

**BOARD OF FINANCE
TOWN OF BRANFORD, BRANFORD, CONNECTICUT 06405**

JOSEPH W. MOONEY, CHAIRMAN

HARRY DiADAMO, JR.
VICTOR J. CASSELLA
ROBERT IMPERATO
CHARLES F. SHELTON, JR.
JEFFREY E. VAILETTE



EX-OFFICIO
JAMES B. COSGROVE,
First Selectman

CLERK
LISA E. ARPIN, CMC CCTC
Town Clerk

**BOARD OF FINANCE
MEETING MINUTES
May 24, 2021**

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BRANFORD TOWN CLERK

Chairman Joseph Mooney called the in-person meeting to order at 7:30 p.m. The meeting was also available for public viewing via BCTV/Comcast Channel 20 and Facebook Live.

The full board was present: Harry DiAdamo, Victor Cassella, Robert Imperato, Joseph Mooney, Charles Shelton, Jr., and Jeffrey Vailette. Also present were James Cosgrove, First Selectman; James Finch, Finance Director; Kathryn LaBanca, Assistant Finance Director; Lisa Arpin, Town Clerk; RTM rep Ray Ingraham; HR Director Margaret Luberda; Fire Chief Tom Mahoney; Animal Shelter Director Laura Burban; Chair of Dan Cosgrove Animal Shelter, Marilyn Vailette; and resident Wayne Cooke.

1. Approval of minutes: By motion from Mr. Shelton, seconded by Mr. Vailette the minutes of the February 22, March 22 and March 23, 2021 meetings were approved unanimously.
2. Citizen's Communications: Resident Wayne Cooke spoke on agenda item #8 regarding being unaware of the increase in the Animal Shelter Renovation and the green element of the building.
3. The Board heard a presentation by Robert DeLuca of The Andriole Group and Luke Violette of GYL Financial Synergies regarding the performance of the Town of Branford Police Pension Plan for the quarter ended March 31, 2021. Mr. DeLuca covered the market environment, and Mr. Violette presented the performance and experience of the fund. The ending market value at 3/31/2021 was \$28,826,072 and as of close of business on 5/21/2021 plan assets are \$29,523,463 or 2.4% return since quarter-end. There was a recommendation of a reallocation of assets per the "Amount to Sell/Buy" column of the attached (Exhibit 3A). Mr. Cassella made the motion, seconded by Mr. Imperato to rebalance as outlined on the attached Reallocation of Assets. Vote was 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 Volunteer Fire Incentive Plan for the quarter ended March 31, 2021. The ending market value at 3/31/2021 was \$1,430,165 and as of close of business 5/21/2021, plan assets were \$1,466,600 or 2.55% in earnings 4/1 through 5/21/2021 or \$36,435 quarter-to-date. Recommended rebalancing as per the attached reallocation of assets (Exhibit 4A) per the "Amount to Sell/Buy" column. Mr. Imperato made the motion to rebalance, seconded by Mr. Vailette. Vote unanimous.

5. The Andriole Group and GYL Financial Synergies also reviewed the performance of the Town of Branford Other Post-Employment Benefits Trust (OPEB) for the quarter ended March 31, 2021. The ending market value at 3/31/2021 was \$36,016,243 and as of close of business on 5/21/2021, the market value was \$36,635,144 or an increase of 1.72% Q-T-D. Recommended rebalancing as per the attached reallocation of assets (Exhibit 5A) per the “Amount to Sell/Buy” column. Mr. Valette made the motion to rebalance, seconded by Mr. DiAdamo. Vote unanimous.

6. The Board reviewed a request from Human Resources Director Margaret Lubberda and Fire Chief Thomas Mahoney to provide an advisory opinion on the employment contract for Assistant Fire Chief, Gary Bloomquist. The Board conducted a financial obligations review as per Chapter 42-1 of The Code of Branford. The salary for this year, effective February 17, 2021, was previously approved by the Board of Finance and requires no transfers or adjustments for this year or the new fiscal year. This contract has been reviewed and approved by the First Selectman, the Fire Chief, the Fire Commission, Margaret Lubberda and Mr. Bloomquist. Motion by Mr. Imperato, seconded by Mr. Valette that the Board of Finance gives a favorable advisory opinion to the Board of Selectmen. Vote unanimous.

