

RECEIVED

BOARD OF FINANCE

TOWN OF BRANFORD

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

2023 AUG 25 P 1:50

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



EX-OFFICIO
JAMES COSGROVE, First Selectman

CLERK
LISA E. ARPIN, Town Clerk

**BOARD OF FINANCE
REGULAR MEETING AGENDA
August 28, 2023 at 7:30 p.m.**

There will be a meeting of the Board of Finance on Monday, August 28, 2023 at 7:30 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. The meeting will also be available for remote public viewing via BCTV and Facebook Live.

1. To approve the minutes of the July 31, 2023 meeting.
2. Citizen's Communication
3. To hear a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford **Police Pension** Plan for the quarter ended June 30, 2023, and if necessary, rebalance the portfolio.
4. To hear a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford **Volunteer Fire** Incentive Plan for the quarter ended June 30, 2023, and if necessary, rebalance the portfolio.
5. To hear a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford **Other Post-Employment Benefits** Trust (OPEB) for the quarter ended June 30, 2023, and if necessary, rebalance the portfolio.
6. To hear a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford **Coastal Resiliency Fund** for the quarter ended June 30, 2023, and if necessary, rebalance the portfolio.
7. To consider, and if appropriate, approve the following transfer for Information Technology for FY2023:

From:		
10141190-555300	Communications	(\$ 6,104)
To:		
10141190-517000	Regular Wages & Salaries	6,104

8. To consider, and if appropriate, approve the following transfer for Information Technology for FY2024:

From:		
10149040-588802	Contingency	(\$ 28,000)
To:		
10141190-579150	Technology Acquisitions	23,000
10141190-544300	Purchased Services	<u>5,000</u>
	Total	\$28,000

9. To consider, and if appropriate, approve the following transfer for Elections for FY2023:

From:		
10141120-517700	Registrars	(\$ 13,485)
To:		
10141120-517100	Part-Time Clerical	2,018
10141120-517705	Deputy Registrars	7,102
10141120-533900	Other Purchases	296
10141120-566900	Other Supplies	546
10141120-579150	Technology	3,000
10141120-588090	Travel	<u>523</u>
	Total	\$ 13,485

10. To consider, and if appropriate, approve the following transfer for the Recreation Department for FY2023:

From:		
10145010-517000	Regular Wages & Salaries	(\$ 13,500)
To:		
10145010-518000	Overtime	5,000
10145010-526100	Uniforms/Clothing Allowance	500
10145010-544100	Utilities-Water, Gas, Electric	6,000
10145010-588200	Memberships, Conf. & Meetings	<u>2,000</u>
	Total	\$13,500

11. To consider, and if appropriate, approve the following transfer for Willoughby Wallace Memorial Library for FY2023:

From:		
10146020-517660	Library Staff	(\$ 250)
To:		
10146020-519020	Longevity	250

12. To consider, and if appropriate, approve the following transfer for Solid Waste Management & Recycling for FY2023:

From:		
10143040-517000	Regular Wages and Salaries	(\$ 64,750)
To:		
10143040-544353	Material Handling	62,400
10143040-544500	Refuse & Recycling Collection	2,000
10143040-518000	Overtime	<u>350</u>
	Total	\$ 64,750

13. To consider, and if appropriate, approve the following transfer for General Government Buildings (GGB) FY2023:

From:		
10141170-519040	Accrued Payroll Expense	(\$ 49)
10141170-566100	Office Supplies	(742)
10141170-566900	Other Supplies	(2,711)
10141170-566920	Meal Supplies	(550)
10141170-579250	Equipment	(3,933)
10141170-579930	Furniture & Fixtures	<u>(250)</u>
	Total	(\$ 8,235)
To:		
10141170-544110	Fuel Oil	\$ 8,235

14. To consider, and if appropriate, approve the following transfer for Police Services for FY2023:

From:		
10142010-517000	Regular Wages and Salaries	(\$29,202)
10142010-544300	Purchase Services	<u>(17,287)</u>
	Total	(\$46,489)
To:		
10142010-518000	Overtime	\$28,448
10142010-519030	Accum. Sick Pay	754
10142010-544130	Other Fuel	12,230
10142010-555300	Communications	<u>5,057</u>
	Total	\$46,489

