

**BOARD OF FINANCE  
TOWN OF BRANFORD, BRANFORD, CONNECTICUT 06405**

**JOSEPH W. MOONEY, CHAIRMAN**

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ROBERT IMPERATO  
CHARLES F. SHELTON, JR.  
JEFFREY E. VAILETTE**



**EX-OFFICIO  
JAMES B. COSGROVE,  
First Selectman**

**CLERK  
LISA E. ARPIN, CMC CCTC  
Town Clerk**

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 TOWN OF BRANFORD  
 BRANFORD, CONNECTICUT

**BOARD OF FINANCE  
SPECIAL MEETING AGENDA  
July 20, 2020 7:30 p.m.**

REVISED

There will be a special meeting of the Branford Board of Finance on Monday, July 20, 2020 at 7:30 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. (The meeting will be available for remote public viewing via BCTV/Comcast Channel 20 and Facebook Live.)

1. To hear a presentation from the Dan Cosgrove Animal Shelter regarding their efforts to upgrade and expand the shelter.
2. To consider, and if appropriate, approve a request from the Director of Finance for the following FY2021 budget transfer:

<u>From:</u>		
10147020-588960	Bond Payments Interest	\$282,423
<u>To:</u>		
10147020-588960	Interest Payments General Purpose	45,248
10147020-588960	Interest Payments Schools	56,385
10147020-589540	Interest Payments Sewers	<u>180,790</u>
		282,423
<u>From:</u>		
10147020-589120	Principal Payments CWF	\$1,500,000
<u>To:</u>		
1015000-599121	Transfer Out Fund 720 – JBML Library	1,500,000

<u>Increase:</u>		
72090000-490010-19501	Operating Transfer In	1,500,000
<u>Decrease:</u>		
72090000-490040-19501	Bond Proceeds	1,500,000

3. To consider a resolution repealing the James Blackstone Memorial Library authorized unissued bond authorization.
4. To receive a letter from the Director of Finance with regard to a template to report monthly tax collections.
5. Adjournment.

Dated this 16<sup>th</sup> day of July, 2020



Lisa E. Arpin, Clerk

# Item #1

July 8, 2020

Mr. Joseph Mooney-Chairman  
Board of Finance  
3 Pondview Terrace  
Branford, CT 06405

Dear Mr. Mooney

As you are aware from previous meetings, the commission is seeking an appropriation to expand and upgrade the existing shelter facility. This project has the support of the First Selectman, and will enable the commission to effectively address critical safety improvements, adapt the facility to allow social distancing, address the growing operating needs of the community, while providing the exceptional service and programs our community deserves.

## **Background**

The construction of the current facility was the result of a community coming together for a common purpose almost 20 years ago. Back then, many volunteers working with businesses, residents, state and local officials raised private donations and grants as seed money for the shelter. The Town built the current shelter, which is supported financially by North Branford. The shelter provides significant animal control, education, outreach and adoption services to Branford and North Branford. It is a unique feature on the shoreline, drawing supporters from many towns.

This expansion and renovation will also ask community members from Branford, North Branford and the wider Shoreline to support the project. It is anticipated that these efforts will significantly reduce the town's borrowing needs.

The shelter currently has many challenges:

- Unsafe entry area for animals, children and the community. Potential for aggressive or sick animals to be in contact with the public. No possibility of social distancing.
- Animal crowding in hallways, offices, kitchen, bathroom.
- Inadequate ventilation, causing animal sicknesses to circulate to animals and humans. Unsafe environment for staff, volunteers and the community.
- Overcrowded kennels without proper acoustical paneling, HVAC or comfortable space for animals and humans.
- Limited quarantine space and inadequate housing for potentially rabid animals. No easy way for vets to visit the shelter and care for animals, causing costly trips to vet offices.
- No pet adoption visiting rooms, so animal introductions happen in hallways or the parking lot.
- Limited storage for donations and needed supplies. No space to operate the pet food pantry.
- Limited space that causes the shelter to turn away volunteers, school groups, etc.

- No space for animal camp, pet services, animal education.
- No private space to conduct animal abuse investigations, interviews the parties, or write reports.
- Limited outdoor areas for animal recreation and a confusing driveway that creates safety hazards for the public.

In addition, in the face of the coronavirus and accompanying economic challenges, the shelter is seeing a much higher rate of animal abandonment, causing its operations and space requirements to swell. The physical space is busting at the seams at the moment and that is likely to get much worse in the coming months/years, as our community continues to rely on the shelter for animal care, supplies, pet food, rabies clinics, spay/neuter clinics, etc.

