

**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**

**BOARD OF FINANCE
REGULAR MEETING MINUTES
November 26, 2018**

TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

2018 DEC 18 P 11:20

RECEIVED

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, Finance Director Jim Finch, Town Clerk Lisa Arpin and Recreation Director Alex Palluzzi. RTM reps in attendance were Donald Conklin and Dennis Flanigan.

1. Mr. Shelton made a motion to approve the September 24, 2018 meeting minutes, seconded by Mr. Imperato. The vote was unanimous.
2. There were no citizen communications.
3. The Board heard a presentation from GYL Financial Synergies and Hightower Advisors with regard to the performance of the Town's police pension plan for the quarter ended September 30, 2018. Rob DeLuca gave a recap on the market experience. Charlie Andriole gave an update on the market from close of the quarter to current, and recommended to stay the course on policy assumptions maintaining a conservative approach. Mike Lepore touched on performance details in the handout, indicating the 9/30/18 quarter-end market value was \$24,813,146 with a decline in market value at 11/26/18 of \$23.2 million. Although the Plan is slightly overweight in fixed income (44.5% vs policy of 42.5%) and given the current market conditions, there was no recommendation for rebalancing at this time.
4. GYL Financial Synergies and Hightower Advisors continued their presentation on the performance of the Town's volunteer fire incentive plan for the quarter ended September 30, 2018. The value at the end of the quarter was \$1.1 million with a return of 2.15% for the quarter, with a 5% decline in value since the end of the quarter. No recommended changes or rebalancing at this time.
5. GYL Financial Synergies and Hightower Advisors reported on the performance of the Town's Other Post-Employment Benefits (OPEB) Trust for the quarter ended September 30, 2018. Value at the end of the quarter of \$16,434,768, since that time \$870,000 in decline from market movement bringing the value as of 11/26/18 to \$15,554,000. No recommendation to rebalance at this time.

6. Finance Director Jim Finch discussed the recommended changes to OPEB target allocations and return assumptions from 6.75% to 6.5% per his memo of 11/20/18. GYL and Hightower fielded Q&A. Chairman Mooney read the following resolution:

RESOLVED: The Board of Finance authorizes a reduction in the Long Term Rate of Return Assumption from 6.75% to 6.5% for the Other Post Employment Benefit Trust and recommends changing the Trust's target asset allocation as follows:

Asset Allocation

Asset Class	Proposed	Current
Large Cap Domestic Equity	14.5%	15%
Mid Cap Domestic Equity	5.5%	9%
Small Cap Domestic Equity	5.5%	7%
Developed International Equity	12.5%	10%
Emerging Markets International Equity	8.5%	6%
U.S. Real Estate and MLP's	8.5%	8%
U.S. High Yield Bonds	8%	8%
Cash	1%	2%

The resolution as read by Chairman Mooney was moved by Mr. Imperato, seconded by Mr. Valette and was unanimously approved.

7. Parks & Recreation Director Alex Palluzzi gave a presentation on the following budget transfer for FY2019, noting that \$92,500 is part of Foote Park Trust fund (non-town money):

From:	700-45010-579400-17231	Field Renovation	(\$12)
	700-45010-579400-17232	Court Renovation	(4350)
	700-45010-579400-17233	Field Fencing	(939)
	700-45010-579400-18231	Field Renovation	(3,086)
	700-45010-579400-18232	Court Renovation	(4,000)
	700-45010-579400-18233	Field Fencing	(9,010)
	700-45010-579410-18305	Hammer Field Roofing	(800)
	700-45010-579410-18306	Foote Park Roofing	(4,800)
	700-45010-579410-18307	Foote Park Fencing	(12,700)
	700-45010-579410-19307	Foote Park Fencing	(75,000)
		Total	(\$114,697)

To:	700-45010-579400-19231	Field Renovation Program	\$3,098
	700-45010-579400-19232	Court Renovation Program	8,350
	700-45010-579400-19233	Field Fencing Replacement Program	9,949
	700-45010-579400-19320	Foote Park Restroom Renovations	93,300
		Total	\$114,697

Mr. Imperato made the motion to approve the transfer, seconded by Mr. Cassella. Vote unanimous.

RESOLVED: That the Board of Finance recommends to the RTM the transfers of \$114,697 as requested by Parks & Recreation.

