

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

**JOSEPH W. MOONEY, CHAIRMAN**

**HARRY DIADAMO, JR.  
VICTOR J. CASSELLA  
ROBERT IMPERATO  
CHARLES F. SHELTON, JR.  
JEFFREY E. VAILETTE**



**EX-OFFICIO  
JAMES B. COSGROVE,  
First Selectman**

**CLERK  
LISA E. ARPIN, CMC CCTC  
Town Clerk**

**BOARD OF FINANCE  
REGULAR MEETING AGENDA  
August 30, 2021 @ 7:30 p.m.**

RECEIVED  
2021 AUG 27 P 4:12  
Lisa E. Arpin  
BRANFORD TOWN CLERK

There will be a regular in-person meeting of the Branford Board of Finance on Monday, August 30, 2021 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 (Comcast Channel 20) and Facebook Live.

1. To approve the minutes of the May 24<sup>th</sup>, June 15<sup>th</sup> and June 28<sup>th</sup> meetings.
2. Citizen's Communication – Audit Report Memo from the Finance Director dated 8/25/2021
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, 2021, 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, 2021, 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, 2021, and if necessary, rebalance the portfolio.
6. To have a discussion regarding the appointment of investment advisors for the Coastal Resiliency Fund (CRF), and if appropriate, approve the following two resolutions:

**RESOLVED:** That the Board of Finance appoints GYL Financial Synergies and The Andriole Group as financial advisors to the Coastal Resiliency Fund.

**RESOLVED:** That the Board of Finance authorizes the Treasurer and Finance Director to establish a custodial account with Fidelity Investment Services.

7. To consider, and if appropriate, approve a request from the Town Planner for the following budget transfer for FY21:

<u>From:</u>		
10141130-517000	Regular Wages & Salaries	(\$11,560)
<u>To:</u>		
10141130-518250	Seasonal & Part-Time Help	4,560
10141130-533280	Consulting Services	<u>7,000</u>
	Total	\$11,560

8. To consider, and if appropriate, approve a request from the Town Planner for the following budget transfer for FY22:

<u>From:</u>		
10141130-533280	Consulting Services	(\$30,000)
<u>To:</u>		
10141130-518250	Seasonal & Part-Time Help	30,000

9. To consider, and if appropriate, approve a request from the Lead Tradesman for the following budget transfer for General Government Buildings (GGB) for FY21:

<u>From:</u>		
10141170-517000	Regular Wages & Salaries	(\$16,120)
10141170-526100	Uniform & Clothing	(2,800)
10141170-544300	Purchased Services-R&M	(25,000)
10141170-579250	Equipment	(2,000)
10141170-588200	Memberships & Conferences	<u>(1,142)</u>
	Total	(\$47,062)
<u>To:</u>		
10141170-544100	Utilities-Water	\$47,062

10. To consider, and if appropriate, approve a request from the Board of Fire Commissioners for the following budget transfer for FY21:

From:

10142040-517000	Regular Wages & Salaries	(\$97,044)
10142040-518010	O/T Public Events	(11,600)
10142040-588050	CMED	(500)
10142040-533300	Professional Development	(10,700)
10142040-533530	Employment/Testing	(18,100)
10142040-544170	Hydrants	(15,000)
10142040-544130	Other Fuel	(1,461)
10142040-544300	Purchased Services R & M	(9,137)
10142040-566900	Other Supplies	(3,000)
10142040-518500	Special Detail	(756)
10142040-517600	Fire Marshal Stipend	(6,600)
10142040-518050	Vacation	(6,200)
10142040-518150	Holiday	(7,400)
10142040-519000	Volunteer Stipend	(4,950)
10142040-519020	Longevity	(1,500)
10142040-519040	Accrued Payroll Expense	(3,700)
10142040-519050	Stipends	(4,999)
10142040-526100	Uniform Allowance	(1,300)
10142040-533520	Ambulance Billing	(15,000)
10142040-533600	Fire Prevention	(2,800)
10142040-533970	Administrative Costs	(1,000)
10142040-555300	Communications	(1,900)
10142040-578010	Vol Equipment Replacement	(6,000)
10142040-588200	Membership & Meetings	(1,300)
10149040-588802	Contingency	(11,815)
	Total	(\$243,762)

To:

10142040-518000	Overtime	\$82,258
10142040-517670	Medic Shift/Part-Time	17,186
10142040-519025	Educational Incentive	43,800
10142040-566600	Medical Supplies	6,759
10142040-519010	Stewards	756
10142040-518200	Replace Sick	93,003
	Total	\$243,762

11. To consider, and if appropriate, approve a request from Public Works for the following budget transfer for FY21:

<u>From:</u>		
10143010-517000	Regular Wages & Salaries	(\$24,563)
10143010-545000	Road Materials	<u>(243)</u>
	Total	(\$24,806)
<u>To:</u>		
10143010-518000	Overtime	\$18,831
10143010-545010	Road Painting & Signs	243
10143010-519030	Accumulated Sick	<u>5,732</u>
	Total	\$24,806

12. To consider, and if appropriate, approve a request from the Recreation Department for the following budget transfer for FY21:

<u>From:</u>		
10145010-518250	Seasonal & Part-Time Help	(\$19,000)
<u>To:</u>		
10145010-517690	Security Officers	\$5,000
10145010-544100	Utilities-Water, Gas, Electric	<u>14,000</u>
	Total	\$19,000

13. To consider, and if appropriate, approve a request from the Human Resources Department for the following budget transfer for FY21:

<u>From:</u>		
10141200-533300	Professional Development	(\$2,085)
<u>To:</u>		
10141200-533530	Employment Testing	\$1,402
10141200-555400	Advertising, Printing	433
10141200-519020	Longevity	<u>250</u>
	Total	\$2,085

14. To consider, and if appropriate, approve a request from the Human Resources Department for budget transfers for FY21 and FY22 to account for salary changes pursuant to the collective bargaining agreements for the Branford Employees union contract and Water Treatment union contracts as follows:

### **Water Treatment 2020-21 Fiscal Year (2.5% wage increase)**

#### **General Fund Transfer**

**From:**

10149040	588802	Contingency	(\$24,341)
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**To:**

10143030	599105	Transfer Out - Sewer Utility Fund	24,341
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#### **Corresponding Sewer Utility Fund Transfer & Resolution**

**Appropriation Increase:**

21090000	490010	Operating Transfer In	\$24,341
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**Appropriation Increase:**

21043030	517000	Wages & Salaries	\$20,366
21043030	518000	Overtime	3,897
21043030	519040	Accrued Payroll Expense	78

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$24,341 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Sewer Utility Fund from \$4,608,288 to \$4,632,629.

### **Water Treatment 2021-22 Fiscal Year (2.0% wage increase)**

#### **General Fund Transfer**

**From:**

10149040	588802	Contingency	\$44,869
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**To:**

10143030	599105	Transfer Out - Sewer Utility Fund	44,869
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**Corresponding Sewer Utility Fund Transfer & Resolution:**

Appropriation Increase:

21090000	490010	Operating Transfer In	44,869
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Appropriation Increase:

21043030	517000	Wages & Salaries	37,632
21043030	518000	Overtime	7,092
21043030	519040	Accrued Payroll Expense	145

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$44,869 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2022 budget in the Sewer Utility Fund from \$4,574,073 to \$4,618,942.

**Town of Branford Employees 2020-21 Fiscal Year (2% wage increase)**

**General Fund Transfer**

**From:**

10149040	588802	Contingency	\$25,996
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**To:**

10141130	517000	Wages & Salaries - Planning & Zoning	\$2,018
		Wages & Salaries - Information	
10141190	517000	Technology	1,915
10141200	517000	Wages & Salaries - Human Resources	2,987
10142010	517000	Wages & Salaries - Police	1,129
10142050	517000	Wages & Salaries - Building	6,823
10143050	517000	Wages & Salaries - Engineering	1,999
10144020	517000	Wages & Salaries - Senior Center	4,023
10146020	517000	Wages & Salaries - WWML	522
10141130	519040	Accrued Payroll Expense	8
10141190	519040	Accrued Payroll Expense	7
10141200	519040	Accrued Payroll Expense	11
10142010	519040	Accrued Payroll Expense	4
10142050	519040	Accrued Payroll Expense	21

10143050	519040	Accrued Payroll Expense	25
10144020	519040	Accrued Payroll Expense	15
10146020	519040	Accrued Payroll Expense	2
10142060	599104	Transfer Out - Animal Control Fund	1,807
10144010	599130	Transfer Out - Human Services Fund	2,680

**Corresponding Animal Control Fund Transfer & Resolution:**

Appropriation Increase:

20690000	490010	Operating Transfer In	\$1,807
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Appropriation Increase:

20642060	517000	Wages & Salaries	\$1,800
20642060	519040	Accrued Payroll Expense	7

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$1,807 to the Animal Control Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Animal Control Fund from \$468,658 to \$470,465

**Corresponding Human Services Fund Transfer & Resolution:**

Appropriation Increase:

21890000	490010	Operating Transfer In	\$2,680
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Appropriation Increase:

21844010	517000	Wages & Salaries	\$2,629
21844010	519040	Accrued Payroll Expense	51

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$2,680 to the Human Services Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Human Services Fund from \$1,656,253 to \$1,658,933.

15. To consider, and if appropriate, approve various budget transfer requests for FY21:

**Tax Appeals and Other Legal**

<u>From:</u>		
10149040-588802	Contingency	(\$69,000)
<u>To:</u>		
10141090-533550	Legal	50,000
10141090-529420	Expenses and Claims	<u>19,000</u>
	Total	\$69,000

**Municipal Insurance**

<u>From:</u>		
10149030-555200	Property Insurance	(\$35,000)
<u>To:</u>		
10149030-588140	Insurance Damage	\$35,000

**Police Special Detail**

<u>Increase:</u>		
10142010-420450	Special Wages Police	\$160,000
<u>Increase:</u>		
10142020-518500	Police Special Detail	\$160,000

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2021 General Fund Budget from \$119,517,730 to \$119,677,730. This increase will be funded through increased estimated revenue resulting from special detail receipts.