15. To consider, and if appropriate, approve the following transfer for Fire Services for FY2023:

From:		
10142040-517000	Regular Wages and Salaries	(\$ 84,169)
10142040-518010	Overtime Public Events	(3,900)
10142040-519040	Accrued Payroll Expense	(9,600)
10142040-519050	Stipends	(9,900)
10142040-517670	Medic Shift PT	(65,900)
10142040-518150	Holiday Pay	(11,600)
10142040-518500	Special Detail	(1,000)
10142040-533600	Fire Prevention/Investigation	(1,100)
10142040-578000	Equipment	(1,089)
10149040-588802	Contingency	(84,576)
10142040-544300	Purchased Services - R&M	(7,650)
10142040-533530	Employment Testing	(462)
10142040-526100	Uniform and Clothing	(105)
10142040-588050	CMED	(433)
	Total	<u>(\$281,484)</u>

To:		
10142040-518000	Overtime	77,615
10142040-518050	Vacation	1,354
10142040-518200	Replace Sick	109,289
10142040-519025	Educational Incentive	27,924
10142040-533300	Professional Development	7,650
10142040-533520	Ambulance Billing	18,352
10142040-544170	Hydrants	33,577
10142040-566600	Medical Supplies	4,723
10142040-566900	Other Supplies	462
10142040-588030	Misc. Volunteer Expenses	105
10142040-588200	Memberships, Conf., Meetings	<u>433</u>
	Total	\$ 281,484

16. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney to appropriate \$250,000 earmarked in the FY2024 Contingency to staff the Indian Neck Fire Station with two firefighters M-F 0800 to 1800:

From:		
10142040-000000	Contingency	(\$250,000)
To:		
10142040-518000	Overtime	250,000

17. To consider, and if appropriate, approve the following transfer for the Director of Human Resources for FY2023:

From:		
10149040-588802	Contingency	(\$53,155)
To:		
101411000-533670	Labor Relations	53,155

18. To consider, and if appropriate, approve the following transfer for the Tax Collector for FY2023:

From:			
10149040-588802	Contingency		(\$13,141)
To:			
10141070-518000	Overtime		9,235
10141070-533285	Tax Processing		3,006
10141070-579300	Office Furniture		900
		Total	<u>13,141</u>

19. To consider, and if appropriate, approve the following transfer for the Town Clerk for FY2023:

From:			
10141080-517000	Regular Wages and Salaries		(\$ 3,275)
To:			
10141080-533300	Professional Development		1,809
10141080-533900	Other Purchased Services		459
10141080-544300	Purchase Services-Repairs & Maintenance		258
10141080-588200	Memberships, Conf. & Meetings		749
		Total	<u>\$ 3,275</u>

20. To consider, and if appropriate, approve the following transfer relating to Parks and Open Space Improvements for FY2023:

General Fund Contingency Transfer

From:		
10149040-588802	Contingency	(\$66,000)
To:		
10150000-599110	Transfer Out-Capital Fund 700	66,000

Transfers Capital Fund 700

Increase:

70090000-490010 Transfer In \$66,000

Increase:

70070045050-579480-23310 Parks and Open Space Improvements 66,000

21. To consider, and if appropriate, approve the following transfers from the Finance Director:

Board of Finance-FY23

From:

10149040-588802 Contingency (\$32,500)

To:

10141030-533260 Audit 32,500

Fiscal Services-FY23

From:

10141040-518000 Overtime (\$100)

To:

10141040-519020 Longevity 100

Legal Services-FY23

From:

10141090-533660 Tax Appeals (\$16,420)

To:

10141090-529420 Expenses and Claims 16,420

Public Celebration-FY23

From:

10145080-566900 Other Supplies (\$78)

To:

10145080-518250 Seasonal and Part Time Help 78

Public Celebration-FY24

From:

10145080-566900 Other Supplies (\$80)

To:

10145080-518250 Seasonal and Part Time Help 80

Probate Court-FY23

From:

