

# BOARD OF FINANCE

TOWN OF BRANFORD

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

RECEIVED

APR 13 2023

JOSEPH W. MOONEY, CHAIRMAN  
VICTOR CASSELLA  
HARRY DIADAMO, JR.  
PAMELA DeLISE  
CHARLES F. SHELTON, JR.  
JEFFREY E. VAILETTE



EX-OFFICIO  
JAMES COSGROVE, First Selectman

BRANFORD TOWN CLERK

CLERK  
LISA E. ARPIN, Town Clerk

## REGULAR MEETING & BUDGET WORK SESSION MARCH 27, 2023

### MINUTES

The Board of Finance held a regular meeting on Monday, March 27, 2023 called to order by Chairman Mooney at 7:00 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. The meeting was available for remote public viewing via BCTV (Comcast Channel 20) and Facebook Live.

Board members seated were: Chairman Joseph Mooney, Victor Cassella, Harry DiAdamo, Pamela DeLise, Charles Shelton and Jeffrey Vailette. Also present were First Selectman James Cosgrove, Jim Finch, Finance Director, Kathryn LaBanca, Assistant Finance Director, Deborah Conklin, Treasurer and Lisa Arpin, Town Clerk. RTM reps in attendance were Judith Barron, Don Conklin, Dennis Flanigan, Chris Hynes, Ed Prete, Frank Twohill and Carolyn Sires. Also Peter Cimino, Hamlet Hernandez, Robert Imperato, Robert Kovi, Margaret Luberdia, Donald Neel and Alex Palluzzi.

1. The Board unanimously approved the minutes of the January 30, 2023 meeting by motion from Mr. DiAdamo, seconded by Mr. Vailette.
2. Citizen's Communication – None
3. Note, pension presentations were deferred and heard after agenda item #11 due to delayed arrival of presenters.

The Board heard a presentation by Robert DeLucca and Charlie Andriole of The Andriole Group and Michael Lepore of GYL Financial Synergies regarding the performance of the Town of Branford Police Pension Plan for the quarter ended December 31, 2022. Mr. DeLucca provided a backdrop of the market environment and gave economic commentary for the beginning of 2023, and Mr. Lepore presented the performance, experience and overview of the fund. At inception on 4/1/03 the beginning balance of the Police Pension Plan was \$8,311,293. The ending market value at 12/31/2022 was \$26,810,094 and as of

close of business on 3/24/23, plan assets were \$26,707,000. We had a positive experience in the 4th quarter (up 5.9% for the 4th quarter) which helped to offset some of the decline in the prior three quarters. The recommended rebalancing is to raise approximately \$725,000 in cash to get back to the target of \$900,000. The proposal is to raise \$343,000 from fixed income and \$381,000 in equities to replenish the cash in anticipation of July pension payments. Motion to approve the rebalancing made by Mr. Vailette, seconded by Mr. Cassella. Vote unanimous.

4. The Board also heard a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford Other Post-Employment Benefits Trust (OPEB) for the quarter ended December 31, 2022. At inception on 7/1/11 the beginning balance was \$4,030,671. The ending market value at the end of the quarter was \$35,580,000 and as of close of business on 3/24/23, plan assets were \$35,988,000. There was no recommendation for rebalancing.
5. The Andriole Group in conjunction with GYL Financial Synergies also reviewed the performance of the Town of Branford Volunteer Fire Incentive Plan for the quarter ended December 31, 2022. At inception on 12/1/2015, the beginning balance was \$55,973. The ending market value at the end of the quarter was \$1,439,555, and as of 3/24/23 was \$1,459,000. There was no recommendation for rebalancing.
6. The Andriole Group and GYL Financial Synergies presented the performance of the Town of Branford Coastal Resiliency Fund for the period ended December 31, 2022. The fund began on 9/30/2021 with an initial contribution of \$1,925,000. The quarter-end market value was \$1,765,420 and as of 3/24/2023 the value was \$2,022,000. On target with policy, so no rebalancing at this time.
7. To consider and if appropriate, approve the following FY23 budget transfer request from the Assessor. In the absence of the Assessor, the Finance Director noted the transfer is within the departmental budget and due to filling a vacancy with overtime.

From:	10141050-517000	Regular Wages & Salaries	(\$20,617)
To:	10141050-518000	Overtime	\$20,617

Mr. Cassella made a motion to approve the transfer, seconded by Mr. Vailette. The vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$20,617 transfer in the Assessor budget for FY2023.

8. The Board heard an FY23 budget transfer request from Robert Imperato, Tax Collector:

From:	10141070-588802	Tax Refunds	(\$19,960)
To:	10141070-518000	Overtime	\$19,960

Mr. Vailette made a motion to approve the transfer, seconded by Ms. DeLise. The vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$19,960 transfer in the Tax Collector budget for FY2023.

9. Pursuant to Section 42-1 of the Code of Town of Branford, Margaret Lubberda, Director of Human Resources presented a request for a favorable opinion for a bid waiver on a five-year extension to the existing agreement with ADP for Human Resources Information System (HRIS) at the rates proposed. After Q&A, Mr. DiAdamo made a motion to approve the request, seconded by Mr. Vailette. Mr. Vailette made a motion to approve the resolution, seconded by Mr. DiAdamo as read by Chairman Mooney:

**RESOLVED:** That pursuant to Section 42-1 of the Code of the Town of Branford, the Board of Finance recommends that the Board of Selectmen approve a five-year extension with ADP with the new rates effective July 1, 2023.

10. The Board heard a presentation by Margaret Lubberda, Director of Human Resources to consider and if appropriate, approve a request to change the Crime Analyst position to Manager of Police Accreditation, Crime Research and Special Projects, and corresponding salary adjustment of \$2,615. This proposed adjustment has been approved by the union and better aligns with salary market comparisons. First Selectman Cosgrove gave input and following Q&A, Mr. Shelton made the motion to approve the request, seconded by Mr. Cassella. Vote was unanimous.

Jim Finch, Finance Director reported the contingency balance after approval of tonight's items would be \$645,926. Chairman Mooney read the transfer (estimating a May 1, 2023 start date) as follows:

From:	10149040-588802	Contingency	(\$2,615)
To:	10142010-517000	Regular Wages & Salaries	2,615

The following resolution was then approved by motion from Mr. Cassella, seconded by Mr. Vailette, passing with unanimous approval.

**RESOLVED:** That the Board of Finance recommends to the RTM an appropriation of \$2,615 to the Police Department FY23 budget. This appropriation will be funded through an appropriation from Contingency. (Note, adjustments will also be required prior to the adoption of the FY2024 budget in May.)

11. The Board heard a presentation by First Selectman Cosgrove to consider and if appropriate, approve a salary adjustment for the Director of the Animal Shelter from \$68,898 to \$82,898 effective March 3, 2023. This recommendation has been approved by the

Supervisor's union. Chairman Mooney read the following transfer approved unanimously by motion from Mr. Cassella, seconded by Mr. Shelton:

Transfer - Animal Control General Fund

From:	10149040-588802	Contingency	(\$4,580)
To:	10142060-599104	Transfer Out-Animal Shelter Fund 206	4,580

The following corresponding transfer was then approved unanimously by motion from Mr. Cassella, seconded by Mr. Shelton:

Corresponding Transfer - Fund 206

Increase:	20690000-490010	Operating Transfer In	\$4,580
Increase:	20642060-517000	Regular Wages & Salaries	4,580

This transfer funds the increase for the remainder of the fiscal year going back to March 3, 2023. The following resolution was read by Chairman Mooney and approved unanimously by motion from Mr. Vailette, seconded by Mr. Shelton.

**RESOLVED:** That the Board of Finance recommends to the RTM an increase in the Animal Control Fund Budget for FY2023 from \$441,935 to \$446,515. The increase will be funded through an appropriation from the general fund contingency account.

12. The Board heard a FY23 budget transfer request for Human Services Fund and Counseling Center by Finance Director Jim Finch, referring to his memo of 3/24/23, attached. It was noted the Fund Balance Human Services Fund account number was erroneous on the agenda, and is noted correctly below:

Transfer-Human Services Fund FY2023

Increase:	21890000-480296	Fund Balance Human Services Fund	\$64,000
Increase:	21844010-599110	Transfer Out – Capital Fund 700	64,000

Corresponding Transfer in Fund 700

Increase:	70090000-490010	Transfer In from Human Services Fund	\$64,000
Increase:	70044010-579350-xxxx	Electric Vehicle	45,000
	70044010-579300-xxx	Furniture	<u>19,000</u>
		Total	\$64,000

Mr. Vailette made a motion to approve the transfer, seconded by Mr. Shelton. The vote was unanimous. Chairman Mooney read the following resolution approved unanimously by motion from Mr. Cassella, seconded by Mr. Vailette.

**RESOLVED:** That the Board of Finance recommends to the RTM an increase in the Human Services Fund Budget for FY2023 from \$1,813,938 to \$1,877,938. The increase will be funded through an appropriation from fund balance.

13. To consider, and if appropriate, approve the following transfers in the current year to reduce tax requirements in the FY2024 requested budget. As referenced in Jim Finch's memo of 3/27/23, these transfers identify changes in the current year to support the requested FY24 budget by reducing tax requirements for FY24.

General Fund Contingency Transfer

From:	10149040-588802	Contingency	\$39,500
To:	10141190-599150	Technology Acquisitions-Copiers	39,500

This item was presented within the I.T. budget request. Motion made by Mr. Cassella, seconded by Ms. DeLise. Passed unanimously.

**RESOLVED:** That the Board of Finance recommends to the RTM an appropriation of \$39,500 to the Information Technology budget for FY23. This appropriation will be funded from Contingency.

Transfers from Fund Balance

Increase:	10190000-480296	Fund Balance	\$646,000
Increase:	10150000-599110	Transfer Out-Capital Fund 700	646,000

Transfers Capital Fund 700

Increase:	700-90000-490010	Transfer In	\$646,000
Increase:	700-48000-579400-23xx	BOE Security System	646,000

The Board had a discussion with Superintendent of Schools Hamlet Hernandez, Robert Kovi, IT and Donald Neel regarding the Verkada Integrated Security System proposal, attached and distributed at the meeting. Superintendent Hernandez apologized for the delay in distributing the information in advance of the meeting. After lengthy Q&A, Mr. Vaillette made a motion to approve the appropriation, seconded by Mr. Cassella. Passed unanimously.

The corresponding resolution (below) was approved by motion from Mr. Cassella, seconded by Ms. DeLise. Passed unanimously with no further discussion.

**RESOLVED:** That the Board of Finance recommends to the RTM an appropriation from undesignated fund balance of \$646,000 to fund an appropriation for a school security system. This appropriation increases the Fiscal year 2023 General Fund budget from \$124,821,065 to \$125,467,065.

Coastal Resiliency Fund

Increase:	740-90000-480296-23xx	Fund Balance Transfer	\$100,000
Increase:	740-43050-533280-23xx	Cattle Crossing Design & Permitting	100,000

Chairman Mooney outlined the FY24 capital request for "Cattle Crossing Design and Permitting" which was featured in Branford's 2018 Coastal Resiliency Plan. There was a motion from Mr. Valette, seconded by Mr. Shelton. The request passed unanimously. The resolution as follows also passed unanimously by motion from Mr. Valette, seconded by Mr. Shelton:

**RESOLVED:** That the Board of Finance recommends to the RTM an appropriation of \$100,000 in the Coastal Resiliency Fund. This FY23 appropriation will be funded through an appropriation from fund balance.