**Emergency Management**

<u>From:</u>		
10149040-588802	Contingency	(\$13,000)
<u>To:</u>		
10142030-519050	Stipends	13,000

**Tax Refunds (Tax Office)**

<u>From:</u>		
10149040-588802	Contingency	(\$10,000)
<u>To:</u>		
10141070-588620	Tax Refunds	10,000



**Elections**From:

10141120-518000	Overtime	(\$2,000)
10141120-518250	Seasonal and Part Time	(11,760)
10141120-533300	Professional Development	
		(1,960)
10141120-533900	Other Purchased Services	(4,500)
10141120-533590	Moving and Storage	(1,280)
10149040-588802	Contingency	<u>(52,497)</u>
	Total	(\$73,997)

To:

10141120-517100	Part Time Clerical	\$7,644
10141120-517630	Election Workers	52,146
10141120-544410	Building Rental	500
10141120-544420	Equipment Rental	3,000
10141120-555320	Postage	1,140
10141120-555400	Advertising	1,045
10141120-566920	Meal Supplies	2,201
10141120-579300	Furniture and Fixtures	5,680
10141120-544300	Purchased Services and Repair	<u>641</u>
	Total	73,997

**Transfers for Miscellaneous Items**From:

10141110-566100	Office Supplies (Probate)	(\$600)
10141020-588270	CCM (Executive)	(1,150)
10142050-533280	Consulting (Building Inspection)	(800)
10145100-566900	Other Supplies (Conservation)	(260)
10141070-533320	Postage (Tax)	<u>(1,120)</u>
		(\$3,930)

To:

10141110-533580	Microfilming (Probate)	600
10141020-517850	Board Clerks (Executive)	900
10141020-588220	CT Council of Small Towns (Executive)	250
10142050-555305	Online Services (Building Inspection)	800
10145100-517580	Board Clerks (Conservation)	260
10141070-533285	Tax Bill Processing (Tax)	<u>1,120</u>
		\$3,930

16. To consider, and if appropriate, approve a request from the Town Clerk for the following budget transfer for FY21:

<u>From:</u>		
10141080-533570	Computer Indexing	(\$3,477)
<u>To:</u>		
10141080-518100	Expanded Hours	748
10141080-519030	Accumulated Sick Pay	1,916
10141080-566100	Office Supplies	<u>813</u>
	Total	\$3,477

17. Adjournment.

Dated this 27<sup>th</sup> day of August, 2021



Lisa E. Arpin  
Board of Finance Clerk

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

RECEIVED

2021 AUG 27 A 8:29

1019 MAIN STREET  
POST OFFICE BOX 150Hoi E. Higgins  
BRANFORD TOWN CLERK(203) 315-0663  
Fax: (203) 315-3736  
www.branford-ct.gov

Date: August 24, 2021

To: Joseph Mooney, Chairman Board of Finance

From: James Finch, Finance Director

Re: Audit Report FY 2020

I write to acknowledge the Finance Department received an electronic copy of the FY 2020 financial statements which we commonly refer to as the audit. At the time of this writing I have not received physical copies of the report and as a result I sent the board the electronic copy. The audit has been filed with state and federal agencies as they require electronic copies. The hard copies will be distributed once they are received and an official copy will be filed in the Town Clerk's office for public inspection.

The Board of Finance, as you may recall, has responsibilities with regard to the audit. As an example I have included excerpts from the Town Charter Section 11 (j):

*The Board of Finance of the Town of Branford shall have charge of the investment and control of all sinking funds, amortization funds, deposit funds and all other trust funds which shall have been placed in the hands of the Town of Branford for some special purpose. Said Board or its designee shall keep all necessary books and records, which shall be open, during business hours, to the inspection of the Selectmen and Town Treasurer.*

*A special report of the condition and investment of each of said funds shall be made and published in the annual report of the Town of Branford.*

My interpretation as to the application of these sections is that the Board of Finance designates the Finance Department the keeper of all the necessary books and records with assistance from the Board of Education, Tax Office and others.

Prior to publishing these financial books and records the town is required by state statute (Excerpts from the Municipal Auditing Act) to have an audit performed as outlined below:

**Sec. 7-392. Making of audits and filing of statements.** (a) All municipalities shall have all their financial statements audited at least once annually and shall provide for audits in accordance with the provisions of sections 4-230 to 4-236, inclusive. Each audited agency, except a local housing authority, shall have all its accounts audited at least once annually. Such audit shall be made by an independent auditor, as defined in section 7-391, who shall be designated in accordance with the provisions of section 7-396. Any independent auditor so retained to render such an annual or biennial audit shall have his duties and powers defined by said secretary. Any audit rendered under the provisions of

*this chapter shall be performed in accordance with standards adopted by the secretary by regulation and approved by the Auditors of Public Accounts.*

The statutes also designate the Board of Finance as having the authority to appoint the auditors.

As a result the Board's responsibility, based on my experience in municipal finance and legal requirements, can be boiled down to a simple mnemonic phrase which I will call the "Four R's" Receive, Review, Regroup, and Respond.

