

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

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Date: March 20, 2024
To: Joseph Mooney, Chairman Board of Finance
From: James Finch, Finance Director
Re: American Rescue Plan Act (ARPA) Recommendations

Background:

As you will recall, in previous budget cycles, the Board of Finance made recommendations to the RTM with regard to ARPA allocations. Additionally, the town elected the standard allowance which provides the most flexibility provided funds are not used for debt service, pensions or reserve funds.

ARPA Recommendations:

The initial ARPA requests total \$1.088 million and if approved will leave a balance of \$566,521 or 6.9% of the total allocation. As the board is aware, these funds are available for a period of years and must be obligated by December 2024 (FY 24-25). These projects span a variety of governmental functions: general government, public safety, public works/engineering, and human services.

When you review the recommendations please consider the following:

- All of the projects were previously presented to the Board. (The traffic signal request will be presented on 3/21/2024 and is attached).
- Some recommendations reflect an increase over the amount requested allowing the town to enhance its service efforts without dramatically increasing the tax requirements or additional debt.
- While one may be tempted to reduce the current level of funding for these efforts and back fill the dollars with ARPA funds we should all be aware that these efforts will likely be seen as supplanting which is not permissible.
- Some recommendations will present an opportunity to reduce a FY 24-25 request provided it does not trigger a supplanting violation.

- For those projects which reflect enhanced funding and for which the town is seeking to continue beyond the ARPA funding process, the town's strategy is to provide a glide path so that the general fund increases in future years remain logical and budget sensitive.

I have attached a spreadsheet that outlines the recommendations for FY 2025 while providing a listing of prior appropriations and reservations.

Cc: James Cosgrove, First Selectman
Board of Finance
Kathryn LaBanca, Assistant Finance Director
Lisa Arpin, Town Clerk
RTM

TOWN OF BRANFORD
OFFICE OF THE TOWN ENGINEER
1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

JOHN M. HOEFFERLE, PE, CFM
TOWN ENGINEER

Tel. 203-315-0606
Fax: 203-315-2188

First Selectman Cosgrove

March 20th, 2024

Re: Traffic Signal Assessment

Selectman Cosgrove,

As you're aware, the traffic signal on Leetes Island Road at East Industrial Road recently malfunctioned and was in flashing mode for quite some time before repairs could be made (largely due to trouble scheduling a required Eversource shutdown). Out of that process the Department of Public Works inquired with my office about what it would take to replace all town-owned signals.

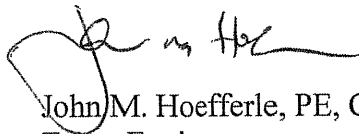
Our office reviewed signal plans in our files, which showed the signals to be looked at were installed 15-30 years ago. We have also heard from the Town's vendors that parts are becoming obsolete and more difficult to find. We reached out to BETA group, a consulting firm we have had great experience with on past projects and is highly qualified in traffic engineering, to get a quote for an assessment of existing town-owned signal systems.

Please see the attached quote for services. We recommend Phase I be funded at this time to assess each signal system listed, receive a list of recommended upgrades/replacements, and receive cost estimates for those upgrades/replacements. It's important to note the town-owned signals on Main Street are not part of the assessment as both signals are to be replaced as part of the Main Street Reconstruction project, nor does this include the manually actuated signals at the High School or firehouses.

If you have any questions or would like to discuss this request, please feel free to reach out to my office. We feel this is a proactive approach to assess the Town's aging signal systems.

Thank you for your attention to this matter.

Sincerely,



John M. Hoeffler, PE, CFM
Town Engineer

Enclosures

cc: James Finch, Finance Director



March 19, 2024

John Hoeffler, P.E.
Town Engineer
Town of Branford
1019 Main St.
Branford, CT 06405

RE: **Traffic Signal Assessment and Design Services**

Dear Mr. Hoeffler,

BETA Group, Inc. (BETA) is pleased to submit this proposal to provide Traffic Engineering Services to the Town of Branford. Based on our recent conversation, it is our understanding that the Town is seeking to better understand its traffic signal equipment and plan for future improvements at three town-owned signal system locations, including:

1. Leetes Island Road at East Industrial Road & Business Park Drive
2. Leetes Island Road at Stop and Shop Plaza Driveway
3. Maple Street at Indian Neck Avenue

BETA proposes a scope of services that consists of two parts. Part 1 will consist of a site evaluation to identify and determine the components of the existing signal systems and make recommendations for signal equipment upgrade/improvements. Part 2 will consist of design services to advance the recommended signal upgrade/improvements located at each of the three intersections.

To complete these tasks, BETA proposes the following scope of services:

PHASE 1 - SIGNAL EQUIPMENT EVALUATION AND RECOMMENDATIONS

Part 1 services will include a structural inspection of the existing traffic span wire pole and span wire condition followed by the evaluation of the various signal equipment components. A replacement cost estimate will be developed based on the findings of this assessment.

The scope of services for this part are outlined as follows:

Task 1.1: Perform Structural Assessment/inspection of existing span wire poles for adequacy relative to proposed signal housing, video detection camera and pre-emption system at each location. It is anticipated that a bucket truck will be required for the site inspection which will be provided by the Town. Effort includes one field visit and one meeting. Police details to be provided by the Town will be required for the site inspection.

Task 1.2: Perform an assessment/inspection of existing signal controller cabinet and system components.