14. Pursuant to Section 42-1 of the Code of Town of Branford, provide a financial obligations review of the Branford Community Foundation's scope of services and costs regarding the application process for distributing ARPA dollars to area non-profits.

Chairman Mooney reviewed Mr. Finch's memo of 3/24/23 regarding the allocation and administration of \$425,000 in ARPA funds for non-profits as discussed and approved at the November, 2022 Board of Finance meeting. Mr. Finch gave an overview of the process and scope of services with a 5% to 9% cost or a range of \$21,250 to \$38,250. First Selectman and Finance Director have had discussions with the Branford Community Foundation as an outside agency being experienced in awarding grants to non-profits. Checks to grantees will be paid and distributed directly by the Town upon approvals by the Board of Finance and RTM. After Q&A, Mr. Cassella made a motion to approve the agreement and resolution, seconded by Mr. Valette. The vote passed with Ms. DeLise abstaining from the vote.

**RESOLVED:** That pursuant to Section 42-1 of the Code of the Town of Branford, the Board of Finance recommends that the Board of Selectmen approve an agreement with the Branford Community Foundation to assist the Town in distributing ARPA dollars.

#### 15. 2023-2024 Budget Work Session

Chairman Mooney gave an overview of the FY2024 budget request. The total requested budget is \$135,173,946 which is an increase in expenses of \$10,352,881 or an increase of 8.3%. The mill rate would be 31.27 or 6.1% increase over current year. The Board of Finance has conducted public hearings, has deliberated, and makes the following recommendations to the RTM:

##### Board of Education - Operating Budget

The Board of Education (BOE) request for FY24 operating budget is \$64,477,616 The Board of Finance (BOF) recommendation is to approve \$62,911,644 or an increase of \$1,982,070 or 3.25% increase in the operating budget over current year. This represents a BOF cut of \$1,565,972. With no discussion, Mr. Cassella made a motion to approve, seconded by Ms. DeLise. Vote unanimous.

Board of Education - Capital Improvement Request

Chairman Mooney reviewed the requested listed totaling \$1,522,854.

Security Cameras	\$ 10,000
Integrated Security System	\$645,929
School Technology & 21st Century AV Systems	\$ 50,000
Office Administrative Computers	\$ 10,000
Lease Authorization Student Devices	\$420,000
Equipment Facilities	\$ 18,000
Replace Classroom Unit Heaters -High School	\$ 80,000
Boiler Replacement Indian Neck School	\$ 35,000
Interior Painting-Lockers-Sliney School	\$ 20,000
Parking Lot Sealcoating-Murphy School	\$ 95,000
" " " - Tisko School	\$ 95,000
Building/Fire Code & ADA Compliance	\$ 15,000
Door Replacement System Wide	\$ 8,925
Sidewalk Repair System Wide	<u>\$ 20,000</u>
Total	\$ 1,522,854

The Board of Finance made no reductions to BOE Capital request. With no discussion, Mr. DiAdamo made a motion to approve \$1,522,854 (from various sources), seconded by Mr. Vailette. Vote unanimous.

Reference the attached Record of Votes for vote results and Board of Finance recommendations by department/fund; exhibit # 15-A, attached.

Chairman Mooney noted the Board's changes to the requested capital and operating expenses totaled \$4,663,178 and bring revised expenditures down to \$130,510,768. He noted additional considerations for revenue including allocation from fund balance. A brief recess was called at 9:12 p.m. to prepare and print resolutions. Chairman Mooney resumed the meeting at 9:23 p.m. recapping the Board's decisions to be moved to the RTM. Detail is shown in exhibit #15-B entitled "2023-2024 Budget Summary" and also exhibit #15-C "Board of Finance Budget Adjustments 2023/2024 Budget," and "Capital Improvement Plan FY2024-2028" exhibit #15-D attached as meeting handouts.

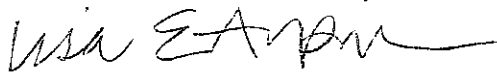
- Total Expenditures town wide: \$130,510,768
- Revenues \$16,902,344
- Net to be raised from taxation \$115,608,424
- Estimated Grand List \$3,879,790,337
- For a mill rate of 29.95 (or 1.7% increase)
- Anticipated collection rate of 98.35

Chairman Mooney read the individual resolutions from the attached "FY24 Budget Resolutions" Exhibit #15-E, and each passed unanimously as noted on the document. Chairman Mooney closed by thanking Board of Finance members, the Finance Department, Board Clerk, First

Selectman and BCTV. Board members also thanked Chairman Mooney for well-run and streamlined budget hearings and meetings. Jamie Cosgrove thanked all for their flexibility and patience during the transition from printed budget documents to a new digital budget book platform (Clear.gov,) and also gave closing remarks on passing a fiscally-responsible budget without compromising levels of service.

16. Adjournment-The meeting adjourned at 9:34 p.m. by motion from Mr. DiAdamo, Seconded by Mr. Vailette.

Dated this 13<sup>th</sup> day of April, 2023

A handwritten signature in black ink, appearing to read "Lisa E. Arpin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Lisa E. Arpin, CMC MCTC  
Board of Finance Clerk



**Town of Branford Police  
Reallocation of Assets  
March 24, 2023**

Investment	Ticker Symbol	Market Value*	% of Assets	Current Policy	Recommended Balance	Amount to /buy
Mesitow Fixed Income	-	\$9,613,076	36.0%	35.0%	\$9,347,731	(\$265,345)
MainStay MacKay High Yield Corporate Bond I	MHYIX	\$2,081,493	7.8%	7.5%	\$2,003,085	(\$78,408)
<b>Fixed Income acct TOTAL</b>		<b>\$11,694,570</b>	<b>43.8%</b>	<b>42.5%</b>	<b>\$11,350,816</b>	<b>(\$343,754)</b>
Cash	-	\$115,053	0.4%	0.0%	\$0	(\$115,053)
iShares MSCI EAFE	EFA	\$3,604,678	13.5%	12.5%	\$3,338,475	(\$266,202)
iShares MSCI Emerging Markets	EEM	\$2,353,688	8.8%	8.5%	\$2,353,688	\$0
iShares Russell 2000	IWM	\$1,386,346	5.2%	5.5%	\$1,386,346	\$0
iShares Core S&P Mid-Cap	IJH	\$1,412,707	5.3%	5.5%	\$1,412,707	\$0
iShares Core S&P 500	IVV	\$3,907,731	14.6%	14.5%	\$3,907,731	\$0
iShares US Real Estate	IYR	\$794,464	3.0%	3.25%	\$794,464	\$0
Alerian MLP	AMPLP	\$1,273,304	4.8%	4.75%	\$1,273,304	\$0
<b>Equity acct TOTAL</b>		<b>\$14,847,971</b>	<b>55.6%</b>	<b>54.5%</b>	<b>\$14,466,716</b>	<b>(\$381,255)</b>
Cash	-	\$165,262	0.6%	3.0%	\$890,270	\$725,008
<b>Cash acct TOTAL</b>		<b>\$165,262</b>	<b>0.6%</b>	<b>3.0%</b>	<b>\$890,270</b>	<b>\$725,008</b>
		<b>\$26,707,803</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$26,707,803</b>	<b>(\$0)</b>

\*Portfolio Values obtained from Wilmington Trust are as of 3/23/2023 close of business.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

BRANFORD TOWN CLERK  
*M. S. Johnson*

2023 MAR 26 P 11:01

RECEIVED

Office of The Assessor

TOWN OF BRANFORD  
1019 MAIN STREET, P.O. BOX 136, BRANFORD, CONNECTICUT 06405-3771

BARBARA T. NEAL  
ASSESSOR

TEL: (203) 488-2039



Date: February 27<sup>th</sup>, 2023  
To: Joseph Mooney, Chairman  
Board of Finance  
From: Barbara T. Neal, Assessor  
Re: Budget Transfer FY 2023

RECEIVED  
2023 FEB - 8 P 4 42  
M. S. [Signature]  
BRANFORD TOWN CLERK

I am requesting the following transfers be placed on the agenda for the Board of Finance February 27<sup>th</sup>, 2023 meeting:

Assessor's Department

<u>From:</u>		
10141050-517000	Regular Wages and Salaries	20,617
<u>To:</u>		
10141050-518000	Overtime	20,617

This transfers takes 21 weeks of the salary allocated to a vacant position of Data Collector and Appraiser and moves it to the overtime allocation for our one available Data Collector and Appraiser to complete the work load required for the department. This means the current occupied position is working over their required hours to complete the work for the Department.

# Office of Tax Collector

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

## Item #8

ROBERT M. IMPERATO  
Tax Collector



TEL: (203) 315-0672  
FAX: (203) 315-3334  
www.branford-ct.gov  
Email: rimperato@branford-ct.gov

Date: February 24, 2023  
To: Joseph Mooney  
Board of Finance  
From: Robert M Imperato, Tax Collector  
Re: Additional Overtime Request through June 30, 2023

RECEIVED  
2023 FEB 24 P 3:34  
Mae S. Imperato  
TOWN OF BRANFORD TOWN CLERK

Tax Collector is requesting the following transfers be placed on the agenda for the Board of Finance February 27<sup>th</sup>, 2023 meeting:

<u>From:</u>		
10141070 588802	Tax Refunds	\$19,960.00
<u>To:</u>		
10141070 518000	Overtime	\$19,960.00

Over the past fiscal year 2022-2023, the tax office has been working on a number of initiative to enhance our taxpayer's experience, increase collection enforcement and work through vendor issues as well as payment processing volume. The above stated request will cover additional overtime for the remainder of the fiscal year

Thank you for your consideration.  
Robert M. Imperato  
Tax Collector

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405  
(203) 315-0629  
FAX: (203) 889-3316  
www.branford-ct.gov

February 14, 2023

RE: Board of Finance Agenda Request

Dear Chair Mooney,

May I request that the BOF hear a proposal to renew the Town's ADP HRIS contract (see attached) for 5 years? Our contract renews now, however, ADP has agreed if you accept this recommendation to honor our current pricing through June 30, 2023. This new contract would be effective July 1, 2023.

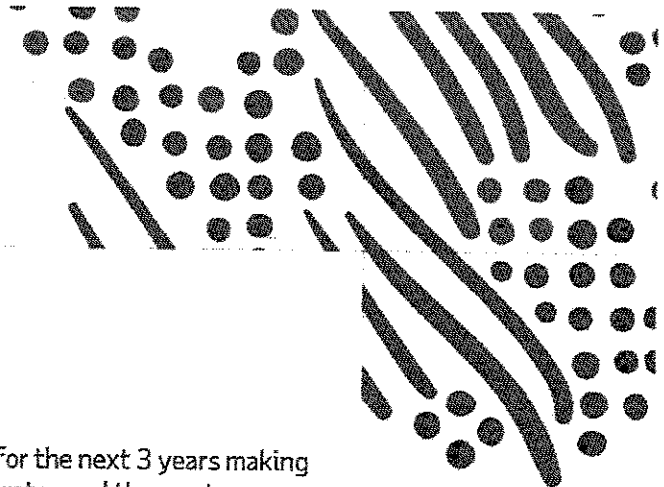
Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Margaret M. Luberda".