Therefore, I believe the next step after receiving the audit is for each board member to review the report then regroup to discuss the report at the September meeting with input and context from the auditors. Finally, following this meeting the board may seek a response from town officials as to specific items in the report.

As there is no presentation on this item I will ask that this letter be placed on the agenda under correspondence.

RECEIVED

2021 AUG 25 P 12: 53

## OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405

*Joe E. Arpin*  
BRANFORD TOWN CLERK

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

Date: August 25, 2021

To: Joseph Mooney, Chairman Board of Finance

From: James Finch, Finance Director

Re: Investment Advisors for the Coastal Resiliency Fund (CRF)

**Background**

As the Board is aware, we currently use two investment advisory firms for our pension and OPEB trust funds. I am seeking approval from the Board of Finance to appoint these advisors to work with the town in regards to the CRF Fund. While the CRF Fund operates differently than the aforementioned trust funds, it shares the need for a customized financial strategy to meet current and future needs of the town. Admittedly since much has happened since the fund was created I have compiled a timeline below which chronicles Branford's efforts with regard to funding resiliency efforts.

**Timeline of Branford's CRF Funding Efforts**

January 2019	Branford BOF and RTM approve the CRF
March 2019	<ul style="list-style-type: none"> <li>Branford, through Senator Cohen, submits legislation (SB 1062) to create CRF Funds with broad investment powers. First Selectman and Finance Director present written and oral testimony to the state legislature's Environmental Committee.</li> <li>Branford is cited in SP Global's "Municipal Green Bond and Resiliency Outlook"</li> </ul>
July 2019	Governor Lamont signs SB 1062 "An Act Authorizing Municipal Climate Change and Coastal Resiliency Reserve Funds"
November 2019	CRF Fund is featured on the Yale Climate Connections radio program.
March 2020	The Climate Adaptation Knowledge Exchange publishes "Viewing climate change as a long term liability through the Branford, CT Coastal Resiliency Fund"
December 2020	Finance Director submits written testimony during the public comment period to the Governor's Council on Climate Change (GC3) making the case for the State Treasurer's office to invest local CRF reserve funds.
January 2021	The GC3 issues their final report which includes Branford's recommendation with regard to the Office of the State Treasurer.
March 2021	Senator Cohen submits Raised Bill 971 "An Act Concerning the State Treasurer and Climate Change and Coastal Resiliency Reserve Funds"

	<i>This bill essentially implements the GC3 recommendation.</i>
<i>March 2021</i>	<i>First Selectman and Finance Director present written testimony to the state legislature's Environmental Committee urging support for RB 971.</i>
<i>March 2021</i>	<i>HB 6441 "An Act Concerning Climate Change Adaptation" is introduced with the intent of implementing the GC3 recommendations.</i>
<i>April 2021</i>	<ul style="list-style-type: none"> <li>• <i>Finance Director, along with Senator Cohen and Bryan Garcia of the CT Green Bank, staff a panel discussion hosted by Resilient Cities to discuss the benefits of HB 6441.</i></li> <li>• <i>Finance Director discusses a model using HB 6441 and Raised Bill 971 in which Branford can execute \$17m in resiliency projects without spending any additional tax dollars other than the current CRF funding levels.</i></li> <li>• <i>The state's Director of Climate Change Planning attended the webinar and asked the Finance Director for the details of the model.</i></li> </ul>
<i>May 2021</i>	<i>The Connecticut Institute for Resilience and Climate Adaptation (UConn) publishes "Branford's Coastal Resiliency Reserve Fund – Planting Seeds for the Future"</i>
<i>June 2021</i>	<i>Senator Cohen withdraws Raised Bill 971 and HB 6441 passes, however, it is altered in a way that severely impacts the effectiveness of the model as outlined by the Finance Director.</i>
<i>August 2021</i>	<i>Branford seeks approval to appoint investment advisors for the CRF Fund.</i>
<i>Future</i>	<i>Branford will reach out to others for advice and support to see if there is a way forward for the model.</i>

### **Actions for the Board of Finance**

Provided the Board of Finance concurs with the recommendation I have prepared a resolution for your approval:

**Resolved:** That the Board of Finance appoints GYL Financial Synergies and The Andriole Group as financial advisors to the Coastal Resiliency Fund.

Establish a custodial account with Fidelity Investments:

**Resolved:** That the Board of Finance authorizes the Treasurer and Finance Director to establish a custodial account with Fidelity Investment Services.

Finally, as GYL and the Andriole Group will be at the meeting to review the performance of the OPEB Trust and pension funds, I have asked that they be available to respond to any specific questions related to this request.



# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

Item #7

1019 Main Street, Branford, CT 06405 ○ Tel: (203) 488 – 1255, Fax: (203) 315 – 2188

August 11, 2021

Joseph Mooney, Chair  
Board of Finance

Re: Budget Transfer FYE 2021

I am requesting the following transfers to be placed on the agenda for the Board of Finance August 30, 2021 meeting.

From:

10141130-517000	Regular Wages & Salaries	(\$ 11,560.00)
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To:

10141130-518250	Seasonal and Part-Time Help	\$ 4,560.00
10141130-533280	Consulting Services	\$ 7,000.00

The proposed line item transfer will cover the cost of several months of interim planning consulting services (review of some of the applications to the Planning and Zoning Commission) needed in the absence of the Assistant Planner and Zoning Enforcement Officer and the startup of new hires to fill these positions.

