

**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

LISA E. ARPIN  
TOWN CLERK

2020 NOV 19 P 12: 10

**BOARD OF FINANCE  
SPECIAL MEETING MINUTES  
July 20, 2020**

Chairman Joseph Mooney called the meeting to order at 7:33 p.m. at Branford Fire Headquarters, 45 North Main Street. Board members in attendance: 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; Selectmen Raymond Dunbar; Lisa Arpin, Town Clerk. RTM rep Don Conklin was in attendance.

1. The Board heard a presentation from Laura Burban Director of Dan Cosgrove Animal Shelter Commission (DCAS) regarding their efforts to upgrade and expand the current animal shelter by approximately 50 (currently 2,500 sq. ft. of space.) Director Burban was accompanied by DCAS chair, Marilyn Vailette and Commissioners Eric Maas, and Stephanie Malkin. A video was presented to the Board, with an opportunity for Q & A. Once Branford is "on board" with the project, North Branford will likely fund approximately 30% of the debt service, and private grants will be offset the project. The anticipated budget is \$2.5 and \$2.9 million and the architect is working on estimates in the upcoming few weeks. Reference the attached outline from Director Burban previously distributed to the Board. Further discussions and information at a later meeting.
2. The Board heard a presentation from Jim Finch, Finance Director regarding bonding updates and restructuring as how they relate to the budget amendments in the following FY21 budget transfer. Mr. Finch referenced his memo of 7/15/2020 previously distributed to the Board, and distributed the attached handout marked "Item 2A" at the meeting. Chairman Mooney commended Mr. Finch on the thoroughness of his analysis and presentation on debt financing.

<u>From:</u>		
10147020-588960	Bond Payments Interest	\$282,423
<u>To:</u>		
10147020-588960	Interest Payments General Purpose	45,248
10147020-588960	Interest Payments Schools	56,385
10147020-589540	Interest Payments Sewers	180,790
		282,423
<u>From:</u>		
10147020-589120	Principal Payments CWF	\$1,500,000
<u>To:</u>		
1015000-599121	Transfer Out Fund 720 – JBML Library	1,500,000

<u>Increase:</u>		
72090000-490010-19501	Operating Transfer In	1,500,000
<u>Decrease:</u>		
72090000-490040-19501	Bond Proceeds	1,500,000

Mr. Imperato made a motion to approve these transfer requests, seconded by Mr. DiAdamo. The vote was unanimous.

**RESOLVED:** The Board of Finance recommends to the RTM the transfers as indicated in item #2.

- To consider a resolution repealing the James Blackstone Memorial Library authorized unissued bond authorization. Chairman Mooney read the proposed resolution:

RESOLUTION REPEALING THE BLACKSTONE MEMORIAL LIBRARY AUTHORIZED AND UNISSUED BOND AUTHORIZATION, HAVING BEEN REPLACED WITH OTHER NON-DEBT AVAILABLE FUNDING

Section 1. The Town of Branford at Representative Town Meeting has approved the following Project to be undertaken and financed by the issuance of Bonds, for which an authorized but unissued bond authorization remains:

Project	Representative Town Meeting Resolution	Authorized	Bonds Issued	Authorized but unissued	Status
Blackstone Memorial Library	1/10/2018, as amended on 4/22/2020	\$5,745,000	\$2,345,000	\$3,400,000	Non-debt funding sources available for Project balance

Section 2. It is hereby found and determined that as a result of the issuance of \$5,400,000 Refunding Bonds of the Town of Branford, a budgetary savings in the debt service line item budget of approximately \$1,500,000 will result in the fiscal year ending 6/30/2021, which, upon transfer for the Library Project and together with \$800,000 of donations, and \$1,100,000 of State grant funding, is sufficient to complete the Library Project without further debt incurred by the Town of Branford. The appropriation shall remain unaffected and in place.

Section 3. NOW, THEREFORE, it is hereby ordered that the Library Project, having sufficient non-debt funding sources for its completion, the remaining authorized but unissued bonds, notes or other obligations of the Town authorized to be issued pursuant to the authorizing resolutions, is hereby repealed and withdrawn.

Mr. Cassella made the motion to approve the resolution, seconded by Mr. Valette. The vote was unanimous and the resolution was passed.

4. To receive a letter (attached Item #4) from the Director of Finance with regard to a template to report monthly tax collections.

The Board had a discussion regarding the proposed report template format to communicate monthly tax collections on a straight-forward basis to the Board. Chairman Mooney suggested the additional including the quantity by type of account and percentage of delinquency by type vs lien potential, and possibly include percentage of taxes escrowed.