Margaret M. Luberda

Copy to: Jamie Cosgrove, First Selectman  
Lisa Arpin, Town Clerk



## TOWN OF BRANFORD Cost Savings Analysis

A guaranteed pricing agreement keeps your costs consistent for the next 3 years making forecasting the future simple with no annual increase to your rates and the most advantageous cost savings plan.

Please see agreement lengths and percentage increases below.

3 year agreement = 1.5%, 1.5%, 2% **5%**

5 year agreement = 1%, 1.5%, 1.5%, 1.5%, 1.5% **7%**

Please note: Average historical increases @ 3.0 % (outside of an agreement)

Current Average Annual Spend		\$ 73,464.80		
<b>Estimated Expense Without Rate Lock Agreement</b>				
	Year 1	Year 2	Year 3	
Increase	3.00%	3.00%	3.00%	
Yearly Total	\$ 75,668.74	\$ 77,998.81	\$ 80,276.97	
Cumulative Total	\$ 75,668.74	\$ 153,607.55	\$ 233,884.52	
<b>Estimated Expense and Savings With Rate Lock Agreement</b>				
	Year 1	Year 2	Year 3	
Increase	1.50%	1.50%	2.00%	
Yearly Total	\$ 74,566.77	\$ 75,585.27	\$ 77,198.98	
Yearly Savings	\$ 1,101.97	\$ 2,255.99	\$ 3,077.99	
Cumulative Total	\$ 74,566.77	\$ 150,252.05	\$ 227,451.02	
Cumulative Savings	\$ 1,101.97	\$ 3,355.50	\$ 6,433.50	

Current Average Annual Spend		\$ 73,464.80				
<b>Estimated Expense Without Rate Lock Agreement</b>						
	Year 1	Year 2	Year 3	Year 4	Year 5	
Increase	3.00%	3.00%	3.00%	3.00%	3.00%	
Yearly Total	\$ 75,668.74	\$ 77,998.81	\$ 80,276.97	\$ 82,685.28	\$ 85,165.84	
Cumulative Total	\$ 75,668.74	\$ 153,607.55	\$ 233,884.52	\$ 316,569.80	\$ 401,735.64	
<b>Estimated Expense and Savings With Rate Lock Agreement</b>						
	Year 1	Year 2	Year 3	Year 4	Year 5	
Increase	1.00%	1.50%	1.50%	1.50%	1.50%	
Yearly Total	\$ 74,199.45	\$ 75,512.44	\$ 76,442.13	\$ 77,588.76	\$ 78,752.59	
Yearly Savings	\$ 1,469.30	\$ 2,626.37	\$ 3,834.84	\$ 5,096.52	\$ 6,413.25	
Cumulative Total	\$ 74,199.45	\$ 149,511.89	\$ 225,954.01	\$ 293,542.53	\$ 352,255.78	
Cumulative Savings	\$ 1,469.30	\$ 4,095.66	\$ 7,930.51	\$ 11,957.73	\$ 15,344.61	

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: March 24, 2023  
To: Joseph Mooney  
Board of Finance  
From: James P. Finch  
Finance Director  
Re: Compensation Adjustments

Please find below a transfer request to support the recommendations of the First Selectman and Human Resources Director for salary adjustments in the current fiscal year.

Transfer -Animal Control General Fund

<u>From:</u>		
10149040-588802	Contingency	\$4,580
<u>To:</u>		
10142060-599104	Transfer Out - Animal Shelter Fund -206	\$4,580

Corresponding Transfer in Fund 206

<u>Increase</u>		
20690000-490010	Operating Transfer In	\$4,580
<u>Increase:</u>		
20642060-517000	Regular Wages and Salaries	\$4,580

This transfer funds the increase for the remainder of the fiscal year going back to March 3, 2023.

**Resolved:** That the Board of Finance recommends to the RTM an increase in the Animal Control Fund Budget for FY 2023 from \$ 441,935 to \$446,515. The increase will be funded through an appropriation from the general fund contingency account.

Transfer – Police Department

<u>From:</u>		
10149040-588802	Contingency	\$2,615
<u>To:</u>		
10142010-517000	Regular Wages and Salaries	\$2,615

This transfer is estimated based on a May 1, 2023 start date for the Manager of Police, Accreditation, Crime Research and Special Projects.

If these changes are approved by the Board of Finance and RTM, adjustments will also be required prior to the adoption of the FY 2024 in May.

RECEIVED

## HUMAN RESOURCES DEPARTMENT

2023 MAR 24 A 2:27

BRANFORD, CONNECTICUT

*Jae Estep*  
BRANFORD TOWN CLERK

MARGARET LUBERDA  
Director of Human Resources



1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405  
(203) 315-0629  
FAX: (203) 889-3316  
[www.branford-ct.gov](http://www.branford-ct.gov)

March 24, 2023

To: Joseph Mooney, Chairperson, Board of Finance

Re: Recommended changes in base salary

From: Jamie Cosgrove, First Selectman  
Margaret Luberda, Director of Human Resources

After careful review and consideration, the First Selectman, the Director of Human Resources and the Police Chief concluded that the job responsibilities in the current Crime Analyst position in the Police Department have increased and changed requiring an adjustment in salary.

Crime Analyst position title change to **Manager of Police Accreditation, Crime Research and Special Projects** (see attached new redlined job description). This position is currently being paid \$47,646.80 a year plus a temporary \$4,557.80 annual stipend or \$52,204.60 annually. Due to the noted increase responsibilities, the new market value for the position within the police sector (see current open listing with salaries) and the experience and need for this position, we are recommending a salary increase to \$65,000 and the elimination of the stipend. In addition, the employee currently in this position has received a job offer with the State of Connecticut for a similar position and has submitted her resignation. We are requesting approval for this new salary to advertise appropriately for this new position.



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*Neil E. Quinn*  
BRANFORD TOWN CLERK

Crime Analyst / Community Service Officer  
Manager of Police Accreditation, Research & Special Projects

**TOWN OF BRANFORD**

**Position Description**  
~~Crime and Accreditation Analyst~~  
Manager of Accreditation, Research & Special Projects

Location/Dept:	Police Station / Laurel Street
Reports to:	Chief of Police
Position Status:	Full Time, Salary
Weekly Hours:	40
Salary Classification:	Per Union Contract
Affiliation:	UPSEU Union (NEW)

**Position Purpose:**

A person in this position will collect, compile, analyze and interpret data that comes from daily police reports, CAD/RMS systems and related law enforcement feeds as well as non-law enforcement sources. Analysis of data is conducted using complex statistical and mapping software. The results are then used to prepare maps, graphs and reports that help determine crime patterns, crime trends, law enforcement personnel allocations, and related items. This data is used to predict and prevent future crimes. Crime analysts will present these findings to law enforcement administration, command staff and investigators during periodic CompStat meetings. The accreditation functions will include planning the Town of Branford's accreditation process for Commission on Accreditation of Law Enforcement Agencies (CALEA), assist in the drafting and maintaining of the Branford Police general orders and policies, integration of policies with requirements of CALEA and function as the administrator of the department's policy and procedure software.

**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.)*

- Collect, analyze, and interpret data and statistics using quantitative and qualitative methodologies.
- Prepare and present complex and detailed statistical reports.
- Interact and communicate with police personnel, other town employees, and the community on crime analysis/research issues; and respond to requests for various information and statistical reports.
- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Communicate clearly and concisely in both oral and written form.
- Conduct resource allocation studies for budgeting and scheduling purposes.

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*Neil S. Quinn*  
BRANFORD TOWN CLERK

Crime Analyst / Community Service Officer  
Manager of Police Accreditation, Research & Special Projects

- Conduct beat reconfiguration studies.
- Provide information to police administration, and command staff for decision-making purposes; present analysis and statistics in various internal and external forums; and participate and provide information to police/town committees.
- Develop and undertake comprehensive surveys.
- Conduct comprehensive research projects, including assisting with program evaluation studies and other administrative studies as assigned.
- Study current literature on research methodology and police issues, and make appropriate recommendations for improvements in crime analysis practices.
- Prepare and update protocol on crime analysis related activities.
- Assist in the development and implementation of new programs, procedures, methods, and systems.
- Use geographical information systems to analyze and present information.
- Undertake tactical and strategic crime analysis.
- Assist in the drafting and maintaining of the Branford police departments general orders and policies
- Understands all CALEA up to date certification requirements and accreditation standards to assure CALEA approvals
- Determines appropriate proof of compliance, type, frequency and retention of necessary documentation
- Manage the CALEA accreditation program and ensure that all CALEA required reports and all time sensitive activities occur as needed.
- Compile and maintain documentation and proofs of compliance
- Conduct research and analyze data to produce CALEA required analysis and statistics
- Attend CALEA Conferences out of state, as well as local accreditation network meetings.
- Schedule, conduct and document agency inspections, reviews and analysis
- Receive assignments and sets work priorities, coordinating accreditation tasks to meet deadlines in order to assure an efficient workflow throughout the agency.
- Keeps abreast of the accreditation process, including proposed changes or amendments to the standards, transition policies, or process changes. Evaluates the impact of these changes on the agency.
- Review directives, standard operating procedures (SOP), and procedure manuals to ensure compatibility with the CALEA standards
- Consults with Chief of Police or his/her designee on a regular basis to manage risk and compliance to accreditation standards.

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Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue professional development.
- Assist other departments, offices or staff as needed to promote a team effort to serve the public.

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*Wai E. E. E.*  
BRANFORD TOWN CLERK

Crime Analyst / Community Service Officer  
Manager of Police Accreditation, Research & Special Projects

- Interacting with Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Utilizing various digital storage systems to access and review multimedia evidence.
- Processing Information — compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Getting Information — observing, receiving, and otherwise obtaining information from all relevant sources.
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Communicating with Supervisors, Peers — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

**Supervision:**

*Supervision Scope:* Collect, compile, analyze and interpret data that comes from daily police reports, CAD/RMS systems and related law enforcement feeds as well as non-law enforcement sources.

*Supervision Received:* Works independently under the general direction of the Chief of Police, adhering to professional standards, procedures and policies when they exist.

*Supervision Given:* none

**Minimum Required Qualifications:**

**Education, Training and Experience:**

This position requires any combination of training, education, and experience equivalent to graduation from a four-year college or university with coursework in quantitative methods. Additional coursework in program languages is preferred. Experience in statistical research and analysis using automated systems/records, Geographic Information Systems (GIS), SAS, or SPSS and general programming abilities are

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BRANFORD TOWN CLERK

Crime Analyst / Community Service Officer  
Manager of Police Accreditation, Research & Special Projects

preferred. Experience in the criminal justice field is also preferred. Because of the confidential and sensitive nature of information handled, successful completion of a background investigation and signing of a confidentiality/non-disclosure agreement is required.

Special Requirements:

A valid motor vehicle operator's license is required  
CALEA Accreditation Manager Certification required within 6 months of assuming this position

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles, methods, and techniques of statistical analysis including multivariate, frequency, functional, cluster, correlation, and regression analysis: knowledge of probability models: basic knowledge of human behavior and group dynamics: Crime analysis methodologies including cartographic analysis, crime mapping, operations analysis: Principles and practices of professional and technical writing. Knowledge of basic police methods and procedures, with an emphasis in community and problem oriented policing.