10141110-555300 Communications (\$55)

To:

10141110-533580 Microfilming 55

Zoning Board of Appeals (ZBA)-FY23

From:

10141140-588090	Travel	(\$350)
10141140-588200	Memberships	(200)
10141130-517000	Regular Wages (Planning & Zoning)	(515)
	Total	<u>\$1,065</u>

To:

10141140-555400	Advertising Printing and Binding	\$1,065
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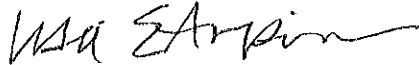
Cable TV-FY23

From:

10149040-588802	Contingency	(\$204)
10141180-518250	Seasonal & Part-Time Help	204

22. Adjournment

Dated this 25th day of August, 2023



Lisa E. Arpin, MMC MCTC
Board of Finance Clerk

Item #7 & #8

RECEIVED

2023 AUG 14 A 11:07

To: Members of the Board of Finance
cc: Jim Finch, First Selectman Cosgrove, Lisa Arpin

Lisa Arpin
BRANFORD TOWN CLERK

Date: August 8, 2023

Request:

The Information Technology Director would like to request the following transfer of funds:

For the Previous Fiscal Year (2022-23)

- For funds used to pay out vacation time for a retiring employee in August of 2022.

From:		
10141190-555300	Communications	(\$6,104)
To:		
10141190-517000	Regular Salary & Wages	\$6,104

For the Current Fiscal Year (2023-24)

- For funds used (not budgeted) and taken from the Technology Acquisitions account to pay for our current O365 licenses due to an increase in pricing from Microsoft since initial budget quote.

From:		
10149040-588802	Contingency	(\$23,000)
To:		
10141190-579150	Tech Acquisitions	\$23,000

For the Current Fiscal Year (2023-24)

- To cover the purchase of additional O365 licenses that will be needed as we add new employees or additional features to a user license.

From:		
10149040-588802	Contingency	(\$5,000)
To:		
10141190-544300	Purchased Services	\$5,000

Respectfully yours,
Debi Mirto

TOWN OF BRANFORD

Item #9

REGISTRAR OF VOTERS
P.O. BOX 150, BRANFORD, CONNECTICUT, 06405

Democrat
Jeffrey Rowan



Republican
Darren A. Lawler
Phone:(203) 483-3998
www.branford-ct.gov

To: Mr. Joseph Mooney, Chairman Board of Finance
From: Darren Lawler and Jeffrey Rowan
Registrars of Voters
Re: 2022-2023 Budget Transfers
Date: August, 2023

From: Registrars	10141120 517700	\$ 13,485
To: Part-Time Clerical	10141120 517100	\$ 2018
To: Deputy Registrars	10141120 517705	\$ 7102
To: Other Purchases	10141120 533900	\$ 296
To: Other Supplies	10141120 566900	\$ 546
To: Technology	10141120 579150	\$ 3000
To: Travel	10141120 588090	\$ 523
<u>Total:</u>		\$ 13,485

This request is an intra department transfer to move money into the proper cost center and eliminate negative line item totals. The shortfall in Part-Time Clerical and Deputy Registrars lines was due to a change in the method of paying this staff for election days and coverage during medical leaves. The Other Purchase Services shortfall was for training for a new electronic voter checking system which also necessitated the purchase of additional laptops for each district and the shortfall in the technology line. The extra travel cost was for new staff to attend ROVAC conferences. Thank you in advance for the board's help in this transfer.

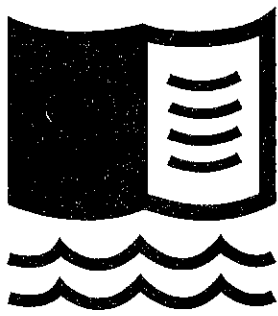
Cc: Jamie Cosgrove First Selectman
Lisa Arpin Town Clerk
James Finch Finance Director

Lisa Arpin
BRANFORD TOWN CLERK

2023 AUG 14 P 2:20

RECEIVED

Item #11



WILLOUGHBY WALLACE MEMORIAL LIBRARY

Date: August 15, 2023

To: Joseph Mooney
Board of Finance

From: Alice Pentz
Willoughby Wallace Memorial Library

Mrs. Catherine
EMPLOYED TOWN CLERK

2023 AUG 17 P 1:26

RECEIVED

I am requesting a transfer in the amount of \$250.00 to cover the cost of a shortage in the FY 2023 budget for staff longevity costs that had increased due to a change in years of service.

