



TOWN OF BROOKLYN

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BROOKLYN, CONNECTICUT 06234

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**Board of Finance
Regular Meeting Minutes
Wednesday, April 19, 2017
7:00pm Clifford B. Green Memorial Center**

Present: Jeff Otto, Sandra Brodeur, Drew Dionne, Heather Allen, Ken Dykstra, and Melissa Bradley
Recording Secretary
Kim Conroy arrived at 7:10pm

Also Present: Joe Voccio, Bob Kelleher, Leona Mainville, Sherry Holmes, Aimee Genna, Jim Warren, Pat Gauthier, Mary Conway, Lou Brodeur, Steve Breen, Patricia Buell, Joan Trivella, Bill Woollacott from Hooker & Holcombe, and Aaron Kerouack

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Sandra O. Mainville
TOWN CLERK, BROOKLYN, CT

1. **Establishment of Quorum and Call to Order:** Mr. Otto called the meeting to order at 7:00pm. Ms. Conway will be a few minutes late.
2. **Public Comment:** None
3. **Action on Minutes of 4/5/17 Meeting:** Drew Dionne made a motion to approve the meeting minutes of 4/5/17. Ken Dykstra seconded the motion. Motion passed 5-0. Mr. Otto states there are some follow up actions waiting on Mr. Ives:
 - Board of Selectmen owe information on capital expenditures
 - Data on revenue sharing
 - Budget status on building permits and BRRC revenues in 2017 budget
 - Heating bill on bus garage
 - Information on library salary scheme projected for the year
 - Status on LOCIP funding in current budget year
 - Discussion on page 2 in the last minutes regarding adopting a budget for next year if the legislative does not adopt one in time; Mr. Ives consulted the Town Attorney and a new interpretation is needed because the two statutes conflict with each other.

7:10pm – Kim Conroy arrived

4. **Action on Town Clerk Restricted Funds:** Mrs. Mainville requests a transfer of \$3,000 from the Historic Land Records Reserve Fund account to purchase track shelving for the land record volumes in the Clerk's vault. Drew Dionne made a motion to transfer the funds of \$3,000 to purchase track shelving. Sandra Brodeur seconded the motion. Motion passed 6-0.

5. **Discussion with Hooker & Holcombe:** The board addresses their concern with the GASB reports produced by Hooker & Holcombe, and are consistently late which causes the Town to file for several extensions to complete the Town's yearly audit. Mr. Woollacott from Hooker & Holcombe states the firm hiring a sixth actuarial will help with this issue and also suggests the Town set a date when they need the reports by. Mr. Otto will confirm with Mr. Woollacott in a month or so, but he believes November 1st would be the target date. Mr. Woollacott does not see an issue with this date.

Mr. Otto also requests an explanation on why the contribution to the Fireman's Pension increased so much this year. Mr. Woollacott will look into this but states GASB is at a lower interest rate. Mr. Otto requests confirmation in writing. Mr. Kelleher questions what the interest rate is? Mr. Woollacott believes it is around 3% but is not certain.

6. **Discussion with Fire Departments – Quarterly Reports:** The board received and reviewed the quarterly reports from East Brooklyn and Mortlake. No discussion held, reports accepted as presented.
7. **Discussion with Fire Departments – Budget Requests:** Correction on Historical Data worksheet: 2016 & 2017 Mortlake operating budget should be \$112,150 with the final budget totaling \$142,925.
- Mortlake Fire Company requests funding that is 12.4% less than last year. Total request is \$142,925; \$112,150 is the fire department budget and \$30,775 is the capital safety budget. The ambulance budget was reduced to 0. Complete budget worksheets attached
 - East Brooklyn Fire Department requests funding in the amount of \$100,881 which includes safety equipment in the amount of \$16,270 and an operations budget in the amount of \$84,611. This is a 0% increase from last year. Complete budget worksheets attached.
 - Mr. Otto requests both departments to have a plan in case a 5% or 10% decrease is requested in this difficult financial budget year.

8. **Discussion with Board of Education – Budget Requests:** Ms. Conway, interim superintendent of school, introduces Patricia Buell, the newly appointed superintendent. She is here to observe this evening. Ms. Conway proceeds in presenting the budget.

Total budget request for 2017-18 is \$17,593,353, an increase of 1.006% or \$175,332 from last year.

Expenditure Increases are:

- \$75,000 1 school psychologist
- \$60,000 1 speech language pathologist
- \$35,000 .5 mathematics interventionist
- \$20,400 1 paraprofessional clerk
- \$35,000 technology support services

- \$11,000 grounds maintenance

Expenditure reductions are:

- \$85,000 speech language pathologist services
- \$25,000 psychological testing services
- \$71,151 1 BMS teacher
- \$89,223 high school tuition

Discussion ensued. No major concerns at this time. Mr. Otto inquires what the amount of funds that will be returned from the current year budget? Ms. Conway does not have an estimate and should have an idea by the end of May. Mr. Otto requests Ms. Conway to provide the board with the best estimate of MER numbers and also special education funds.

Sandra Bodeur made a motion to receive the board of education budget and table it for further discussion and action. Drew Dionne seconded the motion. Motion passed 6-0.

- 9. Finance Directors Report:** Ms. Holmes reports it was a good collection month for taxes. The next ECS payment will be in April. Mashentucket and telecommunications was received this month.

Actions still to be completed are year-end transfer journal entries and closing of school capital projects.

Discussion held on possibly changing audit firms. Ms. Holmes states you have to notify OPM by June 1st who your audit firm is. Being April, there may not be enough time to go out to bid and retain an auditor by then. Mr. Otto questions what if we list the current auditor and later change? Ms. Holmes will check with OPM. Ms. Holmes states there are not many firms that handle small accounts such as the Towns and questions if also applying for out of state auditors would be an option? The board agrees as long as they are licensed in CT, this shouldn't be an issue.

- 10. Discussion on Next Meeting Date & Agenda:** Mr. Otto states there is no presentations for the next meeting scheduled on April 26th and should cancel it. Ken Dykstra made a motion to cancel the meeting on April 26th; Presentation of capital and consolidation of the budget will be at the following meeting on May 3rd. Drew Dionne seconded the motion. Heather Allen states will be unable to attend the May 3rd meeting. Mr. Otto requests the members to bring any questions concerning the board of education budget to the next meeting after having time to closely look it over. Motion passed 6-0.

- 11. Other Business:** The agriculture commission addressed a letter to the board proposing that the tax revenue from panels covering land in Brooklyn from the Quinebaug Solar Farm project be deposited into the Town's open space fund and the funds be used for future land conservation. Sandra Brodeur clarifies and states the intent was to be a portion of the tax revenue, not all of it. Mr. Kelleher states there will not be any income until at least 2020 or 2021.

- 12. Public Comment:** Mr. Voccio is concerned with the all-time low reserve fund balance and suggests having a reserve policy with this year's budget. Mr. Otto agrees the board should have

that discussion but only after the outcome of the State budget is known. Mr. Voccio suggests establishing a 2 to 3-year commitment.

Aaron Kerouack suggests having the funds allotted from the solar project for open space be part of the policy as well.

13. Adjournment: Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 9:05pm

Respectfully Submitted;

A handwritten signature in cursive script that reads "Melissa J. Bradley". The signature is written in black ink and is positioned above the printed name.

Melissa J. Bradley
Recording Secretary