

BOARD OF FINANCE

TOWN OF BRANFORD

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

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



EX-OFFICIO
JAMES COSGROVE, First Selectman

CLERK
LISA E. ARPIN, Town Clerk

RECEIVED

MAY 10 2024

BRANFORD TOWN CLERK

REGULAR MEETING APRIL 29, 2024

MINUTES

The Board of Finance held a regular meeting on Monday, April 29, 2024 called to order by Chairman Mooney at 7:30 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 and Jeffrey Vailette. Charles Shelton was absent. Also present were First Selectman James Cosgrove, Jim Finch, Finance Director, Kathryn LaBanca, Assistant Finance Director and Lisa Arpin, Town Clerk. RTM reps in attendance were Abigail Adams (arrived 7:45), Tracy Everson, John Hartwell, Chris Hynes, Ray Ingraham, Frank Twohill and Alisa Waterman (arrived 7:40.) Alex Palluzzi Recreation Director was also present.

1. The minutes of the April 1, 2024 meeting and budget workshop were approved unanimously by motion from Mr. Vailette, seconded by Ms. DeLise.
2. Citizen's Communication -- None.
3. The Board heard a request from Anthony Cinicola, Building Official for the following FY24 transfer request:

From:		
10142050-566900	Other Supplies	(\$500)
10142050-533550	Legal Services	(200)
10142050-566100	Office Supplies	(1,000)
10142050-588200	Memberships, Conf. & Meetings	(250)
10142050-588090	Travel	(400)
		<u>\$2,350</u>
To:		
10142050-533280	Consulting Services	\$2,350

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

RESOLVED: That the Board of Finance recommends to the RTM the approval of a \$2,350 transfer in the Building Department budget for FY2024.

4. The Board heard a transfer request by Richard Shanahan Chairman of Parks & Open Space Authority for the following FY24 transfer request:

From:		
20545050-566900	Other Supplies	(\$2,800)
To:		
20545050-544300	Purchase Service Repair & Maint.	2,000
20545050-579400	Capital Outlay Improvements	<u>800</u>
	Total	\$ 2,800

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

RESOLVED: That the Board of Finance recommends to the RTM the approval of a \$2,800 transfer in the Open Space budget for FY2024.

5. First Selectman Cosgrove presented a FY24 transfer request from the Executive budget for the purchase of a licensing agreement with GovInvest employee compensation software and support services.

From:		
10141020-533280	Consulting	(\$15,000)
To:		
10141190-579150	Technology Acquisitions	15,000

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

RESOLVED: That the Board of Finance recommends to the RTM the approval of a \$15,000 transfer in the Executive budget for FY2024.

6. The Board heard a presentation by Finance Director Finch discussing the challenges and needs outlined in his a memo of 4/24/24 with regard to the revaluation and future budgets. The Chairman prefaced this item by thanking Mr. Finch for compiling an extensive and comprehensive analysis of the revaluation and shifting of burdens and impact on future budgets.

Mr. Finch indicated these are projections and subject to change. He touched on public safety needs, use of athletic fields and recognition that police HQ is in need of significant renovations and there was an identifying need for fire department staffing and an additional station on the

east side of town. At the same time these items were presented back in January, the Board of Finance was being presented with a draft debt and fund balance policy. He referred to his January memo and his presentation to the Board outlining several needs and challenges. In that discussion, one of the variables needing to be looked at in the coming months was the potential impact on the revaluation and also the rising real estate market. Revaluations tend to shift the property tax burden to residential tax payers and we have undergone a rising real estate market. He discussed what happened since his January memo and worksheet—we continue to evaluate where we are, where we are going, what the costs are, what the challenges are and what some of the opportunities are. Today, we take a second look at the revenue side of the proposed FY25 budget, and how it relates to the fund balance. The assumptions are applied to the current grand list with the current levy 2.58% tax increase. The shifts are fairly significant without any budgetary adjustments and overlaying it with a revaluation, as the mill rate is not dropping at the same percentage as the grand list is going up.

The revaluation, required by state law, is designed to bring equity among tax payers and as a result, some classes of property will see a reduction in the overall share of the levy, while others will see an increase. It becomes obvious that the reval year is going to be a tough year. In both memos the strengths of the town were reviewed, including the fund balance. Mr. Finch talked about the impact of the use of fund balance over time. The Board intends to keep the RTM and public updated on what we are seeing on the reval. We are looking at very preliminary thoughts from the reval company, and the numbers will get developed as we go forward. The key takeaway is the Town is looking to move forward on a number of projects and initiatives, and is to continually measuring the impact on the budget. The Town knows the revaluation will be a challenge, but we cannot simply budget ourselves out of the revaluation. We will continue to explore ways to lessen the impact and look at it on an annual basis.

Chairman Mooney summarized the presentation stating the likely reval impact of an increase in residential real estate is about 45% and condominiums by about 50% evaluation. Motor vehicle will be fairly flat, and personal property will not move much (referring to exhibit 2 of the 4/24 memo.) The Chairman indicated we have collectively set the stage to see what the Board can do to smooth taxation or some other revenue item/fund balance to mitigate what the increase might be, recognizing the reduction of expenditures is under the purview of the RTM.

7. Adjournment-The meeting adjourned at 8:01 p.m. by motion from Mr. Cassella, seconded by Ms. DiAdamo.

Dated this 10th day of May, 2024



Lisa E. Arpin, MMC MCTC
Board of Finance Clerk

TOWN OF BRANFORD
1019 MAIN ST.
POST OFFICE BOX 150
BRANFORD, CT 06405

Item #3

Building Department
Anthony B. Cinicola
Building Official



Tel. 203-315-0674
Fax. 203-315-2188
www.branford-ct.gov

April 3, 2024

Town of Branford
Chairman, Joseph Mooney
Board of Finance

Dear Chairman Mooney,

The Building Department respectfully requests the Board of Finance to consider and, if appropriate, hear a request from the Building Department for the following transfer (FY23-24)

From: 10142050 566900	Other Supplies	(500)
From: 10142050 533550	Legal Services	(200)
From: 10142050 566100	Office Supplies	(1,000)
From 10142050 588200	Membership, Conf. Mtgs.	(250)
From 10142050 588090	Travel	(400)
To: 10142050 533280	Consulting Services	2,350

The purpose of this transfer is to add funding to our consulting services line item due to unanticipated FMLA leave and increased inspection demands.

