

Office of Tax Collector

TOWN OF BRANFORD  
TOWN HALL DRIVE, P.O. BOX 136, BRANFORD, CONNECTICUT 06405

ROBERT M. IMPERATO  
Tax Collector



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Date: May 19, 2023

To: Joseph Mooney Chairman, Board of Finance

From: Robert Imperato Tax Collector *RI*

Re: Discussion Tax Lien Assignments

Dear Chairman Mooney,

Many municipality today are unitizing a number of collection enforcement tools to aid in the collection of delinquent taxes. Tax lien assignments can provide several benefits to towns or municipalities. Listed below are some of the advantages.

1. Revenue Generation: Tax lien assignments enable towns to generate revenue by selling delinquent tax liens to third party investors. These investors pay the town the outstanding taxes owed by property owners and the have the right to collect the debt from the property owner, including interest and penalties. This influx of revenue can help fund various municipal projects and services.
2. Encourages Timely Payments: By assigning tax liens, towns can encourage property owners to pay their taxes promptly. Knowing that their tax debt can be sold to investors who will pursue collection aggressively, property owners are motivated to settle their outstanding tax obligations to avoid potential consequences.
3. Reducing Administrative Burden: Collecting delinquent taxes can be a time consuming and resource intensive process. By assigning tax liens, towns can offload the responsibility of the collecting the debt to the investors who

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*Robert Imperato*  
TAX COLLECTOR TOWN CLERK

purchased the lien. This reduces the administrative burden on the collections staff, allowing them to focus on other essential task.

4. **Minimizing Budget Shortfalls:** For many towns the assignment of tax lien allows for upfront payments from investors to fund their financial obligations.
5. In accordance with C.G.S 12-195h, any municipality by resolution of its legislative body, as defined in section 1-1, may assign, for consideration, any and all liens filed by the tax collector to secure unpaid taxes on real property as provided under the provisions of this chapter.  
(Attachment - Copy of C.G.S 12-195H )

**Sec. 12-195h. Assignment of liens securing unpaid taxes on real property. Powers and rights of assignee. Contract to memorialize assignment required. Notice of assignment. Notice prior to commencing an action to foreclose lien.** (a) Any municipality, by resolution of its legislative body, as defined in section 1-1, may assign, for consideration, any and all liens filed by the tax collector to secure unpaid taxes on real property as provided under the provisions of this chapter. The consideration received by the municipality shall be negotiated between the municipality and the assignee.

(b) The assignee or assignees of such liens shall have and possess the same powers and rights at law or in equity that such municipality and municipality's tax collector would have had if the lien had not been assigned with regard to the precedence and priority of such lien, the accrual of interest and the fees and expenses of collection and of preparing and recording the assignment, except that any such assignee (1) shall not be insulated from liability for its conduct by virtue of the provisions of section 42-110c, and (2) shall be obligated to provide a payoff statement, as defined in section 49-8a, in the same manner as a mortgagee in accordance with the requirements of section 49-10a. The assignee shall have the same rights to enforce such liens as any private party holding a lien on real property including, but not limited to, foreclosure and a suit on the debt.

(c) No such assignment executed on or after July 1, 2022, shall be valid or enforceable unless memorialized in a contract executed by the municipality and the assignee that is in writing and provides: (1) The manner in which the assignee will provide to the owner of the real property that is the subject of the assignment one or more addresses and telephone numbers that may be used for correspondence with the assignee about the debt and payment thereof; (2) the earliest and latest dates by which the assignee shall commence any foreclosure or suit on the debt or the manner for determining such dates, except as may be impacted by any payment arrangement, bankruptcy petition or other circumstance, provided in no event shall the assignee commence a foreclosure suit before one year has elapsed since the assignee's purchase of the lien; (3) the structure and rates of attorney's fees that the assignee may claim against the owner or owners of such real property in any foreclosure, suit on the debt or otherwise, and a prohibition from using as foreclosure counsel any attorney or law office that is owned by, employs or contracts with any person having an interest in such assignee; (4) confirmation that the owner of the real property for which the lien has been filed shall be a third-party beneficiary entitled to enforce the covenants and responsibilities of the assignee as contained in the contract; (5) a prohibition on the assignee assigning the lien without the municipality's prior written consent; (6) the detail and frequency of reports provided to the municipality's tax collector regarding the status of the assigned liens; (7) confirmation that the assignee is not ineligible, pursuant to section 31-57b, to be

assigned the lien because of occupational safety and health law violations; (8) disclosure of (A) all resolved and pending arbitrations and litigation matters in which the assignee or any of its principals have been involved within the last ten years, except foreclosure actions involving liens purchased from or assigned by governmental entities, (B) all criminal proceedings that the assignee or any of its principals has ever been the subject, (C) any interest in the subject property held by the assignee or any of its principals, officers or agents, and (D) each instance in which the assignee or any of its principals was found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public contract; and (9) such additional terms to which the municipality and the assignee mutually agree, consistent with applicable law.