From:			
10146020-517660	Library Staff		\$250.00
To:			
10146020-519020	Longevity		\$250.00

Thank you,

Alice Pentz
Alice Pentz

Willoughby Wallace Memorial Library

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2023 AUG 22 A 8:40
MAYOR'S OFFICE
BRANFORD TOWN CLERK

Date: August 15, 2023
To: Joseph Mooney, Chairman
Board of Finance
From: Tyler Bowne, Sustainability and Compliance Manager
Re: Budget Transfers FY 2023

I am requesting the following transfers be placed on the agenda for the Board of Finance August 28, 2023 meeting:

Solid Waste and Recycling

<u>From:</u>		Amount
10143040-517000	Regular Wages and Salaries	64,750
<u>To:</u>		
10143040-544353	Material Handling	62,400
10143040-544500	Refuse and Recycling Collection	2,000
10143040-518000	Overtime	350
	Total	64,750

The request to increase the Material Handling and Refuse and Recycling Collection line items is related partly to a fluctuation of Solid Waste and Recycling material collected and transported. The original Solid Waste and Recycling items are budgeted based on a projected amount which did not cover the total amount in FY23. Additionally, the Material Handling line item increase is also due to a portion of invoices from FY23 being challenged by the vendor, stating a portion of invoices were not paid. The potential payment needed, for the said to be unpaid invoices, is captured in this increase request. The request to increase the Overtime line item is related to Overtime hours worked being more than originally budgeted for in FY23.

TOWN OF BRANFORD
Department of General Government Buildings
1019 Main Street
P.O. BOX 150,
BRANFORD, CT 06405

Brian J. Droney
Lead Tradesman



Cell: 203 627-3304
bdroney@branford-ct.gov

Date: 8/21/2023 ****FISCAL YEAR 2022-2023****

To: Mr. Joseph Mooney, Chairman
Board of Finance

From: Brian J. Droney
Lead Tradesman

RECEIVED
2023 AUG 21 P 1:23
Mick S. Droney
BRANFORD TOWN CLERK

I am requesting the following request for transfer of funds be placed on the agenda for the next Board of Finance meeting:

Table with 3 columns: From, Description, Amount. Rows include Accrued Payroll Expense, Office Supplies, Other Supplies, Meal Supplies, Equipment, Furniture & Fixtures, and Fuel Oil.

This request is to cover the additional over run in the Fuel Oil account due to the rising costs of the fuel prices.

Thank you,
Brian J. Droney

**BRANFORD BOARD OF POLICE COMMISSIONERS
33 LAUREL STREET
BRANFORD, CONNECTICUT 06405**

Item #14

John Sousoulas (Chair)
Patricia Austin
Christine J. Ciociola
Janice Heggie Margolis
Robert Nash
Valerie Wiel-Wilkins



James B. Cosgrove
First Selectman

Jonathan R. Mulhern
Chief of Police

8/21/2023

Mr. Joseph Mooney
Chair, Board of Finance
Town of Branford
1019 Main St.
Branford, CT 06405

The Board of Police Commissioners respectfully requests an appearance before your board at your meeting on 8/28/2023. At that meeting, we will seek your approval for the following transfers in our FY 2022-23 Budget. .

From	Account	Description	To	Account	Description	Amount
	10142010-517000	Reg.Wages&Salary		10142010-518000	Overtime	\$28,448
	10142010-517000	Reg.Wages&Salary		10142010-519030	Accum. Sick Pay	\$754
	10142010-544300	Purchase Services		10142010-544130	Other Fuel	\$12,230
	10142010-544300	Purchase Services		10142010-555300	Communications	\$5057

The transfer request summary:

- Overtime exceeded budgeted amount due to new Risk Protection laws that resulted in significant officer overtime for court appearances.
- Accumulated Sick Pay is contractually driven.
- Other Fuel line overage was result of spike in fuel costs.
- Communications line exceeded because of additional expenses associated with fiber upgrade to public safety radio sites and purchase of some wireless technology components.