Respectively Submitted,

Anthony B. Cinicola

Handwritten: Mail Express
BRANFORD TOWN CLERK

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2024 APR - 4 A 11: 29

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2024 APR 25 A 11: 04

Item #4

Wai E. Arpin
BRANFORD TOWN CLERK

Date: April 23, 2024

To: Joseph Mooney
Board of Finance

From: Richard Shanahan. Open Space

Re: Budget Transfer Request

Open Space Fund

From:		
20545050-566900	Other Supplies	\$2,800.00
To:		
20545050-544300	Purchase Service Repair & Maint.	\$2,000.00
20545050-579400	Capital Outlay Improvements	\$ 800.00

During this past year there has been a noticeable increase not only in the amount of overall precipitation, but also in the frequency and intensity of severe rain events. These rain events have impacted the integrity of the trail systems on all the properties managed by Parks & Open Space. Many trails had become severely overgrown which required having tractors equipped with brush mowers cut back the vegetation in accessible areas. In addition, the intense rain events have resulted in severe trail erosion in numerous areas.

The transfer of \$2,000 into subaccount #544300 is to replenish the funds previously used for mowing and emergency repair of sections of washed-out trails. The \$800 transfer into subaccount #579400 is to allow for the continued construction and placement of boardwalks over heavily used sections of trails that become almost impassable after a few days of rainfall.

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT

JAMES B. COSGROVE
First Selectman

RAYMOND E. DUNBAR, JR.
ANGELA M. HIGGINS



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

DATE: April 26, 2024
TO: Joseph Mooney, Chairman, Board of Finance
FROM: James B. Cosgrove, First Selectman *J.C.*
RE: Budget Transfer

Please include the following request for transfer on the agenda of the Board of Finance meeting scheduled for April 29, 2024:

From: Consulting	10141020 533280	(\$15,000.00)
To: Technology Acquisitions	10141190 579150	\$15,000.00

The transfer is required to provide funding for the purchase of a licensing agreement with Gov Invest Inc. for Live Compensation software and associated support services.

Please feel free to contact me if you need additional information.

Thank you for your consideration.

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2024 APR 29 A 9:26
Mai Higgins
BRANFORD TOWN CLERK

RECEIVED

2024 APR 29 A 9:26

Mai Espino
BRANFORD TOWN CLERK

SaaS Licensing Agreement GovInvest

Branford, CT

Mar 27, 2024

Agreement Effective date April 1, 2024

MASTER SERVICE AGREEMENT

This Master SaaS Services Agreement ("Agreement between GovInvest, Inc. ("Company"), and Branford, CT ("Client"). This Agreement includes and incorporates each Summary of Services and Implementation, the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different or additional terms of any purchase order, confirmation, or similar form, even if signed by the parties before or after the date hereof.

TERMS AND CONDITIONS

1. SAAS SERVICES AND SUPPORT

- 1.1 Company shall provide the services identified in the Services section of each Summary of Services and Implementation (as defined below) attached to this Agreement (the "Services")
- 1.2 Client and Company shall mutually agree upon the Services to be performed by Company under this Agreement in a written summary of services and implementation (each, a "Summary of Services and Implementation"), in the form attached hereto as Exhibit A. Each Summary of Services and Implementation shall be attached to this Agreement as a sequentially numbered exhibit, and shall expressly be deemed incorporated into this Agreement and subject to all the terms and conditions set forth herein, except as otherwise set forth in the applicable Summary of Services and Implementation. In the event of any conflict between this Agreement and a Services and Implementation, such Services and Implementation shall govern.
- 1.3 The initial Summary of Services and Implementation is hereto referred to as Schedule 1.
- 1.4 Subject to the terms of this Agreement, Company will use commercially reasonable efforts to provide Client the Services in accordance with the Service Level Terms attached hereto as Exhibit B. As part of the registration process, Client will identify an administrative username and password for Client's account. Company reserves the right to refuse registration or cancel passwords it deems inappropriate.
- 1.5 Subject to the terms hereof, Company will provide Client with reasonable technical support services in accordance with the terms set forth in Exhibit C.

2. RESTRICTIONS AND RESPONSIBILITIES

- 2.1 Client will not, directly or indirectly; reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation or data related to or used to provide the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software nor use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third party (except to the extent expressly permitted in writing by Company or authorized within the Services); or remove any proprietary notices or labels.
- 2.2 Further, Client shall not export or re-export, either directly or indirectly, the Software or any copies thereof in such manner as to violate the export laws and regulations of the United States or any other applicable jurisdiction in effect from time to time (including, without limitation, when such export or re-export requires an export license or other governmental approval without first obtaining such license or approval). Without limiting the foregoing, Client shall not permit any

-
- third parties to access or use the Services in violation of any United States export embargo, prohibition, or restriction.
- 2.3 Each party hereby agrees to indemnify and hold harmless the other against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorney's fees) in connection with any claim or action that arises from a party's failure to comply with the terms of this Agreement or otherwise from Client's use of Services. Although Company has no obligation to monitor Client's use of the Services, Company may do so. Company reserves the right, in its sole discretion, to prohibit or suspend Client's use of the Services at any time Company believes such use to be in violation of this Agreement or otherwise harmful to the Service.
- 2.4 Client shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Client shall also be responsible for maintaining the security of the Equipment, Client account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Client account or the Equipment with or without Client's knowledge or consent.
3. **CONFIDENTIALITY; PROPRIETARY RIGHTS**
- 3.1 One party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Company includes non-public information regarding features, functionality and performance of the Service. Proprietary Information of Client includes non-public data ("Client Data") provided by Client to Company to enable the provision of the Services. The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third party any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, without any action by, or involvement of, the Receiving Party or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law. The Receiving Party acknowledges that in the event of a breach of Section 3.1 by the Receiving Party, substantial injury could result to the Disclosing Party and money damages will not be a sufficient remedy for such breach. Therefore, in the event that the Receiving Party engages in, or threatens to engage in, any act which violates Section 3.1, the Disclosing Party will be entitled, in addition to all other remedies which may be available to it under law, to seek injunctive relief (including, without limitation, temporary restraining orders, or preliminary or permanent injunctions) and specific enforcement of the terms of Section 3.1. The Disclosing Party will not be required to post a bond or other security in connection with the granting of any such relief.
- 3.2 Company shall own and retain all rights, title and interest in and to: (i) the Services and Software, together with all improvements, enhancements, modifications, changes, translations, compilation, and derivative works thereto, (ii) any software, applications, inventions or other technology developed in connection with Implementation Services or support, (iii) any analytics generated through Client's use of the Services, including but not limited to, any data, materials, information, and reports ("Analytics"), except to the extent that any element of the Analytics is protected intellectual property belonging to Client or a third-party, and (iv) all intellectual property rights related to any of the foregoing. Company hereby grants Client a non-exclusive, non-transferable and non-sublicensable license to access and use the Analytics.

