

Item #7



BRANFORD FIRE DEPARTMENT

Board of Fire Commissioners



March 29, 2023

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2023 MAR 29 A 4:27
TOWN CLERK

Mr. Joseph Mooney, Chairman
Board of Finance
c/o Lisa Arpin, Town Clerk
Town Hall
Branford, CT 06405

Dear Chairman Mooney,

The Board of Fire Commissioners unanimously approved the following transfers at their meeting held on March 16, 2023. Please include these transfers on the agenda of the Board of Finance meeting scheduled for April 24, 2023.

From:			
10142040-517000	Regular Wages & Salaries		(\$80,000)
TO:			
10142040-518000	Overtime		\$80,000
From:			
10142040-533530	Employment & Testing		(\$6,000)
TO:			
10142040-566900	Other Supplies		\$6,000
From:			
10142040-555300	Communications		(\$6,000)
TO:			
10142040-544300	Purchased Services, Repair & Maintenance		\$6,000.00

Thank you for your consideration.

Very truly yours,

R. Massey, Jr.
Robert J. Massey, Jr., Chairman
Board of Fire Commissioners

**BRANFORD BOARD OF POLICE COMMISSIONERS
33 LAUREL STREET
BRANFORD, CONNECTICUT 06405**

Item #8

John Sousoulas (Chair)
Patricia Austin
Christine Ciociola
Janice Heggie-Margolis
Valerie Wiel-Wilkins



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BRANFORD TOWN CLERK

James B. Cosgrove
First Selectman

Jonathan R.
Mulhern
Chief of Police

4/19/2023

Mr. Joseph Mooney
Chair, Board of Finance
Town of Branford
1019 Main St.
Branford, CT 06405

The Board of Police Commissioners respectfully requests an appearance before your board at your meeting on Monday April 24, 2023. At that meeting, we will seek your approval for the following transfer in our Capital:

From	Account	Description	To	Account	Description	Amount
	70042010-579250-22239	Vehicle Setup		70042010-579350-23221	Police Vehicles	\$25,000.00

The transfer request for funds into a Police Vehicles is to replace an aging detective vehicle.

Respectfully Submitted,

John Sousoulas
Chair -Branford Police Commission



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2023 MAY 19 P 3:22

Wes Stappin
BRANFORD TOWN CLERK

Item #9

Board of Recreation

Paul Criscuolo
Chairman

Helen "Bimmie" Herget
Clerk

Deborah Conklin
Jeanne Crowley
William T. O'Brien

Parks & Recreation Staff

Alex A. Palluzzi, Jr.
Director

Dale B. Izzo
Assistant Director

Victor Amatori, Jr.
Program Supervisor

Colin Sheehan
Arts, Culture, &
Special Events Coordinator

Monica Sullivan
Administrative Assistant

Marissa Dugan
Administrative Assistant

Marcel "Butch" Cote
Lead Maintainer

Nicholas Polastri
Jeffrey Sitz
Colin Tracy
Maintainers

5-18-2023

Dear Chairman Joe Mooney and Board of Finance members,

We are asking you to consider the following transfers within the Parks & Recreation Department general fund for fiscal 2022-2023 due to the escalating and expanding costs in both our Purchased Services & Grounds R&M accounts, respectively.

We have adjusted these budget line items to reflect the increases anticipated in fiscal 2023-2024.

Sincerely,
Alex Palluzzi, Jr.
Alex Palluzzi, Jr., MS/APRP
Director of Parks & Recreation

FY: 2022-2023

From:

Regular Wages & Salaries 10145010-517000 35,000

To:

Purchased Services R&M: 10145010-544300 15,000
Grounds R&M 10145010-544320 20,000

APJR/apjr

46 CHURCH STREET * BRANFORD, CT * 06405
OFFICE: 203.488.8304 FAX: 203.315.4017
EMAIL: recreation@branford-ct.gov WEB: www.branfordrecreation.org



DEPARTMENT OF PUBLIC WORKS
137 North Branford Road • Branford • CT 06405

April 17, 2023

Mr. Joseph Mooney, Chairman
Board of finance

Dear Mr. Mooney:

The Transfer Station requests the following budget transfers as indicated below:

From Account# 10143040 - 517000	Regular Wages & Salaries	\$9,124.00
To Account # 10143040 - 544130	Other Fuel	\$9,124.00

Other Fuel

The shortfall in this account is due to the constant increase in fuel costs. The average diesel delivery per month is 535 gallon at \$3.45 per gallon for April, May and June is \$5,537.25 and include the negative balance of \$3587.00 This account has not had an increase in several years.

Respectfully submitted,

Gary Zielinski, Highway Supervisor

Handwritten signature
Supervisor of Public Works

2023 APR 25 A 10:21

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DEPARTMENT OF PUBLIC WORKS
137 North Branford Road • Branford • CT 06405

April 17, 2023

Mr. Joseph Mooney, Chairman
Board of finance

Dear Mr. Mooney:

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

From Account# 10143040 - 517000	Regular Wages & Salaries	\$885.00
To Account # 10143040 - 526100	Uniforms/Clothing	\$885.00

Uniforms/Clothing

The shortfall in this account is due to the hiring of two new employees, new shirts and rain gear was needed. The \$885.00 transfer request is to cover the boot allowance – this is contractual.