7. The Board heard a request from the Human Resources Director for the following FY21 budget transfers:

General Fund Transfer

Transfer From:

ORG	Object	Description	Amount
10149040	588802	Contingency	\$13,345

Transfer To:

ORG	Object	Description	Amount
10141130	517000	Wages & Salaries - Planning & Zoning	\$1,402
10141190	517000	Wages & Salaries – I.T.	1,702
10141200	517000	Wages & Salaries - Human Resources	183
10142010	517000	Wages & Salaries - Police	541
10142050	517000	Wages & Salaries - Building	915
10143050	517000	Wages & Salaries - Engineering	879
10144020	517000	Wages & Salaries - Senior Center	2,956
10146020	517000	Wages & Salaries - WWML	423
10141130	519040	Accrued Payroll Expense	6
10141190	519040	Accrued Payroll Expense	7
10141200	519040	Accrued Payroll Expense	1
10142010	519040	Accrued Payroll Expense	3
10142050	519040	Accrued Payroll Expense	4
10143050	519040	Accrued Payroll Expense	4

10144020	519040	Accrued Payroll Expense	12
10146020	519040	Accrued Payroll Expense	2
10142060	599104	Transfer Out - Animal Control Fund	1,632
10143030	599105	Transfer Out - Sewer Utility Fund	321
10144010	599130	Transfer Out - Human Services Fund	<u>2,351</u>
		Total	\$ 13,345

Mr. Vailette made a motion to approve the general fund transfer request of \$13,345 for salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees, seconded by Mr. DiAdamo. The vote carried unanimously.

RESOLVED: That the Board of Finance recommends to the RTM the general fund transfer of \$13,345 as outlined above.

Corresponding Animal Control Fund Transfer & Resolution:

Appropriation Increase:

20690000	490010	Operating Transfer In	\$1,632
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Appropriation Increase:

20642060	517000	Wages & Salaries	1,627
20642060	519040	Accrued Payroll Expense	5

Mr. Vailette made the motion to approve the Animal Control Fund transfer request of \$1,632 for salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees, seconded by Mr. Shelton. The vote carried unanimously.

RESOLVED: That the Board of Finance recommends to the RTM a transfer out of \$1,632 to the Animal Control Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Animal Control Fund from \$367,026 to \$368,658.

Corresponding Sewer Utility Fund Transfer & Resolution:

Appropriation Increase:

21090000	490010	Operating Transfer In	321
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Appropriation Increase:

21043030	517000	Wages & Salaries	320
21043030	519040	Accrued Payroll Expense	1

Mr. Valette made the motion to approve the Sewer Utility Fund transfer request of \$321 for salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees, seconded by Mr. Shelton. The vote carried unanimously.

RESOLVED: That the Board of Finance recommends to the RTM a transfer out of \$321 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Sewer Utility Fund from \$4,606,967 to \$4,607,288.

Corresponding Human Services Fund Transfer & Resolution:

Appropriation Increase:

21890000	490010	Operating Transfer In	2,351
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Appropriation Increase:

21844010	517000	Wages & Salaries	2,342
21844010	519040	Accrued Payroll Expense	9

Mr. Cassella made the motion to approve the Human Services Fund transfer request of \$2,351 for salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees, seconded by Mr. Valette. The vote carried unanimously.

RESOLVED: That the Board of Finance recommends to the RTM a transfer out of \$2,351 to the Human Services Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Human Services Fund from \$4,606,967 to \$4,607,288.

8. Chairman Mooney read the following:

To consider and act on the following proposed resolution:

"RESOLUTION AMENDING A RESOLUTION APPROPRIATING \$2,895,000 FOR THE RENOVATION AND EXPANSION OF THE BRANFORD ANIMAL SHELTER AND AUTHORIZING THE ISSUE OF \$2,895,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE"

(The purpose of the amendment is to increase the appropriation and bond authorization from \$2,895,000 to \$4,595,000, and ratify, confirm and adopt all prior authorizations and resolutions in connection therewith).

and to recommend the resolution for adoption by the Representative Town Meeting

First Selectman Jamie Cosgrove gave opening remarks with an overview of the competitive RFP/RFQ process to select Enterprise Builders as the construction manager for the animal shelter renovation project. The impact of market uncertainties on labor, materials and commodities was an unknown on bid results of the scope packages. Every scope exceeded what was initially budgeted due to a number of contributing factors to this variance. This project is being brought back before the Board in the spirit of transparency and because there is a wide range of community support and fundraising (during a pandemic) has been incredible. Enterprise has worked with the Town Engineer and project team to bring forward what is driving the cost of the project and give the opportunity to give the Board an opportunity to re-address the project.

Dan Cosgrove Animal Shelter (DCAS) Director Laura Burban announced fundraising to date is \$1,254,471 in pledges, donations and grants via 1,257 individuals or organizations. The smallest donation was \$2.00 the largest donation being \$175,000, and 60% of those funds have come from outside of Branford, but as far as CA, HI, FL, TX due to social media "followers" via Facebook, Tiktok and Instagram. DCAS anticipates raising additional funds via planning additional fundraisers, with the next fundraiser to be held at the Pine Orchard Club on June 24, 2021. DCAS Chair Marilyn Valette thanked the Town and the Board for their support to date. Finance Director Jim Finch gave an overview of his memo of May 21, 2021, attached, with an opportunity for Q&A from the Board.

Mr. Imperato made a motion to Chairman Mooney to recommend to take no action at this meeting. The motion was seconded by Mr. Cassella. The vote was unanimous, and Chairman Mooney indicated a special meeting will likely be scheduled in the next few weeks pending additional information.

9. To hear an overview of the fiscal year 2021-2022 budget from the Finance Director, and to set the mill rate for fiscal 2021-2022.

