

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

BOARD OF FINANCE REGULAR MEETING AGENDA SEPTEMBER 26, 2022 at 7:30 p.m.

A G E N D A

Lisa E. Arpin
BRANFORD TOWN CLERK

2022 SEP 23 P 3:34

RECEIVED

There will be a meeting of the Board of Finance on Monday, September 26, 2022 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 August 29, 2022 meeting.
2. Citizen's Communication
3. To hear a presentation on a virtual net metering agreement between the Town and Verogy, and to provide a recommendation pursuant to 42-1 of the Code.
4. To consider and if appropriate, approve a transfer request from the Sustainability and Compliance Manager for the FY22 Solid Waste Management & Recycling budget as follows:

From:

10143040-518000	Overtime	(\$6,349)
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To:

10143040-544130	Other Fuel	\$5,517
10143040-555400	Advertising, Printing, Binding	<u>832</u>
		\$6,349

5. To consider and if appropriate, approve a transfer request from Branford Counseling & Community Services for FY22 as follows:

From:

21844010-517000	Regular Wages & Salaries	(\$9,187)
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(#5 continued)

To:

21844010-533650	Credit Card Processing Fees	\$2,000
21844010-555200	Property, General Liability Insurance	6,079
21844010-555320	Postage	103
21844010-579150	Technology	657
21844010-579300	Furniture & Fixtures	242
21844010-518000	Overtime	<u>106</u>
		\$ 9,187

6. To consider and if appropriate, approve a transfer request from the Director of Human Resources for FY22 as follows:

Human Resources FY22

From:

10141200-533510	HRIS Services	(\$6,540)
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To:

10141200-533530	Employment Testing	\$6,290
10141200-519020	Longevity	<u>250</u>
		\$6,540

Fire Services FY23

From:

10149040-588802	Contingency	(\$141,107)
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To:

10142040-517000	Regular Wages & Salaries	\$91,691
10142040-518000	Overtime	6,750
10142040-518010	Overtime-Public Events	450
10142040-518050	Vacation	7,505
10142040-518150	Holiday Pay	6,009
10142040-518200	Sick Pay	3,552
10142040-519025	Education Incentive	3,597
10142040-519040	Accrued Payroll Expense	353
10142040-519050	Stipends	19,500
10142040-526100	Uniform/Clothing Allowance	<u>1,700</u>
		\$141,107

7. To consider and if appropriate, approve a request from Fire Chief to appropriate an additional \$210,000 to the FY22 apparatus sinking fund as follows:

Fund 101 General Fund FY22**From:**

10149040-588802	Contingency	(\$ 60,000)
10147020-589500	Interest General Purpose	(46,000)
10147020-589520	Interest General Schools	<u>(104,000)</u>
	Total	(\$210,000)

To:

10150000-599110	Transfer Out 700 Fund	\$210,000
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Fund 700 Capital Fund FY22

Increase:

70090000-490010	Transfer In General Fund	\$210,000
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Increase:

70042040-599111-22201	Transfer Out to Fire Apparatus Fund 709	\$210,000
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8. To consider and if appropriate, approve an appropriation for FY23 from the Coastal Resiliency Fund to conduct a climate resilience engineering evaluation of the wastewater treatment plant and collection system, and approve the following resolution:

RESOLVED: The Board of Finance recommends to the RTM an appropriation of \$70,000 in the Coastal Resiliency Fund. This appropriation will be funded through an appropriation from fund balance.

Increase:

740-90000-480296-xxxx	Fund Balance Transfer	\$70,000
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Increase:

740-41020-533280-xxxx	Consulting Services	\$70,000
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9. To consider and if appropriate, approve a transfer request from the Finance Director for FY22 as follows:

Fund 101 General Fund FY22

From:

10149040-588802	Contingency	(\$39,000)
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To:

10150000-599110	Transfer Out 700 Fund	\$39,000
-----------------	-----------------------	----------

Fund 700 Capital Fund FY22

Increase:

70090000-490010	Transfer In from General Fund	\$39,000
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Increase:

70041040-579200-xxxx	Software – Cleargov Budgeting Solutions	\$39,000
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10. To consider and if appropriate, approve the recommendation from the Finance Director regarding the Capital Projects Ordinance.