*Ability:* The ability to choose the right mathematical methods or formulas to solve a problem: the ability to add, subtract, multiply, or divide quickly and correctly: the ability to see details at close range (within a few feet of the observer): the ability to listen to and understand information and ideas presented through spoken words and sentences and the ability to generate or use different sets of rules for combining or grouping things in different ways. The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). The ability to communicate information and ideas in speaking so others will understand: the ability to speak clearly so others can understand you: the ability to identify and understand the speech of another person and the ability to read and understand information and ideas presented in writing.

*Skill:* Good verbal and written communication skills; skill in using the general computer functions and PC computer software applications: aptitude for working with people and maintaining effective working relationships with various groups to promote the best possible delivery of policing services to the community skill in Critical Thinking Knowledge of Criminal Behavior: Research Methods: Data integrity, management and querying: Temporal Analysis and qualitative Analysis: Demographic and spatial analysis: Spreadsheets: Understanding the CJ System: Word processing, desktop publishing, crime mapping and analytical charting: Writing, presentations and interpersonal communications

Job Environment:

Crime analysis work is performed in a moderately busy office with regular contact with others face to face and or by telephone. This position requires the regular operation of a

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*Neil S. ...*  
 CHAMFORD TOWN CLERK

Crime Analyst / Community Service Officer  
Manager of Police Accreditation, Research & Special Projects

telephone, computers, electronic mail, copiers, facsimile machines, and other standard office equipment. There is some degree of importance in this position repeating the same activities either key entry or checking entries in a ledger over and over. This position requires a high percentage of being exact and highly accurate in performing its tasks.

Errors in judgment or omissions could result in delay of services, injury to employees, personal injury, monetary loss or rework.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Carry fire arms	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling		X		
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

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*[Signature]*  
TARRANT TOWN CLERK

Crime Analyst / Community Service Officer  
Manager of Police Accreditation, Research & Special Projects

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(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.)*

Note: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**SALARY INFO & COMPARISONS**

CURRENT INCOME BY ROLE	ANNUAL	HOURLY
Crime Analyst	\$47,646	\$22.91
Accreditation Manager	\$4,557.80	\$2.19
Total	52,203.80	
Proposed Adjusted Salary	\$65,000.00	

AGENCY	LOCATION	POSITION	SALARY	LINK
Avon PD	Avon, CT	Records/Accreditation Manager	\$66,692 – \$93,023	Unavailable
Bridgeport PD	Bridgeport, CT	Asst Special Project Manager (Analyst)	\$54,879	See printout
Derby PD	Derby, CT	Police Accreditation Manager	\$42.00/Hr	<a href="#">Job Posting</a>
Hartford PD Crime Analysis Division	Hartford, CT	Crime Analyst	\$58,867 - \$73,584	<a href="#">Job Posting</a>
Hartford PD Real-Time Crime Center	Hartford, CT	Crime Analyst	\$58,867 - \$73,584	<a href="#">Job Posting</a>
Middletown PD	Middletown, CT	Manager of Accreditation, Research & Special Projects	\$61,277 – \$90,605	<a href="#">Job Posting</a>
Vernon PD	Vernon, CT	Accreditation Manager	\$37.93 - \$48.27/Hr	<a href="#">Job Posting</a>
Wallingford PD	Wallingford, CT	Police Accreditation Specialist	\$32.00 - \$42.00/Hr	<a href="#">Job Posting</a>
Waterbury PD	Waterbury, CT	Crime Analyst	\$66,123 - \$81,286	<a href="#">Job Posting</a>

AGENCY (STATE)	LOCATION	POSITION	SALARY	LINK
DESPP Certification, Accreditation or Field Service Division	Meriden, CT	Field Program Consultant	\$75,745 - \$103,278	<a href="#">Job Posting</a>
DESPP Crimes Analysis Unit	Middletown, CT	Research Analyst	\$71,147 - \$92,072	<a href="#">Job Posting</a>
DESPP CTIC	Middletown, CT	Fusion Center Analyst	\$71,147 - \$92,072	<a href="#">Job Posting</a>
DESPP CTIC	Middletown, CT	Fusion Center Analyst	\$71,147 - \$92,072	<a href="#">Job Posting</a>
Judicial Branch - Office of the Chief Court Administrator	Hartford, CT	Court Planner II - Intelligence Analyst	\$91,015 - \$119,275	<a href="#">Job Posting</a>

*Not Certified*  
 EVALUATED FROM CLERK

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BOARD OF SELECTMEN

BRANFORD, CONNECTICUT



JAMES B. COSGROVE  
First Selectman

ANGELA M. HIGGINS  
RAYMOND E. DUNBAR, JR

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405  
(203) 488-8394  
FAX: 481-5561  
www.branford-ct.gov

Date: March 24, 2023  
To: Joseph Mooney  
Board of Finance  
From: James B. Cosgrove  
First Selectman  
Re: Salary adjustment for Director of Animal Shelter

RECEIVED  
2023 MAR 26 P 9:32  
James B. Cosgrove  
BRANFORD TOWN CLERK

Chairman Mooney,

I respectfully ask the Board of Finance to consider and approve a salary adjustment for the Director of Animal Shelter position. The requested annual salary is \$82,898, effective March 3, 2023. For the Board members review, I have attached correspondence between the Director of Human Resources and the representatives of Town Supervisors Union, and the current salary chart for the bargaining unit. However, I look forward to addressing the Board at the next meeting to provide the merits of the adjustment.

Thanks in advance for your consideration.

Sincerely,

James B. Cosgrove



HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources

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*Melanie*  
BRANFORD TOWN CLERK

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405  
(203) 315-0629  
FAX: (203) 889-3316  
www.branford-ct.gov

To: Christopher Sugar, AFSME Staff Attorney  
Anthony Cinicola, President Local AFSME Local 818-60, Council 4  
From: Jamie Cosgrove, First Selectman  
Margaret Luberda, Director of Human Resources  
Date: February 13, 2023

Re: Director of Animal Shelter Salary Adjustment

As we discussed at our meeting on Monday, February 7, the First Selectman, Jamie Cosgrove and I have reviewed and analyzed the Director of Animal Shelter job description and determined that this position is not being paid equitable when compared with all positions in the AFSME Branford Supervisors union and with other Director level positions outside this union. We have determined that this grossly underpaid position should be adjusted effective February 1, 2023 to a salary of \$85,000 from \$68,898. The following analysis supports this recommendation:

1. The current position has a licensed professional as a Department Director with over 14 years' experience working for the Town of Branford as the Director of Animal Shelter;
2. Is the lowest paid position in your union;
3. Is the second most experienced Town of Branford Director level employee in your union working and the lowest paid;
4. Is the only Director or Assistant Director level position that is required to work 24 by 7;
5. Is the only Director level position or Assistant Director level position, and the only position in your union required to provide services to two Towns; North Branford and the Town of Branford;
6. Is \$32,675 below the average union salary paid in your union; and
7. Currently manages a staff of 11 employees (full and part time) plus a seasonal staff of seven and a volunteer group that supports the day-to-day operations of the staff.

In summary, this analysis leads us to know that there is currently a salary gap, which warrants immediate correction. Even with our recommendation to \$85,000 effective February 1, 2023, this position is still the lowest paid Director level position with a large number of staff and volunteers to manage, the requirement to provide services and programs to two Towns, the 14 plus years licensed professional experience working as a Director for the Town of Branford, and the management of a new facility with anticipated increased operational and program growth.

We look forward to resolving this warranted salary change.

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*Neil S. ...*  
BRANFORD TOWN CLERK

March 3, 2023

Town of Branford

Director of Human Resources

Margaret Lubberda

Re: Director of Animal Shelter Salary Adjustment

Margaret,

Thank you for providing us the Town of Branford's request to adjust the salary of the position known as the "Director of Animal Shelter." Although we as a group disagree with items 3 and 4 within your analysis we do appreciate your recognition of the position being grossly underpaid.

After our membership meeting held on March 3, 2023 the general membership within our group has unanimously accepted the following proposal.

Effective March 2, 2023 the membership of 818-60 Supervisors Union proposes the "Director of the Animal Shelter" salary shall be adjusted from \$68,898 to \$82,898 an increase of approximately 20.31%

If acceptable, please notify me of the Town of Branford's position.

Sincerely,

*Anthony Cinicola*

President Local AFSME Local 818-60, Council 4

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources

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*Just B. Quinn*  
BRANFORD TOWN CLERK

1019 MAIN STREET  
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(203) 315-0629  
FAX: (203) 889-3316  
www.branford-ct.gov

March 9, 2023

Anthony Cinicola  
Branford Building Official  
President, AFSME, Local 818-60, Council 4

Dear Tony,

As a follow up to your letter dated March 3, 2023 and in consultation with Jamie Cosgrove, First Selectman, we will present the union's recommendation for a salary increase for the Director of Animal Shelter position from \$68,898 to \$82,898 (which is \$2,102 less than management's recommendation), to the Board of Finance and the Representative Town Meeting. Both groups must agree to your salary recommendation for the action to be final and effective March 3, 2023. I will inform you about the meetings results.

Sincerely,

Margaret M. Luberda

Copy: Jamie Cosgrove, First Selectman

**APPENDIX A  
WAGES**

Dept #	Position	Hours	2.00%		2.25%		2.25%		2.25%	
			2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	ANNUAL	ANNUAL	ANNUAL
4104	Assistant Finance Director	40	\$ 95,447.80	\$ 97,356.76	\$ 99,547.29	\$ 101,787.10	\$ 104,077.31			
4105	Assessor	40	\$ 94,633.19	\$ 96,525.85	\$ 98,697.68	\$ 100,918.38	\$ 103,189.04			
4113	Town Planner	40	\$ 114,763.43	\$ 117,058.70	\$ 119,692.52	\$ 122,385.60	\$ 125,139.28			
4116	Inlands Wetlands Environmental Director	40	\$ 75,998.17	\$ 77,416.13	\$ 79,157.99	\$ 80,939.04	\$ 82,760.17			
4205	Building Official	40	\$ 91,874.76	\$ 93,712.26	\$ 95,820.79	\$ 97,976.76	\$ 100,181.24			
4206	Director of Animal Shelter	40	\$ 66,060.99	\$ 67,382.21	\$ 68,898.31	\$ 70,448.52	\$ 72,033.61			
4301	Highway Supervisor	40	\$ 72,252.28	\$ 73,697.33	\$ 75,355.52	\$ 77,051.02	\$ 78,784.67			
4304	Sustainability & Compliance Manager	40	\$ 69,256.53	\$ 70,641.66	\$ 72,231.10	\$ 73,856.30	\$ 75,518.07			
4305	Town Engineer	40	\$ 119,179.78	\$ 121,563.38	\$ 124,298.56	\$ 127,095.28	\$ 129,954.92			
4402	Director of Senior Center	40	\$ 96,439.03	\$ 98,367.81	\$ 100,581.09	\$ 102,844.16	\$ 105,158.15			
4501	Assistant Director of Parks & Recreation	40	\$ 71,721.35	\$ 73,155.78	\$ 74,801.79	\$ 76,484.83	\$ 78,205.74			
4602	Library Director	40	\$ 90,895.68	\$ 92,713.39	\$ 94,799.65	\$ 96,932.64	\$ 99,113.62			

\*New Hires employee will receive a minimum of 80% of the applicable job rate upon entering the position; 85% of the job rate after one (1) year in the position; 90% of the job rate after two (2) years in the position; and 100% of the job rate after three (3) years in the position. However, the First Selectman, in his discretion, can deviate from the minimum progression by providing an employee with a greater percentage of the job rate prior to being in the position for three (3) years.

