Truck Drivers, Parks Maintainers, Custodians, Firefighters, Wastewater Operators, etc.)

Support Staff/Administrative – These positions support a wide range of functions in the organization, providing administrative services and performing vital duties that are necessary to meet public needs and expectations. (Examples may include: Tax Clerk, Assistant Town Clerk, Library Assistant, Executive Assistant, Administrative Assistant, etc.)

Job Evaluations Factors

Once a position is placed into the correct Job Category, as just described, the position is evaluated on the same four factors:

1. Authority/Autonomy
2. Impact/Scope
3. Complexity – Education, Experience & Knowledge
4. Working Environment

These Job Evaluation Factors describe the important features of each position such as:

- how much authority it has or autonomy to make decisions
- the impact a position has on the services provide
- the scope of responsibilities (depth and breadth)
- the type of education level needed for the position
- the number years and type of experience needed for the position
- the knowledge, skills and abilities to handle the job
- what type of working environment the position has related to physical requirements and the type of situations inherent in performing the job.

Each of the four Job Evaluation Factors have additional detail of descriptions as seen below:

Authority/Autonomy

- Who the job reports to
- Use of judgement
- Strategic & tactical plans
- Policies & regulations
- Decision making authority
- Problem solving
- Leadership & department relationships
- Outside relationships with other agencies

Impact/Scope

- Financial impact & scope
- Legal & regulatory standards
- Structural impact/Systems scope
- Impact on or with emergency response
- Community services & Town image impact
- Staff & functional responsibilities

Complexity

- Years of experience expected
- Type of education required
- Certifications and or Licenses required
- Knowledge & Skills
 - Breadth & depth of knowledge
 - Comprehension – writing & computational skills
 - Problem solving skills
 - Communication & customer service skills
 - Use of tools & technologies

Working Environment

- Physical requirements
- Risk & exposure in the work place
- Crisis management environment
- Mental stamina & adaptability requirements
- Influence on others and services

The next section is a detailed description of each of the four Job Evaluation Factors within each of the five Job Categories. The first box on the left of the page is a description of the elements for the Job Evaluation Factors, with the next boxes to the right building on each element in a cumulative manner. These boxes are described as “Range of Points” or different levels of job based on the job description. Please note they are very general in nature and do not cover every function or task for every position. As the instructions state, the consultants or other trained individuals would circle the appropriate level for each position, based on the job description. The point system is set up for flexibility to enter numbers in between the assigned points or above the assigned points, based on special circumstances, which is documented in the comment section. The actual points are listed on an excel sheet for each Job Category and is set up to add the full range of points from the two raters and then adjusted for the final point allocation for each position. See page 20 for Job Evaluation Instruction Guide on how to use the system described in this manual to evaluate each position and assign points to create the classification plan.

Town of Brooklyn

General Ledger - On Demand Report

Account Mask: 2870?????4?????

Fiscal Year: 2022-2023

From Date: 1/1/2023

To Date: 1/31/2023

Account Type: All

Print accounts with zero balance

Include Inactive Accounts

Filter Encumbrance Detail by Date Range

Print Detail

Include PreEncumbrance

Account Number / Description

Budget Range To Date

YTD

Balance

Encumbrance % Remaining Bud

2870.00.0000.40209 Bus Trip Revenue \$0.00 \$0.00 (\$7,160.00) \$7,160.00 \$0.00 \$7,160.00 0.00%

2870.00.0000.40229 Open Gym Revenue \$0.00 (\$305.30) (\$447.30) \$447.30 \$0.00 \$447.30 0.00%

Transaction Detail (Standard)	Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal Deposits	Journal Deposits	Journal Deposits	Amount
	56	0	0	Open Gym 1/4/2023		-\$93.00			
	58	0	0	Open Gym 1/11/2023		-\$112.30			
	60	0	0	Open Gym 1/18/2023		-\$100.00			
Detail Total:						-\$305.30			

