

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: November 19, 2024

To: Joseph Mooney  
Board of Finance

From: James Finch  
Finance Director

Re: Capital Projects Transfer Request

As you may recall in last November our office presented to the Board of Finance a series of transfers that were required by ordinance to be extended or closed with the balance being swept to the appropriating fund which in most cases is the general fund.

In the case of those projects being combined and/or extended a new FY 2025 project will be established in the financial system unless a FY 2024 project for the same purpose already exists in which case the dollars will increase the budget in that account.

The Board of Education has requested an extension of the Indian Neck School security upgrades project and to amend the project scope to increase campus safety by reconfiguring and repaving the parking lot in front of the school. Please see the attached request from the Superintendent and Chief Operating Officer.

As a result, I am requesting approval of the attached transfers. The transfers and actions are organized by committee and fund to assist the RTM in developing their agendas.

<u>DEPT</u>	<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>REQUEST</u>	<u>AVAILABLE BUDGET</u>
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## ADMINISTRATIVE SERVICES

### FUND 700 - CAPITAL FUND

**FROM:**

Information Technology	70041190	579150	22320	On-Body Cameras	Close	340.00
Information Technology	70041190	579150	22321	Phone System	Close	36.85
Total						<u>376.85</u>

**TO:**

Information Technology	70041190	599100	22320	Transfer to General Fund	Project Closed	340.00
Information Technology	70041190	599100	22321	Transfer to General Fund	Project Closed	36.85
Total						<u>376.85</u>

## PUBLIC SERVICES

### FUND 700 - CAPITAL FUND

**FROM:**

Gen Govt Bldgs	70041170	579350	22326	GGB Vehicles	Transfer/Combine	7,500.00
Gen Govt Bldgs	70041170	579410	22322	Town Clerk Vault Upgrades	Extend	112,000.00
Engineering	70043050	533900	22332	GIS Database Update	Extend	776.25
Public Works	70043010	579300	22328	Town Center Decorative Lights	Extend	20,000.00
Public Works	70043010	579480	22329	Paving - Town Parking Lots	Extend	66,350.88
Total						<u>206,627.13</u>

**TO:**

Gen Govt Bldgs	70043010	599112	24203	Transfer to DPW Apparatus Fund	Transfer/Combine	7,500.00
Gen Govt Bldgs	70041170	579410	25xxx	Town Clerk Vault Upgrades	New Project	112,000.00
Engineering	70043050	533900	25xxx	GIS Database Update	New Project	776.25
Public Works	70043010	579300	25xxx	Town Center Decorative Lights	New Project	20,000.00
Public Works	70043010	579480	25xxx	Paving - Town Parking Lots	New Project	66,350.88
Total						<u>206,627.13</u>

**FROM:**

Engineering	70043050	533280	21304	Pavement Condition Survey	Close	2,092.78
Total						<u>2,092.78</u>

**TO:**

Engineering	70043050	599100	21304	Transfer to General Fund	Project Closed	2,092.78
Total						<u>2,092.78</u>

### FUND 720 - MUNICIPAL FACILITIES FUND

**FROM:**

Gen Govt Bldgs	72041170	544300	22334	Town Hall - Front Step Maintenance	Extend	13,020.00
Gen Govt Bldgs	72041170	579410	22335	Town Hall - Generator Installation	Extend	73,703.00
Gen Govt Bldgs	72041170	579410	22336	Transfer Station Improvements	Extend	121,952.47
Total						<u>208,675.47</u>

**TO:**

Gen Govt Bldgs	72041170	544300	25xxx	Town Hall - Front Step Maintenance	New Project	13,020.00
Gen Govt Bldgs	72041170	579410	25xxx	Town Hall - Generator Installation	New Project	73,703.00
Gen Govt Bldgs	72041170	579410	25xxx	Transfer Station Improvements	New Project	121,952.47
Total						<u>208,675.47</u>

<u>DEPT</u>	<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>REQUEST</u>	<u>AVAILABLE BUDGET</u>	
<b><u>RULES &amp; ORDINANCES</u></b>							
<b>FUND 700 - CAPITAL FUND</b>							
<b>FROM:</b>							
Conservation Commission	70045100	533900	22338	Natural Resource Inventory	Extend	2,450.00	
						Total	<u>2,450.00</u>
<b>TO:</b>							
Conservation Commission	70045100	533900	25xxx	Natural Resource Inventory	New Project	2,450.00	
						Total	<u>2,450.00</u>

**WAYS & MEANS**

**FUND 700 - CAPITAL FUND**

<b>FROM:</b>							
Treasurer/Finance	70041040	579200	22317	Cleargov Budget Solutions	Transfer/Combine	8,493.33	
Treasurer/Finance	70041040	579450	22318	Financial System Upgrades & Projects	Transfer/Combine	4,932.09	
						Total	<u>13,425.42</u>
<b>TO:</b>							
Treasurer/Finance	70041040	579450	25xxx	Finance - System Upgrades & Projects	New Project	13,425.42	
						Total	<u>13,425.42</u>