2023 MAR 26 P 9:33

*John C. ...*  
TOWN CLERK

# Item #12

RECEIVED

MAR 24 REC'D

Date: March 24, 2023

BRANFORD TOWN CLERK

To: Joseph Mooney  
Board of Finance

From: James P. Finch  
Finance Director

Re: Human Services Fund/Counseling Center Budget Changes

Please find below a transfer request for the current fiscal year to support the recommended reduction to the Human Services Fund's capital requests. Please note the amounts are slightly higher than requested to account for potential variations in pricing.

### Transfer -Human Services Fund FY 2023

<u>Increase:</u>		
218-90000-480296	Fund Balance Human Services Fund	64,000
<u>Increase:</u>		
21844010-599110	Transfer Out - Capital Fund 700	64,000

### Corresponding Transfer in Fund 700

<u>Increase</u>		
70090000-490010	Transfer In from the Human Services Fund	64,000
<u>Increase:</u>		
70044010-579350-xxxx	Electric Vehicle	45,000
70044010-579300-xxxx	Furniture	19,000
	Total	64,000

**Resolved:** That the Board of Finance recommends to the RTM an increase in the Human Services Fund Budget for FY 2023 from \$1,813,938 to \$1,877,938. The increase will be funded through an appropriation from fund balance.

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MAR 24 REC'D

BRANFORD TOWN CLERK

Item #13

Date: March 27, 2023

To: Joseph Mooney  
Chairman, Board of Finance

From: James P. Finch  
Finance Director

Re Transfers and resolutions to support the budget

As a follow up to our budget hearings, I have worked with the First Selectman and board designees to identify changes in the current year to support the requested budget and reduce FY 2024 tax requirements.

**General Fund Contingency Transfer**

<u>From</u>		
101-49040-588802	Contingency	39,500
<u>To:</u>		
101-10141190-599150	Technology Acquisitions – Copiers	39,500

The transfer corresponds to a reduction in the Information Technology budget and will provide for the replacement of copiers in the following departments: Elderly Services, Animal Shelter, Counseling Center and Finance. The amount sought is higher than requested to provide flexibility with regard to the prices and product.

**Transfers from Fund Balance**

<u>Increase</u>		
101-90000-480296	Fund Balance	646,000
<u>Increase:</u>		
101-50000-599110	Transfer Out- Capital Fund 700	646,000

**Transfers Capital Fund 700**

<u>Increase</u>		
700-90000-490010	Transfer In	646,000
<u>Increase</u>		
700-48000-579400-23xx	BOE Security System	646,000

**Resolved:** That the Board of Finance recommends to the RTM an appropriation from undesignated fund balance of \$646,000 to fund an appropriation for a school security system. This appropriation increases the Fiscal year 2023 General Fund budget from \$124,821,065 to \$125,467,065.

**Coastal Resiliency Fund**

The capital request for FY 2024 includes a request for \$100,000 for “Cattle Crossing Design and Permitting”. This item was also featured in the Branford’s 2018 Coastal Resiliency Plan.

**Resolved:** The Board of Finance recommends to the RTM an appropriation of \$100,000 in the Coastal Resiliency Fund. This appropriation will be funded through an appropriation from fund balance.

Increase		
740-90000-480296-23xx	Fund Balance Transfer	\$100,000
Increase		
740-43050-533280-23xx	Cattle Crossing Design and Permitting	\$100,000

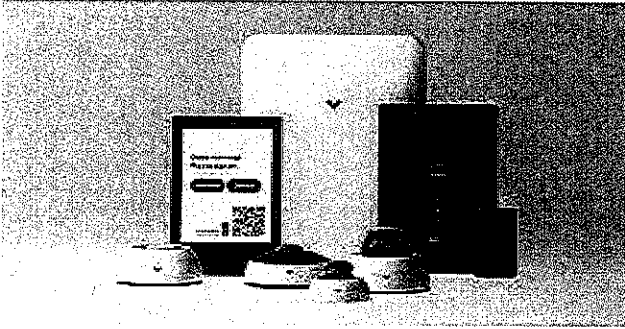
Cc J. Cosgrove  
Lisa Arpin

BRANFORD PUBLIC SCHOOLS

# VERKADA INTEGRATED SECURITY SYSTEM

MARCH 27, 2023

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## Introduction and Background

Verkada is a security platform that integrates all our physical security devices in a single cloud-based system. This includes security alarm, door access control and badges, security cameras, guest sign-in, and environmental sensors. In Verkada, these systems work together in one integrated system compared to our legacy systems that operate independently. In addition to integrating into one system, Verkada offers options unavailable in our current system.

In meeting district needs we evaluated other products and systems and looked for other districts using the product that seemed to best fit our needs, Verkada. Verkada was the chosen solution for the following reasons:

- Enhanced capabilities (coverage, integration, accessibility, storage).
  - Sustainability, technology that meets both passive and active security needs
  - Excellent capability during a crisis.
  - Software-based system creates a system that will improve and eliminates need for continued updates and server maintenance
  - Active vs Passive System - Alert Notifications- environment, door events, alarm
  - Guest badging- references national sex offender database
  - 10 Year warranty, continued software updates and support. Outstanding support.
-



## Project Proposal

This request is for system replacements and enhancements to the software, servers, and equipment that runs our current systems. The request integrates all systems (building alarms, badge and door access, security cameras, security servers) and includes three years licensing for cloud services and alarm monitoring which will reduce in-house maintenance and upgrades in the long term. Verkada vendors are on the state contract and provide PEPPM consortium pricing.

Item Description	Quantity	Unit Cost	Total
BH61 Alarm Hubs	20	\$652.02	\$13,040.40
BHS61 License	20	\$389.04	\$7,780.80
Verkada CF81-E 12MP Fisheye Security Camera - 30D	89	\$1,400.00	\$124,600.00
VERKADA CH52 MULTI-SNSR CAM 1TB 30D	8	\$2,520.00	\$20,160.00
Verkada Dome Series CD62-E - network surveillance camera - 30D - Exterior	50	\$1,170.00	\$58,500.00
Verkada Dome Series CD62 - network surveillance camera - 30D - Interior	167	\$1,033.00	\$172,511.00
Verkada Command - subscription license (3 years) - 1 camera	314	\$380.00	\$119,320.00
Verkada SV23 - multipurpose sensor(Air Quality)	56	\$695.00	\$38,920.00
Verkada SV11 - Sensor License (3 years) - 1 license	56	\$415.00	\$23,240.00
Verkada ACC-MNT-2 - camera mounting bracket	20	\$63.00	\$1,260.00
Verkada ACC-MNT-8 - camera pendant cap	20	\$49.00	\$980.00
Verkada ACC-MNT-7 Aluminum Alloy Angle Mount - White	89	\$112.00	\$9,968.00
Verkada ACC-MNT-10 - camera mounting bracket	20	\$138.00	\$2,760.00
Verkada - PoE injector - 60 Watt	20	\$108.00	\$2,160.00
Labor North Eastern Electric - take down old cams and hang replacement cams. Run Additional Wire where required. Provide bucket truck if needed	1	\$50,728.24	\$50,728.24
		<b>TOTAL</b>	<b>\$645,928.44</b>

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BRANFORD TOWN CLERK

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Date: March 24, 2023  
To: Joseph Mooney, Chairman Board of Finance  
James Cosgrove, First Selectman  
From: James Finch, Finance Director  
Re: Distribution of American Rescue Plan Act (ARPA) funds to non-profits.  
Financial Obligations Review - Branford Community Foundation

**Background:**

At the November Board of Finance meeting the board approved the following two resolutions:

**Resolved** that the Board of Finance acknowledges the Branford community's desire to use a portion of the American Rescue Plan's allocation to assist nonprofit organizations within the Town that have suffered negative impacts as a result of the pandemic. Therefore, the Board of Finance hereby declares its intent to reserve \$425,000 of the Town's \$8,257,021 allocation.

**Resolved:** that the Board of Finance requests the First Selectman to research and provide administrative and distribution options to the Board with regard to local nonprofit organizations negatively impacted by the pandemic.

**Update:**

Following the meeting, we met multiple times with principals from the Branford Community Foundation (BCF). The Town approached the BCF as they are perceived as a trusted source with experience in awarding grants to non-profits.

At the conclusion of these meetings, the BCF agreed to work with the Town to develop and implement an application process that concludes with recommendations to the Town's appropriating bodies. It is important to underscore the checks to grantees will be paid directly by the Town pursuant to approvals by the Board of Finance and RTM.

## Scope of Services and Costs:

### Scope of Services:

The BCF will create a unique application and review process specifically to meet the SLFRF requirements. The process will:

- Create priorities for funding (in partnership with Town and in compliance with regulations)
- Establish realistic timelines for deadline, review, and approvals
- Create an online application
- Assign and prepare a committee to review applications
- Confirm approval process (Committee recommends to BCF Board; the approved recommendations are presented to the Town)
- Ensure timely reporting from awardees on how funding was used.

### Costs:

The cost for this engagement will range from a minimum of 5% up to a maximum of 9%. This equates to a dollar value of \$21,250 - \$38,250.

### Financial Obligations Review

As in the past, the Board of Finance has offered recommendations to the Board of Selectman in accordance with Section 42-1 of the Branford Town Code which states that:

*All financial obligations to which the Town shall be party, whose term is greater than one year and whose dollar value exceeds \$10,000 per year, including all contracts and renewals, extensions, amendments or modifications of any contracts, and grant-eligible school building projects, shall be subject to approval by the Board of Selectmen with the review of the Board of Finance, which shall serve in an advisory capacity to the Board of Selectmen.*

Therefore, if the Board concurs that BCF offers a suitable option for the town to distribute ARPA dollars to area non-profits, I ask that you approve the following resolution since the cost of this engagement will exceed one year at a cost in excess of \$10,000.

**Resolved:** That pursuant to Section 42-1 of the Code of the Town of Branford, the Board of Finance recommends that the Board of Selectman approve an agreement with the Branford Community Foundation to assist the Town in distributing ARPA dollars.

