

# BOARD OF FINANCE

TOWN OF BRANFORD

1019 MAIN STREET, P.O. BOX 150, BRANFORD, CONNECTICUT 06405

JOSEPH W. MOONEY, CHAIRMAN  
VICTOR CASSELLA  
HARRY DiADAMO, JR.  
PAMELA DeLISE  
CHARLES F. SHELTON, JR.  
JEFFREY E. VAILETTE



EX-OFFICIO  
JAMES COSGROVE, First Selectman

CLERK  
LISA E. ARPIN, Town Clerk

## SPECIAL WORK SESSION & BUDGET MEETING MONDAY, MARCH 28, 2022 at 7:00 p.m.

### AGENDA

RECEIVED  
2022 MAR 25 P 2:05  
Lisa E. Arpin  
BRANFORD TOWN CLERK

There will be a special in-person meeting of the Board of Finance on Monday, March 28, 2022 at 7:00 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. The meeting will also be available for remote public viewing via BCTV (Comcast Channel 20) and Facebook Live.

- To consider and if appropriate, approve the following transfer request to support changing capital project needs in the Sewer Reserve Fund.

#### Transfers to Closeout Projects and Fund Improvements at the Plant

The following transfer identifies unexpended balances from projects within the sewer reserve fund to finance new and existing projects at the plant.

#### Fund 713 Sewer Reserve Fund

<u>From</u>		
71343030-16309	Septage Receiving Facility	100,000
71343030-17316	New Generator - WPC Facility	342,000
71343030-20313	Garage Expansion	766,000
71343030-21319	Gravity Belt Thickener	<u>299,866</u>
	Total	\$1,507,866
<u>To:</u>		
71343030-16310	D Box 2 Slide Gate Replacement	28,866
New Item	Replace Variable Drives (Plant)	135,000
New Item	Upgrade of Control and Data System	205,000
New Item	Replace UV Light Disinfection System	900,000
71343030-19317	Blowers & Secondary - WPC Facility	<u>239,000</u>

Transfers to Closeout Projects and Transfer Balance to Sewer Reserve Fund

The following transfer identifies unexpended balances from projects within the 700 fund. These balances will be transferred to the sewer reserve fund to finance future needs and limit the amount of future debt issued for the plant and collection system.

Fund 700 Capital Fund

<u>From</u>		
70043030-09309	Force Main Johnsons Point	\$100,000
70043030-14309	Septage Receiving Facility	140,000
70043030-11308	Wonderware and PC Upgrades	951
70043030-13309	HOMA Mixer	15,000
70043030-11309	EMU Mixer	8,550
70043030-12305	New Camera and Tractor	774
70043030-15312	SW-C Grit Classifier	<u>86,650</u>
	Total	\$351,925
<u>To:</u>		
70043030-599114	Transfer Out to Sewer Reserve Fund	\$351,925

2. To consider and if appropriate, approve the following transfer request for Parks & Open Space Budget:

From:	20545050-566900	Other Supplies	(\$3,000)
	20545050-579400	Capital Outlay – Improvements	<u>(4,000)</u>
		Total	(\$7,000)
To:	20545050-544300	Purchases, Services, Repair	\$7,000

3. To consider and if appropriate, approve the following transfer request for Human Services (Branford Counseling):

From:	21844010-51700	Wages & Salaries	(\$12,000)
To:	21844010-518250	Seasonal/Part-time help	9,000
	21844010-526100	Uniforms/Clothing	2,000
	21844010-588000	Miscellaneous	<u>1,000</u>
		Total	\$ 12,000

4. To consider and if appropriate, approve the following transfers for Public Works:

From:	10143010-517000	Regular Wages & Salaries	(\$48,015)
To:	10143010-518000	Overtime	47,315
	10143010-533300	Professional Development	<u>700</u>
		Total	\$48,015