**EDUCATION COMMITTEE**

**FUND 700 - CAPITAL FUND**

<b>FROM:</b>							
Board of Education	70048000	579410	22415	BHS - Entrance Security Upgrade	Extend	19,898.04	
Board of Education	70048000	579410	22416	INS - Entrance Security Upgrade	Extend/Amend Scope	101,185.00	
						Total	<u>121,083.04</u>
<b>TO:</b>							
Board of Education	70048000	579410	25xxx	BHS - Entrance Security Upgrade	New Project	19,898.04	
Board of Education	70048000	579400	25xxx	INS - Campus Safety/Security Upgrades	New Project	101,185.00	
						Total	<u>121,083.04</u>
<b>FROM:</b>							
Board of Education	70048000	544300	22414	BOE - UST Removal	Close	3,316.84	
						Total	<u>3,316.84</u>
<b>TO:</b>							
Board of Education	70048000	599100	22414	Transfer to General Fund	Project Closed	3,316.84	
						Total	<u>3,316.84</u>

11.21.2024

## Memo

In accordance with Town Policy, the Branford Public Schools requests the following actions regarding prior capital appropriations:

**To:**

Branford Board of Finance

**From:**

Christopher Tranberg, Ph.D.  
Superintendent of Schools

Blaize Levitan

Chief Operating Officer

**cc:**

Jim Finch

Branford Finance Director

Kathryn LaBanca

Branford Asst. Finance Dir.

**Re:**

Capital Appropriations

- Account: 70048000 544300 22414 - Remove Abandoned UST
  - Original budget: \$30,000
  - Available balance: \$3,316.84
  - Action: Close account and return balance to Town
  - Comment: project is complete
- 70048000 579410 22415 -BHS Entrance Security Upgrade
  - Original budget: \$30,498.04
  - Available balance: \$19,898.04
  - Action: Extend open appropriation
  - Comment: There has been significant turnover in BPS administration, including the Facilities Department responsible for leading this project. In addition, the school security program is further developed. BPS is ready and has the capacity to execute the available balance within this fiscal year. The funds will be used to improve the lighting, camera coverage, security guard stand, and entry point for the BHS entrance.
- 70048000 579410 22416 - INS – Entrance Security Upgrade
  - Original budget: 101,185.00
  - Available balance: 101,185.00
  - Action: Extend open appropriation and re-allocate for related use
  - Comment: The original plan for the Indian Neck School entryway was to create a holding and communication vestibule for visitors to enhance security. Subsequent to this appropriation, security technology has been implemented allowing visitors to communicate and sign-in through an iPad and intercom, while in the vestibule. Security guard coverage has also been extended and the guard desk re-oriented. The Early Childhood Director and Facilities Director recommend that this appropriation more effectively increase campus safety by altering the parking lot to better control traffic flow. Please see additional detail from the Facilities Director.

BPS is ready and has the capacity to execute the available balance within this fiscal year. We appreciate the support of the Board of Finance and the Town Finance Department in the funding and execution of capital funds. In the upcoming fiscal year, BPS plans to significantly enhance our capital budgeting process and look forward to collaborating on a systematic logical multi-year plan.

## Branford Public Schools

Tel (203) 315-7809  
Fax (203) 315-3505

185 Damascus Road  
Branford, CT 06405

[www.branfordschools.org](http://www.branfordschools.org)  
[ctranberg@branfordschools.org](mailto:ctranberg@branfordschools.org)  
[blevitan@branfordschools.org](mailto:blevitan@branfordschools.org)



11.21.2024

## Memo

I recommend that you ask the Board of Finance to extend and re-allocate capital appropriation 70048000 579410 22416 - INS – Entrance Security Upgrade.

**To:**

Christopher Tranberg, Ph.D.  
Superintendent of Schools

Blaize Levitan  
Chief Operating Officer

**From:**

Brendan Leddy  
Facilities Director, BPS

**cc:**

Kimberly Castoro  
Director of Business Services

**Re:**

INS Capital Account

BPS has the opportunity to enhance the safety and security for our students, staff, and visitors at Indian Neck School by reconfiguring and repaving the parking lot directly in front of the school. Providing a safer traffic flow would be prioritized and a redesigned layout would allow for the lot to be separated to create bus lanes, vehicular traffic lanes, and pedestrian thruways and crosswalks.

Over the past year, we have had several incidents and near collisions due to congested travel lanes and confusion among bus lanes and parent pick-up and drop-off areas. A newly paved surface with clear markings, added square footage, and increased signage will provide greater visibility and oversight in the lot.

Proper reconfiguration would also provide ADA compliant and accessible parking spaces and walk ways, making the school more inclusive for all. These improvements will create a safer, more efficient, and secure environment for everyone at Indian Neck School.

This project can be accomplished with the existing available balance and we anticipate within this fiscal year.

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[blevitan@branfordschools.org](mailto:blevitan@branfordschools.org)