**TOWN OF BRANFORD  
ARPA FUND  
FISCAL YEARS 2022-2024**

Department	RTM Approved 2022	RTM Approved 2023	2024 Recommendations	BOF Recommended FY 2024	RTM Approved FY 2024
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**GENERAL GOVERNMENT**

Desktop Computers			0			0
Cybersecurity			25,000			
SAN Storage Device	160,000					0
Shoreline Chamber of Commerce			25,000			
BACA (Arts)			70,000			
Athletic Field Study			400,000			
Reserve for Non-Profits			425,000			
<b>Total General Government Services</b>	<b>160,000</b>	<b>945,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>

**PUBLIC SAFETY**

Lucas CPR Device			32,000			0
Gear Extractor Dyer			30,000			0
Ambulance Equipment			75,000			0
Ambulance Purchase			220,000			0
<b>Total Public Safety Services</b>		<b>357,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENGINEERING/PUBLIC WORKS/SEWERS/SOLID WASTE**

Paving			1,000,000			0
Street Lighting			125,000			0
Dock Replacement Marine 5			85,000			
Branford Wharf Replacement			400,000			
Vets Park ADA and Stormwater Upgrades			200,000			
Meadow Street Boardwalk - Engineering Services			75,000			0
Sidewalks			550,000			0
Curbside Recycling Program			925,000			
<b>Total Public Works &amp; Highway Services</b>		<b>2,675,000</b>	<b>2,035,000</b>	<b>2,035,000</b>	<b>2,035,000</b>	<b>0</b>

**TOWN OF BRANFORD  
ARPA FUND  
FISCAL YEARS 2022-2024**

Department	RTM Approved 2022	RTM Approved 2023	2024 Recommendations	BOF Recommended FY 2024	RTM Approved FY 2024
<b>HEALTH &amp; HUMAN SERVICES</b>					
Basic Needs		100,000	50,000	50,000	0
<b>Total Health &amp; Human Services</b>		<b>100,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>
<b>RECREATION &amp; LIBRARIES</b>					
Showmobile	220,000	0			0
<b>Total Recreation &amp; Library Services</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ARPA FUNDING REQUEST</b>	<b>380,000</b>	<b>4,077,000</b>	<b>2,115,000</b>	<b>2,115,000</b>	<b>0</b>

**RECONCILIATION OF ARPA FUNDING**

Opening ARPA Fund Balance	8,257,021
FY 2022 Approved Appropriations	380,000
FY 2023 Approved Appropriations	4,077,000
FY 2024 Allocations	2,115,000
Closing Balance	1,685,021
Percent Remaining	20.4%

# Item #15-A

## Board of Finance Budget Workshop -- Record of Votes 3/27/2023

Department	Requested	BOF Recommended Change	BOF Recommended Budget to RTM	Moved by	Seconded by	Unanimous Board Vote
Legislative	\$ 18,766	\$0	\$ 18,766	C. Shelton	J. Vailette	x
Executive	\$ 330,091	\$0	\$ 330,091	C. Shelton	H. DiAdamo	x
Board of Finance	\$ 105,676	\$0	\$ 105,676	C. Shelton	J. Vailette	x
Fiscal Services	\$ 549,690	\$0	\$ 549,690	V. Cassella	C. Shelton	x
Assessor	\$ 494,271	\$0	\$ 494,271	C. Shelton	H. DiAdamo	x
Bd of Assessment Appeals	\$ 14,625	\$0	\$ 14,625	H.DiAdamo	J. Vailette	x
Tax Collector	\$ 761,377	\$0	\$ 761,377	H.DiAdamo	V. Cassella	x
Town Clerk	\$ 277,271	\$0	\$ 277,271	J. Vailette	P. DeLise	x
Legal Services	\$ 450,000	\$0	\$ 450,000	C. Shelton	V. Cassella	x
Labor Relations	\$ 93,600	\$0	\$ 93,600	H.DiAdamo	P. DeLise	x
Probate Court	\$ 17,290	\$0	\$ 17,290	J. Vailette	C. Shelton	x
Elections	\$ 220,349	\$0	\$ 220,349	V. Cassella	P. DeLise	x
Planning & Zoning	\$ 345,313	\$0	\$ 345,313	J. Vailette	H. DiAdamo	x
Zoning Board of Appeals	\$ 10,838	\$0	\$ 10,838	J. Vailette	H. DiAdamo	x
Economic Development	\$ 23,550	\$0	\$ 23,550	H.DiAdamo	J. Vailette	x
Inland Wetlands	\$ 142,683	\$0	\$ 142,683	P. DeLise	J. Vailette	x
Municipal Bldgs.	\$ 1,163,013	Reduce Purch. Svc R&M by -\$22,000 from \$381,669 to \$359,669.	1,141,013	V. Cassella	C. Shelton	x
Branford Cable TV	\$ 15,600	\$0	\$ 15,600	J. Vailette	C. Shelton	x
Information Tech.	\$ 1,178,342	Technology Acquisitions reduced by \$35,302	1,143,040	J. Vailette	C. Shelton	x
Human Resources	\$ 345,328	\$0	\$ 345,328	V. Cassella	H. DiAdamo	x
Police Services	\$ 7,206,862	\$0	\$ 7,206,862	C. Shelton	P. DeLise	x
Police Special Detail	\$ 525,000	\$0	\$ 525,000	V. Cassella	C. Shelton	x
Dept of Emergency Mgt	\$ 30,500	\$0	\$ 30,500	J. Vailette	P. DeLise	x
Fire Services	\$ 7,405,496	\$0	\$ 7,405,496	V. Cassella	H. DiAdamo	x
Building Insp. & Enforce.	\$ 226,278	\$0	\$ 226,278	J. Vailette	P. DeLise	x
Animal Control	\$ 199,956	\$0	\$ 199,956	J. Vailette	V. Cassella	x
Public Works	\$ 2,722,267	-\$8,781 Other Purch. Svs & -\$8,000 Drainage	\$ 2,705,486	V. Cassella	J. Vailette	x
Water Pollution Control	\$ 600,000	\$0	\$ 600,000	C. Shelton	J. Vailette	x
Solid Waste Mgt.& Recyc.	\$ 4,793,358	\$0	\$ 4,793,358	J. Vailette	V. Cassella	x
Engineering	\$ 466,162	\$0	\$ 466,162	P. DeLise	V. Cassella	x
Human Services	\$ 1,254,999	\$0	\$ 1,254,999	J. Vailette	C. Shelton	x
Elderly Services	\$ 452,517	\$0	\$ 452,517	V. Cassella	J. Vailette	x
East Shore Health	\$ 383,001	\$0	\$ 383,001	J. Vailette	P. DeLise	x
Recreation Dept.	\$ 1,271,891	\$0	\$ 1,271,891	J. Vailette	V. Cassella	x
Parks & Open Space	\$ 26,800	\$0	\$ 26,800	J. Vailette	P. DeLise	x
Docks & Rec. Facilities	\$ 21,571	\$0	\$ 21,571	V. Cassella	C. Shelton	x
Public Celebration	\$ 36,276	+\$10,000 Fireworks	\$ 46,276	V. Cassella	H. DiAdamo	x
Conservation & Environment	\$ 11,731	0	\$ 11,731	V. Cassella	J. Vailette	x
Blackstone Library	\$ 1,700,340	\$0	\$ 1,700,340	V. Cassella	J. Vailette	x
Willoughby Wallace Library	\$ 269,741	\$0	\$ 269,741	J. Vailette	P. DeLise	x
Principal Debt Service	\$ 7,135,000	\$0	\$ 7,135,000	C. Shelton	V. Cassella	x
Interest Debt Service	\$ 2,378,646	\$0	\$ 2,378,646	H.DiAdamo	J. Vailette	x
Pensions & Contributions	\$ 7,039,140	-\$10,000 Volunteer Firefighter stipend	\$ 7,029,140	V. Cassella	C. Shelton	x
Employee Group Insurance	\$ 6,521,580	-\$146,880 Revised health insurance premiums	\$ 6,374,700	V. Cassella	C. Shelton	x
Municipal Insurance	\$ 2,758,365	\$0	\$ 2,758,365	J. Vailette	H. DiAdamo	x
Contingency	\$ 2,152,061	-\$36,981	\$ 2,115,080	V. Cassella	J. Vailette	x
Board of Education	\$ 64,477,616	-\$1,565,972	\$ 62,911,644	V. Cassella	P. DeLise	

Department	Requested	BOF Recommended Change	BOF Recommended Budget to RTM	Moved by	Seconded by	Unanimous Board Vote
BOE – Capital-see minutes						x
<b>Other Funds:</b>						
Open Space	\$ 69,887	\$0	\$ 69,887	J. Valette	V. Cassella	x
BOE -Adult Education	\$ 71,600	\$0	\$ 71,600	V. Cassella	J. Valette	x
School Age Child Care	\$ 511,472	\$0	\$ 511,472	J. Valette	P. DeLise	x
Sewer Utility Fund	\$ 4,813,105	\$0	\$ 4,813,105	V. Cassella	P. DeLise	x
Sewer Assessment Fund	\$ 16,472	\$0	\$ 16,472	V. Cassella	C. Shelton	x
Animal Control Fund	\$ 450,105	\$0	\$ 450,106	J. Valette	H. DiAdamo	x
Human Services Spec Rev Fund	\$ 1,913,499	\$0	\$ 1,913,499	J. Valette	C. Shelton	x
ARPA Fund FY24 (See attached ARPA fund detail)			\$ 2,115,000	J. Valette	V. Cassella	x

# TOWN OF BRANFORD 2023 - 2024 Budget Summary

DEPT #	RTM Amended 2022 - 2023	Requested Budget 2023 - 2024	Difference Requested vs RTM Amended	BOF Recommended	Difference 23/24 Request vs BOF Recommended	Difference BOF Recommended vs 22/23 Amended	Percent
<b>REVENUES</b>							
3010	111,413,147	120,588,801	9,175,654	115,704,623	(4,884,178)	4,291,476	3.85%
3020	3,021,698	3,464,882	443,184	3,464,882	0	443,184	14.67%
3030	10,386,220	11,120,263	734,043	11,341,263	221,000	955,043	9.20%
<b>Total Revenues &amp; Taxes</b>		<b>135,173,946</b>	<b>10,352,881</b>	<b>130,510,768</b>	<b>(4,663,178)</b>	<b>5,689,703</b>	<b>4.56%</b>
<b>EXPENDITURES</b>							
4101	18,503	18,766	263	18,766	0	263	1.42%
4102	310,104	330,091	19,987	330,091	0	19,987	6.45%
4103	100,039	105,676	5,637	105,676	0	5,637	5.63%
4104	500,706	549,690	48,984	549,690	0	48,984	9.78%
4105	465,544	494,271	28,727	494,271	0	28,727	6.17%
4106	14,360	14,625	265	14,625	0	265	1.85%
4107	836,756	761,377	(75,379)	761,377	0	(75,379)	-9.01%
4108	275,257	277,271	2,014	277,271	0	2,014	0.73%
4109	450,000	450,000	0	450,000	0	0	0.00%
4110	62,500	93,600	31,100	93,600	0	31,100	49.76%
4111	15,900	17,290	1,390	17,290	0	1,390	8.74%
4112	311,512	220,349	(91,163)	220,349	0	(91,163)	-29.26%
4113	370,766	345,313	(25,453)	345,313	0	(25,453)	-6.86%
4114	9,492	10,838	1,346	10,838	0	1,346	14.18%
4115	19,150	23,550	4,400	23,550	0	4,400	22.98%
4116	142,431	143,683	1,252	143,683	0	1,252	0.88%
4117	1,115,381	1,163,013	47,632	1,141,013	(22,000)	25,632	2.30%
4118	15,100	15,600	500	15,600	0	500	3.31%
4119	969,871	1,178,342	208,471	1,143,040	(35,302)	173,169	17.85%
4120	339,968	345,328	5,360	345,328	0	5,360	1.58%
<b>Sub - Total General Government</b>		<b>6,343,340</b>	<b>215,333</b>	<b>6,501,371</b>	<b>(57,302)</b>	<b>168,031</b>	<b>2.49%</b>



