

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

JOSEPH W. MOONEY, CHAIRMAN

VICTOR J. CASSELLA
ROBERT IMPERATO
CHARLES F. SHELTON, JR.
JEFFREY E. VAILETTE
Vacancy (L. YOUNG)



EX-OFFICIO
JAMES B. COSGROVE,
First Selectman

CLERK
LISA E. ARPIN, CCTC
Town Clerk

TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

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**BOARD OF FINANCE
REGULAR MEETING MINUTES September 24, 2018**

The meeting was called to order by Chairman Joseph Mooney at 7:30 p.m. at Branford Fire Headquarters, 45 North Main Street. Board of Finance members present were: Victor Cassella, Robert Imperato, Charles Shelton and Jeffrey Vailette. Also in attendance were First Selectman Jamie Cosgrove, Assistant Finance Director Kathryn LaBanca and Town Clerk Lisa Arpin. Finance Director Jim Finch was absent. RTM reps in attendance were Dennis Flanigan and Peter Black.

1. Mr. Shelton made a motion to approve the August 27, 2018 meeting minutes with a slight correction to item #17, seconded by Mr. Vailette. The vote was unanimous.
2. There were no citizen communications.
3. To hear an update on the James Blackstone Memorial Library (JBML) renovation project.

The Board heard a presentation by representatives of JBML – Karen Jensen Library Director, Robin Sandler Board of Trustees and Mike McDonald of Downes Construction Company. Seventeen bid packages were received and while a number of packages were below budget (bids valid through October 24th), two were \$40K over budget. It was decided to go out to rebid three segments separately with the due date of October 16th: drywall, millwork and site work due to the initial combined bid package having too broad of a spectrum. Pledges of over \$720,000 have been committed to date, and a recent town-wide mailing has received a positive response. Ms. Jensen remains confident in attaining the \$800,000 goal, and it was reiterated that the State Library grant of \$1,000,000 is still earmarked for JBML. Q&A followed the discussion with closing remarks by First Selectman Cosgrove.

4. The Board heard a request from Dan McGowan the Solid Waste Supervisor for the following budget transfer for FY2019:

From:	10143040-544353	Material Handling	(\$24,500)
To:	10143040-588060	Condo Association Rebates	\$24,500

Mr. Imperato made the motion, seconded by Mr. Vailette. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM the transfer of \$24,500 as requested by the Solid Waste Commission.

5. The Board heard a request from Kathryn LaBanca, Assistant Finance Department for the following budget transfer for FY2018 and it was noted that if approved, the FY17/18 contingency balance would be \$447,421:

From:	10149040-588802	Contingency	(\$12,000)
To:	10141090-533550	Legal Services	\$12,000

Mr. Imperato made the motion, seconded by Mr. Cassella. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM the transfer of \$12,000 as requested by the Finance Department.

6. The Board heard a request from the Town Clerk Lisa Arpin for the following budget transfers:

FY2018

From:	10141080-555400	Advertising, Printing, Binding	(\$912)
To:	10141080-588200	Memberships, Conferences, Meetings	912

FY2019

From:	10141080-533300	Professional Development	(\$250)
To:	10141080-519025	Education Incentive	250

Mr. Vailette made the motion to approve both transfers, seconded by Mr. Imperato. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM the transfer of \$1,162 as requested by the Town Clerk.

7. Chairman Mooney and First Selectman Cosgrove reviewed with the Board the changes regarding an employment agreement between the Town of Branford and the Finance Director Jim Finch for the term of June 30, 2022 with a one-year extension at his current budgeted salary. The contract was previously distributed to the Board for review. Mr. Vailette made the motion to recommend approval of the contract, seconded by Mr. Cassella. The vote was unanimous.

RESOLVED: That the Board of Finance recommends approval to the Board of Selectmen of an employment agreement between the Town of Branford and the Finance Director through June 30, 2022.

8. Prior to adjourning the meeting, Chairman Mooney announced the resignation of Board of Finance member Lorraine Young and thanked her for her service to the Town and to the Board. First Selectman Cosgrove also expressed his gratitude for the valuable asset Lorraine has been to the Board.

The meeting adjourned at 7:59 p.m. by motion from Mr. Cassella, seconded by Mr. Imperato. Vote unanimous.