5. Adjournment – by motion from Mr. Cassella, seconded by Mr. DiAdamo, the meeting adjourned at 8:24 p.m.

Dated this 19<sup>th</sup> day of November, 2020



Lisa E. Arpin, CMC CCTC  
Board of Finance Clerk

# Item #1

July 8, 2020

Mr. Joseph Mooney-Chairman  
Board of Finance  
3 Pondview Terrace  
Branford, CT 06405

Dear Mr. Mooney

As you are aware from previous meetings, the commission is seeking an appropriation to expand and upgrade the existing shelter facility. This project has the support of the First Selectman, and will enable the commission to effectively address critical safety improvements, adapt the facility to allow social distancing, address the growing operating needs of the community, while providing the exceptional service and programs our community deserves.

## **Background**

The construction of the current facility was the result of a community coming together for a common purpose almost 20 years ago. Back then, many volunteers working with businesses, residents, state and local officials raised private donations and grants as seed money for the shelter. The Town built the current shelter, which is supported financially by North Branford. The shelter provides significant animal control, education, outreach and adoption services to Branford and North Branford. It is a unique feature on the shoreline, drawing supporters from many towns.

This expansion and renovation will also ask community members from Branford, North Branford and the wider Shoreline to support the project. It is anticipated that these efforts will significantly reduce the town's borrowing needs.

The shelter currently has many challenges:

- Unsafe entry area for animals, children and the community. Potential for aggressive or sick animals to be in contact with the public. No possibility of social distancing.
- Animal crowding in hallways, offices, kitchen, bathroom.
- Inadequate ventilation, causing animal sicknesses to circulate to animals and humans. Unsafe environment for staff, volunteers and the community.
- Overcrowded kennels without proper acoustical paneling, HVAC or comfortable space for animals and humans.
- Limited quarantine space and inadequate housing for potentially rabid animals. No easy way for vets to visit the shelter and care for animals, causing costly trips to vet offices.
- No pet adoption visiting rooms, so animal introductions happen in hallways or the parking lot.
- Limited storage for donations and needed supplies. No space to operate the pet food pantry.
- Limited space that causes the shelter to turn away volunteers, school groups, etc.

- No space for animal camp, pet services, animal education.
- No private space to conduct animal abuse investigations, interviews the parties, or write reports.
- Limited outdoor areas for animal recreation and a confusing driveway that creates safety hazards for the public.

In addition, in the face of the coronavirus and accompanying economic challenges, the shelter is seeing a much higher rate of animal abandonment, causing its operations and space requirements to swell. The physical space is busting at the seams at the moment and that is likely to get much worse in the coming months/years, as our community continues to rely on the shelter for animal care, supplies, pet food, rabies clinics, spay/neuter clinics, etc.

### **Purpose**

The building will roughly double in size – it will be better equipped to serve animals and people; better able to promote animal health, human and animal safety, and adoptions; and will create tremendous efficiencies (visiting vets, more volunteers, ventilation). There will be two entrances – one for the adopting public and one for Animal Control Officers, veterinarians and sick animals. The entrance for the public will showcase the animals available for adoption, with visible cat play areas and screens displaying photos of animals available for adoption in the lobby. Off the lobby, there will be a community education and training room that will allow the shelter to host animal clinics, conduct volunteer training, welcome school groups, etc.

The new space will also feature three pet visiting rooms, where people can safely get to know animals one-on-one before adopting. There will be expanded cat rooms, as well as additional critter space to house bunnies, guinea pigs, snakes, ferrets, and more. Dog kennels will be upgraded and renovated to create a less prison-like setting, and there will be air conditioning, so dogs are not endangered during hot summer months.

There will be a wellness wing, accessible only to staff and medical professionals. It will feature added quarantine space, dedicated pregnant and newborn cat space, a medical exam room for visiting vets, and new ventilation to contain infection. There will be added storage, a place for our free pet food pantry, a redesigned laundry and grooming area, a small barn for outdoor animals, a shower for decontamination, and space for Animal Control Officers to conduct cruelty investigations out of the public view.

### **Budget Development**

We anticipate the project cost to be \$2.5 - \$2.9 million, including contingency and soft costs. The impact to the taxpayer will be offset by private grants, donations, pledges, and animal shelter fund balance. We also anticipate North Branford will fund 30% of the principal and interest costs once the project is financed. We continue to work with the architect and town staff to refine these estimates.