11. To consider and if appropriate, approve appropriations from the ARPA Fund in FY23 and approve the following resolution:

RESOLVED: The Board of Finance recommends to the RTM an increase in the ARPA fund budget from \$2,232,000 to \$2,327,000. This FY23 appropriation will be used to fund a subsidy to the Branford Arts and Cultural Alliance and the Shoreline Chamber of Commerce, and will be funded through an appropriation from the ARPA fund balance.

Increase:

260-90000-480296	Fund Balance Transfer	\$95,000
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Increase:

260-41020-588301	BACA	\$70,000
260-41020-588291	Shoreline Chamber of Commerce	25,000

12. Adjournment

Dated this 23rd day of September, 2022



Lisa E. Arpin, CMC CCTC
Board of Finance Clerk

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT



JAMES B. COSGROVE
First Selectman

ANGELA M. HIGGINS
RAYMOND E. DUNBAR, JR

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

Date: September 22, 2022
To: Joseph Mooney
Board of Finance
From: James Cosgrove *jc*
First Selectman
Re: Verogy Offsite Solar VNM Agreement

RECEIVED
2022 SEP 23 A 10:22
Maria Stypin
BRANFORD TOWN CLERK

At the last month's meeting the Board of Finance heard a presentation from the Clean Energy Ad Hoc Committee with regard to high performance buildings. Additionally, the Committee provided the board with a memo outlining the committee's origin, efforts, and goals. As the Board may recall those goals focused on the following key areas; energy efficiency and building performance, renewable energy, transportation, and microgrids.

In an effort to move toward achieving the stated renewable energy goals, the town has been exploring an opportunity to participate in an offsite solar project with a solar development company, Verogy. As these opportunities and approvals are limited, Branford's project was waitlisted. Recently we learned that unused credits became available thus allowing the project to advance. The arrangement allows the town to assign up to ten meters to the solar project for 20 years. Over this term, the town will receive credits against its electric charges. I have attached a memo from Verogy, which provides a more comprehensive description of the virtual net metering program. It is important to underscore the potential savings to the Town. The Committee and Verogy are prepared to provide an overview of the commitments and benefits to the town.

I ask the Board to hear a presentation related to renewable energy and the solar virtual net metering credit purchase agreement. Additionally, we are seeking a favorable recommendation from the Board of Finance to the Board of Selectman. This request is being made pursuant to Section 42-1of the code which requires the Board of Finance to make a recommendation on contracts, amendments and renewals where the term is greater than one year and whose dollar value exceeds \$10,000 per year.

Thank you for your consideration.



RECEIVED

2022 SEP 23 A 10:22

Ms. Erin
BRANFORD TOWN CLERK

TO: Branford Board of Finance

RE: Solar Virtual Net Metering Credit Purchase Agreement

FROM: Bryan Fitzgerald, Director of Development for Verogy

Summary

The Town of Branford and Verogy have been pursuing participation in the Virtual Net Metering (VNM) program. The VNM program is in place for the purpose of delivering utility bill credits to State, Agricultural, and Municipal customers. These utility bill credits must be produced by Class I Renewable Energy Generating Facilities, located here in Connecticut and operators of these Class I Renewable Energy Generating Facilities can partner with Municipal customers to deliver credits to a select number of accounts.

Verogy proposes to deliver utility bill credits to up to ten (10) Town of Branford Accounts. The VNM credits are produced by a 3-Megawatt Solar Farm developed and constructed by Verogy and located in Bristol Connecticut. The Town of Branford will be receiving credits from a 1-Megawatt portion of the project while the other 2-Megawatt's will be delivered to the City of Bristol. The project completed construction in 2021 and will be able to allocate credits from energy production in 2022, to Branford accounts at the conclusion of this year.