(d) The assignee, or any subsequent assignee, shall provide written notice of an assignment, not later than sixty days after the date of such assignment, to the owner and any holder of a mortgage, on the real property that is the subject of the assignment, provided such owner or holder is of record as of the date of such assignment. Such notice shall include information sufficient to identify (1) the property that is subject to the lien and in which the holder has an interest, (2) the name and addresses of the assignee, and (3) the amount of unpaid taxes, interest and fees being assigned relative to the subject property as of the date of the assignment.

(e) Not less than sixty days prior to commencing an action to foreclose a lien under this section, the assignee shall provide a written notice, by first-class mail, to the holders of all first or second security interests on the property subject to the lien that were recorded before the date the assessment the lien sought to be enforced became delinquent. Such notice shall set forth: (1) The amount of unpaid debt owed to the assignee as of the date of the notice; (2) the amount of any attorney's fees and costs incurred by the assignee in the enforcement of the lien as of the date of the notice; (3) a statement of the assignee's intention to foreclose the lien if the amounts set forth pursuant to subdivisions (1) and (2) of this subsection are not paid to the assignee on or before sixty days after the date the notice is provided; (4) the assignee's contact information, including, but not limited to, the assignee's name, mailing address, telephone number and electronic mail address, if any; and (5) instructions concerning the acceptable means of making a payment on the amounts owed to the assignee as set forth pursuant to subdivisions (1) and (2) of this subsection. Any notice required under this subsection shall be effective upon the date such notice is provided.

(f) When providing the written notice required under subsection (e) of this section, the assignee may rely on the last recorded security interest of record in identifying the name and mailing address of the holder of such interest, unless the holder of such interest is the plaintiff in an action pending in Superior Court to enforce such interest,

in which case the assignee shall provide the written notice to the attorney appearing on behalf of the plaintiff.

(g) Each aspect of a foreclosure, sale or other disposition under this section, including, but not limited to, the costs, attorney fees, method, advertising, time, date, place and terms, shall be commercially reasonable.

**Sec. 42-110c. Exceptions.** (a) Nothing in this chapter shall apply to: (1) Transactions or actions otherwise permitted under law as administered by any regulatory board or officer acting under statutory authority of the state or of the United States; or (2) acts done by the publisher, owner, agent or employee of a newspaper, periodical or radio or television station in the publication or dissemination of an advertisement, where the publisher, owner, agent or employee did not have knowledge of the false, misleading, unfair or deceptive character of the advertisement, and did not have direct financial interest in the sale or distribution of the advertised product or service.

(b) The burden of proving exemption, as provided in this section, from the provisions of this chapter shall be upon the person claiming the exemption.

**Sec. 49-8a. Release of mortgage. Affidavit. Recording of affidavit with town clerk. Penalty for recording false information.** (a) For the purposes of this section and section 49-10a:

(1) "Mortgage loan" means a loan secured by a mortgage on one, two, three or four family residential real property located in this state, including, but not limited to, a residential unit in any common interest community, as defined in section 47-202.

(2) "Person" means an individual, corporation, limited liability company, business trust, estate, trust, partnership, association, joint venture, government, governmental subdivision or agency, or other legal or commercial entity.

(3) "Mortgagor" means the grantor of a mortgage.

(4) "Mortgagee" means the grantee of a mortgage; provided, if the mortgage has been assigned of record, "mortgagee" means the last person to whom the mortgage has been assigned of record; and provided further, if the mortgage has been serviced by a mortgage servicer, "mortgagee" means the mortgage servicer.

(5) "Mortgage servicer" means the last person to whom the mortgagor has been instructed by the mortgagee to send payments of the mortgage loan. The person who has transmitted a payoff statement shall be deemed to be the mortgage servicer with respect to the mortgage loan described in that payoff statement.

(6) "Attorney-at-law" means any person admitted to practice law in this state and in good standing.

(7) "Title insurance company" means any corporation or other business entity authorized and licensed to transact the business of insuring titles to interests in real property in this state.

(8) "Institutional payor" means any bank or lending institution that, as part of making a new mortgage loan, pays off the previous mortgage loan.

(9) "Payoff statement" means a statement of the amount of the

**Sec. 49-10a. Request for payoff statement or reinstatement payment statement.** (a) A mortgagee shall, upon written request of the mortgagor or the mortgagor's attorney or other authorized agent provide a payoff statement or reinstatement payment statement in writing to the person requesting the payoff statement or reinstatement payment statement on or before the date specified in such request, provided such request date is at least seven business days after the date of receipt of the written request. If the request is made in connection with a default, the mortgagor's attorney may make such written request directly to the mortgagee, provided such written request contains a representation that the person requesting the payoff statement or reinstatement payment statement is the mortgagor's attorney and that the mortgagor has authorized the request.