8. Finance Director Jim Finch presented the following budget transfer for FY2019 pursuant to the RTM-approved collective bargaining agreement for the Supervisor's Union:

FY 2019 Supervisors' Union Wage Adjustments for Salary Accounts

<u>From:</u>		
10149040-588802	Contingency	(\$48,543)
<u>To:</u>		
10141040-517000	Wages & Salaries – Fiscal Services	4,378
10141130-517000	Wages & Salaries -Planning	5,263
10141050-517000	Wages & Salaries - Assessor	4,340
10143050-517000	Wages & Salaries - Engineering	5,466
10143040-517000	Wages & Salaries – Solid Waste	3,176
10142050-517000	Wages & Salaries - Building	4,214
10142060-599104	Transfer Out - Animal Control	3,030
10144020-517000	Wages & Salaries – Elderly Services	4,423
10146020-517000	Wages & Salaries - WWL	4,169
10145010-517000	Wages & Salaries - Recreation	3,289
10143010-517000	Wages & Salaries - DPW	3,314
10141160-517000	Wages & Salaries – Inland Wetlands	3,481
Total		\$48,543

FY 2019 Retro Wages

<u>From:</u>		
10149040-588802	Contingency	(\$23,984)
<u>To:</u>		
10141040-519070	Retro Wages – Fiscal Services	2,163
10141130-519070	Retro Wages - Planning	2,600
10141050-519070	Retro Wages - Assessor	2,143
10143050-519070	Retro Wages - Engineering	2,704
10143040-519070	Retro Wages – Solid Waste	1,560
10142050-519070	Retro Wages - Building	2,080
10142060-599104	Transfer Out - Animal Control	1,496
10144020-519070	Retro Wages – Elderly Services	2,184

10146020-519070	Retro Wages - WWL	2,060
10145010-519070	Retro Wages - Recreation	1,623
10143010-519070	Retro Wages - DPW	1,644
10141160-519070	Retro Wages – Inland Wetlands	1,727
	Total	\$23,984

Corresponding Fund Transfer:

Animal Control Fund		
Increase Revenue:		
20690000-490010	Transfer In - General Fund	\$4,526
Increase Expenditures:		
20642060-517000	Wages & Salaries	3,030
20642060-519070	Retro Wages – Animal Control	1,496
	Total	\$4,526

Mr. Valette made the motion to approve the transfers, seconded by Mr. Cassella. Vote unanimous.

RESOLVED: That the Board of Finance recommends to the RTM the transfers of \$48,543, \$23,984 and \$4,526 for retro wages/salaries for the Supervisor’s union as requested by the Finance Director.

9. To consider and act on the following proposed resolution:

“RESOLUTION AMENDING A RESOLUTION APPROPRIATING \$2,100,000 FOR HARBOR STREET CULVERT IMPROVEMENTS AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE”

(The purpose of the amendment is to increase the appropriation and bond authorization from \$2,100,000 to \$2,200,000, and ratify, confirm and adopt all prior authorizations and resolutions in connection therewith).

and to recommend the resolution for adoption by the Representative Town Meeting.

Finance Director Jim Finch gave an update on the Harbor Street Culvert project as summarized by his memo of 11/20/18, attached.

Chairman Mooney read the resolution, and Mr. Cassella made the motion to waive the reading of the full resolution, seconded by Mr. Vailette. The motion to approve the Resolution was made by Mr. Imperato, seconded by Mr. Cassella. The vote was unanimous to approve the above Resolution as read by Chairman Mooney.

10. First Selectman Jamie Cosgrove requested the Board's guidance on the need to hire a Director of Human Resources to fill the vacancy. Hiring at the current market rate would require the need for a more flexible salary than the current budgeted salary. While the request has no budget implications this year other than making some adjustments within the unaffiliated positions, it will have future budget implications that the First Selectman wanted the Board to be aware of. Mr. Vailette made the motion, seconded by Mr. Cassella and a unanimous Board vote to approve the following resolution read by Chairman Mooney:

RESOLVED: That the Board of Finance authorizes the First Selectman to hire a Director of Human Resources for an amount greater than the amount budgeted for the position provided the hire does not cause the total of all the salary and wage accounts to exceed the budget.

11. The Board approved the attached 2019 Meeting Schedule by way of motion of approval by Mr. Cassella, seconded by Mr. Imperato. Vote unanimous.
12. First Selectman Cosgrove provided the Board with a brief update on the James Blackstone Memorial Library renovation project. The few re-bid quote packages including scope reductions and value engineering put the project within the appropriation level previously approved by the Board of Finance and they are now able to move forward. The capital goal of \$800K has been exceeded due to a \$75,000 grant through the Greater New Haven Foundation to put them over the mark. The groundbreaking ceremony is set for December 6, 2018.
13. The meeting adjourned at 8:38 p.m. via motion from Mr. Cassella, seconded by Mr. Vailette.