## **Other Considerations**

We acknowledge that the expansion and renovation of the Animal Shelter could have an impact on utilities. To address this, we are looking at ways to offset and reduce the potential for increasing utilities by pursuing high building performance standards where applicable and by utilizing energy efficient technology and renewable energy, if appropriate. By leveraging grants and incentives our goal is to diminish the incremental gap in the project cost making these aspects economic. By considering a whole system approach and high building performance standards in the design of the building, we can significantly reduce our future operating costs, conserve utilities & resources and create a healthy, comfortable indoor environment for staff, visitors and our animal guests.

This project is not likely to affect staffing however if in the future another town wanted to regionalize with us that could impact staffing needs. The increased space will allow us to welcome more volunteers (we have a volunteer waiting list) and will allow many activities that are currently housed elsewhere to come in-house, saving money and time (e.g., animal camp, vet office visits). We will explore every opportunity to conserve energy at our facility and will continue our robust fund raising efforts to help support our activities.

## **Conclusion**

The shelter is a vital resource for animals and people. It is currently unsafe, crowded and poses health risks to animals and people. In the face of coronavirus and the current economic challenges, the shelter will need modification to allow it to provide safe services and address a growing demand. We believe that the expansion and renovation of the shelter is in the best interest of the communities and residents that rely on our programs, services and facility.

I, along with my commission, will be in attendance at your meeting to present this item and to address any questions or concerns you may have.

Thank you for your time and consideration.

Sincerely,

Laura Burban  
Dan Cosgrove Animal Shelter Commission  
Director of Animal Shelter  
Town of Branford

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

Item #2

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405



TEL: (203) 488-8394  
FAX: (203) 315-3736  
www.branford-ct.gov

Date: July 15, 2020  
To: Joseph Mooney  
Board of Finance  
From: James P. Finch  
Director of Finance  
Re: Bond Sale Update and Budget Amendments

**Background**

Last month the Town issued 13,105,000 in medium-term bonds. The bonds included \$5.4 million of refunding bonds previously issued through the State of Connecticut’s Clean Water Fund. The refunding bonds will mature in 2025 and were priced at an effective rate of 0.48% saving the town \$195,000 in debt service costs over the life of the bonds. The remaining bonds will mature in 2037 at an effective rate of 1.87%. Additionally, the refunding provided an opportunity to restructure our debt and reduce the need to issue bonds for the unfinanced balance of the Blackstone Library.

During the budget approval process I noted that the timing and size of the issue would result in budget amendments. Therefore, I am asking the Board to approve a resolution to reallocate the debt service accounts along with a resolution to fund the unfinanced balance of the James Blackstone Library renovation through the FY 2021 debt savings.

**Transfer Request General Fund**

<b><u>From:</u></b>		
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<b><u>To:</u></b>		
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10147020-588960	Interest Payments Schools	56,385
10147020-589540	Interest Payments Sewers	180,790
		282,423
<b><u>From:</u></b>		
10147020-589120	Principal Payments CWF	1,500,000
<b><u>To:</u></b>		
1015000-599121	Transfer Out Fund 720 – JBL Library	1,500,000

**Municipal Facilities Fund**

<u>Increase:</u>		
72090000-490010-19501	Operating Transfer In	1,500,000
<u>Decrease:</u>		
72090000-490040-19501	Bond Proceeds	1,500,000

**Resolution to reduce the bond authorization for the James Blackstone Library**

Attached is a resolution prepared by bond counsel to reduce the bond authorization for the library project.



# Item #2A

Fiscal Year	2020 Sale October	2021 Sale June Dated July	2021 Sale June Dated July New CWF	Old CWF	2023 Sale Sep Future	NB Revenue Offset	Debt Service Total	Estimated Budget	Debt %
2019	8,009,355	558,036			125,000		8,134,355	1,029	
2020	7,925,520	1,174,813	134,250	(1,644,245)	125,000		8,608,556	115,414,712	7.46%
2021	7,693,895	1,174,813	2,088,375	(1,687,958)	125,000		7,631,885	118,238,443	6.45%
2022	7,595,645	2,978,563	1,386,750	(815,407)	130,000	(13,200)	9,593,875	121,667,358	7.89%
2023	5,618,594	2,886,063	1,572,375	(524,556)	995,000	(101,031)	9,582,300	125,195,711	7.65%
2024	3,097,743	3,671,063	820,000	(524,556)	744,500	(75,595)	8,603,844	128,826,387	6.68%
2025	3,029,243	3,574,813	-	(524,556)	723,500	(73,463)	8,323,404	132,562,352	6.28%
2026	2,975,493	3,519,813		(399,840)	702,500	(71,331)	7,240,582	140,362,453	5.16%
2027	2,805,840	3,464,813		(75,204)	681,500	(69,198)	7,226,526	144,432,965	5.00%
2028	2,436,266	3,409,813			660,550	(67,071)	7,075,704	148,621,521	4.76%
2029	2,312,563	3,354,813			639,500	(64,934)	6,828,704	152,931,545	4.47%
2030	2,165,125	3,298,094			618,500	(62,802)	6,682,192	157,366,559	4.25%
2031	2,117,000	3,237,938			597,500	(60,669)	6,529,931	161,930,190	4.03%
2032	2,066,563	3,176,063			576,500	(58,537)	6,381,389	166,626,165	3.50%
2033	1,471,563	3,114,188			555,500	(56,405)	6,226,602	171,458,324	3.11%
2034	1,087,219	3,052,313			510,000	(51,785)	6,175,344	176,430,615	2.94%
2035	1,057,531	2,988,719					6,117,344	181,547,103	2.54%
2036	1,027,250	2,924,594					6,063,394	186,811,969	2.36%
2037	996,375	2,860,000					6,009,000	192,229,516	1.87%
2038	473,344	2,760,000					5,954,000	197,804,172	1.02%
2039	457,875	2,660,000					5,906,000	203,540,493	0.75%
2040	-	2,560,000					5,858,000	209,443,168	0.00%
2041	-	2,460,000					5,810,000	215,517,019	0.00%
2042	-	2,360,000					5,762,000	-	-
	57,297,130	10,622,472	6,000,750	(6,196,322)	8,135,050	-	-	-	-