Respectfully Submitted,

John Sousoulas
Chair -Branford Police Commission

RECEIVED
 2023 AUG 21 P 3:21
 JAMES B. COSGROVE
 FIRST SELECTMAN
 BRANFORD, CT

Item #15 & Item #16



BRANFORD FIRE DEPARTMENT
45 NORTH MAIN STREET
BRANFORD, CONNECTICUT 06405
OFFICE OF FIRE CHIEF/EMERGENCY MANAGEMENT DIRECTOR



August 25, 2023

Mr. Joseph Mooney, Chairman
Board of Finance
1019 Main Street
Branford, CT 06405

RECEIVED

AUG 24 2023

BRANFORD TOWN CLERK

Dear Chairman Mooney,

At their special meeting held August 24, 2023, the Board of Fire Commissioners unanimously approved the following resolutions:

1. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney for the following end of year transfers to close out the 2022/2023 budget year, as may be amended by the Finance Department:

FROM:

ACCOUNT
10142040-517000

ACCOUNT DESCRIPTION
Regular Wages & Salaries

AMOUNT
\$77,615.00

TO:

ACCOUNT
10142040-518000

ACCOUNT DESCRIPTION
Overtime

AMOUNT
\$77,615.00

FROM:

ACCOUNT
10142040-517000

ACCOUNT DESCRIPTION
Regular Wages & Salaries

AMOUNT
\$1,354.00

TO:

ACCOUNT
10142040-518050

ACCOUNT DESCRIPTION
Vacation

AMOUNT
\$1,354.00

FROM:

ACCOUNT
10142040-517000
10142040-518010
10142040-519040
10142040-519050
10142040-517670
10142040-518150
10142040-518500
10142040-533600
10142040-578000

ACCOUNT DESCRIPTION
Regular Wages & Salaries
Overtime Public Events
Accrued Payroll Expense
Stipends
Medic Shift PT
Holiday Pay
Special Detail
Fire Prevention/ Investigation
Equipment

AMOUNT
\$5,200.00
\$3,900.00
\$9,600.00
\$9,900.00
\$65,900.00
\$11,600.00
\$1,000.00
\$1,100.00
\$1,089.00

TO:

ACCOUNT

ACCOUNT DESCRIPTION

AMOUNT

10142040-518200 Replace Sick \$109,289.00

FROM:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10149040-588802	Contingency	\$27,924.00

TO:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-519025	Educational Incentive	\$27,924.00

FROM:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-544300	Purchased Services – R&M	\$7,650.00

TO:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-533300	Professional Development	\$7,650.00

FROM:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10149040-588802	Contingency	\$18,352.00

TO:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-533520	Ambulance Billing	\$18,352.00

FROM:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10149040-588802	Contingency	\$33,577.00

TO:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-544170	Hydrants	\$33,577.00

FROM:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10149040-588802	Contingency	\$4,723.00

TO:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-566600	Medical Supplies	\$4,723.00

FROM:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-533530	Employment Testing	\$462.00

TO:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-566900	Other Supplies	\$462.00

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-526100	Uniform and Clothing	\$105.00

TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-588030	MISC Volunteer Expenses	\$105.00

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-588050	CMED	\$433.00

TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-588200	Memberships, Conf., Meetings	\$433.00

The overages in the Overtime and Sick accounts result primarily from replacement overtime costs for personnel due to retirement, injury vacancies and long-term illness. Hiring replacement personnel on overtime or sick is required to meet the minimum staffing needs of the department as outlined in the bargaining agreement. The overages in Professional Development and Educational Incentive are due to the training needs of our three new recruits hired to replace retired personnel. There was also a 4.1% increase in the cost of hydrants and water supply mains from the Regional Water Authority. The overage in the Ambulance Billing and Medical Supply accounts result from record emergency medical call volume. The department collected \$517,892.00 in additional ambulance billing revenue above the \$1,725,000.00 projection resulting in total FY 2023 collections of \$2,242,892.00.

2. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney to appropriate \$250,000.00 earmarked in the FY-2024 Contingency to staff the Indian Neck Station with two firefighters M-F 0800-1800.

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-000000	Contingency	\$250,000.00

TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518000	Overtime	\$250,000.00

I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 28, 2023.

Sincerely,

Thomas F. Mahoney, Jr.
 Fire Chief/ Emergency Management Director

Cc: Jim Finch, Robert Massey, James Cosgrove

RECEIVED

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT

2023 AUG 25 A 9:31



Lisa Arpin
BRANFORD TOWN CLERK

MARGARET LUBERDA
Director of Human Resources

1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405
(203) 315-0629
FAX: (203) 889-3316
www.branford-ct.gov

August 24, 2023

Dear Mr. Mooney,

May I request your approval to transfer for the 2022-23 budget:

From General Fund Transfer

10149040-588802	Contingency	(\$53,155)
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To

101411000-533670	Labor Relations	\$53,155
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Thank you for your time and consideration.

Sincerely,

Margaret M. Luberda
Margaret M. Luberda

Copy: Jamie Cosgrove, First Selectman
Jim Finch, Finance Director
Kathryn LaBanca, Assistant Finance Director
Lisa Arpin, Town Clerk

Office of Tax Collector

TOWN OF BRANFORD
TOWN HALL DRIVE, P.O. BOX 136, BRANFORD, CONNECTICUT 06405

Item #18


ROBERT M. IMPERATO
Tax Collector



TEL: (203) 315-0672
FAX: (203) 315-3334
www.branford-ct.gov
Email: rimperato@branford-ct.gov

Date: August 24, 2023

To: Joseph Mooney
Board of Finance

From: Robert Imperato, Tax Collector 

Re: Budget Transfer Tax

Please find below a transfer required to cover shortfalls in the tax office.

- Overtime - Overtime required to complete special projects and additional payment setup & processing
- Tax Processing – Additional tax billing and collection demand correspondence
- Office Furniture – Purchase of a fire proof file draw

Tax Office

From:		
10149040-588802	Contingency	13,141
To:		
10141070-518000	Overtime	9,235
10141070-533285	Tax Processing	3,006
10141070-579300	Office Furniture	900



OFFICE OF THE TOWN CLERK — TOWN OF BRANFORD

1019 Main Street, P.O. Box 150, Branford, CT 06405-0150

RECEIVED
2023 AUG 21 P 3:58
Lisa E. Arpin
BRANFORD TOWN CLERK

Date: August 21, 2023
To: Joseph Mooney, Board of Finance Chairman
RE: Budget Transfer Request – Town Clerk – FY2023

I am requesting consideration at the August 28, 2023 Board of Finance meeting for the following budget transfer for fiscal year 2022-2023 as follows:

FROM:	10141080-517000	Regular Wages & Salaries	(\$3,275)
TO:	10141080-533300	Professional Development	\$1,809
	10141080-533900	Other Purchased Services	459
	10141080-544300	Purchase Services Repair/ Maintenance	258
	10141080-588200	Memberships/Conferences/ Meetings	749
		Total	\$3,275

Regular Wages & Salaries: There is an overage of unused wages due to a staff resignation in March, 2023; vacancy was not filled until May, 2023.

Professional Development + Memberships/Conferences/Meetings: I achieved my Master Connecticut Town Clerk Certification (MCTC) from CT Town Clerks Association in April, 2023 and also my Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks in June, 2023. The shortfall in these accounts is due to an aggressive schedule of attendance at academy and certification sessions, including attendance at the IIMC Annual Conference in Minneapolis, MN and CTCA Conferences in Fall, 2022 and Spring, 2023. I now have achieved all my advanced-level certifications!

Other Purchased Services: 3 Part-time election workers @ \$153 assisted with absentee ballot X-offs and reconciliation for the November, 2022 State election.