5. To consider and if appropriate, approve a transfer request from the Board of Education.
6. To consider and if appropriate, approve a transfer request from the First Selectman for the Branford Cable TV budget as follows:

From:	10141180-533605	Sub-Contracting	(\$ 3,500)
To:	10141180-518250	Seasonal & Part-Time Help	3,500

7. To consider and if appropriate, approve a transfer request from the First Selectman for the Public Celebration budget as follows:

From:	10149040-588802	Contingency	(\$11,829)
To:	10145080-544420	Equipment Rental	11,929

8. To consider and if appropriate, approve various transfers and resolutions from the Finance Director.

9. 2022-2023 Budget Work Session

*([Click here](#) for the budget as requested, available to the public on the Town's website.)*

10. Adjournment

Dated this 25<sup>th</sup> day of March, 2022



Lisa E. Arpin, CMC CCTC  
Board of Finance Clerk

ITEM #1

RECEIVED

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

MAR 24 REC'D

BRANFORD TOWN CLERK

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405



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

Date: March 2, 2021  
To: Brian Devlin  
Superintendent, WWTP  
From: James P. Finch  
Finance Director  
Re: Transfers and resolutions to support capital needs

As a follow up to our budget meeting with the First Selectman in which we discussed your changing capital needs and priorities, I have developed the following capital plan for your use in presenting these items to your board. I will rely on you to communicate the merits and specifics of each project.

Transfers to Closeout Projects and Fund Improvements at the Plant

The following transfer identifies unexpended balances from projects within the sewer reserve fund to finance new and existing projects at the plant.

Fund 713 Sewer Reserve Fund

From		
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	Total	1,507,866
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70043030-12305	New Camera and Tractor	774
70043030-15312	SW-C Grit Classifier	86,650
To:		
70043030-599114	Transfer Out to Sewer Reserve Fund	351,925

It my hope that your board will review and approve these transfer requests so that they can be acted on by the Board of Finance and RTM in future months.

Cc J. Cosgrove  
J. Hoefflerle  
K. LaBanca

RECEIVED

ITEM #2

2022 MAR 25 A 10:52

*Richard Shanahan*  
BRANFORD TOWN CLERK

Date: March 25, 2022

To: Joseph Mooney, Chairman  
Board of Finance

From: Richard Shanahan  
Parks & Open Space

Re: Budget Transfers - FY 2021/2022

Hurricane Ida made landfall in Louisiana on August 30, 2021 as a Category 4 hurricane. While downgraded to a tropical depression by the time it hit Connecticut on September 1st, it still dumped approximately 7 to 8 inches of rain in southern Connecticut, breaking numerous rainfall records. The rain caused severe erosion damage to trails in several areas throughout various open space properties, but primarily in the Supply Ponds Preserve. In addition to trail damage, over 2 feet of fresh sediment was deposited in the sedimentation pond at the base of Pine Gutter Brook.

The transfer requests are being done to cover the estimated costs associated with the excavation of the sedimentation pond and the regrading and repair the damaged trails.

Parks & Open Space Budget for 2021-2022

FROM:		AMOUNT
20545050-566900	Other Supplies	\$3,000
20545050-579400	Capital Outlay - Improvements	\$4,000
TO:		
20545050-544300	Purchases, Services, Repair	\$7,000

Thank you for your consideration of this request.

RECEIVED

2022 MAR 25 A 9:05

*John S. Cimino*  
BRANFORD TOWN CLERK



TEL (203) 481-4248 | FAX (203) 483-7727  
342 Harbor Street, Branford, CT 06405

March 23, 2022

To: Joseph Mooney, Chairman  
Board of Finance

From: Peter Cimino  
Human Services Director

Re: Budget Transfers FY 2021-2022 Human Services

2021-2022 Transfer Request

**Seasonal/Part-time help**

Our Human Resources Department requires any contract employee to meet specific IRS guidelines as a condition to remain in a contractor employment status. After reviewing these benchmarks with HR we realize that one contractor did not meet the criteria and are therefore required to be paid as part-time employees of the town.