3.3 Notwithstanding anything to the contrary, Company shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Client Data and data derived therefrom), and Company will be free (during and after the term hereof) to: (i) use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Company offerings, (ii) disclose such data solely in aggregate or other de-identified form in connection with its business, and (iii) disclose, share, license, or resell Analytics to third parties for consideration. No rights or licenses are granted except as expressly set forth herein.

4. **PAYMENT OF FEES**

- 4.1 Client will pay Company the then applicable fees described in the applicable Summary of Services and Implementation in accordance with the terms therein (the "Fees"). If Client's use of the Services exceeds the Service Capacity set forth in the applicable Summary of Services and Implementation or otherwise requires the payment of additional fees (per the terms of this Agreement), Client shall be billed for such usage and Client agrees to pay the additional fees in the manner provided herein. Company reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Initial Term or then current Renewal Term, upon thirty (30) days prior notice to Client (which may be sent by email). If Client believes that Company has billed Client incorrectly, Client must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Company's Client support department.
- 4.2 Company may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Company thirty (30) days after the mailing date of the invoice unless otherwise specified in the terms. Unpaid amounts are subject to a finance charge of 5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Client shall be responsible for all taxes associated with Services other than U.S. taxes based on Company's net income.
- 4.3 Services may be provided outside the scope encompassed within the applicable "Summary of Services and Implementation". Said services may be subject to additional fees, which are set at \$600/hour for executive-level work, \$425/hour for FSA-level work, \$300/hour for ASA-level work, \$200/hour for analyst work, and reasonable travel expenses. Said services that are subject to additional fees will not be performed without explicit advance consent from Client. Explicit written consent must be obtained and agreed upon for additional fees.
- 4.4 Company will charge additional fees, which are set at \$250/hour, if, after the Effective Date, Client: (i) changes its actuarial assumptions provided to Company, (ii) changes actuaries, (iii) provides Company with data that differs from the initial data provided by Client to the Company, (iv) changes benefit structures, (v) adds additional tiers to its benefits plan, or (vi) merges with another plan. Explicit written consent must be obtained and agreed upon for additional fees.
- 4.5 Company may incur business license fees that are mandated by Client. Client agrees to reimburse Company for said fees.
- 4.6 Company may incur costs for adding Client as additional insured to Company's existing insurance policies in order to comply with Client's insurance requirements. Client agrees to reimburse Company for said costs.
- 4.7 Company may incur costs for providing a waiver of subrogation in relation to Company's existing insurance policies in order to comply with Client's insurance requirements. Client agrees to reimburse Company for said costs.

5. TERM AND TERMINATION

- 5.1 Subject to Section 5.3, this Agreement shall commence on the Effective Date and continue for one (3-year) ("Initial Term"), with the first year being 4/1/24-6/30/25 (15 months) and thereafter shall renew for successive additional one (1) year renewal terms beginning 7/1/2025 – 6/30/2026 and 7/1/2026 – 6/30/2027 (each a "Renewal Term"), unless either party to this Agreement notifies the other in writing at least thirty (30) days prior to the end of the then-current Term that it does not wish to so renew. The Initial Term and any Renewal Terms are collectively referred to herein as the "Term."
- 5.2 Each Summary of Services and Implementation shall be effective upon the date set forth in such Summary of Services and Implementation and continue the end of the then current Term, and thereafter shall renew for successive additional one (1) year renewal terms, unless either party to this Agreement notifies the other in writing at least thirty (30) days prior to the end of the then-current Term that it does not wish to so renew.
- 5.3 In addition to any other remedies it may have, either party may terminate this Agreement and/or any Summary of Services and Implementation upon thirty (30) days written notice (or without notice in the case of nonpayment), if the other party materially breaches any of the terms or conditions of this Agreement or such Summary of Services and Implementation. Client will pay in full for the Services up to and including the last day on which the Services are provided. All sections of this Agreement and the Summary of Services and Implementation which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.
- 5.4 Customer may terminate this agreement for non-appropriation upon thirty (30) days written notice. In no event shall fees paid be reimbursed either in whole or in part.

6. WARRANTY AND DISCLAIMER

Company shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner as expressed in Exhibit D. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Company or by third-party providers, or because of other causes beyond Company's reasonable control, but Company shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. However, Company does not warrant that the Services will be uninterrupted or error free; nor does it make any warranty as to the results that may be obtained from use of the Services. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES, THE ANALYTICS, AND IMPLEMENTATION SERVICES ARE PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

7. INDEMNITY

Each party shall hold the other harmless from liability to third parties resulting from infringement by the Service of any United States patent or any copyright or misappropriation of any trade secret, provided the indemnifying party is promptly notified of any and all threats, claims and proceedings related thereto and given reasonable assistance and the opportunity to assume sole control over defense and settlement; the indemnifying party will not be responsible for any settlement it does not approve in writing. The foregoing obligations do not apply with respect to portions or components of the Service (i) not supplied by Company, (ii) made in whole or in part in accordance with Client specifications, (iii) that are modified after delivery by Company, (iv) combined with other products, processes or materials where the alleged infringement relates to such combination, (v) where Client continues allegedly infringing activity after being notified

thereof or after being informed of modifications that would have avoided the alleged infringement, or (vi) where Client's use of the Service is not strictly in accordance with this Agreement. If, due to a claim of infringement, the Services are held by a court of competent jurisdiction to be or are believed by Company to be infringing, Company may, at its option and expense (a) replace or modify the Service to be non-infringing provided that such modification or replacement contains substantially similar features and functionality, (b) obtain for Client a license to continue using the Service, or (c) if neither of the foregoing is commercially practicable, terminate this Agreement and Client's rights hereunder and provide Client a refund of any prepaid, unused fees for the Service.

8. LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, COMPANY AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL EQUIPMENT AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND COMPANY'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY CLIENT TO COMPANY FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9. MISCELLANEOUS

If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sublicensable by Client except with Company's prior written consent. Company may not transfer or assign any of its rights and obligations under this Agreement without Client's prior written consent. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and all waivers and modifications in this Agreement must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Client does not have any authority of any kind to bind Company in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions. The parties shall work together in good faith to issue at least one mutually agreed upon press release within 90 days of the Effective Date, and Client otherwise agrees to reasonably cooperate with Company to serve as a reference account upon request.

