



## TOWN OF BROOKLYN

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

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**Board of Finance**  
**Regular Meeting Minutes**  
**Wednesday, November 15, 2017**  
**7:00pm Clifford B. Green Memorial Center**

RECEIVED  
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Sandra A. Meizner  
TOWN CLERK, BROOKLYN, CT

**Present:** Jeff Otto, Drew Dionne, Sandra Brodeur, Kim Conroy, Ken Dykstra and Melissa Bradley;  
Recording Secretary

**Absent with Notification:** Heather Allen

**Also Present:** Rick Ives, Joe Voccio, Wayne Jolley, Kathy Erickson, Aimee Genna, Aaron Kerouack and Art Meizner from Hooker & Holcombe

1. **Call to Order:** Mr. Otto called the meeting to order at 7:02pm.
2. **Public Comment:** None
3. **Approval of Previous Minutes:** Sandra Brodeur made a motion to approve the minutes of 10/18/17 as presented. Kim Conroy seconded the motion. Motion passed 5-0.
4. **Introductions:** Mr. Otto would like to welcome newly elected Selectman Wayne Jolley and newly hired finance director Kathy Erickson.
5. **Quarterly Report on Employee Pension Plan:** Art Meizner from Hooker & Holcombe reviews the quarterly portfolio with the board. The portfolio is up 3.8% and overall doing very well. At this time, Mr. Meizner recommends reducing Vanguard large Cap by 2%, bringing it to 8% and increasing American Funds by 2%, bringing it to 8%. John Hancock income will be watched. Drew Dionne made a motion to accept the recommended changes in the pension investments; reduce Vanguard large cap to 8% and increase American funds to 8%. Ken Dykstra seconded the motion. Motion passed 5-0.

#### 6. Old Business

Fire department quarterly reports target due dates are as follows: November 13<sup>th</sup>, February 12<sup>th</sup>, May 14<sup>th</sup> and August 13<sup>th</sup>.

The line of credit will be on the next town meeting along with the BOE 2016-17 over expenditure in the amount of \$69,766.

The middle school roof project is completed and paid except the retainage is being withheld. There is approximately \$200,000 left to pay on the elementary roof project. The Town has only received two payments from the State and they have changed their payment schedule. It will now be every other month and will take about 8 months to pay off the remaining balance.

Status of Board of Education budget report is attached for review.

Mr. Ives states the Solar Farm has not been approved through the siting council yet.

Mr. Otto suggests the Board of Selectmen and Board of Education take another month to review the audit comments and prepare a response. Mr. Ives commented on some of the items but will prepare a full response along with the finance director.

## **7. New Business**

The 2016-17 audit initial communication has been begun. They will return after Thanksgiving.

Revenue and Expense reports are attached. There are no surprises at this point. State revenues are low as expected with the budget issues.

Jeff Otto states there are five lights out at the Brooklyn Middle School. Mrs. Buell is looking into money saving options to fix them. Mr. Dykstra does not feel this is an issue for this board, it should be handled at the school level.

The Housing Authority accepted the bid from ECHO Partnerships to take over Tiffany Place. Financing may take up to 20 months and there is no guarantee they will obtain it. The State took the property off the affordable housing list which means the property could be sold to anyone. The Town would have the first right of refusal. The Housing Authority would also like to sell the Community Center to the Town for \$1.00. The Town used the building daily and currently performs all upkeep. The building is in desperate need of a roof, but first a solution needs to be found to keep kids off the roof.

The impact from the State budget on the Town is NET -\$127,626. Complete breakdown is attached. It was suggested to divide the difference between the General Government and the School for a total each of \$63,813 to be found in savings.

The 2016-17 budget shortfall from the school in the amount of \$69,766 will be brought to the next Town Meeting. The current fund balance is 1,056,397.57.

Drew Dionne made a motion to continue liaison assignments as currently assigned. Kim Conroy seconded the motion. Assignments are: Jeff Otto, Board of Education and Board of Fire Commissioners; Drew Dionne, Capital Committee; Kim Conroy, Recreation; Ken Dykstra, Board of Selectmen and Resource Recovery; Sandra Brodeur, Housing Authority. Sandra Brodeur states

member Heather Allen does not have any assignments and some members have two. Mr. Otto will have a conversation with Heather regarding this. Motion passed 5-0.

Meeting dates for 2018 will continue as the third Wednesday of each month at 7pm in the Clifford B. Green Memorial Center meeting room. Dates for budget discussion are added as follows: March 26, April 10, April 23, and May 1. The November 21<sup>st</sup> meeting will be moved to November 20<sup>th</sup> due to the Thanksgiving holiday. Complete list attached.

Nominations for Officers: Kim Conroy made a motion to nominate Jeff Otto as chairman to the Board of Finance. Ken Dykstra seconded the nomination. No other nominations are made. Nominations are closed. No discussion. All in favor.

Kim Conroy made a motion to nominate Drew Dionne as vice chairman to the Board of Finance. Ken Dykstra seconded the nomination. No other nominations are made. Nominations are closed. No discussion. All in favor.

**8. Other Business:** None

**9. Public Comment:** None

**10. Adjourn:** Sandra Brodeur made a motion to adjourn the meeting. Kim Conroy seconded the motion. Meeting adjourned at 8:30pm.

Respectfully Submitted;



Melissa J. Bradley  
Recoding Secretary