



TOWN OF BROOKLYN
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Board of Finance Meeting Minutes
Wednesday, March 20, 2024, 7:00 pm
Clifford B. Green Memorial Building
and via Zoom

Present: Sandra Brodeur, Dave Lee, Andrew Dionne, Heather Allen, Cindy Dehner, Lance Metzger, Lisa Mileski, Recording Secretary
Also Present: Joe Voccio, Ray Preece, Shelley Cates, Austin Tanner, Lou Brodeur
Via Zoom: Ann Marie, Carrie Barna, Aimee Genna, Jessica Solis

1. Determination of a Quorum and Call to Order: S. Brodeur called the meeting to order at 7:00 pm.
2. Public Comment: None
3. Action on Minutes of February 21, 2024: D. Lee made a motion to approve the minutes of February 21, 2024; C. Dehner seconded; and the minutes were approved.
4. Old Business

- a. Report on ARPA Funds

- Status of water line project
- Economic Development
- South Street Park
- Tennis Court
- What to do with remaining money
- Other projects still not requested

A. Tanner stated that a letter to current awardees was sent out today with a request for information and a deadline of April 8, 2024 to respond. He said we have \$170,000.00 more or less remaining in ARPA funds. S. Cates represented the ARPA Funds report. D. Lee stated that the next ARPA meeting is April 18, 2024. He also said that the Board would like to see the encumbrances identified a little better, and S. Cates explained the report in more detail, and stated that G. Bryant said the IT funds will be spent in the next couple of weeks.

b. Status of moving Parks and Rec to Community Center area and moving Brooklyn Cares upstairs: A. Tanner stated that this is still to be determined, that he needs to have a meeting with Brooklyn Cares, and the Board discussed some of the repairs that need to be made to the Community Center.

c. Tax abatement estimated cost: D. Lee stated an updated tabulation form was provided to the Fire Departments at the latest meeting.

- d. Status update on Capital Improvement Program Committee

- Purpose statement
- Members (chair, vice-chair, secretary)
- Budget requirements

D. Lee stated that he is tentatively scheduling a meeting for the Long Range Capital Improvement Program Committee for April 17, 2024 prior to the next Board of Finance Meeting. He has reached out the BOE to get a representative from there; there are two other people already on board; and he needs to reach out to Parks and Rec.

e. OSHA report: A. Tanner stated that we have not received the written report yet.

f. Review financial policies from the Town of Haddam to possibly modify for the town of Brooklyn (after budget has been approved): S. Brodeur stated that she keeps this on the Agenda, so she does not forget it.

g. Other old business: None

5. New Business

a. Review financial statements: S. Cates stated she sent reports to the Board with the new adjustment column so that they could see what the report would look like. D. Lee said we do not need to see this every month. The reports were discussed by the Board, and S. Cates answered questions. D. Lee asked if there was any value in doing balance sheets on a quarterly basis so we can show how much is off in the revenue versus expense category. S. Cates explained that she could create this, and after much discussion, the Board requested quarterly reports from S. Cates showing this. D. Lee suggested that the Selectmen update the line items on their budget. S. Cates explained that the STIF account is where the interest comes from. The use of the NIP funds was also discussed.

b. Capital report from Shelley Cates: S. Cates provided a report regarding Capital Funding Projects. She explained the report to the Board and answered questions. D. Lee made a motion that we consider all the capital projects for the fiscal year 2020 to be complete and that the funds be reallocated as appropriated; H. Allen seconded; and the motion passed. D. Lee made a motion that fiscal years 2020 and 2021 excess capital funds be reallocated as necessary; after some discussion, H. Allen seconded; and the motion was passed. H. Allen made a motion that we take the three line items from fiscal year 2022, FD Fire Truck, HD Over Rail Attach, and School Boilers, and apply it back to the bond; D. Lee seconded; and the motion passed. The Board continued to review and discuss the Capital Fund Projects report. H. Allen made a motion to take the three line items from fiscal year 2023, HD Loader with Backhoe, Mortlake – Hurst Tools, and Mortlake – Door Openers, close them out, and reallocate to the Capital Fund; D. Lee seconded; and the motion passed. The Board discussed G. Bryant's Capital request from last year for the Network Upgrade to the Community Center.

c. Budget presentation schedule: Parks and Rec will be March 25, 2024. The school had scheduled their presentation for April 2, 2024. However, that date is election day. We have dates on April 15 and 17, 2024. If possible, we will try to use those dates for the school, town, fire departments, and capital budgets. It may be necessary to schedule another special meeting. S. Brodeur confirmed that Parks and Rec will present on March 25, 2024; the BOE cannot present on April 2, 2024 because it is election day so we are looking different dates; and we may have to schedule another special meeting to get everything done.

d. Other New Business: None

6. Selectman's Report : A. Tanner reported on the erosion of Day Street and that he is working hard on getting something done about this. He mentioned that we are having a Town Forum on April 22, 2024 with an educational event prior to the meeting. He also stated that Union negotiations will begin next week, and that he is going to the Killingly Town Council meeting to request ARPA money they received for our Senior Center since they do not have a Senior Center.

7. Liaison Reports: L. Metzger reported on Parks and Recs and said that they have so much in the works, including Earth Day, Memorial Day, question of a BBQ, Summer Camp, life skill programs, etc. D. Lee said the Board of Fire Commissioners has approved to support the grant requests for both Fire Departments as flat from last year, no increase over the allocation provided last year or this current fiscal year. He said there was a lot of discussion about the tax abatement form, and he said Mortlake is going to be requesting significant sums of money to help fund the ambulance operation, but D. Lee recused himself from this discussion, as did M. Alexander, and because one of the other members had to leave, they did not have a quorum and it was tabled for a special meeting. He also said that they had talked for several months about both Fire Departments applying for assistance to firefighter grants, and East Brooklyn applied

(but has not yet heard) and Mortlake did not apply. They also discussed applying for other grants in the future. D. Lee said WPCA is working on developing a budget that contemplates a few more items than they had in the past and said that the WPCA needs to consider having a paid staff person who is responsible for managing the day to day. He also said the WPCA has significant capital needs, infrastructure needs, and they have to figure out how to get these things fixed quickly. They are looking at evaluating the rate structure and making sure they are applying the rates appropriately. He also stated that they are a full board for the first time in years and that they are reviewing the ordinances that are applicable and whether or not changes need to be made. S. Brodeur stated that the Housing Authority held two meetings, one was a public meeting for the Brooklyn Housing Authority; we own eleven units on Tiffany Street, and Putnam Housing Authority manages them and Quebec Square. They put together budget reports and P. Buell came in to talk about the information that her homelessness charrette had received from the State Department of Housing, and the Authority is headed in the right direction. H. Allen stated that Kathleen Krider from Access Agency came to the Selectmen meeting; there was a brief discussion on litigation. C. Dehner stated that she was introduced at the BOE meeting to May Lyons.

8. Public Comment: D. Metzger, 44 Fairgrounds Road, asked the Board to consider changing the date and time of the meeting of March 25, 2024 as the RTC is having an important meeting on that day. C. Barna, 376 Stetson Road, spoke about bringing in someone who specializes in grants; she spoke about D. Lee's recusal from the Board of Fire Commissioner's meeting; and having quarterly reports would provide more transparency to voters.

9. Adjournment: A. Dionne made a motion to adjourn the meeting at 8:22 pm; D. Lee seconded; and the motion was adjourned.

Respectfully submitted,
Lisa Mileski, Recording Secretary