EXHIBIT A

SUMMARY OF SERVICES AND IMPLEMENTATION

This Summary of Services and Implementation (this "SSI") is entered into on the below execution date between GovInvest, Inc. ("Company"), and the Client listed below, pursuant to the terms of that certain Master Services Agreement (the "Agreement"), by and between Company and Client.

Client:

Margaret Luberda, Director of Human Resources
Branford, CT
1019 Main Street Branford, CT 06405
mluberda@branford-ct.gov
203-315-0629

Services:

Live Compensation	\$2500	\$15950
Year One Total Cost	\$2500	\$15950

This pricing is good until Mar 29, 2024

Annual fee will not increase each consecutive year of the term (3 year term) and will be \$15,950 for each year of the term. Implementation fee will be charged 1 time only. Company will use commercially reasonable efforts to provide Client the services described in accordance with the terms herein, and Client shall pay Company the Implementation Fee in accordance with the terms herein.

The terms and conditions of this SSI are hereby incorporated into and made a part of the Agreement. All waivers and modifications in this SSI must be in a writing signed by both parties, except as otherwise provided in the Agreement.

IN WITNESS WHEREOF, this Summary of Services and Implementation has been executed and delivered by the parties hereto by their duly authorized officers as of the date first set forth above.

GOVINVEST INC.:

Branford, CT:

By: _____
Name:
Title:
Date:

By: _____
Name:
Title:
Date:

Exhibit B
Service Level Terms

The Services shall be available 99% of the time, measured monthly, excluding holidays and weekends and scheduled maintenance. If Client requests maintenance during these hours, any uptime or downtime calculation will exclude periods affected by such maintenance. Further, any downtime resulting from outages of third-party connections or utilities or other reasons beyond Company's control will also be excluded from any such calculation. Client's sole and exclusive remedy, and Company's entire liability, in connection with Service availability shall be that for each period of downtime lasting longer than 12 hours, Company will credit Client 1% of Service Fees for each period of 30 or more consecutive minutes of downtime; provided that no more than one such credit will accrue per day. Downtime shall begin to accrue as soon as Client (with notice to Company) recognizes that downtime is taking place, and continues until the availability of the Services is restored. In order to receive downtime credit, Client must notify Company in writing within 12 hours from the time of downtime, and failure to provide such notice will forfeit the right to receive downtime credit. Such credits may not be redeemed for cash and shall not be cumulative beyond a total of credits for one (1) week of Service Fees in any one (1) calendar month in any event. Company will only apply a credit to the month in which the incident occurred. Company's blocking of data communications or other Service in accordance with its policies shall not be deemed to be a failure of Company to provide adequate service levels under this Agreement.

EXHIBIT C
Support Terms

Company will provide Technical Support to Client via both telephone and electronic mail on weekdays during the hours of 9:00 a.m. through 5:00 p.m. Pacific Standard Time, with the exclusion of Federal Holidays ("Support Hours").

Client may initiate a help desk ticket during Support Hours by calling 310-371-7106 or any time by emailing support@govinvest.com.

Company will use commercially reasonable efforts to respond to all help desk tickets within one (1) business day.

EXHIBIT D
Disclaimer of Software Analysis

Company will use census data, plan provisions, and actuarial assumptions provided by Client and/or Client's advisor to develop the data set for Client. Company will rely on this information without audit. Company does not set actuarial nor comparative assumptions.

Company will provide software with financially sound projections and analysis, but does not guarantee compliance with actuarial or other standards for funding and accounting purposes under Government Accounting Standards Board or Generally Accepted Accounting Principles.

The pension software will not be prepared in accordance with the actuarial standards of practice or actuarial compliance guidelines as promulgated by the American Academy of Actuaries nor will outputs constitute a Statement of Actuarial Opinion. Software results are not suitable for financial reporting purposes.

While the pension software is tested against actuarial valuation results, the software results will not match, nor are intended to match actuarial valuation results.

EXHIBIT E
Statement of Work (SOW)

1 Executive Summary

Branford, CT ("Client") has engaged GovInvest to deliver Live Compensation and associated support services ("Services").

2 Service Description

GovInvest will provide the following Services to the Client.

- An online software platform customized with client's scoped classification and comparator project. Compensation information in the platform can be used to assess market positioning and compensation rates in anticipation of labor negotiation discussions and recruitment/retention efforts. The platform provides the ability to:
 - Review market compensation rates sourced from the following client and comparator documented disclosures:
 - Salary ranges/pay scales/schedule(s) for all classifications at respective agency.
 - Job descriptions for all classifications to be included in the project.
 - MOUs/Labor Agreements/Personnel Policies detailing various special pays/allowances/PTO/life insurance etc.
 - Holiday, Vacation, and Personal Days
 - Specific holidays can be provided as an exhibit
 - Pension Plan Employee and Employer costs and if applicable, 457B plan details
 - Employer contributions toward medical/dental/vision premiums.
 - Total benefit amounts for life insurance + AD&D + STD/LTD (excluding any supplemental benefits).
 - Execute/refine position matching comparisons.
 - Benchmark compensation for new/expected/TBD classifications.
 - Run multiple scenarios for potential matches/groups.
 - Export reports for further analysis.
- Devoted software implementation specialist(s) to support Client on the following:
 - Configuration, validation, and training of the software.
 - Data file collection for populating the platform.
 - Ongoing support to the Client's identified stakeholders.

2.1 In Scope

The following services are in scope for the statement of work.

- Live Compensation
 - Live Compensation for 60 classifications and 8 comparators of to be decided. Baseline data to be created/referenced using January/July of the respective fiscal year.
 - Capacity to swap a limited number of comparators as needed and upon mutual agreement.

2.2 Deliverables

The following deliverables will be provided to the Client as digital documents or as accessible online services and documents.