Finance Director Jim Finch presented an overview of his memo of May 19, 2021 (attached) and the budget adjustments approved by the RTM to the Board of Finance's recommendations.

Chairman Mooney then read the proposed resolution to set the mill rate:

RESOLVED:

That the Board of Finance establishes the mill rate for fiscal year 2021-2022 at **29.45 mills** pursuant to the budget adopted by the Representative Town Meeting. A motion to approve the resolution was made by Mr. Cassella, seconded by Mr. Imperato. The motion carried unanimously. Chairman Mooney expressed his thanks to members of the Board, Jim Finch and Kathryn LaBanca and the Finance team, First Selectman Cosgrove and the Board clerk.

10. The meeting adjourned at 9:04 p.m. by motion from Mr. Cassella, seconded by Mr. DiAdamo.

Dated this 1st day of June, 2021



Lisa E. Arpin, Clerk

Town of Branford Police
 Reallocation of Assets
 May 24, 2021

Exhibit 3A

Investment	Market Value*	% of Assets	Current Policy	Recommended Balance	Amount to (sell)/buy
Mesirow Fixed Income	\$10,036,179	34.0%	35.0%	\$10,333,212	\$0
MainStay MacKay High Yield Corporate Bond I	\$2,197,642	7.4%	7.5%	\$2,214,260	\$0
Fixed Income acct TOTAL	\$12,233,821	41.4%	42.5%	\$12,547,472	\$0
Cash	\$64,465	0.2%	0.0%	\$0	\$0
iShares Core MSCI EAFE	\$3,810,388	12.9%	12.5%	\$3,690,433	\$0
iShares MSCI Emerging Markets	\$2,276,305	7.7%	8.5%	\$2,509,494	\$50,000
iShares Russell 2000	\$1,583,124	5.4%	5.5%	\$1,623,790	\$10,000
iShares Core S&P Mid-Cap	\$1,713,849	5.8%	5.5%	\$1,623,790	\$0
iShares Core S&P 500	\$4,458,239	15.1%	14.5%	\$4,280,902	\$0
iShares US Real Estate	\$1,036,876	3.5%	3.25%	\$959,513	\$0
Alerian MLP	\$1,892,304	6.4%	5.25%	\$1,549,982	(\$342,000)
Equity acct TOTAL	\$16,835,549	57.0%	55.0%	\$16,237,904	(\$282,000)
Cash**	\$454,092	1.5%	2.5%	\$738,087	\$282,000
Cash acct TOTAL	\$454,092	1.5%	2.5%	\$738,087	\$282,000
	\$29,523,463	100.0%	100.0%	\$29,523,463	\$0

*Portfolio Values obtained from People's United Bank are as of 5/21/2021 close of business.

Approved by _____ Date _____

Exhibit 4A

Town of Branford Fire Reallocation of Assets May 24, 2021

Investment	Market Value*	% of Assets	Current Policy	Recommended Balance	Amount to (sell)/buy
iShares Core US Aggregate Bond	\$494,749	33.7%	35.0%	\$513,310	\$0
MainStay MacKay High Yield Corporate Bond I	\$108,884	7.4%	7.5%	\$109,995	\$0
Fixed Income acct TOTAL	\$603,633	41.2%	42.5%	\$623,305	\$0
iShares Core MSCI EAFE	\$188,711	12.9%	12.5%	\$183,325	\$0
iShares MSCI Emerging Markets	\$112,763	7.7%	8.5%	\$124,661	\$12,000
iShares Russell 2000	\$78,089	5.3%	5.5%	\$80,663	\$2,000
iShares Core S&P Mid-Cap	\$84,833	5.8%	5.5%	\$80,663	\$0
iShares Core S&P 500	\$220,787	15.1%	14.5%	\$212,657	\$0
iShares US Real Estate	\$50,236	3.4%	3.25%	\$47,665	\$0
Alerian MLP	\$94,183	6.4%	5.25%	\$76,997	(\$17,000)
Equity acct TOTAL	\$829,604	56.6%	55.0%	\$806,630	(\$3,000)
Cash	\$33,364	2.3%	2.5%	\$36,665	\$3,000
Cash acct TOTAL	\$33,364	2.3%	2.5%	\$36,665	\$3,000
	\$1,466,600	100.0%	100.0%	\$1,466,600	\$0

*Portfolio Values obtained from People's United Bank are as of 5/21/2021 close of business.

