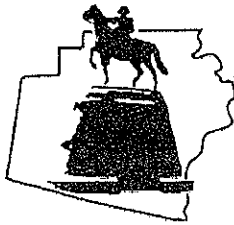


Board of Finance  
Capital Committee  
March 20, 2024, Meeting  
5:30 PM



## 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 6

ASSESSOR  
(860) 779-3411 Option 8

Board of Finance  
Capital Committee Meeting Agenda  
Wednesday, 3/20/2024. 5:30 pm via zoom & at  
Clifford B. Green Memorial Center

### Join Zoom Meeting

<https://us06web.zoom.us/j/82590488147?pwd=daAw8pPZumlUCv1wwuSwWLMdZlohP.1>

Meeting ID: 825 9048 8147

Passcode: 718223

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### One tap mobile

+13052241968,,82590488147# US

+13092053325,,82590488147# US

1. Call to order.
2. Take attendance & establish quorum.
3. Public comment.
4. Elect Chairman of the Capital Committee.
5. Review requests as they are presented to the Committee. Tonight, we have a request from the Brooklyn Highway Department. They are requesting funding for this year's capital for a new truck. Tom Rukstela, Highway Foreman, will make the presentation. In the past, we have been trying to replace one truck every other year.
6. The next meeting is scheduled for March 28, 2024 at 5:30 pm. We will have Patricia Buell from the Board of Education and hopefully the Board of Fire Commissioners. On April 4, 2024, Parks and Recreation will make their request and any others that we might receive.
7. Hopefully, we can make our presentation to the Board of Finance on April 17, 2024, which is their normal monthly meeting date.
8. Public comment.
9. Adjourn.

Lou Brodeur, Chairman

# Town of Brooklyn Capital Funding Program

To be considered for funding through the Capital Funding Program, please complete the application by providing a narrative summary of your proposal and describing how your proposal best meets the funding criteria of the program. For additional information regarding program criteria, please view the Capital Funding Program Guidelines.

Providing back-up material or financial analysis to support your application is encouraged.

---

Applicant Name: THOMAS RUKSTELA, ROAD FOREMAN  
Capital Funding Request: \$ 250,000.

I have read the program guidelines and acknowledge that the Town of Brooklyn reserves the right to delay, suspend or rescind any funding due to a material change in the context of a request for funding or due to a material change in the financial condition or outlook for the Town AND that no recommendation for funding will be considered or construed as an entitlement by the applicant.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- 
- 1) **Proposal Summary:** Please describe the nature of and reason for the capital request and summarize how this expenditure will provide some benefit to the Town of Brooklyn.

New 6 Wheel Dump Truck with chasis.

For replacement of oldest truck in the fleet.

- 2) **Good Standing:** To the best of your knowledge, are you, as the applicant, in good standing with regulatory agencies/boards, an ethics board, or creditors? If you answer "No" to any of these items, please elaborate.

Yes

- 3) **Readiness to Proceed:** Please describe the timetable for fulfilling your proposal. Are you able to proceed immediately or will you require a lead time, a bidding period or a commitment of other funding prior to you executing your proposal?

---

Will go out to bid after approval of funds

- 4) **Applicant Capacity:** Please describe your experience and the experience of the Board or individuals that will help you to accomplish your proposal. Has there been successful experience in a proposal of scale and complexity?

Yes, good experience with past requests

- 5) **Demonstration of Need:** Please describe the need(s) fulfilled by your proposal. If possible, please demonstrate or quantify what need or needs have been unmet to date.

As a guide, please consider the following questions: Will this funding satisfy the replacement of something currently being done? Will this funding help to alleviate some present exposure to the Town? Will this funding make some other equipment, entity or funding obsolete?

Replaces the oldest truck in the fleet

To be used for plowing snow and road work

- 6) **Site Factors:** For proposals which involve real estate, the purchase and/or improvement of real estate, or the location of a particular item, please demonstrate that the item or items:

- a) will be in a strategic or quality location;
- b) obtained with the expenditure is/will be appropriate for its location. Please consider the following questions: Is it appropriate for the environment in which it will be located? Will it be necessary to have some proximity to services or distances from neighborhoods?