The Host Solar Farm has a fully executed Virtual net Metering Service Agreement with Eversource Energy. This secures our funding and cap allocation within the Virtual Net Metering program.

Agreement & Structure

The agreement proposed is a Virtual Net Metering Credit Purchase Agreement. The underlying framework of the agreement is that the Town of Branford would agree to purchase the energy credits produced by the solar farm at a discounted rate as compared to the value of the delivered credit. Branford would only purchase the credits that are produced and subsequently delivered to the specified Town electric accounts. The term of the agreement is 20-years and there will be three (3) five-year extension options.

Beneficial Accounts & Savings Projections

Eight (8) Town of Branford Electric accounts have been identified to receive the VNM credits. It is important to note that allocation of the VNM credits can be adjusted on an annual basis to add or remove Branford accounts as electric usage may change over time.

The following Branford accounts have been identified to receive the VNM Credits (also referred to as Beneficial Accounts). The Orchard House, The Town Hall, The Transfer Station, The VNA Broadcasting Station, The Willoughby Wallace Library, The Community House, The Counseling Center, and The Wastewater Treatment Plant.

The Value of the VNM Credit to be delivered to Branford is Based on the underlying General Service Charge (GSC) plus a portion of the Transmission and Distribution Charge (T&D). This rate is published twice a year by Eversource, and the most recent rate sheet is attached to this document. The average

annual VNM Credit Price has been \$14.84 cents per kilo-watt hour. This is the historical average from 2015 (program start) through 2022.

Baseline savings estimates indicate that Branford can save approximately \$73,000 per year on average or just over \$1.4MM over the 20-year term. This estimate assumes no utility rate (GSC and T&D) inflation. Branford would agree to purchase these credits at a fixed price over the 20-year term. Detailed savings projections are attached to this memo.

Bryan Fitzgerald
Co-Founder, Director of Development
bfitzgerald@verogy.com
(203) 257-3375

RECEIVED

Item #4

2022 SEP 23 A 11:32

Wendy E. Arpin
BRANFORD TOWN CLERK

Date: September 23, 2022
To: Joseph Mooney, Chairman
Board of Finance
From: Diana McCarthy-Bercury, Sustainability and Compliance Manager
Re: Budget Transfer FY 2022

I am requesting the following transfers be placed on the agenda for the Board of Finance September 26, 2022 meeting:

Solid Waste

<u>From:</u>		
10143040-518000	Overtime	6,349
<u>To:</u>		
10143040-544130	Other Fuel	5,517
10143040-555400	Advertising	832

The shortfall in expenses \$6,349 is largely attributable to the increase cost of fuel in 2022 and additional communication mailings to residents to notify of a route change for curbside collection.



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

September 23, 2022

To: Joseph Mooney
Board of Finance

From: Peter Cimino
Human Services Director

Re: Budget Transfer FY 2022 Human Services

FY 2022 Transfer Request

I am requesting the following transfers to be approved:

<u>From:</u>		
21844010 517000	Regular wages & salaries	9187
<u>To:</u>		
21844010 533650	Credit Card Processing Fees	2000
21844010 555200	Property, general liability insurance	6079
21844010 555320	Postage	103
21844010 579150	Technology	657
21844010 579300	Furniture & fixtures	242
21844010 518000	Overtime	106

Peter Cimino
BRANFORD TOWN CLERK

2022 SEP 23 P 12:56

RECEIVED

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



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

September 23, 2022

Dear Mr. Mooney,

I would request that the below transfer request for the 2021-22 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 2021-22 fiscal year budget.