Approved by _____

Date _____

Town of Branford OPEB Trust
 Reallocation of Assets
 May 24, 2021

Exhibit 5A

Investment	Market Value*	% of Assets	Current Policy	Recommended Balance	Amount to (sell)/buy
Mesirow Fixed Income	\$7,844,718	33.7%	35.0%	\$8,150,425	\$0
Cash	\$732	0.0%	0.0%	\$0	\$0
MainStay MacKay High Yield Corporate Bond I	\$1,823,382	7.8%	8.0%	\$1,862,954	\$0
High Yield Total	\$1,824,114	7.8%	8.0%	\$1,862,954	\$0
Cash	\$444,738	1.9%	2.0%	\$465,739	\$21,000
iShares US Real Estate	\$755,088	3.2%	3.0%	\$698,608	\$0
iShares Core MSCI EAFE	\$2,367,917	10.2%	10.0%	\$2,328,693	\$0
iShares MSCI Emerging Markets	\$1,253,793	5.4%	6.0%	\$1,397,216	\$143,000
iShares Core S&P 500	\$3,605,746	15.5%	15.0%	\$3,493,039	\$0
iShares Russell 2000	\$1,573,987	6.8%	7.0%	\$1,630,085	\$56,000
iShares Core S&P Mid-Cap	\$2,189,577	9.4%	9.0%	\$2,095,824	\$0
Alerian MLP	\$1,427,251	6.1%	5.0%	\$1,164,346	(\$220,000)
Equity Total	\$13,618,098	58.5%	57.0%	\$13,273,550	\$0
	\$23,286,929	100.0%	100.0%	\$23,286,929	\$0
Additional Cash Reserves	\$13,348,215				
Total Market Value	\$36,635,144				

*Market Values for Fidelity accounts are as of 5/21/2021 market close.

Approved by _____

Date _____

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2021 MAY 21 A 9:34

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT

*Lisa Arpin*
BRANFORD TOWN CLERKMARGARET LUBERDA
Director of Human Resources1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405
(203) 315-0629
FAX: (203) 889-3316
www.branford-ct.gov

May 20, 2021

Dear Mr. Mooney:

Attached is the employment contract for Assistant Fire Chief, Gary Bloomquist. The salary for this year, effective February 17, 2021, has been previously approved by the Board of Finance and requires no transfers or adjustments for this year or the new fiscal year. This contract has been reviewed and approved by the First Selectman, the Fire Chief, the Fire Commission, Mr. Bloomquist and me.

This contract mirrors the major costs and benefits associated with the former Assistant Fire Chief's contract excluding Fire Marshal responsibilities and earned "comp time". This contract does include, because of the Fire department's 24 by 7 operational needs, allowing, with the Fire Chief's approval, this position to elect to work 6 paid holidays per year at the exempt straight time rate of 8 hours per day.

It was my experience that this contract has been negotiated in a fair and productive manner for the Town's benefit and I would appreciate your review and approval. Thank you for your time and consideration.

Sincerely,

Margaret M. Luberda

Margaret M. Luberda

Copy to: Jaime Cosgrove, First Selectman
James Finch, Finance Director
Lisa Arpin, Town Clerk

**EMPLOYMENT AGREEMENT OF GARY BLOOMQUIST
AS
ASSISTANT FIRE CHIEF,
TOWN OF BRANFORD, CONNECTICUT**

Wesley E. Quinn
BRANFORD TOWN CLERK

This Employment Agreement (this "Agreement") is made by and between the Town of Branford (the "Town") acting herein through its Board of Fire Commissioners (the "Commission"), and Gary Bloomquist ("Assistant Fire Chief or "Mr. Bloomquist").

WHEREAS the Town desires to employ Mr. Bloomquist as its Assistant Fire Chief to serve in such capacity in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the premises and mutual promises contained in this Agreement, it is agreed:

ARTICLE 1. TERM OF AGREEMENT

The term of employment under this Agreement shall commence on February 17, 2021 and end on September 30, 2025, unless extended in writing by the parties hereto or terminated sooner in accordance with the Termination provisions of this Agreement.

ARTICLE 2. TERMINATION OF EMPLOYMENT

A) The Town and the Assistant Fire Chief may terminate, amend or extend this Agreement, in writing at any time by mutual agreement.

B) The Assistant Fire Chief may terminate this Agreement by resignation or retirement, giving as much notice as possible, but in no case less than thirty (30) calendar days. During this notice period no paid time off maybe taken.

C) The Assistant Fire Chief may be dismissed for just cause. "Just Cause" shall include, but not be limited to: (1) inefficiency or incompetence in performing in the capacity of Assistant Fire Chief; (2) engaging in an act of moral turpitude; (3) willful misconduct, malfeasance or negligent conduct in the performance of his duties; (4) engaging in conduct that reflects unfavorably upon the Town and which affects Mr. Bloomquist's ability to function as the Assistant Fire Chief; (5) failing to comply with the residency requirements set forth in Article 3- Residence; (6) unsatisfactory job performance as determined by the Commission; (7) Mr. Bloomquist being incapable of fully performing his duties as Assistant Fire Chief for a period in excess of twelve (12) workweeks out of any 365-day period.

ARTICLE 3. RESIDENCE

The Assistant Fire Chief shall reside within a fifteen (15) mile radius of the geographic borders of the Town. This Agreement shall be terminated if the Assistant Fire Chief, at any time during the term of this Agreement, fails to comply with this provision, which is also referenced in Article 2. Termination of Employment, Section (C).

