



**BROOKFIELD BOARD OF FINANCE**  
**Regular Meeting Minutes**  
**Wednesday, December 8, 2021 7:00pm**  
**Room 209 Town Hall**

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**CALL TO ORDER BY TARA CARR, FIRST SELECTMAN** - First Selectman T. Carr called the meeting to order at 7:01pm; beginning with the Pledge of Allegiance.

Present for the Meeting: First Selectman T. Carr, G. Rooney, E. Koch, B. Ruocco, D. Devorsetz, M. Cappiello, and T. D'Avanzo

Also Present: Town Finance Director M. Marien, Town Treasurer J. Lucas, and members of the public.

**NEWLY ELECTED BOARD OF FINANCE DUTIES**

- Welcome And Introduction of New Members – First Selectman T. Carr welcomed and introduced new members.
- Adoption of Robert's Rules of Standard Parliamentary Procedure – A motion was made by G. Rooney, seconded by E. Koch, to adopt Robert's Rules of Standard Parliamentary Procedure. Motion carries 6-0.
- Election of Board Chairman – E. Koch nominated G. Rooney as BOF Chairman. B. Ruocco made a motion, seconded by D. Devorsetz, to elect and appoint G. Rooney as BOF Chairman. D. Devorsetz nominated E. Koch, seconded by B. Ruocco, for BOF Vice Chairman. Motion carries 6-0. E. Koch nominated B. Ruocco, seconded by T. D'Avanzo, for BOF Secretary. Motion carries 6-0.

**MEETING TURNS OVER TO THE NEWLY ELECTED CHAIRMAN** – The meeting will continue with Chairman G. Rooney.

**PUBLIC COMMENT** – Sean Hathorn, 1 Flax Hill Road

**COMMUNICATION AND CORRESPONDENCE** – There were no communications or correspondence reported.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

- November 10, 2021 BOF Regular Meeting Minutes – A motion was made by Secretary B. Ruocco, seconded by Vice Chairman E. Koch, to approve the November 10, 2021 BOF Regular Meeting Minutes as presented. Motion carries 5-0-1.

Members Voting Yes

Chairman G. Rooney  
Vice Chairman E. Koch  
Secretary B. Ruocco  
T. D'Avanzo

Members Voting No

Members Abstaining

M. Cappiello

**REPORT OF THE FIRST SELECTMAN:** First Selectman T. Carr reported on the following; the WMS gym wall, fuel, electricity supplier, and next year's budget.

A motion was made by Chairman G. Rooney, seconded by Secretary B. Ruocco, to move Town Financial Reports next on the agenda. Motion carries 6-0.

**FINANCIAL REPORTS**

- Town Financial Reports – Town Finance Director M. Marien gave an update on YE 2022 Operating Reviews and Expenditures. She also reported on Capital Projects, YE 2021 Financial Statements and gave an Audit update. Town Finance Director M. Marien reviewed next year's budget.

Chairman G. Rooney recommended changes to BOF committee representatives. A motion was made by Chairman G. Rooney, seconded by Secretary B. Ruocco, to appoint T. D'Avanzo as the RBAC representative for the BOF. Motion carries 6-0. A motion was made by Chairman G. Rooney, seconded by Vice Chairman E. Koch, to appoint M. Cappiello, as the ARPA representative for the BOF. Motion carries 6-0. Chairman G. Rooney stated that D. Devorsetz will continue his role as the BOF representative of the Audit Committee. Chairman G. Rooney stated that Vice Chairman E. Koch will continue her role as

the BOF representative of the BOE Finance Committee. A motion was made by Chairman G. Rooney, seconded by M. Capiello, to appoint Secretary B. Ruocco as the BOF liaison for the Capital Committee.

#### **REPORT OF COMMITTEES**

- Audit committee and potential motion: After doing our due diligence by contacting all Connecticut municipalities that had gone out to bid in the last year, obtaining fee information, reviewing the limited number of auditors bidding on Town's our size, discussing the pros and cons of continuing with the current audit firm, and negotiating fees, we would like to extend our audit contract with our current firm for 5 additional years.

A motion was made by D. Devorsetz, seconded by Chairman G. Rooney, to recommend that the Board of Finance engage Mahoney Sabol for a \$1,000 annual increase for up to five years. Motion carries 6-0.

**OLD BUSINESS** – Chairman G. Rooney asked First Selectman T. Carr for an update on the Still River Greenway. Discussion on electrical vehicle grant.

A motion was made by Chairman G. Rooney, seconded by Vice Chairman E. Koch, to move BOE Financial Reports next on the agenda. Motion carries 6-0.

- BOE Financial Report – BOE Chair, R. Fernandes gave an update to the new BOF members on the BOE budget process.

**NEW BUSINESS** – No New Business was discussed.

**OTHER ITEMS TO COME BEFORE THE BOARD** – There were no Other Items to Come Before the Board.

**PUBLIC COMMENT** - No Public Comment.

**ADJOURNMENT** – A motion was made by Chairman G. Rooney, seconded by M. Capiello, to adjourn the meeting. Motion carries 6-0. Meeting adjourned at 8:30 pm.