Task 1.3: BETA will provide a memorandum of findings describing the signal system components and condition at each location. The memo will include recommendations for necessary upgrade/improvements based on current industry standards and other criteria identified by the Town.

John Hoeffler, P.E.

March 19, 2024

Traffic Signal Assessment and Design Services

Task 1.4: BETA will provide a preliminary cost estimate for the replacement of each signal system and their components.

PHASE 2 - DESIGN AND CONTRACT DOCUMENT DEVELOPMENT, SPECIFICATIONS AND ESTIMATE

Prepare documents for the advancement of traffic signal and related recommendations at each location. Recommended improvements could consist of the following but not limited to:

- Signal heads replacement.
- Flashing yellow arrow signal head for permissible left turn
- Replace pedestrian signal system with APS system.
- Replace controller cabinet and controller
- Replace vehicle detection system
- Replace or add signage as needed per MUTCD requirements
- Restripe pavement markings per MUTCD requirements

Develop design plans for signal upgrade/improvements at each location. Contract documents/plans development will generally consist of the following:

- Prepare Plan (utilize Nearmap aerial imagery) depicting improvements to be made.
- Prepare Technical Specifications and Submit to Town for its use in securing bids.
- Prepare Engineer's estimate for the proposed work.
- Conduct one field visit and attend two meetings.

The following services are not anticipated and are not included in this scope of work. These services can be provided if desired as additional services:

- Field Survey, traffic counts, analysis, signal phasing and timing changes, wheelchair ramp design.
- Bid or Construction Phase Services such as, bid preparation and analysis, preparation of addenda, the review of Contractor shop drawing submittals for signal equipment component and responding to bidders' Request for Information (RFI).

John Hoeffler, P.E.
March 19, 2024
Traffic Signal Assessment and Design Services

FEE PROPOSAL

The fee associated with the above services is as follows:

Phase 1: Signal Equipment Evaluation and Recommendations = \$31,500.00

Phase 2: Design and Contract Document Development, Specifications and Estimate = \$105,000.00

Total fee = \$136.500

On behalf of BETA Group, Inc., thank you for the opportunity to submit this proposal to provide professional services. If you have questions or would like further information, please contact me at (401) 258-1856.

Sincerely,
BETA GROUP, INC.



Jack Madden
Sr. Project Manager
GIS & Asset Management Services

cc:
Kien Ho, PE, PTOE
Senior Vice President

**TOWN OF BRANFORD
ARPA FUND
FISCAL YEARS 2022-2025**

Department	RTM Approved 2022	RTM Approved 2023	RTM Approved 2024	2025 Recommendations	BOF Recommended FY 2025	RTM Approved FY 2025	FY 2025
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GENERAL GOVERNMENT

Desktop Computers	Information Technology		0	30,000		30,000		0	0
Phone System Upgrade	Information Technology			30,000					
Cybersecurity	Information Technology		25,000					0	0
SAN Storage Device	Information Technology	160,000						0	0
Open Gov Public Works Model	Information Technology					129,000			
Open Gov Permitting	Information Technology					143,000			
Town Website						45,000			
Shoreline Chamber of Commerce	Executive		25,000			0		0	0
BACA (Arts)	Executive		70,000			0		0	0
Athletic Field Study	Executive		400,000			0		0	0
Reserve for Non-Profits	Executive		425,000			0		0	0
Total General Government Services		160,000	945,000	60,000		347,000		0	0

PUBLIC SAFETY

Lucas CPR Device	Fire Department		32,000			0		0	0
Gear Extractor Dryer	Fire Department		30,000			0		0	0
Ambulance Equipment	Fire Department		75,000			0		0	0
Police Boat	Police Department					515,000			
Ambulance Purchase	Fire Department		220,000			0		0	0
Total Public Safety Services			357,000			515,000		0	0

ENGINEERING/PUBLIC WORKS/SEWERS/SOLID WASTE

Paving	Public Works		1,000,000		1,000,000			0	0
Street Lining	Public Works		125,000		125,000				0
Dock Replacement Marine 5	Public Works				85,000				
Public Works Storm System CCTV	Public Works					45,000			
Public Works Roll Off	Public Works					150,000			
Traffic Signal Evaluation and Study	Public Works					31,500			
Brantford Wharf Replacement	Engineering				400,000				
Vets Park ADA and Stormwater Upgrades	Engineering		75,000		200,000			0	0
Meadow Street Boardwalk - Engineering Services	Engineering		550,000		225,000			0	0
Sidewalks	Engineering		925,000						
Curb-side Recycling Program	Solid Waste								
Total Public Works & Highway Services			2,675,000		2,035,000			0	0

**TOWN OF BRANFORD
ARPA FUND
FISCAL YEARS 2022-2025**

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HEALTH & HUMAN SERVICES							
Basic Needs		100,000	50,000	0			0
Total Health & Human Services		100,000	50,000	0		0	0

RECREATION & LIBRARIES							
Showmobile		220,000	0		0	0	0
Total Recreation & Library Services		220,000	0		0	0	0
TOTAL ARPA FUNDING REQUEST	380,000	4,077,000	2,145,000	1,088,500	0	0	0

RECONCILIATION OF ARPA FUNDING

Opening ARPA Fund Balance	8,257,021
FY 2022 Approved Appropriations	380,000
FY 2023 Approved Appropriations	4,077,000
FY 2024 Approved Appropriations	2,145,000
FY 2025 Allocations	1,088,500
Closing Balance	566,521
Percent Remaining	6.9%