ARTICLE 4. DUTIES & RESPONSIBILITIES

The Assistant Fire Chief shall be second in command of the fire department reporting directly to the Fire Chief and his responsibilities shall be as set forth in the job description of the Assistant Fire Chief. The Assistant Fire Chief will perform legally permissible and proper duties and functions, as the Fire Chief may assign. (Attached is the current job description)

ARTICLE 5. COMPENSATION AND ANNUAL REVIEW

Effective February 17, 2021, Mr. Bloomquist's base salary will be increased to \$105,000 which equates to \$4,038.46 on a bi-weekly basis while employed by the Town. There shall be an annual performance review of the Assistant Fire Chief by the Fire Chief, the Commission and the First Selectman to measure the Assistant Fire Chief's attainment of his goals and objectives. The Fire Chief in consultation with the Commission may, with the approval of the First Selectman, recommend as part of the annual budget review process that the annual base salary be increased in subsequent fiscal years in consideration for the due and full performance by the Assistant Fire Chief of his duties and responsibilities hereunder.

The Assistant Fire Chief shall be eligible to receive the stipend received by bargaining unit members who are paramedics. However, in order to receive the stipend, the Assistant Fire Chief must maintain his paramedic license and his medical control. The stipend will be payable at the same time bargaining unit members who are paramedics are paid the stipend.

The Assistant Fire Chief understands and agrees that the base salary set forth above, and for each subsequent fiscal year, including any other payments made by the Town to the Assistant Fire Chief, is contingent upon annual approval by the First Selectman, the Board of Finance and the Representative Town Meeting ("RTM").

ARTICLE 6. DEDUCTIONS

The Assistant Fire Chief shall authorize applicable deductions from his salary for all taxes and benefit programs.

ARTICLE 7. FRINGE BENEFITS

1. HEALTH AND DENTAL INSURANCES

The Assistant Fire Chief shall be entitled to participate in such medical, dental and hospitalization plans that are offered to other Town of Branford non-unionized Town employees. Mr. Bloomquist may opt-out of the medical and dental plans during the annual open enrollment period. If he opts-out of the medical and dental plans, he will receive a \$1,000.00 opt-out payment at the customary time given to all other employees.

When Mr. Bloomquist retires and has at least ten (10) years of continuous service or fifteen (15) years of aggregate service he and his spouse may elect to be provided with the medical insurance coverage in effect at the time of retirement provided to non-unionized Town employees.

However, said coverage will change during retirement in accordance with changes made to the medical, dental and hospitalization plans offered to non-unionized Town Employees. If elected, the cost of the insurance benefits shall be paid 100% by the Town for Mr. Bloomquist and 50% by the Town for Mr. Bloomquist's spouse at the time of retirement. The obligation of the Town to provide or pay for the cost of the benefits set forth herein continues only during the life of Mr. Bloomquist. When Mr. Bloomquist is eligible for Medicare and when his spouse is eligible for Medicare, if applicable, he and his spouse may elect a supplemental medical and drug plan and the Town will pay the cost of the supplemental plans to Medicare for Mr. Bloomquist during the remainder of his life. There will be no coordination of medical benefits with other Medicare plans held by Mr. Bloomquist or his spouse. Mr. Bloomquist and his spouse must, at all times, remain eligible for these benefits under the regulations of the insurance carrier.

If either Mr. Bloomquist or his spouse is offered comparable insurance coverage to the insurance coverage being offered and provided by the Town, Mr. Bloomquist and his spouse shall not receive the insurance offered and provided by the Town. The Town's insurance broker will determine if the insurance coverage is comparable to the insurance coverage being offered and provided by the Town. If there is a premium share required by the comparable insurance plan, the Town shall reimburse Mr. Bloomquist for said cost. If, however, Mr. Bloomquist or his spouse thereafter become ineligible for the comparable insurance plan, Mr. Bloomquist and his spouse shall receive the insurance benefits offered by the Town, as set forth in this section.

In the event Mr. Bloomquist dies in the line of duty, his surviving spouse and eligible dependent children, up to but not including age eighteen (18), shall be provided with the insurance benefits set forth above. The Town shall pay 50% of the cost of these benefits unless and until his spouse (i) remarries, (ii) has comparable insurance benefits available to her through her employer, as determined by the Town's insurance broker, (iii) is eligible for Medicare; or (iv) is otherwise ineligible for these benefits under the regulations of the insurance carrier.

If Mr. Bloomquist retires from the Branford Fire Department due to a permanent and total disability arising from the performance of his duties as the Assistant Fire Chief and he is physically incapable of gainful employment, he and his spouse at the time of his permanent and total disability shall be provided with the medical coverage and premium share offered to non-unionized Town employees. The Commission and/or the First Selectman shall cause Mr. Bloomquist to be examined by two reputable medical physicians, one to be selected by Mr. Bloomquist and one to be selected by the Commission and/or the First Selectman. If the two medical physicians disagree as to whether Mr. Bloomquist is permanently and totally disabled as set forth herein and physically incapable of gainful employment, the two medical physicians shall agree upon a third reputable medical physician. If two of the medical physicians certify, in writing, that Mr. Bloomquist's permanent and total disability as set forth above renders him physically incapable of gainful employment, he and his spouse will be provided with the medical insurance coverage and premium share offered to non-unionized employees until Mr. Bloomquist's spouse has access to comparable insurance or he is eligible for Medicare. When eligible for Medicare, the Town will pay for a supplement to Medicare for Mr. Bloomquist only during his remaining life.