-
- The Live Compensation software module will contain a single online project for Client. The project deliverable will contain an online dashboard equipped with compensation information disclosed in agency source documents for classifications and comparators to be included as part of the Client Agreement, the purchased package being Total Compensation Software.
 - Salary data effective July 1, 2024

2.3 Project-Specific Client Responsibilities

GovInvest is counting on Client to provide the following:

- Live Compensation
 - A list of classifications from the client to be included in the software for benchmarking
 - A list of comparator agencies whose data is to be included in the Live Compensation Module
 - If client wishes to have GovInvest generate a peer group on behalf of the Client instead, then GovInvest will do so at no cost when pension can not be measured in comparator towns. Maximum comparator group to be 8 towns.
 - Compensation data from the client covering the following elements:
 - Salary schedule(s) for all classifications to be included in the study.
 - Job descriptions for all classifications to be included in the study.
 - MOUs/Labor Agreements/Personnel Policies detailing various special pays/allowances/PTO/etc.
 - Employer contribution amounts towards medical/dental/vision premiums.
 - Total benefit amounts for life insurance + AD&D + STD/LTD (excluding any supplemental benefits)
 - Pension and 457B costs for employees and costs to employer
 - Specific to behavioral health and social services agency comparators, 2 comparators can be researched for 3 positions.

2.4 Out of Scope

Any services not explicitly listed above as "In Scope" shall be considered out of scope for this project. Notably, the areas that are out of scope for this project include, but are not limited to, the following list. If any of these items are required for your organization, they can be scoped separately.

- Live Compensation
 - GovInvest's creation of models beyond those noted in Sections 2.1, 2.2 and 2.3.
 - Updating compensation data more than 3 times per calendar year.
 - Position matching performed by GovInvest for software-only packages (i.e., no additional enhancement costs scoped out for project).
 - Assessing fiscal impact of potential pay changes following market review.
 - Requesting additional data points related to benefits that are not being included/accounted for already (i.e., requesting data of pay/shift differentials, non-paid leaves, etc).
 - Comparing budget sizes of agencies/Towns
 - Comparing/providing feedback of if new classifications should be created.

2.5 Project Milestones & Duration

Project duration is defined as the entire time taken to complete the project, based on the resources allocated.

Live Compensation

The estimated project duration is 12-20 weeks from Kickoff meeting to Go-live meeting. Project duration is subject to the Client providing the necessary compensation data and scope inputs (classification/comparator list) as outlined in the project management timing agreed herein or during the project kickoff meeting.

Milestone	Expected Duration	Target Completion Date
Kickoff meeting	<1 week	Apr 01, 2024
Data collection	4 - 6 weeks	To be set at Kickoff Meeting
Configuration - Salary	1 - 2 weeks	To be set at Kickoff Meeting
Validation 1	<1 weeks	To be set at Kickoff Meeting
Training - Salary	<1 week	To be set at Kickoff Meeting
Configuration - Benefits	6 - 8 weeks	To be set at Kickoff Meeting
Validate 2	1 - 2 weeks	To be set at Kickoff Meeting
Training - Benefits	<1 week	To be set at Kickoff Meeting
Go-Live meeting	<1 week	August 12, 2024

** Please be advised that the above timeframe is to provide a general timeline for delivery and is not a reflection of the total man hours/effort involved for this engagement. For a GovInvest Analyst's customized job matching enhancement, timing will be scoped separately in anticipation of the Kickoff Meeting. Also, Training and Go-Live Meetings may be combined into a single meeting for efficiency at the client's request.*

2.6 Project Management

GovInvest to provide the following project managements services:

- Manage project scope and schedule with Client per this Statement of Work.
- Responsibilities include but are not limited to resource management, status updates, risk management and mitigation strategies.
- Develop and execute change requests as necessary to account for changes in project scope, schedule, and or cost as needed.

2.7 Resources and Skills

Client will provide staff resources to lead implementation work for this project. These resources will participate and be responsible for all required steps associated with implementation of this project. The GovInvest staff member leading the implementation of each platform module will be identified during the project Kickoff meeting with the Client.

The GovInvest resources are responsible for the overall execution of the project, including: Analysis, data collection, configuration, build, test, validation, monitoring progress against schedule, acting as the interface between the broader GovInvest team and Client, and scheduling project meetings.

2.8 Project Location

GovInvest will provide resources for all steps of the project via Microsoft Teams or similar web conferencing service.

2.9 Project Acceptance

On completion of the implementation project, GovInvest will send a Project Acceptance Email indicating completion and requesting client's confirmation of completion. The Project Acceptance email will be sent to the person specified during the project Kickoff meeting if other than the Client's project Sponsor. Client's positive response to the Project Acceptance Email signifies Client's final acceptance of the work and agreement that all Deliverables have been completed in accordance with the SOW. If the Client does not accept the Deliverables, then Client shall respond via email within fifteen calendar days following the send date of the Project Acceptance Email and state specifically which Deliverables were not Final Accepted and why. A GovInvest representative will follow up within 5 days and work with the Client to address specified shortcomings.

If Client does not respond to the Project Acceptance Email within fifteen calendar days after the date it is sent, Client shall be deemed to have accepted the Deliverables, and consequently, the remainder of the Services, and GovInvest will invoice the Client for the remainder of the price due to GovInvest, if any.

3 Assumptions

The project scope and associated price quoted within this Statement of Work are based on the following assumptions. Should any element(s) of these assumptions be lacking during execution of services, additional time and associated fees and expenses may be required to complete this Statement of Work.

1. Minimum lead time for scheduling project kickoff meeting is fifteen (15) business days from our receipt of the signed SOW or fifteen (15) business days from the confirmed start date between GovInvest and Client; whichever date is later. Should you require more aggressive scheduling, please contact GovInvest to determine availability.
2. Client is responsible for providing a resource or resources focused on this project and the extent of the knowledge transfer is dependent upon the availability of these resources. A maximum of two hours of dedicated knowledge transfer at the project's conclusion will be provided unless otherwise noted within this Statement of Work.
3. GovInvest is not responsible for delays caused by systems, personnel, or environmental causes, outside of its control, or in receiving data from Client.
4. Any restrictions or requirements regarding the GovInvest consultants' use of personal equipment must be stated in advance of the commencement of the project.
5. All hardware and/or software and licensing required to perform the above services will be provided by and is the responsibility of Client. All wiring, hardware, and software required to perform the above services are in working order.
6. All parties agree that personnel shall not be asked to perform, nor volunteer to perform, engineering and/or consulting tasks that lie outside the skill sets and experience of personnel. Personnel have the right to decline on a service request if the request falls outside the scope of their experience and expertise.
7. Project activity will be scheduled during the hours of 8:00 AM to 5:00 PM GovInvest Lead local time. Any work performed outside these hours must be previously agreed upon by both parties.
8. All documentation will be delivered within fifteen (15) business days after the completion of the in-scope tasks or phases of the project. A standard document template will be utilized for this service delivery.