Human Resources Budget

Transfer From:

ORG	Object	Description	Amount
10141200	533510	HRIS Services	\$6,540

Transfer To:

10141200	533530	Employment Testing	\$6,290
10141200	519020	Longevity	\$250

RECEIVED
 2022 SEP 23 A 10:23
Mai S. Arpin
 BRANFORD TOWN CLERK

In addition, I am requesting the following transfers to amend the 2022-23 Fire department budget to account for the salary and other financial changes pursuant to the collective bargaining agreement for the Fire Fighters Local #2533 International Association of Fire Fighters AFL-CIO effective July 1, 2022

General Fund

Transfer From:

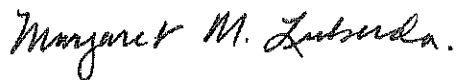
10149040	588802	Contingency	(\$141,107)
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To:

10142040	517000	Regular Wage	\$91,691
10142040	518000	Overtime	\$6,750
10142040	518010	OT/Public	\$450
10142040	518050	Vacation	\$7,505
10142040	518150	Holiday	\$6,009
10142040	518200	Sick	\$3,552
10142040	519025	Educational	\$3,597
10142040	519040	Accrued Pay	\$353
10142040	519050	Stipends	\$19,500
10142040	526100	Uniforms	\$1,700

Thank you for your review and consideration.

Sincerely,



Margaret M. Lubberda

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



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

Item #7
RECEIVED

2022 SEP 22 P 12:37

Nai E. Apin
BRANFORD TOWN CLERK

September 21, 2022

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

Dear Chairman Mooney,

Due to severe supply chain issues and the on-going inflationary environment we are asking the Board of Finance to appropriate additional money to the apparatus sinking fund in the amount of \$210,000.00.

There has been a 27% increase in the cost of fire apparatus since 2019 and we are looking at an additional 7% increase for orders placed after November. This is compounded by delivery dates going out as far as three years for orders placed today. While we can hope it gets better, I feel we need to get ahead of it and place our order for a new E1 before November.

I discussed this with both Finance Director Jim Finch and First Selectman Cosgrove and they are supportive of reconfiguring the apparatus replacement plan and requesting the additional funds. They will be submitting a letter to you identify the funding source for your consideration.

No actual money would be spent until we receive the apparatus (with exception of a down payment), but of course we still need approval of the full amount to place an order. I have included a copy of our updated replacement plan for reference.

Sincerely,

Thomas F. Mahoney, Jr.
Thomas F. Mahoney, Jr.
Chief of Department
Cell (203) 996-5297


Cc: Jim Finch, Robert Massey, James Cosgrove

PHONE (203) 488-7266
FAX (203) 315-3349

Vehicle Replacement Plan

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Opening Fund Reserve Balance	\$ 6,281.34	\$ 541,281.34	\$ 16,281.34	\$ 266,281.34	\$ 416,281.34	\$ 766,281.34	\$ 162,281.34
Budgeted Appropriation	\$ 325,000.00	\$ 375,000.00	\$ 250,000.00	\$ 300,000.00	\$ 350,000.00	\$ 350,000.00	\$ 450,000.00
Additional Appropriation	\$ 210,000.00	\$ -					
Grants	\$ -						
Total Funding Sources	\$ 541,281.34	\$ 916,281.34	\$ 266,281.34	\$ 566,281.34	\$ 766,281.34	\$ 1,116,281.34	\$ 612,281.34
1997 Engine 2							\$ -
2001 Engine 9						\$ (954,000.00)	
2005 Engine 7 (E1)		\$ (900,000.00)		\$ -	\$ -		
2012 Chevy Tahoes							
2018 Chev Tahoes			\$ -	\$ (150,000.00)			
2009 Ladder Truck 1							Bonded
Closing Balance	\$ 541,281.34	\$ 16,281.34	\$ 266,281.34	\$ 416,281.34	\$ 766,281.34	\$ 162,281.34	\$ 612,281.34

