

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

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EX-OFFICIO
JAMES B. COSGROVE,
 First Selectman

CLERK
LISA E. ARPIN, CCTC
 Town Clerk

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BRANFORD, CONNECTICUT

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**BOARD OF FINANCE
REGULAR MEETING AGENDA
August 27, 2018**

There will be a regular meeting of the Branford Board of Finance on Monday, August 27, 2018 at 7:30 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT.

1. To approve the minutes of the June 25, 2018 meeting.
2. Citizens Communications.
3. To hear a presentation from GYL Financial Synergies and Hightower Advisors with regard to the performance of the Town's volunteer fire pension fund for the quarter ended June 30, 2018, and if necessary rebalance the portfolio.
4. To hear a presentation from GYL Financial Synergies and Hightower Advisors with regard to the performance of the Town's police pension fund for the quarter ended June 30, 2018, and if necessary rebalance the portfolio.
5. To hear a presentation from GYL Financial Synergies and Hightower Advisors with regard to the performance of the Town's Other Post-Employment Benefits (OPEB) for the quarter ended June 30, 2018, and if necessary rebalance the portfolio.
6. To consider, and if appropriate, approve a request from the Board of Police Commissioners for the following budget transfers for FY2018:

From:	10142010-518200	Sick	(\$12,378)
	10142010-555300	Communications	(541)
	10142010-566650	Safety Supplies	(1,458)
		Total	(\$14,377)
To:	10142010-519030	Accum. Sick	\$12,378
	10142010-544340	Radio Communications	541
	10142010-579250	Equipment	1,458
		Total	\$14,377

7. To consider, and if appropriate, approve a request from the Senior Center Director for the following budget transfers for FY2018:

From:	10144020-566100	Office Supplies	(\$1,246)
To:	10144020-579250	Equipment	1,246

From:	10144020-544300	Purchased Services & Repairs	(\$3,000)
To:	10144020-579300	Furniture & Fixtures	3,000

8. To consider, and if appropriate, approve a request from ERACE/Branford Adult Education for the following budget transfers:

FY2018

From:	25448100-579250	Equipment	(\$2,618)
To:	25448100-512000	Salaries—Non-Certified	2,580
	25448100-520000	Benefits	38

FY2019

From:	25448100-533500	Purchased Services	(\$2,577)
	25448100-555400	Advertising, Printing, Binding	3,000
	25448100-579250	Equipment	3,000
		Total	(\$8,577)
To:	25448100-512000	Salaries—Non-Certified	\$6,975
	25448100-520000	Benefits	102
	25448100-566100	Office Supplies	500
	25448100-588200	Memberships, Conferences & Meetings	1,000
		Total	\$8,577

9. To consider, and if appropriate, approve a request from the Tax Collector for the following budget transfer for FY2018:

From:	10141070-555320	Postage	(\$1,330)
To:	10141070-588285	Tax Bill Processing	1,330

10. To consider a request from the James Blackstone Memorial Library Board of Trustees to appoint an ex-officio member of the Board of Finance to sit on the Library Board.

11. To consider, and if appropriate, approve a request from the Board of Fire Commissioners for the following FY2018 budget transfers:

From:	10142040-517000	Regular Wages & Salaries	(\$48,000)
	10142040-517530	Utility Personnel	(2,723)
	10142040-517670	Medic 2 Shifts	(22,000)
	10142040-518010	Overtime-Public Events	(13,500)
	10142040-518050	Vacation	(2,000)
	10142040-518150	Holiday Pay	(16,000)
	10142040-518500	Special Detail	(1,000)
	10142040-519000	Vol. Officer Stipend	(2,240)
	10142040-519050	Stipends	(12,300)
	10142040-533300	Professional Development	(2,000)
	10142040-533520	Ambulance Billing	(8,900)
	10142040-533530	Employment Testing	(15,497)
	10142040-533600	Fire Prevention/Investigations	(2,118)
	10142040-544130	Other Fuel	(3,500)
	10142040-544170	Hydrants	(48,000)
	10142040-544300	Purch. Serv. Repairs/Maint.	(8,903)
	10142040-544410	Building Rental	(1,000)
	10142040-555300	Communications	(6,000)
	10142040-555320	Postage	(400)
	10142040-566650	Safety Supplies	(662)
	10142040-566900	Other Supplies	(2,400)
	10142040-578000	Equipment Replacement	(1,800)
	10142040-578010	Vol. Fire Equipment Replacement	(378)
	10142040-588050	CMED	(460)
	10149040-588802	Contingency Transfer	(39,425)
		Total	(\$261,206)
To:	10142040-517600	Asst. Chief – Fire Marshal	\$2,400
	10142040-518000	Overtime	156,223
	10142040-518200	Sick	78,325
	10142040-519010	Stewards	378
	10142040-519025	Education Incentive	7,651
	10142040-526100	Uniform/Clothing Allowance	2,118
	10142040-566600	Medical Supplies	8,306
	10142040-579300	Furniture & Fixtures	662
	10142040-588030	Misc. Volunteer Fire Expenses	2,240
	10142040-599102	Transfer to Fund 203	2,903
		Total	\$261,206

12. To consider, and if appropriate, approve a request from the Fire Chief for the following transfer to fulfill the Town's obligation pursuant to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant. (Follow-up to the 3/26/18 and 4/9/18 Board of Finance meetings.)