4 Client Responsibilities

Both Client and GovInvest are responsible for the successful execution of this engagement. Prior to the start of this SOW, Client will indicate to GovInvest in writing a person to be the point of contact. All project communications will be addressed to such point of contact (the "Client Contact"). The Client Contact is responsible for the following:

1. Performing a full working backup prior to the commencement of services as GovInvest is not responsible for lost data.
2. Ensuring all related information and communication regarding this project is done through the Project Manager as expeditiously as possible.
3. Managing change request communications on behalf of the Client team.
4. Making the necessary administrative usernames and passwords available to GovInvest if required for the successful completion of project.
5. Providing detailed and accurate information regarding their current network environment if required for the successful completion of project. This information will include the technical configuration of the domain environment.
6. Providing the necessary workspace and network access to provide the above services.
7. Providing access to building(s) and room(s) if required for the successful completion of project.
8. Obtaining and provide project requirements, information, data, decisions and approvals within one working day of the request, unless both parties agree to a different response time.
9. Ensuring that project personnel have reasonable and safe access to the project site and adequate office space, if required.
10. Providing technical points-of-contact, who have a working knowledge of the enterprise components to be considered during this project ("Technical Contacts"). GovInvest may request that meetings be scheduled with Technical Contacts.
11. Informing GovInvest of all access issues and security measures and providing access to all necessary hardware and facilities as required.
12. Having the authority to resolve conflicting requirements.
13. Helping resolve project issues and ensuring that issues are brought to the attention of the appropriate persons within the GovInvest organization, if required.

Dependent upon the implemented module(s), client will provide certain individual resources for this project effort as determined by the GovInvest Project Lead. These resources will participate in all required steps and will be fully or partially responsible for tasks and deliverables where appropriate.

5 GovInvest Responsibilities

GovInvest shall provide the Services and the GovInvest Work Product during the term of this engagement in accordance with this SOW and these terms and conditions.

1. GovInvest will provide all resources, facilities, management, labor, expertise, skills, tools, and equipment necessary for the performance of its obligations under this SOW.
2. Without limiting the foregoing, GovInvest shall:
 - a. keep the Client Contact and Client Participants advised of the progress of the project and the status of the Deliverables;

-
- b. permit any designated representative of Client to periodically review the work of GovInvest personnel performing Services and preparing Deliverables;
 - c. perform the Services in a timely manner and provide the Deliverables in accordance with this Statement of Work; and
 - d. keep accurate records of work performed on this Statement of Work, evidence of which GovInvest shall provide to Client upon Client's request.

6 Change Control Process

The "Change Control Process" is that process which shall govern changes to the scope, schedule, or price of the Project during the life of the Project. The Change Control Process will apply to new components and to enhancements of existing components. The Change Control Process will commence at the start of the Project and will continue throughout the Project's duration until Project Go-Live.

Under the Change Control Process, a "Change Request" email will be the vehicle for communicating any desired changes to the Project. It will describe the proposed change; the reason for the change; and the effect the change may have on the Project. The Project Manager of the requesting party will submit a written Change Request to the Project Manager for the other parties.

GovInvest and Client will review the change request. Both parties must agree to the Change Request via email to authorize its implementation.

7 Project Initiation Process

Upon receipt of a signed SOW, planning for the project will commence. A key step in the planning process is the Kickoff Meeting with Client's Team.

In the Kickoff Meeting, the contents of the SOW will be reviewed. This is an opportunity for Client's team(s) involved with the project to understand the Project's goals, tasks, deliverables, and timelines.

Upon completion of the Kickoff Meeting, minutes of the Kickoff Meeting, based on discuss during the meeting, will be distributed to Client. Any changes to the project will be documented in these minutes. If a Change Orders is necessary due to scope-of-work changes discussed during the Kickoff Meeting as compared to the scope of work noted in this document, the Change Orderat process will be initiated after the Kick-off Meeting.

8 Terms and Conditions

This statement of work (SOW) is subject to and governed by the terms of the GovInvest Masters Services Agreement (the "Agreement"). In the event any terms and conditions of this SOW conflict with the Agreement, this SOW will control for the purposes of the Services to be delivered. All terms defined in the Agreement and used herein will have the same meaning as set for in the Agreement.

9 Confidential

The information in this document shall not be duplicated, used, or disclosed in whole or in part outside GovInvest's organization. If a contract is awarded to GovInvest as a result of or in connection with the submission of this document, GovInvest shall have the right to duplicate, use, or disclose the information within its organization to the extent provided by the contract between GovInvest and Client. This restriction does not limit GovInvest's right to use information contained in this document if it is obtained from another source without restriction.

10 SOW Acceptance

The project Terms and Conditions are as outlined in this document. Once fully executed, this document will become the Statement of Work for the Services defined in this document. Client's and GovInvest's signature below authorizes GovInvest to begin the Services described above.

Branford, CT		GovInvest	
Name		Name	
Title		Title	
Signature		Signature	
Date		Date	
		SOW#	

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



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(203) 315-0663
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www.branford-ct.gov

Date: April 24, 2024
To: Joseph Mooney, Chairman Board of Finance
From: James Finch, Finance Director
Re Revaluation and Future Budgets

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2024 APR 29 A 8:48
Wai Espinoza
BRANFORD TOWN CLERK

Background

As the board may recall, last fall I presented draft debt and fund balance policies and in January we discussed the needs and challenges facing the town. During the January presentation I noted that the revaluation would likely shift the tax burdens to residential property taxpayers. As you continue to contemplate these policies and plans I believe it is beneficial that we begin to estimate the impact of revaluation so that we can formulate a strategy moving forward. I should underscore that the revaluation impact is based on very preliminary estimates. Nevertheless, while the final values have yet to be determined it should be clear to even the most casual observer that real estate values have risen dramatically since the last valuation. It is also worth noting that the common belief that revaluation shifts can be offset through a lower mill rate does not necessarily hold with a grand list as diverse as Branford's.

The memorandum is organized as a series of frequently asked questions with some responses excerpted from the town's website, estimated budgets, shift projections and thoughts moving forward.

Section 1. Revaluation

What is Revaluation?

The revaluation program involves the mass reappraisal of all real property in the Town in order to bring about uniformity in property valuations and to assure all property owners that they are paying only their fair share of the cost of community services. Revaluation is not intended to raise revenues. Its purpose is to value all properties by the same standards at the same point in time.

Why is Revaluation Needed?

It will have been five years since the last revaluation of all real estate in the Town of Branford. Meanwhile, constantly changing economic conditions have caused inequities to develop. The solution to this problem is to reappraise all real estate bringing assessment records up to date with present day values.

