

# 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  
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ASSESSOR  
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Board of Finance  
Regular Meeting Minutes  
Wednesday, February 16, 2022  
7:00pm via Zoom &  
Clifford B. Green Memorial Center

RECEIVED  
TOWN CLERK'S OFFICE  
2022 FEB 23 PM 12:55  
PROBATIONAL TOWN CLERK  
Melissa Bradley  
TOWN OF BROOKLYN, CT

**Present:** Drew Dionne, Aaron Soucy, Heather Allen, Sandy Brodeur, David Lee and Melissa Bradley  
Recording Secretary

**Also Present:** Austin Tanner, Lou Brodeur, Joe Voccio, Rushie Bean, Justin Phaiah and Art Meizner and  
Rodger Metzger from Hooker & Holcombe

1. **Determination of a Quorum and Call to Order:** D. Dionne called the meeting to order at 7:04pm
2. **Public Comment:** None
3. **Action on Minutes:** S. Brodeur made a motion to approve the minutes of 1/19/22 as presented. H. Allen seconded the motion. Motion passed 5-0.
4. **Presentation by Art Meizner, Hooker & Holcombe:** Rodger Metzger begins with a recap of the 2021 4<sup>th</sup> quarter review and continues with a presentation on the market and economic review for 2021. Complete report attached.  
Art Meizner presents the 4<sup>th</sup> quarter performance report for 2021 and discusses a new fund option, Parametric Commodity Strategy Fund. S. Brodeur makes a motion to approve and move to the Board of Selectmen the recommendation made by Hooker & Holcombe to add 2% in the Parametric Commodity Strategy Fund and reduce Invesco Corporate Bond by 2%. D. Lee seconded the motion. Motion passed 5-0.
5. **Old Business**
  - a. **Review of Liaisons and Action on Board of Fire Commissioners Liaison:** A. Soucy made a motion to appoint David Lee as the Board of Finance liaison to the Board of Fire Commissioners. D. Dionne seconded the motion. Motion passed 5-0. The board will revisit all liaison seats once a new member has been seated. There will be special meeting to seat the new member.
  - b. **Update on Unexpended Capitol Funds:** There are three fiscal years with active projects: \$14,000 underspent from 2020; \$78 underspent from 2021; and \$12,500 underspent in 2022. R. Bean states she spoke with bond counsel Matt Ritter and he stated you do have to go to a Town Meeting to use the funds not spent on capital projects. D. Drew believed if it was State funds, it would go to Town Meeting, but if it were budgeted funds, we could move back into the general fund. R. Bean has an email from Matt Ritter she will share with the board as well as a

spreadsheet showing capital projects. R. Bean will invite Matt Ritter to a meeting to clarify the process.

**c. Status of Old Town Garage Roof Replacement:** A. Tanner signed a contract today with Baltic Roofing in the amount of \$109,000. Materials will be ordered, and project will begin in the Spring.

**d. Update on Purchasing Procedure Ordinance:** The Board agrees with the revised procedure and believes this should be in the Finance Departments Policies and Procedures, and not as an ordinance. The current ordinance could refer to the policy held in the finance department which would be approved by the Board of Selectmen and Finance. A. Tanner will ask the attorney to provide the language needed. D. Lee made a motion to approve the attachment received today as a policy and procedure for the finance department. A. Soucy seconded the motion. Motion passed 5-0.

**e. Other Old Business:** R. Bean states the audit is in its final process and should be completed by the February 28<sup>th</sup> deadline.

**6. New Business**

**a. Discussion on Special Meeting to appoint new member of BOF (poss. Monday 2/21):** A. Soucy made a motion to hold a special meeting at 6:30pm on Tuesday, February 22<sup>nd</sup>. S. Brodeur seconded the motion. Motion passed 5-0.

**b. Discussion on Officers for BOF:** This will be held at the next regular meeting.

**c. Any other New Business:** A. Tanner states we must hold a Town Meeting before March 22<sup>nd</sup> to approve the new polling districts. Also on the notice will be the Tech Park funds, LOCIP funds, possibly changing Planning & Zoning membership in the ordinance and smoking ordinance.

The projected figures from the State for the budget have been received and expected to about \$32,000 more than last year.


Patricia Buell submitted a letter to the First Selectman regarding the finance department and making some changes. There are a couple scenarios, A. Tanner will report back after he meets with Ms. Buell.

A. Tanner discusses long and short-term bonds. He will type up a spreadsheet for members to review.

**7. Public Comment:** None

**8. Adjournment:** S. Brodeur made a motion to adjourn the meeting. H. Allen seconded the motion. Meeting adjourned at 9:01pm.

Respectfully Submitted;

  
Melissa J. Bradley  
Recording Secretary