Will be housed with the rest of the fleet at the

Public Works garage

- 7) **Project Costs:** Please demonstrate the costs associated with project and the manner in which they have been compiled. Please consider the following questions: Are the costs for the proposal supported by quotations or bids? Does a contract already exist for the service or item? When will the most reliable costs be received? Have consultants been available to evaluate these costs?

Quotes

8) **Financial Analysis:** Please outline a basic financial analysis that should include the a) method of payment; b) estimated cost vs. benefit; and c) cost of operation.

- As a guide, please consider the following:
  - **Method of Payment:** Does the size and cost involved lend itself to a one-time payment or would the expenditure require some degree of financing (e.g. bonding or seller financing)?
  - **Cost/Benefit:** For proposals which generate an income or savings, a Net Present Value (NPV) or Internal Rate of Return (IRR) Analysis along with a Payback Period Analysis may be appropriate. For services, a privatization versus in-house analysis may also be appropriate. For items which may provide some intangible benefits, something other than a numerical cost/benefit analysis may be appropriate.
  - **Operating or Holding Costs:** Upon acquisition requires an addition/reduction of staff, additional equipment, insurance, maintenance, or special servicing, then it should be noted.

---

A: town capital funds

B: savings of time, expenses of repair of older trucks

9) **Leveraging/Cost Effectiveness:** Proposals that require the least amount of scarce resources would be desirable. Will outside subsidies, grants, fundraising, or other funding be leveraged with Town funding for this proposal? If so, please identify the total cost of the proposal less these other sources of funding to identify the amount being requested. If grant funding is available for the acquisition, the applicant should attach a copy of the completed grant application and detail past experience and success in obtaining like grants.

---

N/A

10) **Community Impact:** Please explain how this capital funding would result in a positive community impact.

As a guide, please consider the following questions: Is there need? Would this funding coincide or work in concert with a documented community or neighborhood revitalization strategy? Is there local support for this proposal from residents, businesses and/or community groups?

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To keep the rotation of the fleet of trucks current,

reliable, and up to date

Less breakdowns and repair time

# Town of Brooklyn Capital Funding Program

To be considered for funding through the Capital Funding Program, please complete the application by providing a narrative summary of your proposal and describing how your proposal best meets the funding criteria of the program. For additional information regarding program criteria, please view the Capital Funding Program Guidelines.

Providing back-up material or financial analysis to support your application is encouraged.

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Applicant Name: THOMAS RUKSTEAN, ROAN FOREMAN

Capital Funding Request: \$ 7000

I have read the program guidelines and acknowledge that the Town of Brooklyn reserves the right to delay, suspend or rescind any funding due to a material change in the context of a request for funding or due to a material change in the financial condition or outlook for the Town AND that no recommendation for funding will be considered or construed as an entitlement by the applicant.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- 
- 1) **Proposal Summary:** Please describe the nature of and reason for the capital request and summarize how this expenditure will provide some benefit to the Town of Brooklyn.

New Fire Alarm system

Current one has a lot of problems.

- 2) **Good Standing:** To the best of your knowledge, are you, as the applicant, in good standing with regulatory agencies/boards, an ethics board, or creditors? If you answer "No" to any of these items, please elaborate.

\_\_\_\_\_  
Yes

- 3) **Readiness to Proceed:** Please describe the timetable for fulfilling your proposal. Are you able to proceed immediately or will you require a lead time, a bidding period or a commitment of other funding prior to you executing your proposal?

\_\_\_\_\_  
Will go out to bid after funds are approved.

- 4) **Applicant Capacity:** Please describe your experience and the experience of the Board or individuals that will help you to accomplish your proposal. Has there been successful experience in a proposal of scale and complexity?