**Sec. 31-57b. Awarding of contracts to occupational safety and health law violators prohibited.** No contract shall be awarded by the state or any of its political subdivisions to any person or firm or any firm, corporation, partnership or association in which such persons or firms have an interest (1) which has been cited for three or more wilful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the bid, provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction or (2) which has received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid. Any person who knowingly provides false information concerning the information required pursuant to this section shall be assessed a civil penalty of not less than five hundred dollars nor more than five thousand dollars and shall be disqualified from bidding on or participating in a contract with the state or any of its political subdivisions for five years from the date of the final determination that the information is false. Any political subdivision or any state agency receiving false information pursuant to this section shall

notify the Commissioner of Administrative Services and, upon receipt of such notice, the commissioner shall conduct a hearing in accordance with the provisions of chapter 54. Upon a determination that false information was provided, the commissioner shall impose a civil penalty in accordance with the provisions of this section. Such civil penalty shall be paid to the Treasurer or to an official of the political subdivision, as the case may be. Any civil penalty imposed pursuant to this section may be collected in a civil proceeding by any official of a political subdivision authorized to institute civil actions or, in the case of the state, by the attorney general, upon complaint of the Commissioner of Administrative Services.

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OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



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Date: May 17, 2023  
To: Joseph Mooney  
Board of Finance  
From: James P. Finch  
Finance Director  
Re: Compensation Adjustments

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Please find below a transfer request to support the recommendations of the First Selectman and Human Resources Director for salary adjustments in the FY 2024 fiscal year. The Board along with the RTM previously approved two of these changes in the current year. The exception was the Senior Systems Administrator position.

Transfer -Animal Control General Fund

<u>From:</u>		
10149040-588802	Contingency	\$14,315
<u>To:</u>		
10142060-599104	Transfer Out - Animal Shelter Fund -206	\$14,315

Corresponding Transfer in Fund 206

<u>Increase</u>		
20690000-490010	Operating Transfer In	\$14,315
<u>Increase:</u>		
20642060-517000	Regular Wages and Salaries	\$14,315

**Resolved:** That the Board of Finance recommends to the RTM an increase in the Animal Control Fund Budget for FY 2024 from \$ 450,106 to \$464,421. The increase will be funded through an appropriation from the general fund contingency account.

Transfer – Police Department

<u>From:</u>		
10149040-588802	Contingency	\$17,354
<u>To:</u>		
10142010-517000	Regular Wages and Salaries	\$17,354

This transfer is for the Manager of Crime Research, Police, Accreditation and Special Projects.

Transfer – Information Technology

<u>From:</u>		
10141190-518000	Overtime	\$9,937
<u>To:</u>		
10141190-517000	Regular Wages and Salaries	\$9,937

This transfer reflects a salary adjustment pursuant to the elimination of the Network Engineer I position and the creation of the Senior Systems Administrator.

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources

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April 5, 2023

To: Victoria Verderame, Chair RTM Administrative Services Committee

Re: Recommended changes in base salary  
From: Jamie Cosgrove, First Selectman  
Margaret Luberda, Director of Human Resources  
Debra Mirto, Director of Information Technology

*Margaret Luberda*  
DIRECTOR OF HUMAN RESOURCES

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After careful review and consideration, the First Selectman, the Director of Information Technology, and I agree that the job responsibilities in the current Network Engineer 1 position have increased and changed requiring an adjustment in salary.

We recommend that the Network Engineer 1 title change to **Senior Systems Administrator**. The continued changes in the IT landscape coupled with the additional responsibilities (see attached redlined new job description), require a salary adjustment from the current salary of \$77,563.20 to \$87,500. This position (currently the number 2 position in the department) needs to maintain and develop the Town's emergency technical services and other public sector administrative technical operations. In addition, HR Compensation Consultants (HRCC) completed a salary survey commissioned by the Towns of Branford and North Branford in April 2022 for this position. The towns included in this survey were Cheshire, Clinton, East Hampton, East Haven, Essex, Guilford, Ledyard, Madison, Middletown, New Haven, North Branford, North Haven Wallingford and West Hartford. The survey measured the average midpoint pay range for this position was \$87,858. Branford currently lags behind this average pay range and needs to make this adjustment to remain competitive. We request this adjustment be effective July 1, 2023.

Do not hesitate to contact me if you have any further questions or concerns.