2. LIFE INSURANCE

The Town shall provide and pay for term life insurance in the amount of \$75,000.

3. UNIFORM ALLOWANCE

The Assistant Fire Chief shall be responsible for maintenance, repair and replacement of his uniform. The Town shall provide Mr. Bloomquist with a uniform allowance each fiscal year in the amount of \$800. Payment will be made in the month of July and will be taxable in accordance with IRS regulations unless Mr. Bloomquist submits applicable receipts for the purchase of his uniform.

4. EDUCATIONAL TUITION REIMBURSEMENT

The Town shall make available to the Assistant Fire Chief up to \$4,000 each fiscal year that he is employed by the Town for any courses, seminars or programs approved by the Fire Chief which are related to fire service administration and general management practices.

5. VACATION

Effective July 1, 2021, the Assistant Fire Chief shall receive twenty-five (25) vacation days per fiscal year. In addition, Mr. Bloomquist will accrue a total of four (4) days for the remaining of the fiscal year 20-2021. The Assistant Fire Chief must gain prior approval from the Fire Chief before taking any vacation days. In the event the Assistant Fire Chief does not use all of his allotted vacation in a fiscal year, he may request approval from the Commission to carry over up to ten (10) vacation days into the next fiscal year; however, the amount of vacation days carried over may never exceed ten (10) vacation days more than the allotted vacation in a fiscal year. Approval of a request to carry over vacation shall be at the sole discretion of the Fire Chief and the Fire Chief must provide written notice of an approval to allow a carryover of vacation to the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee must receive documentation of all vacation days taken during the fiscal year no later than June 30th of the current fiscal year.

6. HOLIDAYS

The Assistant Fire Chief shall receive thirteen (13) paid holidays per year in accordance with Town policy. Mr. Bloomquist, with the approval of the Fire Chief, may elect to work up to and including six (6) Town holidays each fiscal year and be paid an additional days' pay (up to 8 hours for hours worked on the holiday) or take off another workday off as a "compensatory time off". Mr. Bloomquist must inform, in writing, the Fire Chief and the Director of Human Resources at least two (2) weeks prior to the Town holiday that he is requesting to work the Town holiday and whether he is going to take the "worked Town holiday" as compensation (up to 8 hours straight time pay for hours worked) or as compensatory time off. The Chief has the discretion to approve or deny Mr. Bloomquist's request to work the Town holiday. All approved compensatory time off must be taken during the fiscal year or be paid out by June 30th in the fiscal year the time off is earned. Compensatory time off may not be "rolled over" to the next

fiscal year. Mr. Bloomquist currently has 30.25 hours of earned compensation time prior to this contract period and will be paid a one-time gross lump sum, minus appropriate taxes or other deductions in the amount of \$1,336.75 or \$44.19 an hour.

7. SICK LEAVE

From the time of appointment, Mr. Bloomquist shall receive one (1) sick day per month, not to exceed a maximum accumulation of seventy (70) sick days; however, these accumulated days shall not be paid out upon retirement, termination of this Agreement or death. Mr. Bloomquist to date, has accrued 94 sick days which he may use as sick time and may not accrue any further sick time until he has used 25 of these days when he may then accrue a maximum of 70 sick days, at a rate of one per month. The Director of Human Resources must receive documentation of all sick days taken no later than June 30th of each fiscal year. At the time of the execution of this Agreement, the number of accumulated but unused sick days must be sent, in writing, to the Director of Human Resources.

8. RETIREMENT

The Assistant Fire Chief will continue to be enrolled in MERF Plan B subject to its terms, as may be changed from time to time.

9. VEHICLE

The Town shall provide an unmarked motor vehicle for the Assistant Fire Chief's exclusive use during his employment with the Town. The Town shall be responsible for purchasing, insuring, equipping with fire equipment, maintaining and repairing the vehicle. The Assistant Fire Chief shall not permit his spouse, dependent(s), or any other person to drive, use or travel in said automobile. Out of state use of the vehicle for business use only may be allowed with prior written approval from the Fire Chief. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle. The Assistant Fire Chief shall be responsible for maintaining any required records of use of the vehicle and will be required to pay any local, state or federal taxes as required by law.

10. PERSONAL LEAVE

Beginning on July 1, 2021, the Assistant Fire Chief shall be entitled to three (3) personal leave days in each fiscal year to be used at his discretion. Prior to taking a personal day, the Assistant Fire Chief must notify the Fire Chief of his need to use a personal day. Personal days may not be carried over into the next fiscal year. The Director of Human Resources must receive written documentation of all personal days taken no later than June 30th of each current fiscal year.