Thank you.

Sincerely,

Harry A. Smith, AICP  
Town Planner

RECEIVED  
2021 AUG 13 A 9:55  
BRANFORD TOWN CLERK



# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

Item #8

1019 Main Street, Branford, CT 06405 ☉ Tel: (203) 488 – 1255, Fax: (203) 315 – 2188

August 11, 2021

Joseph Mooney, Chair  
Board of Finance

Re: Budget Transfer FYE 2022

I am requesting the following transfer to be placed on the agenda for the Board of Finance August 30, 2021 meeting.

From:

10141130-533280                      Consulting Services                      \$ 30,000

To:

10141130-518250                      Seasonal and Part-Time Help                      (\$ 30,000)

The proposed line item transfer will cover the cost of the services of a part-time Land Use Technician to be paid an hourly rate of \$40 approximately 15 hours a week, with weekly scheduled work not to exceed 18 hours per week.

Hiring a part-time person instead of a consultant will allow the department to maximize the benefit from the allocated funding to accomplish the two purposes envisioned for this funding when it was approved in the FY 2022 Budget:

1. Assist the Zoning Enforcement Officer and other department staff in conducting and documenting field inspections and site visits concerning enforcement of Commission and staff development approvals and zoning complaints as well as assisting the public by providing direction and assistance related to the zoning review process, etc.
2. Assist in the implementation of the Town's permitting software and other changes to department procedures to provide remote/on-line processing of applications and coordination of their review and tracking. Also assist in conversion and organization of existing paper and hard copy document/records to a digitally based system.

Sincerely,

Harry A. Smith, AICP  
Town Planner

RECEIVED  
2021 AUG 13 A 9:55  
BRANFORD TOWN CLERK



**TOWN OF BRANFORD**  
**Department of General Government Buildings**

1019 Main Street  
P.O. BOX 150,  
BRANFORD, CT 06405

Brian J. Droney  
Lead Tradesman



Tel: 203-315-3365  
Fax: 203-315-5278  
Cell: 203 627-3304  
bdroney@branford-ct.gov

Date: 8/1/2021

To: Mr. Joseph Mooney, Chairman  
Board of Finance

From: Brian J. Droney  
Lead Tradesman

RECEIVED  
2021 AUG 16 A 8:32  
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:

From: 10141170-517000	Regular Wages & Salaries	\$ 16,120
10141170-526100	Uniform & Clothing	\$ 2,800
10141170-544300	Purchased Services – R & M	\$ 25,000
10141170-579250	Equipment	\$ 2,000
10141170-588200	Memberships & Conferences	\$ 1,142
To: 10141170-544100	Utilities – Water	\$ 47,062

This request is to cover the additional over run in the Utilities – Water account due to the rising costs of utility supplier charges.

Thank you,

Brian J. Droney

BRANFORD FIRE DEPARTMENT  
45 NORTH MAIN STREET  
BRANFORD, CONNECTICUT 06405  
OFFICE OF FIRE CHIEF/DEPUTY FIRE MARSHAL

Item #10  
RECEIVED

2021 AUG 16 A 8:45

*W. E. Apin*  
BRANFORD TOWN CLERK

August 26, 2021

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

Dear Chairman Mooney,

At their special meeting held August 18, 2021, the Board of Fire Commissioners unanimously approved the following resolution:

"To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney for the following end of year transfers to close out the 2020/2021 budget year, as may be amended by the Finance Department"