2870.00.0000.40234 Running club Revenue \$0.00 (\$160.00) (\$320.00) \$320.00 \$0.00 \$320.00 0.00%

Transaction Detail (Standard)	Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal Deposits	Journal Deposits	Journal Deposits	Amount
	57	0	0	Toy Drive/Running Club		-\$120.00			
	59	0	0	Running Club		-\$40.00			
Detail Total:						-\$160.00			

2870.00.0000.40236 Ski Club Revenue \$0.00 \$0.00 (\$3,080.00) \$3,080.00 \$0.00 \$3,080.00 0.00%

2870.00.0000.40240 Summer Slam Revenue \$0.00 \$0.00 (\$165.00) \$165.00 \$0.00 \$165.00 0.00%

2870.00.0000.40243 Toy Drive Revenue \$0.00 (\$1,185.98) (\$6,330.98) \$6,330.98 \$0.00 \$6,330.98 0.00%

Transaction Detail (Standard)	Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal Deposits	Journal Deposits	Journal Deposits	Amount
	57	0	0	Toy Drive/Running Club		-\$1,175.98			
	66	0	0	Toy Drive/Sch-Jim Boyle		-\$10.00			
Detail Total:						-\$1,185.98			

2870.00.0000.40505 Scholarship Jim Boyle Revenue \$0.00 (\$5.37) (\$1,015.22) \$1,015.22 \$0.00 \$1,015.22 0.00%

Transaction Detail (Standard)	Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal Deposits	Journal Deposits	Journal Deposits	Amount
	66	0	0	Toy Drive/Sch-Jim Boyle		-\$5.37			
Detail Total:						-\$5.37			

2870.00.0000.46101 Recreation - Interest \$0.00 \$0.00 (\$5.00) \$5.00 \$0.00 \$5.00 0.00%

FUND: 2870 \$0.00 (\$1,656.65) (\$18,523.50) \$18,523.50 \$0.00 \$18,523.50

Town of Brooklyn

General Ledger - On Demand Report

Account Mask: 2870????4????

Fiscal Year: 2022-2023

From Date:1/1/2023 To Date:1/31/2023

Print accounts with zero balance

Account Type: All
 Include Inactive Accounts

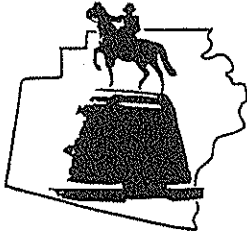
Print Detail Include PreEncumbrance
 Filter Encumbrance Detail by Date Range

Account Number / Description

Budget Range To Date YTD Balance Encumbrance % Remaining Bud

Grand Total: \$0.00 (\$1,656.65) (\$18,523.50) \$18,523.50 \$0.00 \$18,523.50

End of Report



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
Meeting Agenda
Wednesday, February 15, 2023
7:00 pm Via Zoom and Clifford B. Green Memorial Center

Join Zoom Meeting
<https://us06web.zoom.us/j/84143205034?pwd=Z3VoTTI0VnZ1YWpqNzBKRjd0LzVUQT09>

Meeting ID: 841 4320 5034
Passcode: 648208
One tap mobile
+13092053325,,84143205034# US
+13126266799,,84143205034# US (Chicago)

1. Determination of a quorum and Call to Order
2. Public comment
3. Action on minutes of January 18, 2023, meeting
4. Old Business
 - a. Status of bringing WPCA in-house?
 - b. Monthly Capital report status?
 - c. Discuss statements showing Recreation fund activity for donations/scholarships
 - d. Update of ARPA projects – Ken/Dave
 - e. Other Old Business
5. New Business
 - a. Review prior year funding requests and backup documentation from various entities for review by the Board
 - b. Status of 21-22 audit
 - c. Review of 22-23 financials
 - d. Status of generator project – when is the town meeting going to be scheduled for the LOCIP request?
 - e. Discuss and vote on two items that the Selectmen are requesting to use funds from our contingency account
 - Pay the remaining balance of \$6,000 for the salary study (copy of contract is attached)
 - Pay \$4,750 to a professional grant writing company to request a Safer Grant to fund some paid, full-time fire fighters for up to 3 years
 - f. Appoint members for the Capital Committee