Dated this 12th day of October, 2018



Lisa E. Arpin, CCTC
Clerk, Board of Finance



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**Blackstone Memorial Library
 BID TABULATION**

TOWN CLERK'S OFFICE
 BRANFORD, CONNECTICUT

Last Updated: 8/09/18

Contractor/Vendor	Budget	Base Bid	Apparent Low Bid	Variance from Low
#3.1 Concrete				
<i>DOWNES Estimate</i>		126,904.28	197,500.00	(70,595.72)
Carvalho & McDowell		290,000.00		
Manafort Brothers		293,000.00		
MT Ford		197,500.00		
Sil / Carr Corp		294,000.00		
RJB Contracting		207,800.00		
Universal Foundations		197,500.00		
#4.1 Masonry				
<i>DOWNES Estimate</i>		885,982.47	665,695.00	220,287.47
John Filloramo		910,000.00		
Civitillo		845,000.00		
Conn Mason		695,000.00		
Summit Masonry		665,695.00		
Joe Capasso		697,000.00		
#5.1 Metals				
<i>DOWNES Estimate</i>		184,751.36	248,885.00	(64,133.64)
Steel Tech		248,885.00		
Engineered Bldg Pdcts (Rejected Bid)		Received 2:05		
QSR (Rejected Bid)		Bid not Left		
#6.1 Architectural Millwork				
<i>DOWNES Estimate</i>		247,642.47	303,000.00	(55,357.53)
Petruniti		303,000.00		
#7.1 Roofing				
<i>DOWNES Estimate</i>		224,775.08	167,000.00	57,775.08
Barrett		181,900.00		
Greenwood		167,000.00		
Imperial		175,400.00		
Silktown		192,000.00		

**Blackstone Memorial Library
 BID TABULATION**
Last Updated: 8/09/18

Contractor/Vendor	Budget	Base Bid	Apparent Low Bid	Variance from Low
#8.1 Doors Frames & Hardware				
<i>DOWNES Estimate</i>		51,040.29	17,000.00	34,040.29
Builder's Hardware		17,000.00		
Tull Brothers		47,379.00		
#8.2 Glass & Glazing				
<i>DOWNES Estimate</i>		55,672.22	89,412.00	(33,739.78)
Cherry Hill Glass		89,412.00		
Massey Glass		109,000.00		
#9.1 Drywall & Plaster				
<i>DOWNES Estimate</i>		127,967.48	368,800.00	(240,832.52)
A&A Drywall		436,800.00		
H Carr & Sons		368,800.00		
#9.2 Tile (MWBE)				
<i>DOWNES Estimate</i>		61,331.16	58,250.00	3,081.16
Urban Contractors		58,250.00		
Barall & Konover		64,418.00		
#9.3 Flooring				
<i>DOWNES Estimate</i>		105,557.75	108,274.00	(2,716.25)
Barall & Konover		108,274.00		
Spectrum		116,873.00		
Union Flooring		176,899.00		
Urban Contractors		111,368.00		

**Blackstone Memorial Library
 BID TABULATION**
Last Updated: 8/09/18

Contractor/Vendor	Budget	Base Bid	Apparent Low Bid	Variance from Low
#9.4 Painting (SBE)				
<i>DOWNES Estimate</i>		72,387.35	36,320.00	36,067.35
Decco		75,000.00		
Mackenzie		79,975.00		
Scholar		36,320.00		
#10.1 General Trades				
<i>DOWNES Estimate</i>		143,801.55	275,000.00	(131,198.45)
Connecticut Carpentry		275,000.00		
#22.1 Plumbing				
<i>DOWNES Estimate</i>		133,547.49	104,725.00	28,822.49
Caplow Mechanical		104,725.00		
Controlled Air		211,000.00		
Mechanical Plumbing & Heating		306,000.00		
Stewart Mechanical		176,900.00		
#23.1 HVAC				
<i>DOWNES Estimate</i>		296,225.42	319,224.00	(22,998.58)
Controlled Air		319,224.00		

**Blackstone Memorial Library
BID TABULATION**

Last Updated: 8/09/18

Contractor/Vendor	Budget	Base Bid	Apparent Low Bid	Variance from Low
#26.1 Electrical				
<i>DOWNES Estimate</i>		289,814.17	331,000.00	(41,185.83)
All Brite		331,000.00		
#31.1 Sitework				
<i>DOWNES Estimate</i>		193,716.71	416,000.00	(222,283.29)
Mizzy		416,000.00		
#32.1 Landscape (MWBE)				
<i>DOWNES Estimate</i>		34,960.01	37,700.00	(2,739.99)
Glen Terrace		37,700.00		

Total Apparent Low Base Bids	\$ 4,330,021.68	<i>under budget</i>
<i>DOWNES Estimate Total</i>	\$ 3,822,313.92	<i>(OVER) budget</i>
<i>Direct Cost Amount (Over)/Under Budget</i>	\$ (507,707.75)	

permit waiver fees - General Building & Trades