11. FUNERAL LEAVE

The Assistant Fire Chief shall be granted up to four (4) days of funeral leave in the event of the

death of a member of his immediate family (mother, father, sibling, spouse, son or daughter). Funeral leave of up to two (2) days shall be granted in the event of the death of an in-law (mother-in-law, father-in-law, brother-in-law or sister-in-law). One (1) day of funeral leave shall be granted in the event of the death of any other relative if the funeral takes place on a workday. This paid leave may be extended at the discretion of the Commission.

ARTICLE 8. PROFESSIONAL AND BUSINESS EXPENSES

The Town shall reimburse the Assistant Fire Chief for business expenses and training or professional development costs that are pre-approved, in writing, by the Fire Chief, the Commission and the First Selectman; approval of expenses and training and professional development costs are subject to the Town's budgetary constraints and at the discretion of the Commission and the First Selectman.

ARTICLE 9. DEATH

In the event of the death of the Assistant Fire Chief during the term of this Agreement, the Assistant Fire Chief's beneficiary, or his estate, shall within sixty (60) calendar days of death, be paid all monies owed as set forth herein.

ARTICLE 10. SEVERABILITY

In the event that any provision of this Agreement shall be held to be invalid or unenforceable for any reason whatsoever, it is agreed such invalidity or unenforceability shall not affect any other revision of this Agreement and the remaining provisions hereof shall remain in full force and effect.

ARTICLE 11. AMENDMENT

This Agreement may be amended only by an agreement in writing signed by the parties hereto.

ARTICLE 12. GOVERNING LAW

This Agreement shall be governed by and controlled in accordance with the laws of the State of Connecticut.

ARTICLE 13. ENTIRE AGREEMENT

This Agreement contains the entire Agreement of the parties with respect to the Assistant Fire Chief's employment by the Town and supersedes any prior agreements between the parties.

The parties hereby execute this Agreement this _____ day of _____ 2021.

James Cosgrove
First Selectman
Marshal
Town of Branford

Robert Massey, Jr.
Chairman

Board of Fire Commissioners

Thomas Mahoney
Fire Chief/Deputy Fire

Branford Fire Department

Gary Bloomquist
Assistant Fire Chief
Branford Fire Department

RECEIVED

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

2021 MAY 21 P 3: 31



W. E. Arpin
BRANFORD TOWN CLERK

1019 MAIN STREET
POST OFFICE BOX 150

(203) 315-0663
Fax: (203) 315-3736
www.branford-ct.gov

Date: May 21, 2021

To: Joseph Mooney
Chairman, Board of Finance

From: James P. Finch
Finance Director

Re: Resolutions – Animal Shelter Renovation.

I attach for your review and consideration a resolution to increase the appropriation for the shelter renovation from \$2,895,000 to \$4,595,000. The increase reflects the bids that were received and reviewed by the construction manager. As the board may recall, the net borrowing requirements will be reduced through donations, grants and a previous contribution from the Animal Control Fund. Moreover it is important to note that the commission will continue to raise dollars for the project. Finally North Branford is aware that they will be billed for approximately 30% of our costs net of grants and donations.

If you wish to act on the attached resolution you may find it desirable to request a motion to waive the full reading.

	Original Request	Revised Request	Difference
Expenditures	2,895,000	4,595,000	1,700,000
Non Debt Revenues			
Donations	(730,000)	(1,200,000)	(470,000)
Sustainable CT	(25,000)	(25,000)	-
Animal Control Fund Balance	(100,000)	(100,000)	-
Net Debt Issuance Requirements	2,040,000	3,270,000	1,230,000

Cc J. Cosgrove
L. Burban
L. Arpin

RESOLUTION AMENDING A RESOLUTION
APPROPRIATING \$2,895,000 FOR THE RENOVATION AND
EXPANSION OF THE BRANFORD ANIMAL SHELTER AND
AUTHORIZING THE ISSUE OF \$2,895,000 BONDS OF THE
TOWN TO MEET SAID APPROPRIATION AND PENDING
THE ISSUANCE THEREOF THE MAKING OF TEMPORARY
BORROWINGS FOR SUCH PURPOSE

Section 1. The Resolution adopted September 9, 2020, entitled "RESOLUTION APPROPRIATING \$2,895,000 FOR THE RENOVATION AND EXPANSION OF THE BRANFORD ANIMAL SHELTER AND AUTHORIZING THE ISSUE OF \$2,895,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE", which is hereby ratified, confirmed and adopted, is amended by increasing the appropriation and bond authorization by \$1,700,000 to a total of \$4,595,000 as follows:

Section 2. The title of the Resolution is amended to read as follows:

RESOLUTION APPROPRIATING \$4,595,000 FOR THE
RENOVATION AND EXPANSION OF THE BRANFORD
ANIMAL SHELTER AND AUTHORIZING THE ISSUE OF
\$4,595,000 BONDS OF THE TOWN TO MEET SAID
APPROPRIATION AND PENDING THE ISSUANCE
THEREOF THE MAKING OF TEMPORARY BORROWINGS
FOR SUCH PURPOSE

Section 3. Section 2 of the Resolution is amended by substituting the following:

The total estimated cost of the project is \$4,595,000 and is expected to be paid from an estimated \$1,200,000 to be raised for the project pursuant to a capital campaign of public contributions, \$25,000 energy rebates, \$100,000 fund balance, and the balance from the bonds authorized herein.