As a result, we are requesting approval of a transfer from the Wages & Salaries account to the Seasonal/Part-time Help account:

From		
21844010 51700	Wages & Salaries	(\$9,000)
To		
21844010 518250	Seasonal/Part-time help	\$9,000

**Uniforms/Clothing**

As we continue to advertise our branding, wearing apparel with our logo will help identify staff to businesses and people in the community.

As a result, we added a Uniforms/Clothing line item and we are requesting approval of a transfer from Wages & Salaries account to Uniforms/Clothing account:

From		
21844010 51700	Wages & Salaries	(\$2,000)
To		
21844010 526100	Uniforms/Clothing	\$2,000

**Miscellaneous**

Due to cost overrun to meet specific clients' needs, we are requesting approval of a transfer from Wages & Salaries to Miscellaneous:

From		
21844010 51700	Wages & Salaries	(\$1,000)
To		
21844010 588000	Miscellaneous	\$1,000



MAR 23 REC'D

BRANFORD TOWN CLERK



**DEPARTMENT OF PUBLIC WORKS**  
 137 North Branford Road • BRANFORD, CT 06405

February 28, 2022

Mr. Joseph Mooney, Chairman  
Board of finance

Dear Mr. Mooney:

The Department of Public Works requests the following budget transfers as indicated below:

From Account# 10143010 - 517000 Regular Wages & Salaries	(\$47,315.00)
To Account # 10143010 - 518000 Overtime	(\$47,315.00)
From Account# 10143010 – 517000 Regular Wages & Salaries	(\$700.00)
To Account# 10143010 – 533300 Professional Development	(\$700.00)

Overtime

The shortfall in this accounts is due the manpower shortage in the DPW Department and the impact of COVID. Another contributing factor is that for most of the fiscal year we have had to send two DPW workers to the Transfer Station to cover their operations. We have also included monies in the above transfer to cover unanticipated additional snow events during March, six (6) planned events from now until the end of the fiscal year, and other miscellaneous emergency call-ins as needed.

Professional Development

These are expenses that are new to the budget but are contractual obligations that came about as a result of the ratification of the DPW contract.

Respectfully submitted,

Gary Zielinski, Highway Supervisor of DPW

OT FOR THE REST OF F/Y 2022 - PLANNED AND UN-PLANNED

EVENT	MANPOWER	EST. HOURS PER GUY/GAL	TOTAL HOURS	AMT	NOTES
Easter Clean-up	4	3	12	\$ 567.84	based on Operator pay
Memorial Day Clean-up	4	3	12	\$ 567.84	based on Operator pay
Festival	6	12	72	\$ 3,407.04	based on Operator pay
Fireworks	3	6	18	\$ 851.76	based on Operator pay
Misc. Emergency Call-ins	2	9 calls	54	\$ 2,555.28	based on Operator pay
Snow	15	32	480	\$ 22,737.60	based on Operator pay
Admin Asst.	1	10	10	\$ 420.70	
	1	16	16	\$ 911.52	Lead Mechanic
	1	16	16	\$ 816.96	Foreman
Saturday/Special Projects/3 events	3	24	72	\$ 3,410.64	based on Operator pay
<b>RATES/OT</b>					
Lead Mechanic					\$56.97
Foreman					\$51.06
operator					\$47.37
Admin Asst.					\$42.07
<b>add for shortfall in this account as of 3/9/22</b>				\$ 11,067.70	
			<b>TOTAL</b>	\$ 47,314.88	

RECEIVED

2022 MAR -9 P 12:07

*Joe Edgerton*  
BRAMFORD TOWN CLERK

RECEIVED

MAR 23 REC'D

BRANFORD TOWN CLERK

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405  
(203) 488-8394  
FAX: 481-5561  
www.branford-ct.gov

