



TOWN OF BROOKLYN

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

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Board of Finance Meeting Minutes
Wednesday, February 21, 2024, 7:00 pm
Clifford B. Green Memorial Building
and via Zoom

Present: Sandra Brodeur, Cindy Dehmer, Dave Lee, Lance Metzger, Lisa Mileski, Recording Secretary

Absent: Andrew Dionne (excused), Heather Allen (excused)

Also Present: Lou Brodeur, Shelley Cates, Bill Skene, Austin Tanner

Via Zoom: Lisa Arends, Carrie Barna, Patricia Buell, Aimee Jenna, Jenn Nemeth, Ray Preece, Jessica Solis, Joe Voccio, Ciaran Wilcox

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 of minutes of January 17, 2024: D. Lee made a motion to approve the minutes of January 17, 2024; motion seconded by L. Metzger; minutes of January 17, 2024 approved.

4. Old Business

a. Report on ARPA funds (tabled until next meeting)

- **Status of water line project**
- **Economic Development**
- **South Street Park**
- **Tennis Court**
- **Other projects still not requested**

S. Cates said she sent four letters, QVCC, TVCCA, BOE, and EBFDD, and two of them said it was in the works. She also said that the Town projects are handled differently.

b. Discussion about document prepared by D. Lee and K. Dykstra requesting grant recipients to provide information on how they spent their money: D. Lee explained the document at length and answered questions. C. Dehmer made a motion to approve the document; L. Metzger seconded. The Board had a brief discussion; and the motion passed.

c. Costs associated with moving Parks and Rec to the Community Center: A. Tanner said he had an estimate of \$21,000.00 from P. Buell for the Brooklyn Cares Community Center moving upstairs so that the Parks and Recreation Department can move in downstairs.

d. Tax abatement estimated cost: D. Lee said they are still waiting for information.

e. Status update on Capital Improvement Program Committee

- **Purpose statement**
- **Members (chair, vice-chair, secretary?)**

- **Budget requirements**

D. Lee said there has been no movement on this to date but expects things to happen within the next thirty days.

f. Other old business: None

5. New Business

a. Review financial statements:

S. Cates presented the report for Salary Budget Line Transfers and explained it to the Board. D. Lee made a motion to approve the Salary Budget Line Transfer in the amount of \$105,606.00 as well as \$20,000.00 from Land Use Salary Line 1005.414151.51610 to Land Use - Contractual Services, 1005.414151.53010 to cover expense of Tyche Planning & Policy. D. Lee mentioned that there will be a reduction in benefits so there may be a little leftover. The motion passed.

b. Regular Capital Committee – have requests been sent to town departments and commissions concerning capital requests? Members of the committee to date are Lou Brodeur, Kayla Burgess, Ben Langevin, Al Fitzgerald, and possibly Jim Paquin. Need a volunteer from the Board of Finance:

S. Cates sent an email with the form/requests on January 25, 2024 to all boards, commissions, and departments, and asked them to return by March 1, 2024. S. Brodeur said the Capital Committee consists of Lou Brodeur, Kayla Burgess, Ben Langevin, Al Fitzgerald, and Matt Allen, and we need one volunteer from the Board of Finance. S. Brodeur will check with A. Dionne and said the Capital Committee should begin meeting in early March.

c. Capital report from Shelley Cates:

S. Cates presented a report of what has been and what has not been expensed to date, and the Board discussed this briefly.

d. Other new business: Future meetings were discussed. D. Lee talked about the link S. Brodeur sent regarding sample policies and procedures from the Town of Haddam.

6. Selectman's Report: A. Tanner stated there were some delays in installing the generator in the Green building and the Town will be going out to bid for Tatnic Road. He said the union contracts are coming up and will be worked on. He was very impressed with Manuel Mendoza who is the new Town Planner from Tiche. He also said we will begin budget meetings on 2/29/24 and that he has put out notice that the Town needs an Economic Development Director and that we need to get the Economic Development Commission going again. He also said the paperwork is all set on the waterline and that OSHA came to visit for a random check and we are waiting for a written report.

7. Liaison Reports: S. Brodeur stated the Housing Authority had a very good meeting today and things are headed in a good direction. L. Metzger stated that Parks and Rec had a good meeting, and that A. Brosnan has a lot planned for the year. D. Lee reported on the Board of Fire Commissioner latest meeting. He said they are making efforts on capturing data as requested, and East Brooklyn received the ARPA money for their air packs and those are all in service. East Brooklyn was going to request money for additional equipment; Mortlake said they were going to but did not really provide much detail. He said the Chiefs did a presentation about paid staff and paid fire administrator and there was a lot of discussion on that and that there is resolution on the chart of accounts, both fire departments are using almost the exact same chart of accounts. He said draft requests for grants were presented based on their budgets by both fire departments. We are still waiting for data on the voluntary tax abatement. There

are no specific documents policies or plans in effect for background checks. Physical are being done but there may be an issue on how they are getting billed. East Brooklyn does not have an operating generator so they may be coming to the Town for funds. D. Lee also reported on the WPCA and said that Joe Couture is going to provide us with more information that will help us to have a better understanding of monthly and yearly usage for billing purposes. Joe Couture presented what his prospective was on a “wish list” for both maintenance and long term capital items. WPCA is working on billing issues.

8. Public comment: A. Tanner stated that the Memorial Day Parade Committee is meeting tomorrow, and he encourages anyone who wants to come to come. The following individuals made public comment: C. Barna, 376 Stetson Road; B. Skene, 248 Allen Hill Road; J. Voccio, 60 Fairway Drive.

9. Adjournment: D. Lee made a motion to adjourn the meeting; L. Metzger seconded; and the meeting was adjourned at 8:23 pm.

Lisa Mileski, Recording Secretary