What Kind of Inequities Exist Now?

Just the normal "hills and valleys" which occur in any community over a period of time. Neighborhoods change and economic climates change, meaning that properties may have become overvalued or under-valued when compared to comparable market properties. The revaluation returns properties to current market values and to their equitable share. It should also be noted that since motor vehicles and personal property values are derived from current market conditions these grand list components will decrease as a percent of the grand list and thus their tax burden will be decreased proportionately.

Why is Branford conducting a Revaluation in 2024? (FY 2026)

The State of Connecticut, under C.G.S §12-62, requires a revaluation of all real estate every five years. State law mandates that the Town of Branford commence the five year cycle for the October 1, 2024 Grand List since the last revaluation was completed in 2019.

There is a growing awareness that local property taxes have become a significant part of the expense of owning real property. Keeping this in mind, revaluations are required to assure property owners of uniformity in property valuations. A revaluation sets new assessed values on a current basis for use by the Assessor.

A successful revaluation requires a significant amount of time spent on careful research and the cooperation of the taxpayers to assure that the new values are accurate and that all property owners will pay their fair share of the property tax burden.

Section 2. Shifting Tax Burdens

This section will attempt to illustrate the potential shift in the tax levy based on the board's recommended budget to the RTM.

What assumptions are used to estimate the changes in the grand list?

Property Class	Increase
Real Estate Residential (Up to 3 Family)	45%
Real Estate Residential (Multi Family)	30%
Real Estate Condominium	50%
Real Estate Residential (Mobile Homes)	Flat
Real Estate Residential (Garages and Docks)	5%
Real Estate Commercial	15%
Real Estate Apartments	20%
Real Estate Industrial and Other	5%
Personal Property	Flat
Motor Vehicles	Flat

As the board may recall, the grand list used to calculate the mill rate for the FY 2025 recommended budget was 3.9 billion and by applying the assumptions above that grand list increases to @5.15 billion.

Exhibit 1 illustrates the value changes for the various components.

What is the resulting tax shift with these changes in grand list components?

In order to accurately measure the impact of the grand list changes one must control for the budget requirements and tax levy. Therefore for the purpose of the analysis I am using the FY 2025 recommended budget with the only change being the grand list and the corresponding mill rate change.

Exhibit 2. Demonstrates the shift in taxes pursuant to the estimated changes in the grand list. Please note that the tax levy remains constant and the mill rate drops. However despite the drop in the mill rate it does not prevent a significant shift in the burden on residential taxpayers. As noted earlier in the memo, the revaluation is about fairness and thus one could argue in the years leading up to the revaluation non-residential properties were subsidizing residential properties. While this argument is logical and compelling I have yet to see it take the sting out of the public's frustration.

Section 3. Exploring a Strategy

Exhibit 2 illustrates the shift in the tax burden to single family and condominium properties is approximately \$7.5 million. Moreover, this increase does not reflect the normal budgetary increases since it assumes a constant tax levy. As a result it appears that it is all but inevitable that this shift will be painful.

If the shift in tax burden is inevitable does the town have other options?

If one concedes the inevitability of the shifts then perhaps the focus should land on the year leading up to the revaluation (FY 2025) and the years following the revaluation 2027-2029. I am also aware that these years also include significant investments in public safety both in terms of staffing and structures.

What does this approach consist of and what are the guardrails or targets?

To provide a level of consistency with the analysis I shared in January, I stayed with the projected expenditure levels for FY 27-29 as a basis for the analysis. The goal for these future years will be to keep the mill rate increase under 3.5%. The target for FY 2025 is to limit the mill rate increase to 2%.

Exhibit 3 shows the projected increase in the mill rates using additional fund balance as a tool to limit the mill rate increases in the years following the revaluation. This leaves the previously identified considerations (January 24, 2024 letter) on the table.

- Selling assets and using the proceeds to offset costs.
- Reallocating existing cash balances on soon to be closed out projects. (WIS)
- Identify non-tax dollars to support debt payments. (Foote Trust)
- Work with Branford's delegation to secure grant funding for capital projects.
- Identify opportunities through the Inflation Reduction Act
- Evaluate opportunities to reduce pension liabilities with an eye toward reducing future payments.
- Continue to seek grant dollars to offset the costs of resiliency projects.

Section 4. Fund Balance Policy

As we are aware, the board is considering a fund balance policy which strives to maintain a level of fund balance between 20-25%. Therefore I have used this range as a basis for a developing a rough model to conceptually illustrate the use of fund balance at various target levels. The model assumes targets of 25%, 22.5% and 20% with a beginning balance of \$49 million as of 6/30/2024.

Please see Exhibits 4-6

These preliminary forecasts show that the only policy that survives under these scenarios is the 20% target. The analysis also underscores that small changes in percentage targets can produce dramatic results. It is also important to recall that expenditures are being driven by 4% increases in education spending (largest department) and the aforementioned public safety increases. Finally the budgets contemplate issuing debt to fund \$76 million in capital improvements.

Conclusion

As I noted in my January memo my purpose is to provide a reasonable plan that is logical and budget sensitive while simultaneously striking a balance between services and tax requirements. It is worth underscoring that this memo and accompanying attachments are not intended to analyze and account for every possible situation and undoubtedly changes in interest rates, construction costs and unanticipated events and opportunities may alter the projections. Therefore it will be required for the board to revisit the plan on an annual basis and adjust accordingly to meet budgetary objectives.

Exhibit 1. Estimated changes in the grand list.