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### TOWN OF BRANFORD SENIOR SYSTEMS ADMINISTRATOR

*Neil Shapiro*  
BRANFORD TOWN CLERK

Dept:	Information Technology
Reports to:	Director of Information Technology
Office Location:	Police Services
Position Status:	Full Time, Salary
Weekly Hours:	40
Affiliation:	UPSEU- Town Hall employees

#### **Position Summary/Purpose:**

The Senior Systems Administrator will play a lead role in the architecture, design, maintenance and administration of the Town's information technology systems and overall network capability and security. This key role will work with other IT staff to oversee the monitoring, administration, and support of the IT infrastructure for all Town buildings and departments, including all networks, phone systems, connectivity, and mobile devices. The Senior Systems Administrator will be instrumental in training new IT network and support staff, documenting processes and knowledge transfer of all system changes and enhancements. This role requires the ability to manage multiple projects and implement solutions quickly with minimum supervision. The Senior Systems Administrator also acts the primary point of contact for Public Safety technical support including the Emergency Operations Center and availability after normal working hours. The individual in this role will work under the supervision of the IT Director to support the technology goals for the Town.

#### **Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- IT Infrastructure design, build out and management.
- Provides escalated high-level technical support that requires an on-site presence (server, SAN, public safety network, or other priority technical equipment/software failure).
- Performs complex software/hardware troubleshooting, patches and re-installations in cooperation with other technicians.
- Key role in the support of business continuity, disaster recovery and data integrity plans and restoration in the event of critical failure.
- Supports and trains IT technical staff.
- Supports Emergency Services staff after hours as needed.
- Responsible for maintenance of systems and network documentation.
- Assists other departments, staff and The Director of Information Technology as needed.

- Acts as a backup to other IT Staff in his/her absence.

**Supervision:**

*Supervision Scope:* Designs, manages and implements complex information systems, LAN/WAN networks and diverse end user applications; works with end users to identify understand and resolve their problems.

*Supervision Received:* Works independently and under the general direction of the Director of Information Technology, adhering to professional standards, procedures, and policies when they exist. Must be customer centric and flexible in communicating with differing style perspectives to explain technical issues to non-technical personnel.

*Supervision Given:* Works with other IT network and professional non-technical staff to instruct, project manage and educate on technology and appropriate usage.

**Education, Training and Experience:**

A Bachelor's degree in Computer Science and at least 10 years' experience in a Microsoft network server environment. At least 8 years professional working experience with VMware, switches (SonicWall preference), Exchange server, Sql Server, Veeam as well as experience in a municipal government and or public safety environment preferred. Additional professional experience may be substituted for the education requirement, or any equivalent combination of education, training, and work experience. Certifications and or coursework in VMware, switches, firewalls and or MCSE and prior experience in a leadership type role desired. Must have and maintain a CT Driver's License. This position requires 7x24 availability for technical critical events.

**Other Skills:** Ability to handle multiple projects at one time; effective communicative and interpersonal skills; superior analytical and problem-solving skills and be able to develop and maintain effective working relationships with end users. Must have or develop strong project management skills. Must be able to prioritize daily, weekly and monthly activities to achieve optimum results.

**Working Conditions:**

Work is generally performed in an office environment with potential exposure to dusty conditions. Occasional travel to other local Town office locations is required to service computer systems. Must have the ability to safely operate a motor vehicle in all types of weather and all levels of light. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 35 pounds (possibly more with assistance); vision to read printed materials, a computer screen, and allow installation of equipment in all lighting conditions; and hearing and speech to communicate clearly in person or over the

telephone. Must be able to reach with arms, grasp, sit, kneel, stoop, bend, squat, twist, crawl under office furniture, climb a ladder and stairs.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. The Town of Branford reserves the right to limit the number of qualified candidates who will be considered for the position. The files of all qualified candidates will be maintained for a minimum of six months from the announcement date. All candidates which job offers have been extended to must successfully pass a substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate from further consideration.

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

Item #19

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Date: May 18, 2023  
To: Joseph Mooney  
Board of Finance  
From: James P. Finch  
Finance Director  
Re: Reallocation of Bond Proceeds

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BRANFORD TOWN CLERK

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I attach for your review and consideration a resolution from bond counsel to reallocate bond proceeds derived from the 2020 bond issue and apply them to the Animal Shelter Renovation and Police Headquarters project. It is important to underscore that this is strictly a movement of bond proceeds among projects it does not impact appropriations or the amount of authorized unissued debt in aggregate. I ask for your favorable consideration for the following reasons.

**Aligns proceeds with expenditures**

Two of the larger projects funded in the 2020 bond issue are the East Industrial Road Reconstruction and Sewer System Improvements the amounts issued are \$1,750,000 and \$2,710,000 respectively. To date most of these proceeds are unexpended. By contrast the Animal Shelter Project has expenditures but is lacking proceeds. The Police Headquarters Project is in a similar situation. This resolution will result in a better match between expenditures and proceeds.

