



TOWN OF BROOKLYN

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

OFFICE OF SELECTMEN
(860) 779-3411 Option 2

TOWN CLERK
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ASSESSOR
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Board of Finance
Regular Meeting Minutes
Wednesday, August 18, 2021 7:00pm
Hybrid Meeting held at Clifford B. Green Memorial Center
& Cisco Webex

Present: Jeff Otto, Drew Dionne, Sandy Brodeur, Ken Dykstra, Heather Allen and Melissa Bradley
Recording Secretary
Absent: Kim Conroy

Also Present: Rick Ives, Lou Brodeur and Austin Tanner

RECEIVED
TOWN CLERK'S OFFICE
2021 AUG 31 PM 12:01
RECORDED VOL.
Melissa Bradley
TOWN CLERK PROPRY

1. Determination of Quorum and Call to Order: Jeff Otto called the meeting to order at 7:01pm

2. Public Comment: None

3. Approve Minutes of June 3 and June 28, 2021, Special Meetings: Drew Dionne made a motion to approve the minutes from 6/3/21 & 6/28/21 as presented. Sandy Brodeur seconded the motion. Motion passed 5-0.

4. Old Business

a. (Stephanie Levin) Status of creating five separate bank accounts and abandoning the pooled cash policy as recommended by King, King and Associates: The Recreation activity account has not been set up yet, still looking into how to do it. Because there are donations, it may require two accounts.

b. (Stephanie Levin) Status of implementing auditor's recommendations regarding clarifying old variances "cleaned up" on a spreadsheet, but not in the accounting system as discussed during the BoF 5/19/21 Meeting: All adjustments were made on paper, but IVisions is not mirroring it. A meeting is being set up with the auditor and IVisions to discuss.

c. (Stephanie Levin) Status of Chart of Accounts discussions with the two fire departments as discussed during the BoF 5/19/21 Meeting: This has not been done yet. Rick will set up a meeting with both departments and do it together.

d. (Stephanie Levin and Rick Ives) Status of determining whether there are completed or abandoned capital projects with unspent funds as discussed at item 4.a.IV of the 5/19/21 and at item 3 of the 4/21/21 BoF meetings: We do not have the schools final total yet.

e. **Any other Old Business:** None

5. New Business

a. **(Stephanie Levin or Rick Ives) Estimate of unexpended reserves following General Government returned funds and Board of Education estimates of funds to be returned from '20 - '21 budget, including status of BoE funds to be returned and any Budget Transfers required to be made:**

The Towns transfers are completed and given to the board; the school still has outstanding bills, the issue is mainly over bussing. Drew Dionne made a motion to authorize the transfer of funds that were under expended to pay those over expended and apply to the general government budget. Heather Allen seconded the motion. Motion passed 5-0.

b. **Review of '20 - '21 Revenue and Expenditures (see attached reports):** The expenses are incorrect because of the school not being done with the year yet.

c. **Review of '21 - '22 Revenue and Expenditures (see attached reports):** Taxes are being collected at a good rate.

d. **Action on refunded Putnam Technology Park funds:** The RFP for the old town highway garage roof will be sent out. The cost is approximately \$71,000. A Town Meeting will be needed to use the funds returned from the Tech Park and apply towards the roof project.

e. **Action, if needed, on Road Repair funds as discussed at the 7/29 BoS meeting:** The scheduled road work totals approximately \$176,000. Anderson road will not be done this year as previously proposed. Funds will be used from LOCIP, TAR and the general government budgeted amount. The use of TAR and LOCIP will need to be approved at a town meeting as well. Drew Dionne made a motion to expend funds totaling \$176,000 to repair Spaulding, Beecher, Tatnic and Bailey Woods roads and bring to a town meeting. Ken Dykstra seconded the motion. Motion passed 5-0.

Drew Dionne made a motion to expend up to \$70,000 on repairs to the old highway garage roof and being to a town meeting for approval. Sandy Brodeur seconded the motion. Motion passed 5-0.

f. **ARP Funds Committee Plans and discussion:** A committee will be established to set ground rules and how to process requests. NECCOG had a presentation at their meeting last week, they are actively sending 3 or 4 people to training specific for these funds. It will be a 6-7-year program from start to finish. Requests have already been made to the First Selectman from non-profits organizations, and the school. Rick would like the committee to be made up of 2 or 3 of the Selectmen, 1 Board of Finance member and 2 or 3 residents. Rick would also like to hold a public forum to ask the residents for project ideas.

g. **Discussion on Letters from BoE (attached):** The BoE sent requests for boiler and HVAC repairs/replacements. Currently, the ARP funds are not supportive of these requests.

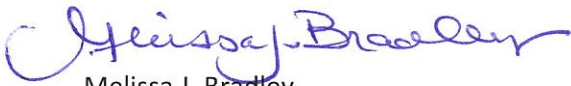
h. **Any other New Business:** The board received a proposed fund balance policy. Discussion held. It is suggested the unassigned fund balance should be between 7 and 12 percent of the general fund operating budget. Drew Dionne made a motion to adopt the attached fund balance policy with the change of the unassigned fund balance being 7-12%, not 10%. Sandy Brodeur seconded the motion. Discussion ensued. Drew Dionne withdrew his motion, Sandy Brodeur withdrew her second. More discussion will be held at the next meeting.

6. Selectmen's Report: Mr. Ives reports this is Stephanie Levin's final week with Town. Her position of finance director has been filled by Rushie Bean, who is a current employee in the finance department. Rick has spoken with the former director of Southington who now is a consultant to help train directors, she will be hired for 1 year while Rushie adjusts to the position.

7. Public Comment: None

8. Adjournment: Drew Dionne made a motion to adjourn the meeting. Sandy Brodeur seconded the motion. Meeting adjourned at 8:28pm.

Respectfully submitted;



Melissa J. Bradley
Recording Secretary