**FROM:**

**ACCOUNT**

10142040-517000

10142040-518010

10142040-588050

**ACCOUNT DESCRIPTION**

Regular Wages & Salaries

OT/ Public Events

CMED

**AMOUNT**

\$70,158.00

\$11,600.00

\$500.00

**TO:**

**ACCOUNT**

10142040-518000

**ACCOUNT DESCRIPTION**

Overtime

**AMOUNT**

82,258.00

**FROM:**

**ACCOUNT**

10142040-517000

**ACCOUNT DESCRIPTION**

Regular Wages & Salaries

**AMOUNT**

\$17,186.00

**TO:**

**ACCOUNT**

10142040-517670

**ACCOUNT DESCRIPTION**

Medic Shift/ Part Time

**AMOUNT**

17,186.00

**FROM:**

**ACCOUNT**

10142040-533300

10142040-533530

10142040-544170

**ACCOUNT DESCRIPTION**

Professional Development

Employment/Testing

Hydrants

**AMOUNT**

\$10,700.00

\$18,100.00

\$15,000.00

**TO:**

**ACCOUNT**

10142040-519025

**ACCOUNT DESCRIPTION**

Educational Incentive

**AMOUNT**

\$43,800.00

**FROM:****ACCOUNT**

10142040-544130  
10142040-544300  
10142040-566900

**ACCOUNT DESCRIPTION**

Other Fuel  
Purchased Services R&M  
Other Supplies

**AMOUNT**

~~-\$2,300.00~~ **\$1,461**  
\$2,298.00  
\$3,000.00

**TO:****ACCOUNT**

10142040-566600

**ACCOUNT DESCRIPTION**

Medical Supplies

**AMOUNT**

\$6,759.00

**FROM:****ACCOUNT**

10142040-518500

**ACCOUNT DESCRIPTION**

Special Detail

**AMOUNT**

\$756.00

**TO:****ACCOUNT**

10142040-519010

**ACCOUNT DESCRIPTION**

Stewards

**AMOUNT**

\$756.00

**FROM:****ACCOUNT**

10142040-517000  
10142040-517600  
10142040-518050  
10142040-518150  
10142040-519000  
10142040-519020  
10142040-519040  
10142040-519050  
10142040-526100  
10142040-533520  
10142040-533600  
10142040-533970  
10142040-544300  
10142040-555300  
10142040-578010  
10142040-588200  
10149040-588802

**ACCOUNT DESCRIPTION**

Regular Wages & Salaries  
Fire Marshal Stipend  
Vacation  
Holiday  
Volunteer Stipend  
Longevity  
Accrued Payroll Expense  
Stipends  
Uniform Allowance  
Ambulance Billing  
Fire Prevention  
Administrative Costs  
Purchased Services R&M  
Communications  
Vol Equipment Replace  
Membership & Meetings  
Contingency

**AMOUNT**

\$9,700.00  
\$6,600.00  
\$6,200.00  
\$7,400.00  
\$4,950.00  
\$1,500.00  
\$3,700.00  
\$4,999.00  
\$1,300.00  
\$15,000.00  
\$2,800.00  
\$1,000.00  
\$6,839.00  
\$1,900.00  
\$6,000.00  
\$1,300.00  
\$11,815.00

**TO:****ACCOUNT**

10142040-518200

**ACCOUNT DESCRIPTION**

Replace Sick

**AMOUNT**

93,003.00

The overages in these accounts result primarily from our contractually obligated replacement of absent members due to long term illness/ injury to meet the minimum staffing requirements of the department. I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 30, 2021.

Sincerely,

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

Cc: Jim Finch, Robert Massey, James Cosgrove



Item #11

**DEPARTMENT OF PUBLIC WORKS**  
**POST OFFICE BOX 150 • BRANFORD, CT 06405**

August 6, 2021

(203) 488-4156

Mr. Joseph Mooney, Chairman  
Board of finance

Dear Mr. Mooney:

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

Overtime

From Account #	10143010 - 517000	Regular Wages & Salaries	(\$18,831.00)
To Account #	10143010 - 518000	Overtime	(\$18,831.00)

The shortfall in this account is due to a few different factors. COVID 19 impacted many departments but in public works the impact was mostly in a shortage of manpower. Additionally, DPW employees cover when there are shortages at the transfer station and for most of fiscal year 2021 we sent two DPW workers to the Transfer Station to cover. Additionally, there were more winter events than we had anticipated as there was approximately 40" of snow/ice that fell this past winter.

Road Painting & Signs

From Account #	10143010 - 545000	Road Materials	(\$243.00)
To Account #	10143010 - 545010	Road Painting & Signs	(\$243.00)

The shortfall in this account is due to additional signage requests and/or signage changes that were approved by the Police Commission.

Accumulated Sick

From Account #	10143010 - 517000	Regular Wages & salaries	(\$5,732.00)
To Account #	10143010 - 519030	Accumulated Sick	(\$5,732.00)

During FY 2021 one of our Operators retired after 21 years of service. Under the terms of the collective bargaining agreement that individual was entitled to a payout of his unused accumulated sick leave up to a maximum of 40 days. This transfer represents the amount of that compensation.

Respectfully submitted,

Gary Zielinski, Highway Supervisor

RECEIVED  
2021 AUG 16 A 9:03  
WJL  
BRANFORD TOWN CLERK

RECEIVED

2021 AUG 17 P 3:10

  
BRANFORD TOWN CLERK

8-17-2021

Ms. Lisa Arpin  
Town Clerk  
1019 Main Street  
P.O. Box 150  
Branford, CT 06405

Dear Lisa,

Could you please add the following year end transfers, fiscal year 2020-2021, for the Parks & Recreation Department to the Board of Finance regular agenda scheduled for 8-30-2021.

**FY: 2020-2021**

From:

Seasonal & Part-Time Help	10145010-518250	19,000
---------------------------	-----------------	--------

To:

Security Officers	10145010-517690	5,000
Utilities-Water, Gas, Electric	10145010-544100	14,000

Thanks, Alex

APJR/apjr

## HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources  
August 18, 2021

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

Dear Mr. Mooney,

I would request that the below transfer request for the 2020-21 fiscal budget year be placed on the Finance Committee agenda for review and approval. The below transfer requests are due to recruitment and pre-employment testing requirements for hiring Town employees. The Longevity amount was not previously included in the 2020-21 fiscal year budget.

**Human Resources Budget**

Transfer From:

ORG	Object	Description	Amount
10141200	5333000	Professional Development	\$2,085

Transfer To:

10141200	533530	Employment Testing	\$1402
10141200	555400	Advertising, Printing	\$433
10141200	519020	Longevity	\$250

Thank you for your consideration.

