

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

JOSEPH W. MOONEY, CHAIRMAN

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VICTOR J. CASSELLA
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CHARLES F. SHELTON, JR.
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**EX-OFFICIO
JAMES B. COSGROVE,
First Selectman**

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

**BOARD OF FINANCE
REGULAR MEETING AGENDA
August 31, 2020**

REVISED TO ADD ZOOM LINK

There will be a regular meeting of the Branford Board of Finance on Monday, August 31, 2020 at 7:30 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. (The meeting will be available for remote public viewing via BCTV/Comcast Channel 20 and Facebook Live.)

To join the meeting via Zoom:

<https://us02web.zoom.us/j/87594442758?pwd=a003eWZGOFVjelRSUDlsMjdEdjR6UT09>

To join the meeting via telephone: 1-646-558-8656

Meeting ID: 875 9444 2758 Passcode: 001841

The agenda of the meeting, material for which it is known will be submitted to the meeting are, or will be, posted on the Town's website (Branford-ct.gov) and be available for viewing during and after the meeting.

1. To approve the minutes of the July 20, 2020 special meeting.
2. Citizens Communications.
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, 2020, 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, 2020, 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, 2020, and if necessary, rebalance the portfolio.

6. To consider, and if appropriate, approve a request from the Human Services Director for the following budget transfer:

From:	21844010-533900	Other Purchased Services	(\$44,160)
To:	21844010-518250	Seasonal/Part-time	44,160

7. To consider, and if appropriate, approve a request from the Fire Chief for the following closeout budget transfers for FY2020:

From:	10142040-517000	Regular Wages & Salaries	(\$44,000)
	10142040-518200	Sick	(32,932)
To:	10142040-518000	Overtime	\$76,932

From:	10142040-533530	Employment & Testing	(\$9,804)
To:	10142040-519025	Educational Incentive	9,804

From:	10142040-518150	Holiday	(\$17,268)
To:	10142040-519030	Accumulated Sick Pay	17,268

From:	10142040-519050	Stipends	(\$7,598)
To:	10142040-566600	Medical Supplies	7,598

From:	10142040-519000	Volunteer Stipend	(\$1,998)
To:	10142040-579300	Furniture and Fixtures	1,998

From:	10142040-518200	Replace Sick	(\$27,823)
To:	10142040-544170	Hydrants and Mains	27,823

From:	10142040-518010	Public Events	(\$14,155)
To:	2039000-490010-18508	Port Security Grant Cost Share	14,155

8. To consider, and if appropriate, approve a request from the Director of Parks & Recreation Department for the following budget transfers for FY2020:

From:	10145010-544100	Utilities-Water, Gas, Electric	(\$7,000)
To:	10145010-526100	Uniform/Clothing Allowance	600
	10145010-544320	Grounds R & M	6,000
	10145010-579250	Equipment	400

9. To hear a request from the Tax Collector to approve the Suspense List for the 2014 Grand List Year.

10. To consider, and if appropriate, approve a request from the Tax Collector for the following budget transfer for FY2020:

From:	10141070-517000	Regular Wages & Salaries	(\$1,693)
To:	10141070-533300	Professional Development	743
	10141070-555305	Online Services	950

11. To receive an update on current year tax collections from the Tax Collector.

12. To continue discussions on the Dan Cosgrove Animal Shelter facility expansion appropriation, and consider, and if appropriate, approve the following transfer requests and resolution:

Animal Control Fund

Increase:	20690000-480296	Fund Balance	\$100,000
Increase:	20642060-599124	Transfer Out Municipal Facilities Fund	100,000

Municipal Facilities Fund

Increase:	72090000-480296-xxxx	Transfer In	\$100,000
Increase:	72042060-533950-xxxx	Animal Shelter Renovation & Expansion	100,000

RESOLVED: That the Board of Finance recommends to the RTM a transfer out of \$100,000 to the Municipal Facilities Fund to fund a portion of the animal shelter renovation. This transfer out will be funded from the Animal Control Fund's undesignated fund balance and increase the fiscal year 2021 Animal Control Fund budget from \$367,026 to \$467,026.

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

“RESOLUTION APPROPRIATING \$2,895,000 FOR THE RENOVATION AND EXPANSION OF THE BRANFORD ANIMAL SHELTER AND AUTHORIZING THE ISSUE OF \$2,895,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE”

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

14. Board of Finance review of Deputy Chief John Alves’ employment agreement.

15. To consider, and if appropriate, approve a request from the Assistant Finance Director for the following FY2020 budget transfer for Information Technology:

<u>From:</u>		
10141190 517000	Wages & Salaries	(\$721)
10141190 533300	Professional Development	(428)
10141190 544375	Hardware	(834)
10141190 555300	Communications	(443)
10141190 566900	Other Supplies	(1,196)
10141190 579200	Software	(8,070)
10141190 588090	Travel	(2,500)
10141190 588200	Memberships & Conferences	(231)
<u>To:</u>		
10141190 544300	Purchased Services	\$14,423