**The continued rise in interest rates can potentially create an arbitrage compliance challenge**

Arbitrage simply defined occurs when an investor generates a profit by buying and selling assets in different markets. This can occur when the town issues debt at tax exempt rates and then invests the dollars at taxable rates. Since the tax exempt rate is in effect a tax subsidy from the federal government, the government has regulations which severely restrict municipal issuers from earning arbitrage. Currently the rate earned on the proceeds is higher than the rate Branford is paying in debt service. The reallocation helps address this concern as the transferred proceeds will be considered spent and unavailable for investment purposes.

In addition to the resolution, I have attached the original requests for these projects. It is important to note that these projects are still planned. For example the East Industrial Road Project received a federal grant after the bonds were authorized. I anticipate an amendment to that resolution in the future to incorporate the grant and any required local share. The sewer system project(s) are active and ongoing albeit at a slower rate than initially thought.

Cc Board of Finance  
James Cosgrove, First Selectman  
Lisa Arpin, Town Clerk



# Item #19

## RESOLUTION REALLOCATING BOND PROCEEDS DERIVED FROM THE ISSUANCE OF TOWN OF BRANFORD, CONNECTICUT GENERAL OBLIGATION BONDS, ISSUE OF 2020, ISSUED AND DATED JULY 2, 2020

**WHEREAS**, the Town of Branford, Connecticut (the "Town") issued its \$13,105,000 General Obligation Bonds, Issue of 2020, issued and dated July 2, 2020 (the "Bonds") of which \$9,002,327 of such bonds were allocated to new money projects;

**WHEREAS**, \$2,710,000 of the Bonds were issued for the Sewer System Improvements (2019) Project, and \$845,000 of such proceeds from the Bonds will better meet the capital cash flow needs of the Town if allocated to and expended for the Animal Shelter Project;

**WHEREAS**, \$1,750,000 of the Bonds were issued for the East Industrial Road Reconstruction Project, and \$1,750,000 of such proceeds from the Bonds will better meet the capital cash flow needs of the Town if (i) \$1,550,000 is allocated to and expended for the Animal Shelter Project and (ii) \$200,000 is allocated to and expended for the Police Headquarters Renovation Project;

**WHEREAS**, the Town authorized \$4,595,000 bonds of the Town to be issued to finance Animal Shelter Project which is progressing and expending funds; and


**WHEREAS**, the Town authorized \$325,000 bonds of the Town to be issued to finance the Police Headquarters Renovation Project which is progressing and expending funds.

**NOW THEREFORE**, the Town hereby resolves that \$845,000 of the Bonds issued to finance the Sewer System Improvements (2019) Project is hereby reallocated to the Animal Shelter Project, and \$1,750,000 of the Bonds issued to finance the East Industrial Road Reconstruction Project is hereby reallocated as follows: (i) \$1,550,000 to the Animal Shelter Project and (ii) \$200,000 to the Police Headquarters Renovation Project.

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2023 MAY 19 P 2:58

  
BRANFORD TOWN CLERK

Date: July 26, 2019  
To: Joseph Mooney, Chairman Board of Finance  
From: James Finch, Finance Director  
Re: Bond Authorization

**Item #19**

I am writing at the request of the First Selectman to request an appropriation and bond authorization of \$3.975 million for sanitary sewer projects throughout the town.

**Background:**

The sanitary sewer system constructed in 1961 includes the wastewater treatment plant, an interceptor line and laterals serving the central business district and surrounding areas. The system serves the vast majority of commercial properties and most of the residential properties.

While the benefits of the system cannot be understated, there are considerable costs to operate and maintain this infrastructure. As some board members may recall, the town funded a major upgrade to the plant in 2003. In FY 2005 additional improvements to the collection system began in response to a federal and state consent decree. In FY 2015 approximately 12 years after the upgrade to the plant, a study was done which outlined \$6.037 million of maintenance and capital needs. These projects appear in the town's capital plan beginning in FY 2016 and ending in FY 2021. The projects were funded through an appropriation of fund balance from the sewer utility fund into the sewer reserve fund coupled with annual transfers into the reserve fund.

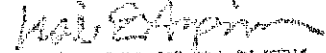
**Current Request**

The current request seeks to fund improvements to the force main leading to the Hemlock Pumping Station including the replacement of existing 2,900 ± LF of 8 inch cast iron force main with 8" ductile iron pipe from Hemlock Road Pumping Station to Cypress Drive to Millwood Drive to a discharge manhole on Brushy Plain Road. The town recently received bids for the project this week and is looking to have funding in place prior to the sixty day expiration of the proposals.