Dated this 18th day of December, 2018



Lisa E. Arpin, CCTC
Clerk, Board of Finance

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



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Date: November 20, 2018
To: Joseph Mooney
Board of Finance
From: James P. Finch
Finance Director
Re: Bond Authorizations Amendment Harbor Street Culvert

RECEIVED
2018 NOV 21 P 3:33
TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

I attach for your review and consideration a resolution prepared by bond counsel to amend and increase the appropriation for the Harbor Street Culvert.

As the Board may recall, we have amended authorizations for this project in accordance with changes in engineering estimates. Currently the town has authorized \$2,150,000 which includes and authorization of \$2,100,000 (amended 3/2017) and \$50,000 authorized in FY 2014.

The most current engineering estimate requires a total authorization of \$2,250,000 (rounded). Additionally the state is requiring Branford to authorize this amount to secure their funding commitment. Arguably this is good news as the state withheld their funding commitment last January prompting the Town Engineer and First Selectman to seek approval from the Board to proceed citing deficiencies and deteriorating conditions. The Board concurred and approved a recommendation to move forward.

Cc J. Cosgrove
J. Hoefflerle
L. Arpin

RECEIVED

2018 NOV 21 A 10:35

TOWN CLERK'S OFFICE
HARTFORD, CONNECTICUT

RESOLUTION AMENDING A RESOLUTION
APPROPRIATING \$2,100,000 FOR HARBOR STREET
CULVERT IMPROVEMENTS AND AUTHORIZING THE
ISSUE OF \$2,100,000 BONDS OF THE TOWN TO MEET SAID
APPROPRIATION AND PENDING THE ISSUANCE
THEREOF THE MAKING OF TEMPORARY BORROWINGS
FOR SUCH PURPOSE

Section 1. The Resolution adopted April 12, 2017, entitled "RESOLUTION APPROPRIATING \$2,100,000 FOR HARBOR STREET CULVERT IMPROVEMENTS AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE", which is hereby ratified, confirmed and adopted, is amended by increasing the appropriation and bond authorization by \$100,000 to a total of \$2,200,000 as follows:

Section 2. The title of the Resolution is amended to read as follows:

RESOLUTION APPROPRIATING \$2,200,000 FOR HARBOR
STREET CULVERT IMPROVEMENTS AND AUTHORIZING
THE ISSUE OF \$2,200,000 BONDS OF THE TOWN TO MEET
SAID APPROPRIATION AND PENDING THE ISSUANCE
THEREOF THE MAKING OF TEMPORARY BORROWINGS
FOR SUCH PURPOSE

Section 3. Section 2 of the Resolution is amended by substituting the following:

The total estimated cost of the project is \$2,200,000; \$1,021,000 of project costs is estimated to be paid from grants and \$1,179,000,000 from the proposed bond issue.

Section 4. The first sentence of section 3 of the Resolution is amended to read as follows:

"To meet said appropriation, \$2,200,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date."

Section 5. The Resolution is further amended by substituting the amount of \$2,200,000 for \$2,100,000, wherever it appears in the Resolution.

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2019 MEETING SCHEDULE

Regular meetings of the Board of Finance are scheduled for the last Monday of each month at Fire Headquarters, 45 North Main Street, in the 2nd floor Training Room, beginning at 7:30 p.m., unless otherwise noted or rescheduled.

Month	Date	Time
January	Monday, January 28	7:30 p.m.
February	Monday, February 25	7:30 p.m.
* March Budget Meetings	Monday, March 18	7:00 p.m.
	Tuesday, March 19	
	Thursday, March 21	
	Monday, March 25	
April	Monday, April 29	7:30 p.m.
May	Monday, May 20 (due to Memorial Day on 27th)	7:30 p.m.
June	Monday, June 24	7:30 p.m.
July	Monday, July 29	7:30 p.m.
August	Monday, August 26	7:30 p.m.
September	Monday, September 23 (due to Rosh Hashanah on 30 th)	7:30 p.m.
October	Monday, October 28	7:30 p.m.
November	Monday, November 25	7:30 p.m.

Approved 11-26-18