Estimated
 6% Escalation per year beginning FY-23
 \$ 900,000.00 \$ 54,000.00

RECEIVED
 2022 SEP 22 10:12:37

 HEIDI E. ARPIN
 BRANFORD TOWN CLERK

Lisa Arpin

From: Tom Mahoney
Sent: Thursday, September 22, 2022 12:33 PM
To: Lisa Arpin; Joseph Mooney
Cc: Jamie Cosgrove; James Finch; Robert Massey Jr.
Subject: BOF Meeting Agenda Request 09/26/2022
Attachments: Mooney letter Additional funding request app sinking fund..docx; FY- 23 App plan revised.xlsx

Dear Joe and Lisa,

I respectfully request that the following item be added to the agenda of the Board of Finance meeting to be held Monday September 26, 2022 at 7:30 P.M.

“To consider and if appropriate, approve a request from Fire Chief Tom Mahoney to appropriate an additional \$210,000.00 to the apparatus sinking fund”

Sincerely,

Thomas F. Mahoney, Jr.
Fire Chief/ Emergency Management Director
Branford Fire Department
45 North Main Street
Branford, CT 06405
(203) 488-7266 Business
(203) 315-3349 FAX



Lisa Arpin
BRANFORD TOWN CLERK

2022 SEP 22 P 12:37

RECEIVED

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150

(203) 315-0663
Fax: (203) 315-3736
www.branford-ct.gov

Date: September 22, 2022
 To: Joseph Mooney
 Chairman, Board of Finance
 From: James P. Finch
 Finance Director
 Re: Transfer to support the Fire Department's Apparatus Fund Request

RECEIVED
 2022 SEP 23 11:15
 Mai Stappin
 BRANFORD TOWN CLERK

Pursuant the request from the Fire Commission I have prepared a FY 2021-22 transfer of unexpended balances to supplement the balances in the Fire Apparatus Fund to enable the department to order a replacement engine. The funds in the debt service account(s) reflect savings derived from the refunding we completed last November. The remainder of the funds are from the Contingency balance.

Fund 101 General Fund (FY 2021-22)

<u>From:</u>		
10149040-588802	Contingency	60,000
10147020-589500	Interest General Purpose	46,000
10147020-589520	Interest General Schools	104,000
	Total	210,000
<u>To:</u>		
10150000-599110	Transfer Out 700 Fund	210,000
	Total	

Fund 700 Capital Fund (FY 2021-22)


<u>Increase:</u>		
70090000-490010	Transfer In from General Fund	210,000
<u>Increase:</u>		
70042040-599111-22201	Transfer Out to Fire Apparatus Fund 709	210,000

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150

(203) 315-0663
Fax: (203) 315-3736
www.branford-ct.gov

Date: September 20, 2022
To: Joseph Mooney
Board of Finance
From: James Finch
Finance Director 
Re: Evaluation of WWTP and Collection System

Maui Estepin
BRANFORD TOWN CLERK

2022 SEP 23 A 11:15

RECEIVED

I am writing on behalf of the First Selectman to request an appropriation to utilize funds from the Coastal Resiliency Fund to conduct a climate resilience engineering evaluation of the wastewater treatment plant and collection system.

As the Board may recall, the Coastal Resiliency Fund (CRF) was established to supplement the town's efforts in addressing the needs of the community as outlined in Branford's Coastal Resiliency Plan (CRP).

Additionally, in establishing the CRF we identified scenarios using drawdowns/appropriations of up to 15% of the prior year's fund balance. These appropriations are to be determined pursuant to approvals from the Board of Finance and RTM.

I anticipate the First Selectman, Town Engineer and members of the Coastal Vulnerability Working Group will provide you with additional background and context at your meeting. Therefore, my letter will solely focus on the actions that require your approval.

Required Actions:

If the Board concurs with the First Selectman's approach the following action is required:

- Create an appropriation in the CRF to fund the study.