Yes, good experience with past requests

- 5) **Demonstration of Need:** Please describe the need(s) fulfilled by your proposal. If possible, please demonstrate or quantify what need or needs have been unmet to date.

As a guide, please consider the following questions: Will this funding satisfy the replacement of something currently being done? Will this funding help to alleviate some present exposure to the Town? Will this funding make some other equipment, entity or funding obsolete?

---

Yes, will be replacing current one that doesn't work most of the time

- 6) **Site Factors:** For proposals which involve real estate, the purchase and/or improvement of real estate, or the location of a particular item, please demonstrate that the item or items:

- a) will be in a strategic or quality location;
  - b) obtained with the expenditure is/will be appropriate for its location. Please consider the following questions: Is it appropriate for the environment in which it will be located? Will it be necessary to have some proximity to services or distances from neighborhoods?
- 

Will be installed at the Public Works garage.

- 7) **Project Costs:** Please demonstrate the costs associated with project and the manner in which they have been compiled. Please consider the following questions: Are the costs for the proposal supported by quotations or bids? Does a contract already exist for the service or item? When will the most reliable costs be received? Have consultants been available to evaluate these costs?
- 

Quotes

8) **Financial Analysis:** Please outline a basic financial analysis that should include the a) method of payment; b) estimated cost vs. benefit; and c) cost of operation.

- As a guide, please consider the following:
    - **Method of Payment:** Does the size and cost involved lend itself to a one-time payment or would the expenditure require some degree of financing (e.g. bonding or seller financing)?
    - **Cost/Benefit:** For proposals which generate an income or savings, a Net Present Value (NPV) or Internal Rate of Return (IRR) Analysis along with a Payback Period Analysis may be appropriate. For services, a privatization versus in-house analysis may also be appropriate. For items which may provide some intangible benefits, something other than a numerical cost/benefit analysis may be appropriate.
    - **Operating or Holding Costs:** Upon acquisition requires an addition/reduction of staff, additional equipment, insurance, maintenance, or special servicing, then it should be noted.
- 

A: Town capital funds

B: will save on repair expenses of current one

C: maintenance

9) **Leveraging/Cost Effectiveness:** Proposals that require the least amount of scarce resources would be desirable. Will outside subsidies, grants, fundraising, or other funding be leveraged with Town funding for this proposal? If so, please identify the total cost of the proposal less these other sources of funding to identify the amount being requested. If grant funding is available for the acquisition, the applicant should attach a copy of the completed grant application and detail past experience and success in obtaining like grants.

---

N/A

10) **Community Impact:** Please explain how this capital funding would result in a positive community impact.

As a guide, please consider the following questions: Is there need? Would this funding coincide or work in concert with a documented community or neighborhood revitalization strategy? Is there local support for this proposal from residents, businesses and/or community groups?

---

The need is for the safety of the Public Works garage and the equipment housed there



# Town of Brooklyn Capital Funding Program

To be considered for funding through the Capital Funding Program, please complete the application by providing a narrative summary of your proposal and describing how your proposal best meets the funding criteria of the program. For additional information regarding program criteria, please view the Capital Funding Program Guidelines.

Providing back-up material or financial analysis to support your application is encouraged.

---

Applicant Name: Rec Dept.

Capital Funding Request: \$ 11,000

I have read the program guidelines and acknowledge that the Town of Brooklyn reserves the right to delay, suspend or rescind any funding due to a material change in the context of a request for funding or due to a material change in the financial condition or outlook for the Town AND that no recommendation for funding will be considered or construed as an entitlement by the applicant.

Signed: Austin Towner Date: 3/13/24

---

- 1) **Proposal Summary:** Please describe the nature of and reason for the capital request and summarize how this expenditure will provide some benefit to the Town of Brooklyn.

Rec Truck is 11 yrs old and staff is ~~not~~ not needing such a big Truck and plow is no longer needed. Trade for smaller New vehicle while value is still there on old one.