Section 4. The first sentence of section 3 of the Resolution is amended to read as follows:

"To meet said appropriation, \$4,595,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date."

Section 5. The Resolution is further amended by substituting the amount of \$4,595,000 for \$2,895,000, wherever it appears in the Resolution.

RECEIVED

2021 MAY 21 P 2: 11

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

W. E. ...
BRANFORD, CT
TEL: (203) 488-8394
FAX: (203) 315-3736
www.branford-ct.gov

Date: May 19, 2021
To: Joseph Mooney
Board of Finance
From: James P. Finch
Director of Finance
Re: RTM Budget Highlights and Mill Rate

Please find attached the changes approved by the RTM to the Board's recommendations with regard to the FY 2022 budget.

Increases:

- Information Technology Communications \$30,000.
- Executive (Capital) Electric Vehicle(s) \$26,000.

Decreases:

- Board of Education \$100,000
- Contingency \$100,000
- Police Vehicle (Reduction of two vehicles) \$72,000
- Police Vehicle Set Up \$42,000

The RTM adjustments result in a net reduction of \$258,000 and these adjustments decreased the Board's recommended mill rate from 29.52 to 29.45 resulting in an overall mill rate increase of 0.53 mills or 1.82% as compared to the current year.

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

Resolved: That the Board of Finance establishes the mill rate for fiscal year 2021-2022 at 29.45 mills pursuant to the budget adopted by the Representative Town Meeting.

	Board of Finance Rec. 2021-2022	RTM Changes	Difference	Explanation
<u>Expenditures</u>				
Information Technology	865,320	895,320	30,000	Restore Reduction to Communications
Board of Education	60,005,541	59,905,541	(100,000)	Per Committee Recommendation
Executive Capital	0	26,000	26,000	Per Selectman/Committee Recommendation
Contingency	924,261	824,261	(100,000)	IT Request/Committee Recommendation
Police Cruisers	180,000	108,000	(72,000)	Per Committee Recommendation
Police Cruiser Set Up	105,000	63,000	(42,000)	Per Committee Recommendation
Net Changes			(258,000)	

Estimated Mill Rate Impact (1)

Board of Finance Appropriations	120,773,315
RTM Net Changes	(258,000)
Total Appropriations	120,515,315
Less Non Tax Revenue	(14,481,277)
Allowances for Uncollectable	2,724,104
Net to be raised from taxation	106,034,038
Net Grand List	3,693,499,815
Mill Rate Current Year	29.45
2021 Mill Rate	28.92
Increase	0.53
% Change	1.82%

(1) Final Mill Rate set by BOF

**Town of Branford
Mill Rate Calculation
(RTM Approved)
FY 2021-2022**

	Amended Budget 2020-2021	Approved Budget 2021-2022	Change Amount	%
Budget Requirements	\$118,242,243	\$120,515,315	\$2,273,072	1.9%
Less: Annual Receipts Other Than Taxes				
Interest & Penalties on Back Taxes	\$1,516,200	\$1,516,500	\$300	0.0%
State & Federal Grants	\$3,085,446	\$2,994,769	(\$90,677)	-2.9%
Departmental Receipts	\$6,042,075	\$6,137,272	\$95,197	1.6%
Fund Balance Brought Forward	\$7,135,736	\$3,832,736	(\$3,303,000)	-46.3%
	\$17,779,457	\$14,481,277	(\$3,298,180)	-18.6%
Net to be raised from Taxation	<u>\$100,462,786</u>	<u>\$106,034,038</u>	<u>\$5,571,252</u>	<u>5.5%</u>
	<u>2020-2021</u>	<u>2021-2022</u>	<u>Change</u>	<u>%</u>
NET GRAND LIST ⁽¹⁾	\$3,680,614,729	\$3,693,499,815	\$12,885,086	0.4%
Mill Rate	28.92	29.45	0.53	1.8%
Gross Taxes Available	\$106,442,616	\$108,758,142	\$2,315,526	2.2%
Less: State Reimbursements	\$270,800	\$270,800	\$0	0.0%
Less: Elderly & Veteran's Tax Relief	\$386,899	\$386,899	\$0	0.0%
Less: Allowance for Uncollectible	5,322,131	2,066,405	(\$3,255,726)	-61.2%
Net Taxes Available	<u>\$100,462,786</u>	<u>\$106,034,038</u>	<u>\$5,571,252</u>	<u>5.5%</u>
Collection Rate	95.00%	98.10%		

Kurt M. Schwanzfelder
Treasurer, Town of Branford

(1) Reflects anticipated reductions from tax appeals