  

New Issues		FY 2023	Other Considerations	
Sewer/Pump	265,000	Note Debt Service Budget was in FY 21	Increase	Percentage
Drainage	45,000	FY 2022 Projected Budget	9,433,707	1.70%
BHS Roof	2,000,000		160,168	
Animal Shelter	2,200,000	North Branford Reimburse Debt at 30%		
Unknowns	1,990,000	North Branford % of Issue	34%	
	6,500,000	Percentage Contribution	10.15%	

CWF = Clean Water Fund

## OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405

TEL: (203) 488-8394  
FAX: (203) 315-3736  
www.branford-ct.gov

Date: July 15, 2020  
To: Joseph Mooney, Chairman Board of Finance  
From: James P. Finch, Director of Finance  
Re: Template for Monthly Tax Collections

At the last Board of Finance meeting the board asked for regular updates on tax collections. This request reflected the collective concern that the economic impact of COVID will be severe. Additionally, in developing the budget for FY 2021 the Board acted to lower the collection rate to 95% and offset the revenue loss with an appropriation from the general fund balance.

I met with Harry DiAdamo in May to discuss tax collections which included a review of the "Report of the Tax Collector" from the audited financial statements. As we discussed the template for monthly tax collections we decided to collect reports from other communities and use these reports as a basis for Branford.

We scheduled a second meeting to review the reports from other communities and to develop the attached template. I have shared the format with the Tax Office and I plan to go over it with the Tax Collector in early August so that you will have a report on July collections for your regular August meeting.

Cc James Cosgrove  
Roberta Gill-Brooks  
Kathryn LaBanca

RECEIVED  
JUL 16 10 11 AM '20  
OFFICE OF THE TREASURER  
BRANFORD, CT

**Tax Collector's Report (Sample)**

**July**

	<u>Fiscal Year 2020-2019</u>		<u>Original</u>		<u>Collections thru</u>		<u>Adjusted</u>		<u>Collections thru</u>		<u>Collection</u>	
	<u>(2019 Grand List)</u>		<u>Levy</u>	<u>Month End</u>	<u>Levy</u>	<u>Month End</u>	<u>Levy</u>	<u>Month End</u>	<u>Levy</u>	<u>Month End</u>	<u>%</u>	<u>%</u>
Motor Vehicles			7,515,694.34	3,757,847.17	7,433,021.70	3,757,847.17	7,433,021.70	3,757,847.17	50.56%			50.56%
Personal Property			5,218,057.28	2,609,028.64	5,197,185.05	2,609,028.64	5,197,185.05	2,609,028.64	50.20%			50.20%
Real Estate			93,563,211.54	46,781,605.77	93,188,958.69	46,781,605.77	93,188,958.69	46,781,605.77	50.20%			50.20%
Motor Vehicle Supplemental												
<b>Total Tax</b>			<b>106,296,963.16</b>	<b>53,148,481.58</b>	<b>105,819,165.45</b>	<b>53,148,481.58</b>	<b>105,819,165.45</b>	<b>53,148,481.58</b>	<b>50.00%</b>			<b>50.23%</b>
Rate Book Number of Accounts												
Rate Book Number of Past Due Accounts												
% Delinquent												

PAID  
 10/10/2019  
 10/10/2019  
 10/10/2019