# TOWN OF BRANFORD

## 2023 - 2024

### Budget Summary

<u>DEPT #</u>	<u>EXPENDITURES</u>	<u>RTM Amended 2022 - 2023</u>	<u>Requested Budget 2023 - 2024</u>	<u>Difference Requested vs RTM Amended</u>	<u>BOF Recommended</u>	<u>Difference 23/24 Request vs BOF Recommended</u>	<u>Difference BOF Recommended vs 22/23 Amended</u>	<u>Percent</u>
4201	Police Service	7,154,249	7,206,862	52,613	7,206,862	0	52,613	0.74%
4202	Police Service - Special Detail	525,000	525,000	0	525,000	0	0	0.00%
4203	Department of Emergency Management	30,000	30,500	500	30,500	0	500	100.00%
4204	Fire Protection	7,181,885	7,405,496	223,611	7,405,496	0	223,611	3.11%
4205	Building Inspection & Enforcement	223,085	226,278	3,193	226,278	0	3,193	1.43%
4206	Other Protection - Animal Control	207,785	199,956	(7,829)	199,956	0	(7,829)	-3.77%
	Sub - Total Public Safety	15,322,004	15,594,092	272,088	15,594,092	0	272,088	1.78%
4301	Public Works	2,657,325	2,722,267	64,942	2,705,486	(16,781)	48,161	1.81%
4303	Water Pollution Control	600,000	600,000	0	600,000	0	0	0.00%
4304	Solid Waste Management & Recycling	3,593,710	4,793,358	1,199,648	4,793,358	0	1,199,648	33.38%
4305	Engineering	466,339	466,162	823	466,162	0	823	0.18%
	Sub - Total Public Works	7,316,374	8,581,737	1,265,413	8,565,006	(16,781)	1,248,632	17.07%
4401	Human Services	1,155,938	1,254,999	99,061	1,254,999	0	99,061	8.57%
4402	Commission for Elderly	451,843	452,517	674	452,517	0	674	0.15%
4404	East Shore Health	360,473	383,001	22,528	383,001	0	22,528	6.25%
	Sub - Total Public Health / Welfare	1,968,254	2,090,517	122,263	2,090,517	0	122,263	6.21%
4501	Recreation Department	1,246,360	1,271,891	25,531	1,271,891	0	25,531	2.05%
4505	Parks and Open Space	26,800	26,800	0	26,800	0	0	0.00%
4507	Docks & Recreational Facilities	20,442	21,571	1,129	21,571	0	1,129	5.52%
4508	Public Celebration	35,297	36,276	979	46,276	10,000	10,979	31.10%
4510	Conservation Commission	11,712	11,731	19	11,731	0	19	0.16%
	Sub - Total Recreation	1,340,611	1,368,269	27,658	1,378,269	10,000	37,658	2.81%
4601	Blackstone Library	1,650,816	1,700,340	49,524	1,700,340	0	49,524	3.00%
4602	Willoughby Wallace Library	262,891	269,741	6,850	269,741	0	6,850	2.61%
	Sub - Total Libraries	1,913,707	1,970,081	56,374	1,970,081	0	56,374	2.95%

# TOWN OF BRANFORD

## 2023 - 2024

### Budget Summary

DEPT #	RTM Amended 2022 - 2023	Requested Budget 2023 - 2024	Difference Requested vs RTM Amended	BOF Recommended	Difference 23/24 Request vs BOF Recommended	Difference BOF Recommended vs 22/23 Amended	Percent
<b>EXPENDITURES</b>							
4701	7,210,000	7,135,000	(75,000)	7,135,000	0	(75,000)	-1.04%
4702	2,138,436	2,243,646	105,210	2,243,646	0	105,210	4.92%
	<u>9,348,436</u>	<u>9,378,646</u>	<u>30,210</u>	<u>9,378,646</u>	<u>0</u>	<u>30,210</u>	<u>0.32%</u>
4800	60,931,374	64,477,616	3,546,242	62,911,644	(1,565,972)	1,980,270	3.25%
4901	6,515,795	7,039,140	523,345	7,029,140	(10,000)	613,345	7.88%
4902	6,429,059	6,521,580	92,521	6,374,700	(146,880)	(64,359)	-0.35%
4903	2,456,858	2,758,365	301,507	2,758,365	0	301,507	12.27%
	<u>15,401,712</u>	<u>16,319,085</u>	<u>917,373</u>	<u>16,162,205</u>	<u>(156,880)</u>	<u>780,493</u>	<u>4.94%</u>
4904	692,621	2,152,061	1,459,440	2,115,080	(36,981)	1,422,459	205.37%
5000	163,000	1,102,854	939,854	456,925	(645,929)	293,925	180.32%
	<u>3,837,632</u>	<u>5,318,265</u>	<u>1,480,633</u>	<u>3,124,932</u>	<u>(2,193,333)</u>	<u>(712,700)</u>	<u>-18.57%</u>
	0	0	0	0	0	0	0.00%
	142,000	147,000	5,000	147,000	0	5,000	100.00%
	100,000	115,000	15,000	115,000	0	15,000	100.00%
	<u>4,242,632</u>	<u>6,683,119</u>	<u>2,440,487</u>	<u>3,843,857</u>	<u>(2,839,262)</u>	<u>(398,776)</u>	<u>-9.40%</u>
	<u>124,821,065</u>	<u>135,173,946</u>	<u>10,352,881</u>	<u>130,510,768</u>	<u>(4,663,178)</u>	<u>5,689,703</u>	<u>4.56%</u>
<b>Composition of Expenditures</b>							
Municipal Operating Expenditures	49,606,002	52,482,504	2,876,502	52,261,541	(220,963)	2,665,539	5.35%
Town Capital & Lease Expenditures	3,979,632	5,465,265	1,485,633	3,271,932	(2,193,333)	(707,700)	-17.78%
Total Town Expenditures	<u>53,585,634</u>	<u>57,947,769</u>	<u>4,362,135</u>	<u>55,533,473</u>	<u>(2,414,296)</u>	<u>1,947,839</u>	<u>3.64%</u>
Board of Education Expenditures	60,931,374	64,477,616	3,546,242	62,911,644	(1,565,972)	1,980,270	3.25%
BOE Capital & Lease Expenditures	263,000	1,217,854	954,854	571,925	(645,929)	308,925	117.46%
Total BOE Expenditures	<u>61,194,374</u>	<u>65,695,470</u>	<u>4,501,096</u>	<u>63,483,569</u>	<u>(2,211,901)</u>	<u>2,289,195</u>	<u>3.74%</u>
Contingency	692,621	2,152,061	1,459,440	2,115,080	(36,981)	1,422,459	205.37%
Debt Service Expenditures	9,348,436	9,378,646	30,210	9,378,646	0	30,210	0.32%
	<u>124,821,065</u>	<u>135,173,946</u>	<u>10,352,881</u>	<u>130,510,768</u>	<u>(4,663,178)</u>	<u>5,689,703</u>	<u>4.56%</u>

TOWN OF BRANFORD  
Board of Finance Budget Adjustments  
2023/2024 Budget

Department	Object #	Description	Proposed	Change	Revised	Explanation of Change
<b>General Government</b>						
4117 General Government Bldgs	Page 27	544300 Purchased Svcs - Repairs/Maint	381,669	(22,000)	359,669	Brass Rails & Other
4118 Information Technology	Page 29	579150 Technology Acquisitions	157,302	(35,302)	122,000	Fund Current Year
		<b>Subtotal General Government</b>		<b>(57,302)</b>		
<b>Public Works &amp; Highways</b>						
4301 Public Works	Page 39	533900 Other Purchased Services	108,781	(8,781)	100,000	Reduce Increase
		579110 Drainage	93,000	(8,000)	85,000	Reduce Increase
		<b>Subtotal Public Works</b>		<b>(16,781)</b>		
<b>Recreation &amp; Culture</b>						
4508 Public Celebration	Page 49	588670 Fireworks	20,000	10,000	30,000	Increase contribution
		<b>Subtotal Recreation &amp; Culture</b>		<b>10,000</b>		
<b>Education</b>						
4800 Board of Education	Page 55	Board of Ed Operating Expenditures	64,477,616	(1,565,972)	62,911,644	3.25% Increase
		<b>Subtotal Education</b>		<b>(1,565,972)</b>		
<b>Pensions, Contributions, Insurance, Contingency</b>						
4801 Pensions and Contributions	Page 56	519000 Volunteer Officer Stipend	70,000	(10,000)	60,000	Lower participation
4802 Employee Group Insurance	Page 57	528100 Health Insurance Premiums	6,293,237	(146,880)	6,146,357	Revised estimate
		<b>Subtotal Pensions Ins. Etc.</b>		<b>(156,880)</b>		
<b>Contingency</b>						
4804 Contingency	Page 58	588602 Contingency	2,152,061	(36,981)	2,115,080	Revised estimate
		<b>Subtotal Contingency</b>		<b>(36,981)</b>		

**TOWN OF BRANFORD**  
**Board of Finance Budget Adjustments**  
**2023/2024 Budget**

Department	Object #	Description	Proposed	Change	Revised	Explanation of Change	
<b>Capital Projects</b> See CIP Plan	Page 60	599117	Transfer Out BOE IT Projects	715,929	(645,929)	70,000	See Capital Plan detail
	Page 60	598110	Transfer Out Town Projects	5,008,265	(2,193,333)	2,814,932	See Capital Plan detail
		<b>Subtotal Capital</b>	<b>4,686,593</b>	<b>(2,839,262)</b>			
		<b>Total Expenditure Changes</b>		<b>(4,663,178)</b>			
		<b>RECAP</b>					
		<b>Expenditures (Requested)</b>		<b>135,173,946</b>			
		<b>Changes</b>		<b>(4,663,178)</b>			
		<b>Revised Expenditures</b>	<b>135,173,946</b>	<b>130,510,768</b>	<b>(4,663,178)</b>	<b>-3.4%</b>	
		<b>Revenues</b>					
		<b>Non Tax Revenue</b>	<b>(16,681,344)</b>	<b>(16,681,344)</b>			
		<b>Revenue Adjustments</b>					
		Building Permits		(25,000)			
		Town Clerk Other Monies		125,000			
		Town Clerk RE Conveyance		(75,000)			
		Focite Park Grant		(25,000)			
		Interest Income		(100,000)			
		SCRWA		(65,000)			
		Fund Balance		(56,000)			
		<b>Revised Revenues</b>	<b>(16,681,344)</b>	<b>(16,902,344)</b>			
		<b>Total Tax Requirements</b>	<b>118,492,602</b>	<b>113,608,424</b>			
		<b>Less State Reimbursements</b>	<b>270,800</b>	<b>270,800</b>			
		<b>Less Elderly Tax Relief</b>	<b>386,899</b>	<b>386,899</b>			
		<b>Less Allowance for Uncollectible</b>	<b>2,184,018</b>	<b>1,917,022</b>			
		<b>Total Tax Levy</b>	<b>121,456,003</b>	<b>116,183,145</b>			
		<b>Collection rate</b>	<b>0.9810</b>	<b>0.9835</b>			
		<b>Grand List (Revised)</b>	<b>3,879,790,337</b>	<b>3,879,790,337</b>			
		<b>Mill Rate</b>	<b>31.31</b>	<b>29.95</b>			
		<b>Year to Year Comparison</b>					
		<b>FY 2023 Mill Rate</b>	<b>29.45</b>				
		<b>FY 2024 BOF Mill Rate</b>	<b>29.95</b>				
		<b>Change</b>	<b>0.50</b>				<b>1.70%</b>