16. To consider, and if appropriate, approve various requests from the Finance Director for budget transfers.

A. FEMA Fund – FY2020

<u>From:</u>		
Contingency	10149040-588802	150,000

<u>To:</u>		
Operating Transfer Out FEMA	10150000-599122	150,000

General Fund**B. FY 2020 Dispatchers**

<u>From:</u>		
10149040-588802	Contingency	83,586
<u>To:</u>		
10142010-517000	Wages & Salaries	38,719
10142010-519070	Retroactive Wages	44,493
10142010-519040	Accrued Payroll Expense	374

C. FY 2020 Town Hall Union

<u>From:</u>		
10149040-588802	Contingency	26,350
<u>To:</u>		
10142010-517000	Wages & Salaries (Police)	2,213
10141040-517000	Wages & Salaries (Finance)	4,005
10141050-517000	Wages & Salaries (Assessor)	4,980
10141070-517000	Wages & Salaries (Tax Collector)	2,576
10141080-517000	Wages & Salaries (Town Clerk)	3,780
10141130-517000	Wages & Salaries (P & Z)	1,186
10141160-517000	Wages & Salaries (Inland Wetlands)	1,309
10143030-599105	Transfer Out Sewer Utility	1,380
10143010-517000	Wages & Salaries (DPW)	1,355
10143040-517000	Wages & Salaries (Solid Waste)	1,174
10143050-517000	Wages & Salaries (Engineering)	2,239
10142010-519040	Accrued Payroll Expense	18
10141040-519040	Accrued Payroll Expense	31
10141050-519040	Accrued Payroll Expense	38
10141080-519040	Accrued Payroll Expense	29
10143010-519040	Accrued Payroll Expense	10
10143040-519040	Accrued Payroll Expense	9
10143050-519040	Accrued Payroll Expense	18

D. FY 2020 Recreation Union

<u>From:</u>		
10149040-588802	Contingency	11,107
<u>To:</u>		
10141170-517000	Wages & Salaries (GGB)	3,226
10145010-517000	Wages & Salaries (Recreation)	7,796
10141170-519040	Accrued Payroll Expense	25
10145010-519040	Accrued Payroll Expense	60

I 6 E. Sewer Utility Fund

<u>Increase:</u>		
21090000-490010	Operating Transfer In	1,380
<u>Increase:</u>		
21043030-517000	Wages & Salaries	1,355
21043030-519040	Accrued Payroll Expense	25

RESOLVED: That the Board of Finance recommends to the RTM a transfer out of \$1,380 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Town Hall Union. This transfer will increase the Fiscal Year 2020 budget in the Sewer Utility Fund from \$4,535,637 to \$4,537,017.

F. Transfers for Accumulated Sick Payouts (Contractual)

<u>From:</u>		
10149040-588802	Contingency	34,992
<u>To:</u>		
10141020-519030	Accumulated Sick (Executive)	4,808
10141070-519030	Accumulated Sick (Tax Collector)	1,263
10141170-519030	Accumulated Sick (GGB)	4,783
10143010-519030	Accumulated Sick (DPW)	24,138

This transfer covers the contractually mandated payout of accumulated sick time.

<u>Department</u>	<u>Hours</u>
Executive	96
Tax	40.75
General Government Buildings GGB	160
Public Works	816

G. Tax Appeals and Other Legal

<u>From:</u>		
10149040-588802	Contingency	59,000
10141090-533660	Tax Appeals	<u>40,000</u>
	Total	99,000
<u>To:</u>		
10141090-533550	Legal	85,000
10141090-529420	Expenses and Claims	<u>14,000</u>
	Total	99,000

H. Municipal Insurance

<u>From:</u>		
10149040-588802	Contingency	20,000
<u>To:</u>		
10149030-588140	Insurance Damage	15,000
10149030-555200	Property Insurance	5,000

I. Special Detail

Please find below a resolution to increase the FY 2020 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 2020 General Fund Budget from \$115,908,944 to \$116,119,944. This increase will be funded through increased estimated revenue resulting from special detail receipts.

Increase		
Account	Description	Amount
10142010-420450	Special Wages Police	211,000
<u>Increase:</u>		
10142020-518500	Police Special Detail	211,000

J. General Government Buildings GGB

<u>From:</u>	Description	Amount
10141170-517000	Regular Wages	17,400
10141170-518000	Overtime	11,000
10141170-544300	Purchased Services R&M	3,000
10141170-544110	Fuel Oil	27,000
		58,400
<u>To:</u>		
10141170-544100	Utilities	58,400

K. Human Resources

<u>From:</u>	Description	Amount
10141070-517000	Regular Wages	1,800
<u>To:</u>		
10141200-518000	Overtime	1,800

L. Solid Waste

<u>From:</u>	Description	Amount
10143040-517000	Regular Wages	31,305
<u>To:</u>		
10143040-544353	Material Handling	31,305

M. Legislative

<u>From:</u>	Description	Amount
10141020-517590	Elected Official Salaries	275
<u>To:</u>		
10141020-517590	Elected Official Salaries	275

17. Adjournment.

Dated this 28th day of August, 2020

Lisa Arpin

Lisa E. Arpin, CMC CCTC
Clerk, Board of Finance