Coastal Resiliency Fund

Resolved: The Board of Finance recommends to the RTM an appropriation of \$70,000 in the Coastal Resiliency Fund. This appropriation will be funded through an appropriation from fund balance.

Increase		
740 -90000-480296-xxxx	Fund Balance Transfer	\$70,000
Increase		
740-41020-533280-xxxx	Consulting Services	\$70,000

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150

(203) 315-0663
Fax: (203) 315-3736
www.branford-ct.gov

Date: September 22, 2022
To: Joseph Mooney
Chairman, Board of Finance
From: James P. Finch
Finance Director
Re: Transfer to support the purchase of budgeting software

RECEIVED
 2022 SEP 23 11:15
 MAI STEPHEN
 BRANFORD TOWN CLERK

Earlier this month many town department heads viewed a demonstration by Cleargov, a company that offers budget cycle management systems to municipalities. While the focus of the demonstration was on capital budgeting, I along with Jamie and Kathryn see the benefits of using this system for the entire budget cycle. The system includes modules in the following areas.

- Operational Budgeting
- Capital Budgeting
- Personnel Budgeting (For Future Years)
- Digital Budget Book

I am hopeful that you will be able to participate in a demonstration prior to the meeting, and that you support the following transfer request:

Fund 101 General Fund (FY 2021-22)

<u>From:</u>		
10149040-588802	Contingency	39,000
<u>To:</u>		
10150000-599110	Transfer Out 700 Fund	39,000

Fund 700 Capital Fund (FY 2021-22)

<u>Increase:</u>		
70090000-490010	Transfer In from General Fund	39,000
<u>Increase:</u>		
70041040-579200-xxxx	Software - Cleargov Budgeting Solutions	39,000

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150

(203) 315-0663
Fax: (203) 315-3736
www.branford-ct.gov

Date: September 20, 2022
To: Joseph Mooney
Board of Finance
From: James Finch
Finance Director
Re: Capital Projects Ordinance - BOF Recommendations

RECEIVED
2022 SEP 23 4 11:15
Moi S. Griffin
BRANFORD TOWN CLERK

Background:

As you may recall from the February meeting we discussed an ordinance approved by the RTM which requires a review of capital project balances on or around September 30th for previous fiscal years. The Board has essentially two options 1) act to extend the projects, 2) take no action which would require the balances be swept and transferred to the general fund. A copy of the ordinance is attached which outlines the process for pay as you go capital projects and those projects which were bonded. Bonded projects that experienced activity in the prior fiscal year are excluded from the review.

Implementation

As we contemplated a process for presenting a list to the Board of Finance we determined it would be time consuming and tedious for each department to individually submit their extension requests to the Board. Alternatively we believe a more preferable option is for the administration to reach out to departments and then submit one comprehensive recommendation to the Board on behalf of all town departments. This list excludes projects appropriated to the Board of Education (BOE) and as a result we have recommended that the BOE submit their own list.

A secondary goal of the ordinance was to assist the Finance Department by reducing the number of capital projects active in the financial system. One way to accomplish this is to consolidate projects with related uses. Essentially this process would function similar to what one experiences when defragging a

computer hard drive. Therefore, the administration will provide recommendations to consolidate projects later this fall.

I anticipate bringing a spreadsheet to with the list of recommendations to the meeting.

RECEIVED

2011 OCT - 7 A 10:09

Mae Stron
BRANFORD TOWN CLERK

CAPITAL FUNDS ORDINANCE – RTM Rules & Ordinances Committee

Sec 47-4. Expiration of Funds.

(a) All appropriations for operating funds shall transfer to the undesignated general fund balance when the fiscal year for which they were appropriated is closed.

(b). All funds derived from sources other than the issuance of bonds, notes, or other obligations (such "bonds, notes, or other obligations, hereafter "bonded funds", appropriations for capital funds not derived from bonded funds hereafter "non-bonded funds") shall remain available for two fiscal years beyond the year in which appropriated, unless such time is extended by the Board of Finance and approved by the RTM. At the end of the third fiscal year after their appropriation, where legally possible, any unobligated funds will be transferred to the undesignated general fund, unless specifically extended by the Board of Finance and RTM.