Purchase Services Repair/Maintenance: The vital records seal receives heavy daily use. The die was sent out for sharpening at the cost of \$175. The remaining \$83 was to shred election materials after approval for destruction was received from CT State Library.

Lisa E. Arpin MMC, MCTC

Town Clerk

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #20



1019 MAIN STREET
POST OFFICE BOX 150

(203) 315-0663
FAX (203) 315-3736
WWW.BRANFORD-CT.GOV

Date: August 24, 2023
To: Joseph Mooney
Chairman, Board of Finance
From: James P. Finch
Finance Director *[Signature]*
Re Parks and Open Space

RECEIVED
 2023 AUG 25 A 10:19
 Mary S. [Signature]
 BRANFORD TOWN CLERK

During the budget process the Board identified \$66,000 related to the Parks and Open Space Commission's request for various improvements at the following locations: Supply Ponds, Pisgah Brook, and Farm River Meadows Preserve. The funding code for this request was 'OTHER' which essentially means they were not funded out of the FY 2024 tax levy. The transfers below seek to fund this item through unexpended funds in the contingency account.

FY 2023

General Fund Contingency Transfer

<u>From</u>		
101-49040-588802	Contingency	66,000
<u>To:</u>		
101-50000-599110	Transfer Out- Capital Fund 700	66,000

Transfers Capital Fund 700

<u>Increase</u>		
700-90000-490010	Transfer In	66,000
<u>Increase</u>		
700-70045050-579480-23310	Parks and Open Space Improvements	66,000

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #21

1019 MAIN STREET
POST OFFICE BOX 150



(203) 315-0663
FAX (203) 315-3736
WWW.BRANFORD-CT.GOV

Date: August 24, 2023
To: Joseph Mooney
Board of Finance
From: James P. Finch
Re: Budget Transfers

Ms. [Signature]
BRANFORD TOWN CLERK

2023 AUG 25 A 11: 22

RECEIVED

Please find below a series of transfers required to cover shortfalls in a variety of accounts and departments.

Board of Finance

From:		
10149040-588802	Contingency	32,500
To:		
10141030-533260	Audit	32,500

This first transfer is to cover costs related to the audits. As the Board may recall, the timing of the audits coupled with the increase in costs contributed to the shortfall.

Fiscal Services

From:		
10141040-518000	Overtime	100
To:		
10141040-519020	Longevity	100

This transfer is to cover a shortfall in longevity. Longevity payments are determined by labor contracts and these payments will continue to be phased out as the benefit is not generally available to new hires.

Legal Services

From:		
10141090-533660	Tax Appeals	16,420
To:		
10141090-529420	Expenses and Claims	16,420

This this transfer is to cover costs in the legal services budget for FY 2023. The expenses and claims account was short as a result of collection and foreclosure costs on delinquent accounts. On a positive note a portion of these costs were offset by fees paid by the delinquent account owner and back taxes were collected.

Public Celebration (FY 2023)

From:		
10145080-566900	Other Supplies	78
To:		
10145080-518250	Seasonal and Part Time Help	78

Public Celebration (FY 2024)

From:		
10145080-566900	Other Supplies	80
To:		
10145080-518250	Seasonal and Part Time Help	80

These two transfers cover a shortfall for FY 2023 and an anticipated shortfall in FY 2024 to cover payments for the town band director

Probate Court

From:		
10141110-555300	Communications	55
To:		
10141110-533580	Microfilming	55

This transfer covers a shortfall in microfilming. It may be worth noting the account was increased by \$350 for FY 2024.

Zoning Board of Appeals (ZBA)

From		
10141140-588090	Travel	350
10141140-588200	Memberships	200
10141130-517000	Regular Wages (Planning & Zoning)	515
To:		
10141140-555400	Advertising Printing and Binding	1,065

This transfer covers a shortfall for public notices related to hearings and decisions. This activity is also reflected in ZBA's fee income which exceeded the budget by \$1,025.

Cable TV

From:		
10149040-588802	Contingency	204
To:		
10141180-518250	Seasonal & Part-Time Help	204

To cover a shortfall related to the staff costs associated with recording public meetings.