- 2) **Good Standing:** To the best of your knowledge, are you, as the applicant, in good standing with regulatory agencies/boards, an ethics board, or creditors? If you answer "No" to any of these items, please elaborate.

yes

- 3) **Readiness to Proceed:** Please describe the timetable for fulfilling your proposal. Are you able to proceed immediately or will you require a lead time, a bidding period or a commitment of other funding prior to you executing your proposal?

any Time

4) **Applicant Capacity:** Please describe your experience and the experience of the Board or individuals that will help you to accomplish your proposal. Has there been successful experience in a proposal of scale and complexity?

5) **Demonstration of Need:** Please describe the need(s) fulfilled by your proposal. If possible, please demonstrate or quantify what need or needs have been unmet to date.

As a guide, please consider the following questions: Will this funding satisfy the replacement of something currently being done? Will this funding help to alleviate some present exposure to the Town? Will this funding make some other equipment, entity or funding obsolete?

Beside Need New vehicle would satisfy Dept. for many years.

6) **Site Factors:** For proposals which involve real estate, the purchase and/or improvement of real estate, or the location of a particular item, please demonstrate that the item or items:

- a) will be in a strategic or quality location;
- b) obtained with the expenditure is/will be appropriate for its location. Please consider the following questions: Is it appropriate for the environment in which it will be located? Will it be necessary to have some proximity to services or distances from neighborhoods?

N.A.

7) **Project Costs:** Please demonstrate the costs associated with project and the manner in which they have been compiled. Please consider the following questions: Are the costs for the proposal supported by quotations or bids? Does a contract already exist for the service or item? When will the most reliable costs be received? Have consultants been available to evaluate these costs?

See quote Heritage Valley Ford

8) **Financial Analysis:** Please outline a basic financial analysis that should include the a) method of payment; b) estimated cost vs. benefit; and c) cost of operation.

• As a guide, please consider the following:

- **Method of Payment:** Does the size and cost involved lend itself to a one-time payment or would the expenditure require some degree of financing (e.g. bonding or seller financing)?
- **Cost/Benefit:** For proposals which generate an income or savings, a Net Present Value (NPV) or Internal Rate of Return (IRR) Analysis along with a Payback Period Analysis may be appropriate. For services, a privatization versus in-house analysis may also be appropriate. For items which may provide some intangible benefits, something other than a numerical cost/benefit analysis may be appropriate.
- **Operating or Holding Costs:** Upon acquisition requires an addition/reduction of staff, additional equipment, insurance, maintenance, or special servicing, then it should be noted.

*Last year This could have been done for \$5000*

*Better To Trade while old Truck still has value and minimize capital out lay.*

9) **Leveraging/Cost Effectiveness:** Proposals that require the least amount of scarce resources would be desirable. Will outside subsidies, grants, fundraising, or other funding be leveraged with Town funding for this proposal? If so, please identify the total cost of the proposal less these other sources of funding to identify the amount being requested. If grant funding is available for the acquisition, the applicant should attach a copy of the completed grant application and detail past experience and success in obtaining like grants.

*Trade in*

10) **Community Impact:** Please explain how this capital funding would result in a positive community impact.

As a guide, please consider the following questions: Is there need? Would this funding coincide or work in concert with a documented community or neighborhood revitalization strategy? Is there local support for this proposal from residents, businesses and/or community groups?

*More useable vehicle and more economical to run - more suited to needs*

Pitnam Ford, Inc.