### **Purpose**

The building will roughly double in size – it will be better equipped to serve animals and people; better able to promote animal health, human and animal safety, and adoptions; and will create tremendous efficiencies (visiting vets, more volunteers, ventilation). There will be two entrances – one for the adopting public and one for Animal Control Officers, veterinarians and sick animals. The entrance for the public will showcase the animals available for adoption, with visible cat play areas and screens displaying photos of animals available for adoption in the lobby. Off the lobby, there will be a community education and training room that will allow the shelter to host animal clinics, conduct volunteer training, welcome school groups, etc.

The new space will also feature three pet visiting rooms, where people can safely get to know animals one-on-one before adopting. There will be expanded cat rooms, as well as additional critter space to house bunnies, guinea pigs, snakes, ferrets, and more. Dog kennels will be upgraded and renovated to create a less prison-like setting, and there will be air conditioning, so dogs are not endangered during hot summer months.

There will be a wellness wing, accessible only to staff and medical professionals. It will feature added quarantine space, dedicated pregnant and newborn cat space, a medical exam room for visiting vets, and new ventilation to contain infection. There will be added storage, a place for our free pet food pantry, a redesigned laundry and grooming area, a small barn for outdoor animals, a shower for decontamination, and space for Animal Control Officers to conduct cruelty investigations out of the public view.

### **Budget Development**

We anticipate the project cost to be \$2.5 - \$2.9 million, including contingency and soft costs. The impact to the taxpayer will be offset by private grants, donations, pledges, and animal shelter fund balance. We also anticipate North Branford will fund 30% of the principal and interest costs once the project is financed. We continue to work with the architect and town staff to refine these estimates.

## **Other Considerations**

We acknowledge that the expansion and renovation of the Animal Shelter could have an impact on utilities. To address this, we are looking at ways to offset and reduce the potential for increasing utilities by pursuing high building performance standards where applicable and by utilizing energy efficient technology and renewable energy, if appropriate. By leveraging grants and incentives our goal is to diminish the incremental gap in the project cost making these aspects economic. By considering a whole system approach and high building performance standards in the design of the building, we can significantly reduce our future operating costs, conserve utilities & resources and create a healthy, comfortable indoor environment for staff, visitors and our animal guests.

This project is not likely to affect staffing however if in the future another town wanted to regionalize with us that could impact staffing needs. The increased space will allow us to welcome more volunteers (we have a volunteer waiting list) and will allow many activities that are currently housed elsewhere to come in-house, saving money and time (e.g., animal camp, vet office visits). We will explore every opportunity to conserve energy at our facility and will continue our robust fund raising efforts to help support our activities.

## **Conclusion**

The shelter is a vital resource for animals and people. It is currently unsafe, crowded and poses health risks to animals and people. In the face of coronavirus and the current economic challenges, the shelter will need modification to allow it to provide safe services and address a growing demand. We believe that the expansion and renovation of the shelter is in the best interest of the communities and residents that rely on our programs, services and facility.

I, along with my commission, will be in attendance at your meeting to present this item and to address any questions or concerns you may have.

Thank you for your time and consideration.

Sincerely,

Laura Burban  
Dan Cosgrove Animal Shelter Commission  
Director of Animal Shelter  
Town of Branford

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

Item #2

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405



TEL: (203) 488-8394  
FAX: (203) 315-3736  
www.branford-ct.gov

Date: July 15, 2020

To: Joseph Mooney  
Board of Finance

From: James P. Finch  
Director of Finance

Re: Bond Sale Update and Budget Amendments

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 JUL 16 2020  
 BRANFORD

**Background**

Last month the Town issued 13,105,000 in medium-term bonds. The bonds included \$5.4 million of refunding bonds previously issued through the State of Connecticut’s Clean Water Fund. The refunding bonds will mature in 2025 and were priced at an effective rate of 0.48% saving the town \$195,000 in debt service costs over the life of the bonds. The remaining bonds will mature in 2037 at an effective rate of 1.87%. Additionally, the refunding provided an opportunity to restructure our debt and reduce the need to issue bonds for the unfinanced balance of the Blackstone Library.

During the budget approval process I noted that the timing and size of the issue would result in budget amendments. Therefore, I am asking the Board to approve a resolution to reallocate the debt service accounts along with a resolution to fund the unfinanced balance of the James Blackstone Library renovation through the FY 2021 debt savings.