From:	10149040-588802	Contingency	(\$279,630)
To:	1042040-517000	Regular Wages & Salaries	\$205,380
	10142040-518050	Vacation	19,300
	10142040-518200	Sick Pay	12,850
	10142040-518150	Holiday Pay	16,100
	10142040-519050	Stipends	20,000
	10142040-526100	Uniform/Clothing Allowance	6,000
		Total	\$279,630

13. To consider, and if appropriate, approve a request from the Finance Director for various departmental budget transfers as part of the FY2018 closeout process:

Cable TV

From:		
10149040-588802	Contingency	(\$250)
To:		
10141080-533605	Subcontracting	250

Public Works

From:		
10143010-517000	Regular Wages	(\$18,325)
To:		
10143010-519030	Accumulated Sick	18,325

Human Resources

From:		
10141200-517000	Wages and Salaries	(\$38,515)
To:		
10141200-518250	Seasonal and Part-time Help	38,200
10141200-518200	Overtime	315
	Total	\$38,515

Tax Appeals and Other Legal

<u>From:</u>		
10149040-588802	Contingency	(\$177,000)
10141090-529420	Expenses & Claims	(13,000)
	Total	(190,000)
<u>To:</u>		
10141090-533550	Legal	\$168,000
10141090-533660	Tax Appeals	22,000
	Total	\$190,000

Debt Service

<u>From:</u>		
10147020-588960	Bond Payments Interest	(\$228,500)
<u>To:</u>		
10147020-589500	Interest General Purpose	\$75,050
10147020-589520	Interest Schools	140,050
10147020-589540	Interest Sewers	13,400
	Total	\$228,500

Finance and Board of Finance

<u>From:</u>		
10141040-518000	Overtime	(\$1,000)
10141040-588200	Membership Conference Meetings	(1,000)
10141040-566100	Office Supplies	(2,000)
10141030-533270	Audit (Board of Finance)	(2,830)
	Total	(\$6,830)
<u>To:</u>		
10141030-533260	Actuarial Service (Board of Finance)	\$5,980
10141030-555400	Advertising (Board of Finance)	150
10141040-544300	Equipment Leased	50
10141040-579250	Equipment	650
	Total	\$6,830

14. To consider a request from the Finance Director to approve a resolution repealing bond authorizations for certain projects.

15. To consider, and if appropriate, approve a request from the Finance Director to reduce existing debt authorizations and offset some of the reductions through a general fund transfer:

Debt Reduction \$181,106 for various capital improvements

From		
10147010 589110	Principal Schools	(\$181,106)
To:		
10150000 599133	Transfer Out – BOE Facilities Fund	\$51,106
10150000 599121	Transfer Out – Municipal Facilities Fund	130,000
	Total	\$181,106

Corresponding Fund Transfers

From		
72090000 490040 14354	Bond Proceeds – Counseling Center Windows	(\$2,000)
72090000 490040 14357	Bond Proceeds – PD Pitched Roof Replacement	(1,000)
72090000 490040 14358	Bond Proceeds – PD Exterior Stucco Repairs	(28,265)
72090000 490040 14361	Bond Proceeds – Town Hall Boiler Replacement	(16,000)
72090000 490040 14364	Bond Proceeds – Town Hall Generator Replace	(1,000)
72090000 490040 14366	Bond Proceeds – TS Overhead Door Replace	(6,735)
72090000 490040 14369	Bond Proceeds – VNA Building Roof Replace	(5,000)
72090000 490040 17322	Bond Proceeds – Restroom Trailer	(70,000)
To:		
72090000 490010 14354	Transfer In – Counseling Center Windows	\$2,000
72090000 490010 14357	Transfer In – PD Pitched Roof Replacement	1,000
72090000 490010 14358	Transfer In – PD Exterior Stucco Repairs	28,265

Corresponding Fund Transfers – continued from page 5

72090000 490010 14361	Transfer In – Town Hall Boiler Replacement	16,000
72090000 490010 14364	Transfer In – Town Hall Generator Replace	1,000
72090000 490010 14366	Transfer In – TS Overhead Door Replacement	6,735
72090000 490010 14369	Transfer In – VNA Building Roof Replacement	5,000
72090000 490010 17322	Transfer In – Restroom Trailer	\$70,000

From		
72590000 490040 15415	Bond Proceeds – BHS Track & Field	(\$51,106)
To:		
72590000 490010 15415	Transfer In – BHS Track & Field	\$51,106

16. To consider a request from the First Selectman to fund the purchase of the Zuwalick Tabor Drive property.

17. Adjournment.

Dated this 24th August, 2018



Lisa E. Arpin, CCTC
Clerk, Board of Finance