



TOWN OF BROOKLYN

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BROOKLYN, CONNECTICUT 06234

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Board of Finance
Regular Meeting Minutes
Monday, March 21, 2022
7:00pm via Zoom &
Clifford B. Green Memorial Center

Present: Sandy Brodeur, Drew Dionne, David Lee, Ken Dykstra, Aaron Soucy, Heather Allen and Melissa Bradley; Recording Secretary
Also Present: Austin Tanner, Joe Voccio, Lou Brodeur, Rushie Bean Susan Caron and Matt Ritter

1. **Determination of a quorum and Call to Order:** S. Brodeur called the meeting to order at 7:00pm.
2. **Public comment:** None
3. **Old Business**

a. **Susan Caron will provide a presentation on the Solar Project Funding to show how the project was originally funded by BANS and finally rolled into a BOND:** Susan Caron discussed a presentation shared with members. In 2019, \$903,405 was issued in notes for elementary school and \$898,850 for the middle school projects. In 2020, the notes were rolled into another 1-year note. In 2021 the notes were rolled into a permanent bond. R. Bean will provide a break down of the grants and other funds applied. Each project came in under budget. S. Brodeur recaps: the two projects total was 1,210,994. \$784,000 we got back from the State; we said we would be under \$426,000, so that was applied also so we didn't get a bond to include money we didn't think we were going to spend.
The second page of the presentation shows expenses paid out for each project.
The capital project fund has a balance of \$426,000.
Complete presentation attached.

b. **Matt Ritter will attend to provide an update on unexpended capitol funds and to answer questions:** Matt Ritter presents to the board. The Town funds capital projects in two ways; "cash" or general appropriation and bonds. When you have proceeds from "cash" capital projects, they can be transferred by the BOS or BOF to other capital projects, specific to the resolution passed with the project with the unexpended funds. If these funds are going to be repurposed into a different capital project or back to the general fund, a special town meeting is needed to do so or it can be done at an annual town meeting.

Excess bond proceeds can be transferred to other capital projects done by a special town meeting and should be spent quickly. The second option is to use the bond proceeds to pay off existing debt service and would be part of the next years budget.

- c. **Wording to be used in the Town Code concerning reference to the purchasing procedure and to include the fact that any expenditures over \$20,000 require approval at a town meeting:** Discussion held on attorneys' suggestion for wording the town ordinance. D. Dionne made a motion to recommend to the Board of Selectmen the revision of the purchasing procedure ordinance to read "All purchases of goods or services shall be governed by and comply with the requirements of a written "Purchasing Procedure" to be adopted and amended from time to time by the Board of Selectmen, with the advice of the Board of Finance, provided that the maximum amount of a contract that may be let without town approval at a town meeting be no more than \$20,000 without amending the Ordinance." and send to a town meeting for approval. A. Soucy seconded the motion. Motion passed 6-0.

Aaron Soucy excused himself from the meeting for another commitment.

Discussion held on suggested edits made by the attorney on the purchasing procedure. Page 3b., add consider use of and remove appropriate circumstances and add when practical. Revised B: All professional services: formal bidding procedures shall not be required for the award of standard professional services such as architects, engineers, legal counsel, professional consultants in the areas of personnel, insurance, and the like, although the Town should consider use of an RFP process when practical. Page 3d., D. Dionne made a motion for item 3d to read: Exemption by board or commission: The Board of Education, the Brooklyn WPCA and the Brooklyn Housing Authority are exempt from this article. These respective agencies should implement their own purchasing procedure pursuant to their own rules and bylaws. H. Allen seconded the motion. Motion passed 5-0.

- d. **Other old business:** None

4. **New Business**

- a. **Set special meeting dates required due to conflicts by Board members for the April 18 and 20 meetings. Available dates are 4/5, 4/7, 4/28, 5/5, 5/26, and 5/31:** D. Dionne made a motion to cancel April 18th & 20th meetings, and schedule special meetings to be held on April 5th & 28th. D. Lee seconded the motion. Motion passed 5-0.
- b. **Schedule dates for Budget presentations from the Board of Education, Fire Commissioners, Recreation, and the Board of Selectmen:** Tabled until next meeting.
- c. **Discussion about King and King's increase regarding the audit:** R. Bean explains an increase of approximately \$2,000 for auditing services. She feels this is a justified increase.

d. Date set for Town Meeting regarding extra funding for roof repair and request for LOCIP funds: The Board of Selectmen will be setting the Town Meeting date at their special meeting on Thursday.

e. Other new business: None

5. Selectmen's Report: Capital committee members will include D. Dionne, M. Gaudreau, F. Ramos and R. Ives.

The building committee members will include L. Brodeur, J. Voccio, M. Lyons and J. Graef.

6. Liaison Reports: D. Lee states the Board of Fire Commissioners will be ready to present their budget on 4/28.

7. Public comment: None

8. Adjournment: H. Allen made a motion to adjourn the meeting. D. Dionne seconded the motion. Meeting adjourned at 8:35pm.

Respectfully Submitted;



Melissa J. Bradley
Recording Secretary