

# BOARD OF FINANCE

TOWN OF BRANFORD

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

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

CLERK  
LISA E. ARPIN, Town Clerk

## WORK SESSION & BUDGET MEETING AGENDA MONDAY, MARCH 26, 2018

There will be a special meeting of the Branford Board of Finance on Monday, March 26, 2018 at 7:00 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT.

1. Citizens Communication
2. To hear a presentation of the FY17 Audit by Blum Shapiro and Company, PC.
3. To consider, and if appropriate, approve a request from Public Works for the following transfers:

From:	10143010-517000	Regular Wages & Salaries	43,347
To:	10143010-518000	Overtime	25,526
	10143010-526100	Uniform and Clothing	2,715
	10143010-518250	Seasonal and Part Time	15,106

From:	10143010-544240	Rental Equipment	7,500
To:	10143010-545000	Road Materials	7,500

From:	10143010-545010	Road Painting & Signs	12,000
To:	10143010-546010	Tree Warden Maintenance	12,000

From:	10143010-517000	Regular Wages & Salaries	7,500
To:	10143010-533900	Other Purchased Services	7,500

4. To hear a request from the Board of Fire Commissioners regarding their staffing plan and to consider, and if appropriate, make a recommendation to the commission with regard to applying for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant.
5. To consider, and if appropriate, approve various transfers from the Finance Director.
6. 2018-2019 Budget Work Session
7. Adjournment

Dated this 23<sup>rd</sup> day of March, 2017

*Lisa Arpin*

Lisa E. Arpin, Clerk  
Board of Finance

**DEPARTMENT OF PUBLIC WORKS**  
POST OFFICE BOX 150 • BRANFORD, CT 06405  
(203) 488-4156

March 22, 2018

Mr. Joseph Mooney, Chairman  
Board of Finance

Dear Mr. Mooney:

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

From Account#	10143010-517000 - Regular Wages and Salaries	(\$ 43,346.11)
To Account#	10143010-526100 - Uniforms/Clothing Allowance	\$ 2,715.00
	10143010-518000 – Overtime	\$25,525.40
	10143010-518250 – Seasonal and Part Time	\$15,105.71

Justification:

Our Seasonal and Part-time Account is currently over budget by \$4,339.71. Our overtime account will have a shortfall after the 3/21 snow event, and with approximately 3 months remaining in FY 2018, and several other town wide events to cover including the festival, parade, fireworks and town center cleaning along with any after hour emergencies, we will need to have these funds available. Seasonal winter help was hired early this year due to an early winter start and snow. The transfer being presented should be enough to cover the shortfall as well as (2) seasonal spring full-time laborer workers to cover for vacations and to assist in the festival and parade preparations for May and June, 2018.

The Uniform/Clothing Account is contractual and we will also supply the safety shirts required for spring/summer.

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From Account#	10143010-544420 - Equipment Rental	(\$7,500.00)
To Account#	10143010-545000 – Road Materials	\$7,500.00

Justification:

Road Materials Account is left with \$2,120.68. We are requesting \$7,500.00 to maintain asphalt for patching and repairing potholes for the next quarter in F/Y 2018.

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From Account#      10143010-545010 - Road Painting & Signs      (\$12,000.00)  
To Account#      10143010-546010 – Tree Warden Maintenance      \$12,000.00

Justification:

Winter wind/storm damage created the need to remove/prune numerous trees town wide. The funds will be needed to address these trees before they become a hazard.

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From Account#      10143010-517000 – Regular Wages & Salaries      (\$7,500.00)  
To Account#      10143010-533900 – Other Purchased Service      \$7,500.00

Justification:

This account will need additional funds for curb replacement town wide due to winter plowing, catch basin cleaning per state requirement and various emergency projects that will fall out of the scope of the DPW department.

Very Truly Yours,

Gary Zielinski  
Highway Supervisor  
Public Works Department





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

March 21, 2018

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

Dear Chairman Mooney,

As call volume continues to increase and support from the volunteer system becomes less reliable, we feel it is time to consider increasing our full time emergency service staff from eight members per shift to ten members per shift. We began to address our staffing shortfalls by utilizing the part time staffing outlined in our three year staffing plan, starting in Fiscal Year 2017. The plan has allowed us to keep pace with ambulance transports, but it has not addressed other shortfalls affecting our ability to provide fire protection.

On behalf of the Board of Fire Commissioners, I respectfully request that the Board of Finance hear a presentation on Fire Department Staffing at their Special Meeting on Monday, March 26, 2018 to consider and if appropriate allow the Fire Chief to apply for a FY 2017 Federal Staffing for Adequate Fire and Emergency Response (SAFER) Grant, which opens Monday March 26, 2018 and closes April 27, 2018.

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

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



1019 MAIN STREET  
POST OFFICE BOX 150

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

March 23, 2018

Mr. Joseph Mooney  
Board of Finance  
3 Pond View Terrace  
Branford, Connecticut 06405

Dear, Mr. Mooney:

As a follow up to our budget hearings, I have worked with the First Selectman to identify current account balances which if reprogrammed or closed can provide funding sources to reduce requests. I have listed below a number of transfers and actions required to accomplish this task.

Willoughby Wallace Library

<u>From</u>		
101-49040-588802	Contingency	2,200
<u>To:</u>		
101-46020-579250	Equipment	<u>2,000</u>
		2,200

The original request from the library anticipated funding a defibrillator in FY 2019. This transfer will allow us to fund this item in the current year while reducing the budget requirements for FY 2019.

Pensions

At the last Board of Finance meeting, we discussed using funds budgeted in anticipation of a municipal contribution to the Teacher's Retirement Board and to reduce the unfunded liability in the police pension fund. This transfer will also allow us to decrease the budgeted contribution while improving the funded ratio.

<u>From</u>		
101-49010-523135	Retirement Board of Education	1,000,000
<u>To:</u>		
101-49010-523120	Retirement Police	<u>1,000,000</u>

Sincerely,



James P. Finch Jr.

Cc J. Cosgrove