BOARD OF SELECTMEN  
BRANFORD, CONNECTICUT



JAMES B. COSGROVE  
*First Selectman*

ANGELA M. HIGGINS  
RAYMOND E. DUNBAR, JR

DATE: March 23, 2022  
TO: Joseph Mooney, Chairman, Board of Finance  
FROM: James B. Cosgrove, First Selectman *J.C.*  
RE: Budget Transfer

Please include the following request for transfer on the agenda of the Board of Finance meeting scheduled for March 28, 2022:

From: Subcontracting	10141180 533605	(\$3,500.00)
To: Seasonal & Part Time Help	10141180 518250	\$3,500.00

A recent review indicated that the part time videographer position does not satisfy 1099 tax requirements therefore, it is recommended that this position is changed to part time employee status.

If any further information is required please feel free to contact me.

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT



JAMES B. COSGROVE  
First Selectman

ANGELA M. HIGGINS  
RAYMOND E. DUNBAR, JR

1019 MAIN STREET  
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FAX: 481-5561  
www.branford-ct.gov

DATE: March 25, 2022  
TO: Joseph Mooney, Chairman, Board of Finance  
FROM: James B. Cosgrove, First Selectman *JC*  
RE: Budget Transfer

RECEIVED  
2022 MAR 25 P 2:25  
BRANFORD TOWN CLERK

Please include the following request for transfer on the agenda of the Board of Finance meeting scheduled for March 28, 2022:

From: Contingency	10149040 588802	(\$11,829.00)
To: Equipment Rental	10145080 544420	\$11,829.00

The town owned staging normally set up on the front of Town Hall for the Branford Festival and High School Graduation ceremonies has been inspected and determined to be unsafe when used at its full size for these events.

This transfer is necessary for the cost of rental, shipping, set- up and removal of temporary staging for the events scheduled in June.

Please feel free to contact me if you need additional information.

Thank you for your consideration.

**OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT**



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BRANFORD, CT 06405

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

Date: March 29, 2022  
To: Joseph Mooney  
Chairman, Board of Finance  
From: James P. Finch  
Finance Director  
Re: Transfers

RECEIVED  
 2022 MAR 25 P 3:41  
 M. J. ...  
 BRANFORD TOWN CLERK

Please find attached a series of actions which can be characterized as cuts (contingency transfer to support GGB reductions in the requested budget, closeouts and consolidations.

**TRANSFERS TO SUPPORT CUTS IN THE REQUESTED BUDGET**

FROM					
ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION		AMOUNT
10149040	588802		CONTINGENCY		53,000
TO					
ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION		AMOUNT
10150000	599110		TRANSFER OUT CAPITAL FUND - ORCHARD HOUSE ROOF		28,000
10150000	599110		TRANSFER OUT CAPITAL FUND - MUA VOLUNTEER SERVICES CENTER		25,000
			TOTAL		53,000

**CLOSEOUTS**

FROM					
ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION		AMOUNT
70043010	579480	11310	HICKORY HILL DRAINAGE-PHASE II-DPW		2,233
70043010	579250	21315	QUICKVIEW POLE CAMERA - DPW		1,250
70043050	579400	17318	SUPPLY POND REPAIRS & IMPROVEMENTS -ENG		66
70042040	579250	20307	FIRE DEPT - HYDRAULIC TOOLS		1,476
70042040	579250	21309	FIRE DEPT - CARDIAC MONITORS		669
70042040	579250	22304	FIRE DEPT - CARDIAC MONITORS		1,397
70042010	579250	22223	SPEED DETECTION & WARNING DEVICES - POLICE		18
			TOTAL		7,109

TO

<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
	599100		TRANSFER OUT TO GENERAL FUND	7,109

CONSOLIDATIONS

FROM

<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
70045070	579480	10236	SEAWALL REPAIRS -DOCKS AND RECREATION	10,362

TO

<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
70043010	544300	22236	SEAWALL REPAIRS -DPW	10,362