(860) 928-2731 ext. DEALER 11B 410

VIN 3FMCR9B69RRE35181

	Suggested Retail Price	Invoice Amount
R9BB BRONCO SPORT BIG BEND 4X4	31230.00	30450.00
2024 MODEL YEAR		
B3 ATLAS BLUE METALLIC		
QV MEDIUM DARK SLATE UNIQUE CLOTH		
EQUIPMENT GROUP 200A		
.17" CARBON GRAY HIGH GLS WHL		
996 .1.5L ECOBOOST ENGINE	NC	NC
448 .8-SPD AUTO TRANSMISSION	NC	NC
225/65 R17 102H A/S BSW TIRES		
425 50 STATE EMISSIONS	NC	NC
52B SUPPLEMENTAL PTC HEATER	NC	NC
153 FRONT LICENSE PLATE BRACKET	NC	NC
TOTAL OPTIONS/OTHER	00	00
TOTAL VEHICLE & OPTIONS/OTHER	31230.00	30450.00
DESTINATION & DELIVERY	1595.00	1595.00
<b>TOTAL FOR VEHICLE</b>	<b>32825.00</b>	
FUEL CHARGE		55.42
LOT MANAGEMENT		10.00
SHIPPING WEIGHT 3364 LBS.		
<b>TOTAL</b>	<b>32825.00</b>	<b>32110.42</b>

35181

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to Heritage Valley Ford, Inc. 11B410 455 Providence Road Brooklyn CT 06234		Order Type 2	Ramp Code RD8F	Batch ID PM201	Price Level 415
Ship to (if other than above)		Date Inv. Prepared 12 20 23	Item Number 11-A120	Transit Days 20	
Invoice & Unit Identification NO. 3FMCR9B69RRE35181		Final Assembly Point HERMOSILLO		Finance Company and/or Bank Ford Motor Credit 000001	
HB	Invoice Total	A & Z Plan	D Plan	X Plan	FPA AA
625	32110.42	31057.42	31157.42	32256.98	468.00

This invoice to be used for the billing of vehicles only

Dealer's copy

Town of Brooklyn  
Capital Funding Program

Applicant Name: Brooklyn Resource Recovery ~ Transfer Station

Capital Funding Request: \$ 10,000.00

Signed: Austin Tamer Date: 3/15/24

**1. Proposal Summary**

- a. The Transfer Station would like to construct a concrete pad (20' x 12' x .33') with a roofed pergola. It would be located in the area just left of the electronics container (directly across from the scale house). Flowers/plants will be planted on two left and rear of proposed pad to enhance the appearance.
  - i. For potential concerns, the oversized electronics will be relocated to the opposite side of the container and share the space with air conditioners which will be on pallet platforms.
- b. The contractor was not available in the time constraint (with opening his business in town) to provide drawings/plans. These will become available at the presentation.
- c. The initial purpose of the proposed covered pad is to relocate the paint recovery gaylords from the area below and immediately behind the compactor chute.
  - i. If rain water gets in the gaylords, which it does, we have to extract it all prior to Clean Harbor getting on site as they will not remove the gaylords with water in them.
  - ii. Additionally, in their present location, it is difficult for us to monitor resident compliance which is evident in the finding of hazardous material, spray paint cans, etc. We have to constantly "police" the gaylords to maintain our compliance with the recovery program.
- d. Further, we intentionally propose a larger pad than just the space required for the gaylords to give us opportunity for future programs as we continue researching ways to enhance our service to the community while generating additional resources for the town.

## **2. Good Standing**

- a. The Transfer Station, under the authority of the Brooklyn Resource Recovery Commission, and the operators as employees of the Town of Brooklyn, are, to the best of our knowledge in good standing across the spectrum.

## **3. Readiness to Proceed**

- a. It is proposed that minimal site work is required and construction of the pad and pergola would be positioned to begin immediately upon approval of this funding request.
- b. There will be no need to exercise the bidding process as further explained in Project Costs.
- c. There will be no further funding considerations or concerns if this project is approved.

## **4. Applicant Capacity**

- a. The contractor committing to construct the pad and covered pergola has been in the construction business for fifteen (15) years.
- b. The contractor committing to construct the pad and covered pergola recently bought an existing Brooklyn business and has begun to expand upon it.
- c. If requested, this contractor can and will provide references to show experience in scope and complexity similar to our proposed project.