In addition funds will be used for spot repairs and pipe replacement, and cured-in-place pipe (CIPP) lining of existing sanitary sewer collection system that are required throughout Town. Ongoing CIPP lining program will be prioritized based on pipe condition, pipe material, and historical inflow and infiltration (I & I) issues. It is anticipated this program will span several years to rehabilitate the Town's aging sanitary sewer infrastructure and additional appropriations may be required in future years.

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### Present Conditions

The Hemlock force main project is essential as it serves five large condominium complexes (approximately 575 units combined), 63 single family parcels, and will serve a proposed 14 lot subdivision in the near future. The Town has had an increasing number of emergency repairs on the line due to the age (installed 1971) and material of the force main. There were 4 emergency repairs in 2017 and 2 emergency repairs in 2018, totaling over \$96,000.

The CIPP program was spurred by an emergency sewer repair in 2017 on Alps Road caused by deteriorated pipe. While the treatment plant staff perform regular maintenance and video camera the lines systematically this particular pipe had not yet been inspected. The pipe was also located where a force main discharges which are areas prone to quicker deterioration. The treatment plant staff has since inspected all pipes where force mains discharge and have prioritized a list of necessary CIPP projects. On-going CIPP lining projects will target structural and inflow and infiltration issues.

### Other Considerations

During the budget process a question was asked as to whether the sewer assessment fund balance could be used to reduce the borrowing needs associated with sewer related capital projects. During my tenure in Branford, I had observed that the town used the assessment fund resources to pay for debt service on sewer assessment bonds and to fund new sewer installments and extensions.

Recently I reviewed the state statutes on sewer assessment funds and found the following:

**Sec. 7-267. Use of funds.** All benefit assessments and charges for connection with or use of the sewerage system, whether pledged for payment of bonds or notes or otherwise, shall be kept separate from other funds of the municipality and **shall be used for the sewerage system**, including the payment of debt incurred for the sewerage system and interest thereon, and for no other purpose.

**Sec. 7-268. Special fund.** Any municipality which has issued bonds or notes in accordance with this chapter may by ordinance establish a special fund for payment of all or any part of such bonds or notes or interest thereon, may make and revise necessary rules and regulations not contrary to this chapter for the management of such special fund and may provide for payments into such special fund of all or any part of any charges for connection with or use of the sewerage system or from any other source

Currently there are no sewer assessment bonds outstanding, so it appears that funds could be used to provide for this project. I would argue however that to avoid issuing

sewer assessment bonds in the future, the town should preserve a sufficient fund balance in the assessment fund. Therefore, for purposes of discussion I am suggesting that we appropriate \$1.05 million or approximately 1/3 from the assessment fund and retain the balance for future extension opportunities. The \$1 million will consist of \$1,000,000 and \$50,000 to supplement a previously approved appropriation for the Riverview sewer extension.

**Funding and Resources**

I attach a worksheet outlining this request in the context of previously approved and planned projects totaling \$13,761,752. It is important to note that sixty percent of these projects do not require the use of borrowed funds

I list below a resolution for the sewer assessment fund transfer and I attach an appropriation and debt authorization prepared by bond counsel and respectfully request your consideration of this item at your next meeting.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations in the Fiscal Year 2020 Sewer Assessment Fund Budget from \$14,926 to \$1,014,926. This increase will be funded through a transfer from unappropriated fund balance and will be used to supplement the rehabilitation and replacement of sewer lines and force mains.

**Sewer Assessment Fund Transfer FY 2020**

Increase:		
21443030-480296	Fund Balance Brought Forward	1,000,000
Increase:		
21447030-599110	Transfer Out	1,000,000

**Infrastructure Enhancement Fund Transfer FY 2020**

Increase:		
73090000-490010-xxxxx	Transfer In	1,000,000
Increase:		
73043050-579480-xxxxx	Capital Outlay - Infrastructure	1,000,000

Cc J. Cosgrove  
 J. Hoefflerle  
 D. Gregory

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2023 MAY 19 P 2:59

*Neil Arpin*  
DIRECTOR TOWN CLERK

## Item #19

Date: July 24, 2019

To: Joseph Mooney  
Board of Finance

From: James P. Finch  
Finance Director

Re: Bond Authorization East Industrial Road.

At the request of the First Selectman, I attach for your review and consideration a resolution prepared by bond counsel for \$1.75 million to rebuild East Industrial Road.

### **Background:**

East Industrial Road was last reconstructed in the early 1980's when it was originally constructed as part of an industrial park. Some minor road widening and surface treatments were performed by the State DOT when Exit 56 was reconfigured in the early 2000's. Unfortunately the existing structural capabilities of the roadway were not considered, and the amount of traffic redirected onto East Industrial Road was not accounted for. This increase in traffic, particularly tractor trailer traffic, as well as the advanced age of the roadway has led to a rapid deterioration of the roadway structure. The Town's Department of Public Works has been dispatched to the roadway at an increasing rate to patch potholes which regularly form during all four seasons. East Industrial Road is currently being designed to be fully reconstructed to a similar configuration, accounting for current and future traffic for a typical 20+ year lifespan.