Sincerely,

*Margaret M. Luberd*

Margaret M. Luberd

Copy to: Jamie Cosgrove, First Selectman  
James Finch, Finance Director  
Kathryn, LaBanca, Asst. Finance Director  
Lisa Arpin, Town Clerk

RECEIVED  
2021 AUG 18 A 11:48  
Lisa Arpin  
BRANFORD TOWN CLERK

Date: August 26, 2021

RECEIVED

2021 AUG 27 P 3:33

To: Joseph Mooney, Chairperson  
Board of Finance

*Lisa Arpin*  
BRANFORD TOWN CLERK

From: Margaret Lubberda, Director of HR

Copy to: Jamie Cosgrove, First Selectman  
James Finch, Finance Director  
Kathryn LaBanca, Asst Finance Director  
Lisa Arpin, Town Clerk

Re: Transfer/Budget Adjustments

We are requesting that the following transfers be placed on the agenda for the next Board of Finance meeting to amend the FY 2020-21 and FY 2021-22 budgets to account for the salary changes pursuant to the collective bargaining agreements for the Branford Employees Union Contract and the Water Treatment Union Contract.

## **Water Treatment 2020-21 Fiscal Year (2.5% wage increase)**

### **General Fund Transfer**

**From:**

10149040	588802	Contingency	(\$24,341)
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**To:**

10143030	599105	Transfer Out - Sewer Utility Fund	24,341
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### **Corresponding Sewer Utility Fund Transfer & Resolution:**

Appropriation Increase:

21090000	490010	Operating Transfer In	\$24,341
----------	--------	-----------------------	----------

Appropriation Increase:

21043030	517000	Wages & Salaries	20,366
21043030	518000	Overtime	3,897
21043030	519040	Accrued Payroll Expense	78

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$24,341 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Sewer Utility Fund from \$4,608,288 to \$4,632,629.



## Water Treatment 2021-22 Fiscal Year (2.0% wage increase)

### General Fund Transfer

**From:**

10149040	588802	Contingency	\$44,869
----------	--------	-------------	----------

**To:**

10143030	599105	Transfer Out - Sewer Utility Fund	44,869
----------	--------	-----------------------------------	--------

### Corresponding Sewer Utility Fund Transfer & Resolution:

Appropriation Increase:

21090000	490010	Operating Transfer In	44,869
----------	--------	-----------------------	--------

Appropriation Increase:

21043030	517000	Wages & Salaries	37,632
21043030	518000	Overtime	7,092
21043030	519040	Accrued Payroll Expense	145

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$44,869 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2022 budget in the Sewer Utility Fund from \$4,574,073 to \$4,618,942.

## Town of Branford Employees 2020-21 Fiscal Year (2% wage increase)

### General Fund Transfer

**From:**

10149040	588802	Contingency	\$25,996
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**To:**

10141130	517000	Wages & Salaries - Planning & Zoning	\$2,018
10141190	517000	Wages & Salaries - Information Technology	1,915
10141200	517000	Wages & Salaries - Human Resources	2,987
10142010	517000	Wages & Salaries - Police	1,129
10142050	517000	Wages & Salaries - Building	6,823
10143050	517000	Wages & Salaries - Engineering	1,999
10144020	517000	Wages & Salaries - Senior Center	4,023
10146020	517000	Wages & Salaries - WWML	522

10141130	519040	Accrued Payroll Expense	8
10141190	519040	Accrued Payroll Expense	7
10141200	519040	Accrued Payroll Expense	11
10142010	519040	Accrued Payroll Expense	4
10142050	519040	Accrued Payroll Expense	21
10143050	519040	Accrued Payroll Expense	25
10144020	519040	Accrued Payroll Expense	15
10146020	519040	Accrued Payroll Expense	2
10142060	599104	Transfer Out - Animal Control Fund	1,807
10144010	599130	Transfer Out - Human Services Fund	2,680

**Corresponding Animal Control Fund Transfer & Resolution:**

Appropriation Increase:

20690000	490010	Operating Transfer In	\$1,807
----------	--------	-----------------------	---------

Appropriation Increase:

20642060	517000	Wages & Salaries	\$1,800
20642060	519040	Accrued Payroll Expense	7

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$1,807 to the Animal Control Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Animal Control Fund from \$468,658 to \$470,465.

**Corresponding Human Services Fund Transfer & Resolution:**

Appropriation Increase:

21890000	490010	Operating Transfer In	\$2,680
----------	--------	-----------------------	---------

Appropriation Increase:

21844010	517000	Wages & Salaries	\$2,629
21844010	519040	Accrued Payroll Expense	51

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$2,680 to the Human Services Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Human Services Fund from \$1,656,253 to \$1,658,933.

Thank you for your time and consideration.