## **5. Demonstration of Need**

- a. The funding, if approved, will allow the Transfer Station to maintain better compliance control with regard to household paint recovery.
- b. The paint recovery gaylords, in their current location on property are not visible to the facility staff which can and has afforded residents the opportunity to dispose of both hazardous and other non-compliant materials in the gaylords.
- c. The recovery gaylords are not protected from the elements allowing rain to collect in the container. Clean Harbor will not take the gaylords with water in them leading to one of us hand pumping questionable water.

## **6. Site Factors**

- a. The proposed site for the concrete pad and pergola is situated in the main concourse of vehicular and pedestrian traffic.
- b. No site work aside from leveling existing area is required for this proposal
- c. This pad, if approved, will reduce resident vehicle and foot traffic below and behind compactor and dumpsters. The less we have residents in that specific area, the less we are exposed to liability.
- d. If funded, the relocation of the paint recovery gaylords affords us more access to maintaining a cleaner, safer area behind the compactor.

- e. This funding, if approved, has no impact on any existing site, equipment or operational element nor will it eliminate an existing asset or operational element of the transfer station.

## **7. Project Costs**

- a. There is a written quote provided for this requested project.
- b. *It is important that we all understand the fact the contractor is waiving all labor costs for this project in exchange for the right to hang signage on the pergola identifying his business.* The contractor feels, and we agree, that our facility provides an exposure beneficial to our wants and needs as well as the opportunity to promote his business.
- c. The actual materials cost breakdown is being drafted as we present this application and will be available at the presentation.
- d. There is no contract in place or pending for this project.
- e. No consultants have been involved in the process, to date, nor do we feel there is a need for one. The contractor, we believe, has the experience to provide a safe and reliable product.

## **8. Financial Analysis**

- a. With regard to the method of payment it could be suggested that the cost in full could be paid with a one-time payment.
- b. This project is not revenue producing nor is there an additional operating expense if and when the pad/pergola is put into service. At best, sometime down the road, there will be routine maintenance expense such as stain/paint or whatever is required to preserve the integrity of the pergola.
- c. This project should be best described as an operational asset that has no revenue or expense criteria or expectations.
- d. Intangible benefits would include but not limited to; controlled environment for the Clean Harbor paint recovery gaylords which enhances our compliance factors. Additionally, there would be less liability exposure in the proposed location. We would have space to consider further service opportunity for our residents.
- e. With regard to operating or holding costs it is safe to provide that this project, upon completion, will not increase labor costs, it could actually provide more efficiency in operation. No additional equipment or supplies will be mandated nor will there be a need for additional insurance. Maintenance, as suggested will be next to nothing and there will be no need for special services.
- f. This project is simply a build in place and walk away project but the intangible benefits could provide a measurable difference.

## **9. Leveraging / Cost Effectiveness**

- a. With regard to funding this project, this might be a good place to reiterate the fact that **all labor costs** associated with this project will be donated in exchange for the

- contractor's opportunity to have signage recognizing his business for advertising purposes. Labor cost, as we all know, can be the biggest ticket item on the invoice.
- b. This project is a one and done in that once constructed there will be no operating expenses, no additional labor costs, no real maintenance costs, no taxes or fees, and no additional insurance costs.
  - c. There are no grants or other funding resources being explored for this project.

#### 10. **Community Impact**

- a. With regard to community impact, it could be said that in of itself, it has no impact on the community as we would think of community impact, however, the transfer station is community focused as we provide the community their waste disposal options. That being said, none of the community impact concerns in this application process are applicable to this project.
- b. It can be said though, that the community (residents) will benefit from the project in the sense they will have a safer situation to dispose of their paints, and benefit from any future use of the proposed pad.
- c. The transfer station is, in a sense, a community-wide facility that is utilized by approximately 65% of the town's residents. The Resource Recovery Commission has given the transfer station crew leverage to improve upon what is already there such as painting the scale house, and the sheds. We also have used milling from DPW to make the ramp on and off the scale safer, and to beautify the concourse by the sheds. This project, if approved, will add a controlled service in a safer environment as well as provide space for future service opportunities and ad hoc programs.