Example: funds appropriated for or in year "x" shall expire and be transferred to the undesignated fund balance when year "x + 2" is closed out by the finance department, generally by September 30 following the end of the fiscal year on June 30. If funds are appropriated on April 1 of year x, those funds will expire when year x+2 is closed out. If funds are appropriated in the annual budget for year X in May of the prior fiscal year, those funds will expire when year X + 2 is closed out.

(c) All "bonded funds" remaining unobligated at six years after the fiscal year of their authorization shall expire unless those funds had financial activity in the past year, or unless such time is extended by the Board of Finance and approved by the RTM. At the end of the sixth fiscal year after their authorization, any unobligated funds shall be used to pay debt service or, if approved by the Board of Finance and RTM, reallocated to another project.

Example: Bonded funds authorized in year "x" shall expire and be used to pay down debt when year "x + 6" is closed out by the finance department, (generally by September 30 following the end of the fiscal year on June 30. If funds are authorized on April 1 of year "x", those funds shall expire and shall be used to pay debt service or, if approved by the Board of Finance and RTM, reallocated to another project when year "x + 6" is closed out.

(d) **Capital Projects Balance Report** – At least once per year on a recurring schedule to be established by the Finance Department a report will be generated listing the current balances for all of the Town's capital projects. The report shall include the fund number, project number, project name, and current balance. The report will be posted on the Town website and accessible to the public. Nothing in this section shall preclude a request at any time for timely provision of this information.

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT



JAMES B. COSGROVE
First Selectman

ANGELA M. HIGGINS
RAYMOND E. DUNBAR, JR

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

Date: September 22, 2022
To: Joseph Mooney
Board of Finance
From: James Cosgrove *J.C.*
First Selectman
Re: ARPA Appropriations

RECEIVED
2022 SEP 23 P 4: 21
Wesley E. Higgins
BRANFORD TOWN CLERK

I am requesting the Board of Finance consider appropriations from the ARPA Fund to fulfill previous appeals from BACA and the Shoreline Chamber of Commerce.

Background:

Last May the Board heard a presentation from the Branford Arts and Cultural Alliance (BACA) and the Shoreline Chamber of Commerce asking for the Board to consider their requests in future ARPA allocations. The Board did not take any action on these requests and highlighted the need to develop a framework for allocating future ARPA dollars.

Philosophy and Framework:

As the Board may recall we discussed a framework at the last meeting in which the Board would consider earmarking 95 percent of ARPA funding for items related to government services which for practical purposes relates to items in the town's operating budget and pay as you go funded capital items. This framework also reflected the town's decision to claim the standard allowance.

Recommendations:

One approach to take with regard to these requests is to view them independently of ARPA. Under this methodology, one might anticipate a request from the town's Economic Development Commission (EDC) since both programs have economic considerations through direct assistance or bringing visitors to our area. Moreover, the activities of the EDC are funded through the general fund, which as previously noted, aligns with the regulatory description of government services.

Required Actions:

If the Board concurs with the recommendation to fund these requests then the following actions are required; amend (increase) the ARPA fund budget and create appropriations in the fund. Below is the resolution to amend the ARPA fund, and corresponding appropriations.

ARPA Fund

Resolved: The Board of Finance recommends to the RTM an increase in the ARPA fund budget from \$2,232,000 to \$2,327,000. This appropriation will be used to fund a subsidy to the Branford Arts and Cultural Alliance and the Shoreline Chamber of Commerce and will be funded through an appropriation from the ARPA fund balance.

Increase		
260-90000-480296	Fund Balance Transfer	\$95,000
Increase		
260-41020-588301	BACA	\$70,000
260-41020-588291	Shoreline Chamber of Commerce	\$25,000