From Account# 10143010 – 533300	Professional Development	\$49.00
To Account# 10143010 – 579300	Furniture/Fixtures	\$49.00

Furniture/Fixtures

The office refrigerator had to be replaced, this account only has a \$300.00 budget.

Respectfully submitted,

Gary Zielinski, Highway Supervisor-Public Works

2023 APR 25 A 10:21
TOWN OF BRANFORD
DEPARTMENT OF PUBLIC WORKS



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

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2023 MAY 11 P 2:58

Mari Edgerton
BRANFORD TOWN CLERK

Item #11

May 12, 2023

To: Joseph Mooney, Chairman
Board of Finance

From: Peter Cimino
Human Services Director

Re: Budget Transfer Request FY 2022-2023 Human Services

Purchase Services – Repairs/Maintenance

We are projecting a shortage in this budget item due to increases in services during this fiscal year. We are requesting \$2500 from the Relocation Services account to compensate for the shortage.

From		
21844010 588915	Relocation Services	(\$2,500)
To		
21844010 544300	Purchase Services	\$2,500

Equipment Rental

Rental fees increased during the fiscal year resulting in a minor shortfall in the budget line. We are requesting a transfer of \$500 from Relocation Services to cover the shortage

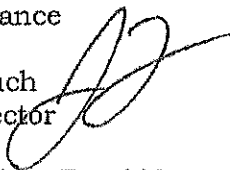
From		
21844010 588915	Relocation Services	(\$500)
To		
21844010 544420	Equipment rental	\$500

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: May 17, 2024
To: Joseph Mooney
Board of Finance
From: James P. Finch
Finance Director 
Re: Human Services Fund/Counseling Center Budget Increase

Please find below a transfer request out of the Human Services Fund's undesignated fund balance. This transfer request will not take effect until FY 2024. The request supplements a letter from the Human Services Department to engage a revenue cycle management service.

Transfer -Human Services Fund FY 2024

<u>Increase:</u>		
218-90000-480296	Fund Balance Human Services Fund	26,000
<u>Increase:</u>		
218-44010-544300	Purchased Services	26,000

Resolved: That the Board of Finance recommends to the RTM an increase in the Human Services Fund Budget for FY 2024 from \$1,913,499 to \$1,939,499. The increase will be funded through an appropriation from fund balance.


BRANFORD TOWN CLERK

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

May 17, 2023

To: Joseph Mooney, Chairman
Board of Finance

From: Peter Cimino
Human Services Director

Re: Budget Transfer Increase FY 2024 Human Services

The counseling center is requesting an approval to implement a revenue cycle management (RCM) system for FY 2024. The public health emergency (PHE) officially ended on May 11, 2023 which led the Federal government to make sweeping changes on what Medicare and Medicaid services are allowed and how providers can bill for services. We believe the State and private insurance companies will follow and add additional changes to services. Currently we have one billing staff person to address any rejected claims or denied claims as well as staying current with new rule changes. Payment delays can be attributed to a various issues which require time consuming and tedious research.

With an RCM in place we can better position ourselves for future reimbursement challenges and improve client collections. We can maintain a healthy revenue stream and avoid the expenses associated with hiring new staff to increase work capacity.

A RCM can reduce any timely filing claims and decrease our account receivables. Regarding timely filing claims, providers must meet the parameters associated with timely filing limits which is a deadline established by insurance carriers requiring claims be filed within a certain period from the date the service was provided. The deadline is usually 90 days of the date of service which may seem ample,

Mary E. [Signature]
BRANFORD TOWN CLERK

2023 MAY 19 A 10:53

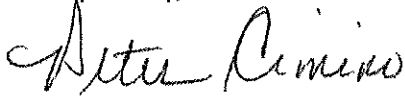
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but the nuances of a busy practice can make these parameters challenging. We do not have many timely filing claims but due to the number of sessions per week some are missed.

We would like to contract with BellMedEX based in Seattle, Washington. They are an RCM with over 20 years' experience and is commissioned by many providers throughout the country. We attempted to engage with several Connecticut companies but our revenue does not meet their threshold. We contacted companies that utilize BellMedEx and found positive results.

We believe adding a RCM will be an asset to our services.

Respectfully,

A handwritten signature in black ink that reads "Peter Cimino". The signature is written in a cursive style with a large, stylized initial "P".

Peter Cimino

Executive Director

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2023 MAY -2 A 10: 53

HAMLET M. HERNANDEZ
Superintendent of Schools

RACHEL M. SEXTON
Assistant Superintendent of Schools

DONALD A. NEEL
Chief Operating Officer

Neil E. Appin
BRANFORD TOWN CLERK



BRANFORD PUBLIC SCHOOLS

1111 Main Street, Branford, CT 06405-3717

203.488.7276 • Fax 203. 315.3505

www.branfordschools.org

To: Joseph Mooney, Board of Finance
From: Donald A. Neel, Chief Operating Officer
Re: Banking Resolutions/Credit Card
Date: May 2023

I am writing to request the approval of the following banking resolutions:

Item 1.

To approve the issuance of a credit to the Superintendent of Schools, with a maximum limit of \$10,000.

The superintendent is often required to make purchases related to professional development, travel, and renewals to services. The credit card is used to cover their portion of expenses related to the Branford Board of Education and any subscriptions that do not accept purchase orders.

Resolved: The Board of Finance authorizes the Finance Department to apply for a credit card issued through Bank of America with a maximum limit of \$10,000 for the Superintendent of Schools.