	Value	% of GL	Value	% of GL
Real Estate Residential (Up to 3 Family) (1)	1,891,549,595	48.49%	2,742,746,913	53.25%
Real Estate Residential (Multi Family)	325,778,301	8.35%	423,511,791	8.22%
Real Estate Residential (Condominium)	432,229,900	11.08%	648,344,850	12.59%
Real Estate Residential (Mobile)	4,715,800	0.12%	4,715,800	0.09%
Real Estate Residential (Garages and Docks)	4,131,300	0.11%	4,337,865	0.08%
	2,658,404,896	68.15%	3,823,657,219	74.24%
Real Estate Commercial	394,361,740	10.11%	453,516,001	8.81%
Real Estate Apartments	79,665,550	2.04%	95,598,660	1.86%
Real Estate Industrial & Other	191,250,509	4.90%	200,813,034	3.90%
Total	665,277,799	17.06%	749,927,695	14.56%
Personal Property	242,816,730	6.22%	242,816,730	4.71%
Motor Vehicle	334,198,087	8.57%	334,198,087	6.49%
Total	3,900,697,512	100.00%	5,150,599,732	100.00%

Exhibit 2. Estimate Tax Levy Changes by Property Type

	Mill Rate	30.66	Mill Rate	23.22	%
Tax Levy	119,601,785		119,601,785	Increase	
Real Estate Residential (Up to 3 Family) (1)	57,998,014		63,689,171	5,691,157	9.81%
Real Estate Residential (Multi Family)	9,988,897		9,834,343	(154,554)	-1.55%
Real Estate Residential (Condominium)	13,252,878		15,055,179	1,802,301	13.60%
Real Estate Residential (Mobile)	144,594		109,505	(35,089)	-24.27%
Real Estate Residential (Garages and Docks)	126,672		100,729	(25,943)	-20.48%
Real Estate Commercial	12,091,778		10,531,069	(1,560,709)	-12.91%
Real Estate Apartments	2,442,676		2,219,891	(222,785)	-9.12%
Real Estate Industrial & Other	5,864,054		4,663,068	(1,200,986)	-20.48%
Personal Property	7,445,159		5,638,434	(1,806,726)	-24.27%
Motor Vehicle	10,247,062		7,760,395	(2,486,667)	-24.27%
	119,601,785		119,601,785	0	0.00%

Exhibit 3. Estimated Tax Rate Change

	Current Estimated 2025	Revaluation Constant Levy 2025	Revaluation Estimated 2026	Estimated 2027	Estimated 2028	Estimated 2029
Expenditures	135,311,096	135,311,096	143,180,630	149,042,664	155,147,126	161,208,513
Non Tax Revenue	18,340,439	18,340,439	18,340,439	18,340,439	18,340,439	18,340,439
F/B Relief (Additional) or Cuts	0	0	665,000	1,350,000	2,250,000	2,250,000
	18,340,439	18,340,439	19,005,439	19,690,439	20,590,439	20,590,439
Total Tax Requirements	116,970,657	116,970,657	124,175,191	129,352,225	134,556,687	140,618,074
Less State Reimbursements	270,800	270,800	270,800	270,800	270,800	270,800
Less Elderly Tax Relief	386,899	386,899	386,899	386,899	386,899	386,899
Less Allowance for Uncollectible	1,973,429	1,973,429	2,094,299	2,181,153	2,268,467	2,370,158
Total Tax Levy	119,601,785	119,601,785	126,927,189	132,191,077	137,482,853	143,645,931
Collection rate	0.98350	0.98350	0.98350	0.98350	0.98350	0.98350
Grand List (estimated)	3,900,697,512	5,150,599,732	5,150,599,732	5,176,352,730	5,202,234,494	5,228,245,666
Mill Rate	30.66	23.22	24.64	25.54	26.43	27.47
Change	0.77	(7.44)	(6.02)	0.89	0.89	1.05
Percentage	2.58%	-24.27%	-19.63%	2.92%	2.90%	3.42%
GL Increase		1,249,902,220	1,249,902,220	25,752,999	25,881,764	26,011,172
GL %		32.04%	32.04%	0.50%	0.50%	0.50%

GL Growth 1.005
 Non Tax Revenue 1 Flat
 Fy 2024 Mill Rate 29.89

Exhibit 4. Fund Balance Target at 25%

	2025	2026	2027	2028	2029
Beginning Fund Balance 6/30/2024	48,000,000	48,000,000	47,500,000	45,200,000	42,900,000
Add/(Subtract)	-	(500,000)	(2,300,000)	(2,300,000)	(2,300,000)
Ending Fund Balance	48,000,000	47,500,000	45,200,000	42,900,000	40,600,000
Budget for Future Year (25-28)	135,311,096	143,180,630	149,042,664	155,147,126	161,208,513
Fund Balance Target	33,827,774	35,795,158	37,260,666	38,786,782	40,302,128
Target less projected	14,172,226	11,704,843	7,939,334	4,113,219	297,872
Less Fund Balance Appropriated in Future Year Supplemental Fund Balance Appropriation	(3,156,000)	(3,156,000)	(3,156,000)	(3,156,000)	(3,156,000)
Discretionary Fund Balance	11,016,226	8,548,843	3,433,334	(1,292,782)	(5,108,128)

Exhibit 5. Fund Balance Target at 22.5%

	2025	2026	2027	2028	2029
Beginning Fund Balance 6/30/2024	48,000,000	48,000,000	47,500,000	45,200,000	42,900,000
Add/(Subtract)	-	(500,000)	(2,300,000)	(2,300,000)	(2,300,000)
Ending Fund Balance	48,000,000	47,500,000	45,200,000	42,900,000	40,600,000
Budget for Future Year (25-28)	135,311,096	143,180,630	149,042,664	155,147,126	161,208,513
Fund Balance Target	30,444,997	32,215,642	33,534,599	34,908,103	36,271,915
Target less projected	17,556,003	15,284,358	11,665,401	7,991,897	4,328,085
Less Fund Balance Appropriated in Future Year	(3,156,000)	(3,156,000)	(3,156,000)	(3,156,000)	(3,156,000)
Supplemental Fund Balance Appropriation			(1,350,000)	(2,250,000)	(2,250,000)
Discretionary Fund Balance	14,399,003	12,128,358	7,159,401	2,585,897	(1,077,915)

Neil Chapman
BRANFORD TOWN CLERK

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Exhibit 6. Fund Balance Target at 20%

	2025	2026	2027	2028	2029
Beginning Fund Balance 6/30/2024	48,000,000	48,000,000	47,500,000	45,200,000	42,900,000
Add/(Subtract)	-	(500,000)	(2,300,000)	(2,300,000)	(2,300,000)
Ending Fund Balance	48,000,000	47,500,000	45,200,000	42,900,000	40,600,000
Budget for Future Year (25-28)	135,311,096	143,180,630	149,042,664	155,147,126	161,208,513
Fund Balance Target	27,062,219	28,636,126	29,808,533	31,029,425	32,241,703
Target less projected	20,937,781	18,863,874	15,391,467	11,870,575	8,358,297
Less Fund Balance Appropriated in Future Year Supplemental Fund Balance Appropriation	(3,156,000)	(3,156,000)	(3,156,000)	(3,156,000)	(3,156,000)
Discretionary Fund Balance	17,781,781	15,707,874	10,885,467	6,464,575	2,952,297

MAI STYPIAN
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