**Transfer Request General Fund**

<u>From:</u>		
10147020-588960	Bond Payments Interest	282,423
<u>To:</u>		
10147020-588960	Interest Payments General Purpose	45,248
10147020-588960	Interest Payments Schools	56,385
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		282,423
<u>From:</u>		
10147020-589120	Principal Payments CWF	1,500,000
<u>To:</u>		
1015000-599121	Transfer Out Fund 720 – JBL Library	1,500,000

**Municipal Facilities Fund**

<b><u>Increase:</u></b>		
72090000-490010-19501	Operating Transfer In	1,500,000
<b><u>Decrease:</u></b>		
72090000-490040-19501	Bond Proceeds	1,500,000

**Resolution to reduce the bond authorization for the James Blackstone Library**

Attached is a resolution prepared by bond counsel to reduce the bond authorization for the library project.

## RESOLUTION REPEALING THE BLACKSTONE MEMORIAL LIBRARY AUTHORIZED AND UNISSUED BOND AUTHORIZATION, HAVING BEEN REPLACED WITH OTHER NON-DEBT AVAILABLE FUNDING

Section 1. The Town of Branford at Representative Town Meeting has approved the following Project to be undertaken and financed by the issuance of Bonds, for which an authorized but unissued bond authorization remains:

Project	Representative Town Meeting Resolution	Authorized	Bonds Issued	Authorized but unissued	Status
Blackstone Memorial Library	1/10/2018, as amended on 4/22/2020	\$5,745,000	\$2,345,000	\$3,400,000	Non-debt funding sources available for Project balance

Section 2. It is hereby found and determined that as a result of the issuance of \$5,400,000 Refunding Bonds of the Town of Branford, a budgetary savings in the debt service line item budget of approximately \$1,500,000 will result in the fiscal year ending 6/30/2021, which, upon transfer for the Library Project and together with \$800,000 of donations, and \$1,100,000 of State grant funding, is sufficient to complete the Library Project without further debt incurred by the Town of Branford. The appropriation shall remain unaffected and in place.

Section 3. NOW, THEREFORE, it is hereby ordered that the Library Project, having sufficient non-debt funding sources for its completion, the remaining unissued but unissued bonds, notes or other obligations of the Town authorized to be issued pursuant to the authorizing resolutions, is hereby repealed and withdrawn.

BRANFORD TOWN CLERK  
JULIE P. HAZEN  
JULY 16, 2020



## OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405



TEL: (203) 488-8394  
FAX: (203) 315-3736  
www.branford-ct.gov

Date: July 15, 2020  
To: Joseph Mooney, Chairman Board of Finance  
From: James P. Finch, Director of Finance  
Re: Template for Monthly Tax Collections

At the last Board of Finance meeting the board asked for regular updates on tax collections. This request reflected the collective concern that the economic impact of COVID will be severe. Additionally, in developing the budget for FY 2021 the Board acted to lower the collection rate to 95% and offset the revenue loss with an appropriation from the general fund balance.

I met with Harry DiAdamo in May to discuss tax collections which included a review of the "Report of the Tax Collector" from the audited financial statements. As we discussed the template for monthly tax collections we decided to collect reports from other communities and use these reports as a basis for Branford.

We scheduled a second meeting to review the reports from other communities and to develop the attached template. I have shared the format with the Tax Office and I plan to go over it with the Tax Collector in early August so that you will have a report on July collections for your regular August meeting.

Cc James Cosgrove  
Roberta Gill-Brooks  
Kathryn LaBanca

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BRANFORD, CONNECTICUT

**Tax Collector's Report (Sample)**

**July**

	<u>Fiscal Year 2020-2019</u> <u>(2019 Grand List)</u>		<u>Original</u>		<u>Collections thru</u>		<u>Adjusted</u>		<u>Collections thru</u>		<u>Collection</u>	
			<u>Levy</u>		<u>Month End</u>		<u>Levy</u>		<u>Month End</u>		<u>%</u>	
Motor Vehicles			7,515,694.34		3,757,847.17		7,433,021.70		3,757,847.17		50.56%	
Personal Property			5,218,057.28		2,609,028.64		5,197,185.05		2,609,028.64		50.20%	
Real Estate			93,563,211.54		46,781,605.77		93,188,958.69		46,781,605.77		50.20%	
Motor Vehicle Supplemental												
<b>Total Tax</b>			106,296,963.16		53,148,481.58		105,819,165.45		53,148,481.58		50.23%	
Rate Book Number of Accounts												
Rate Book Number of Past Due Accounts												
% Delinquent												

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 COUNTY OF...  
 TAX COLLECTOR'S OFFICE