**OFFICE OF THE TREASURER**

BRANFORD, CONNECTICUT

**Item #15**1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405TEL: (203) 488-8394  
FAX: (203) 315-3736  
www.branford-ct.gov

Date: August 27, 2021

To: Joseph Mooney, Chairman  
Board of Finance

From: James Finch, Director of Finance

Re: Budget Transfers FY 2021

RECEIVED  
2021 AUG 27 P 4:01  
BRANFORD TOWN CLERK

I am requesting the following transfers be placed on the agenda for the Board of Finance August 30, 2021 meeting:

**Tax Appeals and Other Legal**

<u>From:</u>		Amount
10149040-588802	Contingency	69,000
<u>To:</u>		
10141090-533550	Legal	50,000
10141090-529420	Expenses and Claims	19,000
	Total	69,000

The request to increase the legal line item is related to a variety of forces. As we have noted in the past, legal costs are routinely incurred in our normal operations; examples include the review of contracts, settlements, insurance/risk management. Expenses and claims largely relate to appraisal services rendered in connection with tax appeals.

**Municipal Insurance**

This transfer supplements the approved budget for insurance damage of \$75,000 which covers costs associated with damages to town property and deductibles for lawsuits. Currently the account is over budget by \$28,857 which upon approval of the transfer will leave a positive balance for any lagging claims.

<u>From:</u>	Description	Amount
10149030-555200	Property Insurance	35,000
<u>To:</u>		
10149030-588140	Insurance Damage	35,000

### **Special Detail**

Please find below a resolution to increase the FY 2021 Budget to cover police special detail costs. Please note that these costs are ultimately offset through higher than budgeted revenues.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2021 General Fund Budget from \$119,517,730 to \$119,677,730. This increase will be funded through increased estimated revenue resulting from special detail receipts.

Increase	Description	Amount
10142010-420450	Special Wages Police	160,000
Increase:		
10142020-518500	Police Special Detail	160,000

### **Emergency Management**

<u>From:</u>	Description	Amount
10149040-588802	Contingency	13,000
<u>To:</u>		
10142030-519050	Stipends	13,000

In March of FY 2020 the RTM acted on the Board's recommendation to create a budget for emergency management. Unfortunately we did not account for this development when approving the FY 2021 budget.

**Tax Refunds (Tax Office)**

<u>From:</u>	Description	Amount
10149040-588802	Contingency	10,000
<u>To:</u>		
10141070-588620	Tax Refunds	10,000

During the annual budget process I provide an estimate to the Tax Office for the Tax Refunds account. This account is used to reflect refunds on prior year levies since refunds on the current year are booked as a reduction of tax revenue.

**Elections**

<u>From:</u>	Description	Amount
10141120-518000	Overtime	2,000
10141120-518250	Seasonal and Part Time	11,760
10141120-533300	Professional Development	1,960
10141120-533900	Other Purchased Services	4,500
10141120-533590	Moving and Storage	1,280
10149040-588802	Contingency	<u>52,497</u>
	Total	73,997
<u>To:</u>		
10141120-517100	Part Time Clerical	7,644
10141120-517630	Election Workers	52,146
10141120-544410	Building Rental	500
10141120-544420	Equipment Rental	3,000
10141120-555320	Postage	1,140
10141120-555400	Advertising	1,045
10141120-566920	Meal Supplies	2,201
10141120-579300	Furniture and Fixtures	5,680
10141120-544300	Purchased Services and Repair	<u>641</u>
	Total	73,997

The registrars will be available at the meeting to discuss the transfer.

**Transfers for Miscellaneous Items**

<u>From:</u>	Description	Amount
10141110-566100	Office Supplies (Probate)	600
10141020-588270	CCM (Executive)	1,150
10142050-533280	Consulting (Building Inspection)	800
10145100-566900	Other Supplies (Conservation)	260
10141070-533320	Postage (Tax)	1,120
<u>To:</u>		
10141110-533580	Microfilming (Probate)	600
10141020-517850	Board Clerks (Executive)	900
10141020-588220	CT Council of Small Towns (Executive)	250
10142050-555305	Online Services (Building Inspection)	800
10145100-517580	Board Clerks (Conservation)	260
10141070-533285	Tax Bill Processing (Tax)	1,120

This transfer covers a variety of incidental overages that are covered within the respective budgets.

# Office of Town Clerk

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

LISA E. ARPIN, CMC CCTC  
Town Clerk



TELEPHONE  
(203) 315-0633

Date: August 26, 2021  
To: Joseph Mooney, Board of Finance Chairman  
From: Lisa E. Arpin *Lisa E Arpin*  
RE: Budget Transfer to Closeout FY2021– Town Clerk

RECEIVED  
2021 AUG 27 P 12:15  
Lisa E Arpin  
BRANFORD TOWN CLERK

Please consider the following FY21 budget transfer at the Board of Finance meeting of August 30, 2021 as follows:

From:		
10141080-533570	Computer Indexing	(\$3,477 )
To:		
10141080-518100	Expanded Hours	\$748
10141080-519030	Accumulated Sick Pay	1,916
10141080-566100	Office Supplies	813
	Total	\$3,477

The FY21 budget shortfalls are due to the following scenarios:

- ⇒ Expanded hours (straight time) for the Presidential Preference Primaries in 8/2020.
- ⇒ Under the terms of the Town Hall collective bargaining agreement, payout of unused accumulated sick pay made to an employee who retired after 21 years of service.
- ⇒ Extra office supplies consumed due to the election cycle.