# CAPITAL IMPROVEMENT PLAN FY 2024 - 2028

## BOF RECOMMENDED CAPITAL BY FUNDING SOURCE

Department	Request Title	Requested	General Fund	ARPA Fund	CRF Fund	Lease Fund	Other	Debt	Grant	Total
Assessors, Pg 1 Total Assessors	Revaluation Sinking Fund Contribution	90,000	75,000	-	-	-	-	-	-	75,000
		90,000	75,000	-	-	-	-	-	-	75,000
Board of Education, Pgs 2-23	Security Cameras	10,000	10,000	-	-	-	-	-	-	10,000
	Integrated Security System	645,929	-	-	-	-	645,929	-	-	645,929
	School Technology & 21st Century AV Systems	50,000	50,000	-	-	-	-	-	-	50,000
	Office Administrative Computers	10,000	10,000	-	-	-	-	-	-	10,000
	Lease Authorization Student Devices	420,000	-	-	-	420,000	-	-	-	420,000
	Equipment Facilities	18,000	18,000	-	-	-	-	-	-	18,000
	Replace Classroom Unit Heaters Branford High School	80,000	80,000	-	-	-	-	-	-	80,000
	Boiler Replacement Indian Neck School	35,000	35,000	-	-	-	-	-	-	35,000
	Interior Painting Lockers John B. Slaney School	20,000	20,000	-	-	-	-	-	-	20,000
	Parking Lot Sealcoating Mary T. Murphy School	95,000	95,000	-	-	-	-	-	-	95,000
	Parking Lot Sealcoating Mary R. Tisko School	95,000	95,000	-	-	-	-	-	-	95,000
	Building/Fire Code & ADA Compliance	15,000	15,000	-	-	-	-	-	-	15,000
	Door Replacement System Wide	8,925	8,925	-	-	-	-	-	-	8,925
Sidewalk Repair System Wide	20,000	20,000	-	-	-	-	-	-	20,000	
<b>Total Board of Education</b>		<b>1,522,854</b>	<b>456,925</b>	<b>-</b>	<b>-</b>	<b>420,000</b>	<b>645,929</b>	<b>-</b>	<b>-</b>	<b>1,522,854</b>
Commi. For The Elderly, Pg 24 Total Comm. For The Elderly	Commission for the Elderly Vehicle Sinking Fund	35,000	35,000	-	-	-	-	-	-	35,000
		35,000	35,000	-	-	-	-	-	-	35,000
Engineering, Pgs 25-32	Fleet Fueling Station - Fire Headquarters	1,000,000	-	-	-	-	-	1,000,000	-	1,000,000
	Vet's Park ADA and Stormwater Quality Upgrades	200,000	-	200,000	-	-	-	-	-	200,000
	Cattle Crossing Design, Permitting	100,000	-	-	100,000	-	-	-	-	100,000
	Branford Point Wood Wharf Replacement	1,400,000	-	400,000	-	-	-	-	1,000,000	1,400,000
	Capital Sidewalk Improvements	325,000	100,000	225,000	-	-	-	-	-	325,000
	Supply Ponds Bridge Replacement	2,079,300	-	-	-	-	-	1,039,650	1,039,650	3,118,950
<b>Total Engineering</b>		<b>5,119,300</b>	<b>115,000</b>	<b>825,000</b>	<b>100,000</b>	<b>-</b>	<b>2,039,650</b>	<b>-</b>	<b>2,039,650</b>	<b>3,079,650</b>

# CAPITAL IMPROVEMENT PLAN FY 2024 - 2028

## BOF RECOMMENDED CAPITAL BY FUNDING SOURCE

Department	Request Title	Requested	General Fund	ARPA Fund	CRF Fund	Lease Fund	Other	Debt	Grant	Total
Fire Protection, Pgs 33-38	Power Load Ambulance Stretcher Mount	30,000	30,000							30,000
	Cardiac Monitor Defibrillator	39,000	39,000							39,000
	Self Contained Breathing Apparatus (SCBA) Sinking Fund	85,000	85,000							85,000
	Radio Upgrade Sinking Fund	40,000	40,000							40,000
	Ambulance Sinking Fund	75,000	75,000							75,000
Total Fire Protection	Fire Apparatus Sinking Fund	300,000	300,000							300,000
		569,000	569,000							569,000
General Govt. Buildings, Pgs 39-41	GGB Vehicle Replacement	7,500								-
	Town Wide Exterior & Interior Painting Projects	15,000								-
	Future Energy Savings Projects	25,000	25,000							25,000
		47,500	25,000							25,000
Total General Govt. Buildings		42,315					42,315			42,315
		17,518					17,518			17,518
		59,833					59,833			59,833
Human Services, Pgs 42-43	New electric vehicle	42,315					42,315			42,315
	Office furniture upgrade	17,518					17,518			17,518
Total Human Services		59,833					59,833			59,833
Information Technology, Pgs 44-46	Dell backup appliance	30,000	30,000							30,000
	Desktop Computers	60,000	60,000	30,000						90,000
Total Information Technology		90,000	90,000	30,000						120,000
JBML, Pg 47	Blackstone Library Sinking Fund	30,000	30,000							30,000
		30,000	30,000							30,000
Parks & Open Space, Pg 48	Parks & Open Space Preserve Projects	66,000					66,000			66,000
		66,000					66,000			66,000
Police Service, Pgs 49-53	Ballistic Vest Replacement Fund	9,132	9,132							9,132
	Portable Radio Replacement	9,800	9,800							9,800
	Speed Detection and Warning Devices	12,000	12,000							12,000
	Police Vehicles - Related Equipment and Install	130,000	130,000							130,000
Total Police Service	Police Vehicles	220,000	220,000							220,000
		380,932	380,932							380,932

# CAPITAL IMPROVEMENT PLAN FY 2024 - 2028

## BOF RECOMMENDED CAPITAL BY FUNDING SOURCE

Department	Request Title	Requested	General Fund	ARPA Fund	CRF Fund	Lease Fund	Other	Debt	Grant	Total
Public Works, Pgs 54-62	Dock Replacement/Marine 5 & Seemist	85,000		85,000						85,000
	Storm System CCTV Inspections	45,000	45,000							45,000
	Road Improvement and Resurfacing	550,000	550,000							550,000
	ADA Ramps	20,000	20,000							20,000
	Townwide Line Stripping	50,000	50,000							50,000
	Downtown Center Maintenance	25,000	25,000							25,000
	Seawall Repair	45,000	45,000							45,000
	Sidewalks Replacement	65,000	65,000							65,000
	DPW Apparatus Fund	225,000	225,000							225,000
	<b>Total Public Works</b>	<b>1,110,000</b>	<b>1,025,000</b>	<b>85,000</b>						
Recreation, Pgs 63-71	Vehicle Replacement	35,000	35,000							35,000
	Footle Park Clay Tennis Court Renovation	25,000	25,000							25,000
	Footle Park Basketball Court Renovation	150,000	150,000							150,000
	Parks Tree Removal Pruning Program	20,000	20,000							20,000
	Fencing Replacement	20,000	20,000							20,000
	Basketball/Tennis Court Renovation	20,000	20,000							20,000
	Field Renovation	20,000	20,000							20,000
<b>Total Recreation</b>	<b>290,000</b>	<b>290,000</b>								<b>290,000</b>
Solid Waste & Recycling, Pg 72	Solid Waste and Recycling Equipment Fund	200,000	180,000							180,000
	<b>Total Solid Waste &amp; Recycling</b>	<b>200,000</b>	<b>180,000</b>							<b>180,000</b>
Treasurer, Pgs 73-75	Lease Fund Public Works	147,000	147,000							147,000
	Lease Fund BOE Technology	350,000	115,000			235,000				350,000
	Coastal Resiliency Reserve Fund	310,000	310,000							310,000
<b>Total Treasurer</b>	<b>807,000</b>	<b>572,000</b>				<b>235,000</b>				<b>807,000</b>
Water Pollution Control, Pgs 76-80	Submersible Pump Station Repair / Rebuild	50,000					50,000			50,000
	Sewer Line & Manhole Repair	50,000					50,000			50,000
	Pump Station Generator & Transfer Switch Program	25,000					25,000			25,000
	Sewer Reserve Fund Annual Contribution	225,000					225,000			225,000
<b>Total Water Pollution Control</b>	<b>75,000</b>					<b>75,000</b>				<b>75,000</b>
<b>Total Departments</b>	<b>10,842,419</b>	<b>3,843,857</b>	<b>940,000</b>	<b>100,000</b>	<b>420,000</b>	<b>1,431,762</b>	<b>2,039,650</b>	<b>2,039,650</b>	<b>2,039,650</b>	<b>8,775,269</b>

TOWN OF BRANFORD  
Board of Finance  
FY24 Budget Resolutions  
3/27/2023

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Board of Education (Operating Budget + Capital) for fiscal year 2023-24 \$63,483,569 to the  
Passed unanimously by motion from Mr. Vailette, seconded by Mr. DiAdamo.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of other Town departments for fiscal year 2023-24 \$67,027,199 for all  
Passed unanimously by motion from Mr. DiAdamo, seconded by Mr. Vailette.

RESOLVED: That the Board of Finance hereby passed the following budget for the fiscal year 2023-24

Board of Education: Operating Budget	\$62,911,644
Board of Education: Special Education	\$0
Board of Education Capital & Leases:	\$571,925
Subtotal Board of Education:	\$63,483,569
Town Departments:	\$67,027,199
Total	\$130,510,768

Passed unanimously by motion from Mr. Cassella, seconded by Mr. Vailette.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Open Space Fund Budget for fiscal year 2023-24 \$69,887 to the  
Passed unanimously by motion from Ms. DeLise, seconded by Mr. DiAdamo.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Sewer Assessment Fund Budget for fiscal year 2023-24 \$16,472 to the  
Passed unanimously by motion from Mr. Cassella, seconded by Mr. Shelton.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Board of Education Shoreline Adult Education Enrichment Fund Budget for the fiscal year 2023-24 \$71,600 to the  
Passed unanimously by motion from Mr. Vailette, seconded by Ms. DeLise.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Board of Education School Age Child Care Fund Budget for the fiscal year 2023-24 \$511,472 to the  
Passed unanimously by motion from Mr. Vailette, seconded by Mr. DiAdamo.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Wastewater Treatment Plant Budget for the fiscal year 2023-24 \$4,813,105 to the  
Passed unanimously by motion from Mr. Vailette, seconded by Mr. Cassella.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Animal Control Fund Budget for the fiscal year 2023-24 \$450,106 to the  
Passed unanimously by motion from Mr. DiAdamo, seconded by Ms. DeLise.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Human Services Special Revenue Fund Budget for the fiscal year 2023-24 \$1,913,499 to the  
Passed unanimously by motion from Mr. Shelton, seconded by Mr. Vailette.

RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of Lease Fund Budget for the fiscal year 2023-24 \$420,000 to the  
Passed unanimously by motion from Mr. DiAdamo, seconded by Ms. DeLise.



RESOLVED: That the Board of Finance recommends to the R.T.M. an appropriation of \$2,115,000 to the ARPA Fund Budget for the fiscal year 2023-24

Passed unanimously by motion from Mr. Cassella, seconded by Mr. Vailette.

RESOLVED: That the Board of Finance recommends to the RTM that, with the exception of the 1st Selectman who has elected to take a 0% increase, salaries for the following elected officials increase by 2.0% for each of their two year term of office: Second Selectman, Third Selectman, Treasurer, Board of Assessment Appeals, RTM Moderator, and Finance Clerk.

Passed unanimously by motion from Mr. Cassella, seconded by Mr. Vailette.

RESOLVED: That the Board of Finance recommends to the RTM that the salary for the following elected official increase by 2.25% for each two year term of office: Town Clerk

Passed unanimously by motion from Mr. DiAdamo, seconded by Ms. DeLise.