### **Project Description:**

The project consists of a complete reconstruction of East Industrial Road, from Leetes Island Road to approximately 750 feet east of exit 56, and related drainage, sewer and driveway apron repairs.

Cc J. Cosgrove  
J. Hoefflerle  
L. Arpin

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United States Representative  
**ROSA DELAURO**  
Representing the Third District of Connecticut

*John Hoeflerle*  
BRANFORD TOWN CLERK

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**Item #19**

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# DeLauro Celebrates House Passage of Spending Package Including \$2.25 Million for East Industrial Road

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August 6, 2021 [Press Release](#)

House Appropriations Committee Chair Rosa DeLauro (D-CT-03) today joined Branford First Selectman James Cosgrove and Branford Town Engineer John Hoeflerle to celebrate the House passage of \$2.25 million for the full reconstruction of East Industrial Road in Branford, from Leetes Island Road to the southbound Interstate 95 exit ramps.

Regionally, this project is vital to economic development and growth and will serve the towns of Branford, Gullford, North Branford, and beyond. The full reconstruction will provide access to a supermarket, numerous restaurants, retailers, breweries and vineyards, the local YMCA, farms, medical facilities, manufacturing and biotech facilities, distribution hubs, hotels, local shellfish processing facilities, public trails, and the Stony Creek Quarry featuring their distinctive pink granite.

"The full reconstruction of East Industrial Road will spur economic growth and development not just in Branford, but also in Guilford, North Branford, and beyond," said Congresswoman DeLauro. "In addition to creating new space for economic growth, this new road will also increase community access to existing local business, retailers, breweries, restaurants, and the Y. This is exactly the kind of investment in the community I envisioned as I worked to include Community Project Funding in this year's federal appropriations process. I look forward to continuing to work to bring federal tax dollars back home to fund essential infrastructure projects like East Industrial Road."

"The Community Project Funding for the reconstruction of East Industrial Road is an investment in the future of the region," said Branford First Selectman James Cosgrove. "The \$2.25 million in Federal funds will help facilitate business expansion and job growth within this diverse business region, and provide improved access to properties ripe for development and redevelopment. We appreciate Congresswoman DeLauro's efforts and leadership in securing Community Project funds for Branford and her dedication in supporting projects that provide taxpayers a return on investment."

Last week, Chair DeLauro led House Democrats in [passing](#) a package of seven government spending bills with [funding for community projects](#) nationwide including \$2.25 million for East Industrial Road.

DeLauro's floor remarks on the seven-bill 2022 spending package are [here](#). A summary of the bill is [here](#).

## OFFICE LOCATIONS

[Washington, D.C. Office](#)

[New Haven Office](#)  
59 Elm Street  
New Haven, CT 06510

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



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WWW.BRANFORD-CT.GOV

Date: May 10, ~~2024~~ 2023  
To: Joseph Mooney  
Board of Finance  
From: James P. Finch  
Director of Finance  
Re: RTM Budget Highlights and Mill Rate

*Handwritten signature*  
BRANFORD TOWN CLERK

2023 MAY 19 A 11: 59

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Please find attached the change approved by the RTM with regard to the FY 2024 budget.

Decrease:

- Retirement Municipal Employees (CMERS) \$190,000

The RTM adjustment results in a net reduction of \$195,000 which decreases the Board's recommended mill rate from 29.95 to 29.89 resulting in an overall mill rate increase of 0.44 mills or 1.49% as compared to the current year.

Therefore assuming no additional changes to estimated revenue the Board's resolution to set the mill rate is follows:

Resolved: That the Board of Finance establishes the mill rate for fiscal year 2023-2024 at 29.89 mills pursuant to the budget adopted by the Representative Town Meeting.

**Tax Changes BOF Recommended versus RTM Approved**

BOF Expenditures	130,510,768	BOF Expenditures	130,510,768
RTM Changes	0	RTM Changes	(195,000)
Revised Expenditures	130,510,768	Revised Expenditures	130,315,768
Revised Revenues	(16,902,344)	Revised Revenues	(16,902,344)
Total Tax Requirements	113,608,424	Total Tax Requirements	113,413,424
Less State Reimbursements	270,800	Less State Reimbursements	270,800
Less Elderly Tax Relief	386,899	Less Elderly Tax Relief	386,899
Less Allowance for Uncollectible	1,917,022	Less Allowance for Uncollectible	1,913,750
Total Tax Levy	116,183,145	Total Tax Levy	115,984,873
Collection rate	0.9835	Collection rate	0.9835
Grand List (Revised)	3,879,790,337	Grand List (Revised)	3,879,790,337

Mill Rate	29.95	Mill Rate	29.89
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<b>Year to Year Comparison</b>		<b>Year to Year Comparison</b>	
FY 2023 Mill Rate	29.45	FY 2023 Mill Rate	29.45
FY 2024 BOF Mill Rate	29.95	FY 2024 BOF Mill Rate	29.89
Change	0.5	Change	0.44
% Change	1.70%	% Change	1.49%

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*W. J. Steppin*  
 BRANFORD TOWN CLERK



TOWN OF BRANFORD  
RTM Changes  
2023/2024 Budget

<u>Committee/Item</u>	<u>Department</u>	<u>BOF Proposed</u>	<u>Change</u>	<u>Revised</u>
<b>Ways &amp; Means</b>				
Retirement Municipal Employees	Page 56 Pensions & Contributions	3,778,502	(195,000)	3,583,502
Reason - CMERS Proposed Changes & Crime Analyst		Total Change	(195,000)	
<b>General Fund</b>	<b>Total Changes -General Fund</b>		<b>(195,000)</b>	
<b>General Fund</b>				
Total Expenditure Changes Town		67,027,199	66,832,199	(195,000)
Total Expenditure Changes BOE (With Special Ed)		62,911,644	62,911,644	0
Total Expenditure Changes Cap & Leases		571,925	571,925	0
	<b>Totals</b>	<u>130,510,768</u>	<u>130,315,768</u>	<u>(195,000)</u>
		<b>Total Reductions</b>	<b>(195,000)</b>	
Impact on Tax Calculation				
Expenditures	Requested FY 2024	BOF	RTM	BOF/RTM Change
BOE Operating	64,477,616	62,911,644	62,911,644	0
BOE Capital & Leases	1,217,854	571,925	571,925	0
	<u>65,695,470</u>	<u>63,483,569</u>	<u>63,483,569</u>	<u>0</u>
Town	69,478,476	67,027,199	66,832,199	(195,000)
Total	135,173,946	130,510,768	130,315,768	(195,000)

**RECEIVED**  
 2023 MAY 19 A 11:59  
*Wesley S. ...*  
 BRANFORD TOWN CLERK

## James Finch

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**From:** James Finch  
**Sent:** Monday, May 8, 2023 9:21 PM  
**To:** 'jwpmooney@gmail.com'; Charles F. Shelton, Jr.; 'victor@americanpolyfilm.com'; Pamela DeLise; Jeffrey Vailette; Harry DiAdamo; RTM - All  
**Cc:** Jamie Cosgrove; Kathryn LaBanca; Lisa Arpin  
**Subject:** Thoughts from the administration on proposed CMERS changes.

All:

As you may be aware, Sean Scanlon, State Comptroller released a series of proposed changes to the Connecticut Municipal Employees Retirement Plan (CMERS). These changes were prompted by a series of ever increasing contribution rates for municipal employers coupled with a desire to retain and attract municipal workers. The changes include revised multipliers, amortization schedules, and cost of living adjustments along with the introduction of a deferred retirement option plan (DROP).

### Potential Impact on Branford:

Pursuant to estimates released by the Comptroller's Office the town will save approximately \$660,000 (This excludes the BOE's savings). However, the savings will not occur until after the legislature acts. Unfortunately, this vote will not take place prior to the RTM meeting on May 9<sup>th</sup>. One should also note the savings estimate relies on the legislature approving all of the changes as proposed, therefore, any "tweaking" by the legislature will likely produce a different result. Moreover, we have emails from the Comptroller's staff that cautions us from budgeting the savings in advance of legislative action.

### A Dilemma for Decision Makers and an Alternative:

As mentioned earlier the purported benefits of the CMERS changes are to provide relief to municipal taxpayers, however, achieving this savings in FY 2024 presents some timing obstacles. On the other hand the CMERS proposals have support from Governor Lamont, labor unions and the House Republican Leader.

One alternative is to essentially obtain some savings while hedging against an unlikely yet potentially bad outcome if these reforms are not passed.

Therefore, I offer for consideration the following approach which would require actions by the RTM and Board of Finance.

### RTM Actions

The RTM considers an amendment to reduce the budget by \$195,000 in the CMERS line item. All things being equal this will produce a reduction in the mill rate proposed by the Board of Finance in March.

### Board of Finance and RTM Actions in FY 2024

Pursuant to the Governor signing the bill into law, the Board of Finance recommends to the RTM, a transfer to move the savings into the police pension fund. In essence this would be a "like for like" transfer that improves the town's funded ratio and potentially reduces future contributions.