

# 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

## BOARD OF FINANCE REGULAR MEETING MINUTES August 28, 2023 at 7:30 p.m.

RECEIVED  
2023 AUG 30 P 4:01  
Lisa E. Arpin  
Town Clerk

A regular meeting of the Board of Finance was held on August 28, 2023 at 7:30 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. The meeting was also available for remote public viewing via BCTV and Facebook Live.

Board members seated were: Chairman Joseph Mooney, Harry DiAdamo, Pamela DeLise, Charles Shelton and Jeffrey Vailette; Victor Cassella was absent. Also present were First Selectman James Cosgrove, Finance Director Jim Finch, Town Clerk Lisa Arpin, Deborah Conklin Town Treasurer and Robert Imperato Tax Collector. RTM reps in attendance were Don Conklin, Kevin Healy, Ray Ingraham and Carolyn Sires.

1. The Board unanimously approved the minutes of the July 31, 2023 meeting by motion from Mr. Shelton, seconded by Mr. Vailette.
2. Citizen's Communication--None.
3. The Board presented the following closeout transfer request from Debi Mirto, Information Technology Director for FY2023:

From:		
10141190-555300	Communications	(\$ 6,104)
To:		
10141190-517000	Regular Wages & Salaries	6,104

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$6,104 transfer in the I.T. budget for FY2023.

4. The I.T. Director also presented the following transfer for Information Technology for FY2024. Finance Director Jim Finch reported the FY24 contingency balance after approval of tonight's items would be \$1,799,951.

From:		
10149040-588802	Contingency	(\$ 28,000)
To:		
10141190-579150	Technology Acquisitions	23,000
10141190-544300	Purchased Services	<u>5,000</u>
	Total	\$28,000

Motion to approve made by Mr. Vailette, seconded by Ms. DeLise, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$28,000 transfer in the I.T. budget for FY2024.

5. Don Conklin, Deputy Registrar of Voters accompanied by Jeff Rowan, Registrar of Voters presented the following closeout transfer for Elections for FY2023:

From:		
10141120-517700	Registrars	(\$ 13,485)
To:		
10141120-517100	Part-Time Clerical	2,018
10141120-517705	Deputy Registrars	7,102
10141120-533900	Other Purchases	296
10141120-566900	Other Supplies	546
10141120-579150	Technology	3,000
10141120-588090	Travel	<u>523</u>
	Total	\$ 13,485

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$13,485 transfer in the Elections budget for FY2023.

6. The Board heard an FY2023 closeout transfer request presentation by Alex Palluzzi, Director of Parks & Recreation for the Recreation Department as follows:

From:		
10145010-517000	Regular Wages & Salaries	(\$ 13,500)
To:		
10145010-518000	Overtime	5,000
10145010-526100	Uniforms/Clothing Allowance	500
10145010-544100	Utilities-Water, Gas, Electric	6,000
10145010-588200	Memberships, Conf. & Meetings	<u>2,000</u>
	Total	\$13,500

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$13,500 transfer in the Recreation budget for FY2023.

7. Finance Director Jim Finch presented the following transfer for Willoughby Wallace Memorial Library for FY2023:

From:		
10146020-517660	Library Staff	(\$ 250)
To:		
10146020-519020	Longevity	250

Motion to approve made by Mr. Vailette, seconded by Ms. DeLise, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$250 transfer in the Willoughby Wallace budget for FY2023.

8. Tyler Bowne, Sustainability and Compliance Manager presented a closeout transfer request for Solid Waste Management & Recycling for FY2023, noting \$37,000 of the Material Handling dollar amount is due to pending/disputed invoices from All American Waste.

From:		
10143040-517000	Regular Wages and Salaries	(\$ 64,750)
To:		
10143040-544353	Material Handling	62,400
10143040-544500	Refuse & Recycling Collection	2,000
10143040-518000	Overtime	<u>350</u>
	Total	\$ 64,750

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$64,750 transfer in the Solid Waste budget for FY2023.

9. The Board heard a closeout transfer presentation from Brian Droney, Lead Tradesman for General Government Buildings (GGB) for FY2023:

From:		
10141170-519040	Accrued Payroll Expense	(\$ 49)
10141170-566100	Office Supplies	( 742)
10141170-566900	Other Supplies	( 2,711)
10141170-566920	Meal Supplies	( 550)
10141170-579250	Equipment	( 3,933)
10141170-579930	Furniture & Fixtures	<u>( 250)</u>
	Total	(\$ 8,235)
To:		
10141170-544110	Fuel Oil	\$ 8,235

Motion to approve made by Mr. Vailette, seconded by Ms. DeLise, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$8,235 transfer in the GGB budget for FY2023.

10. Police Chief Jon Mulhern presented the following closeout transfer for Police Services for FY2023:

From:		
10142010-517000	Regular Wages and Salaries	(\$29,202)
10142010-544300	Purchase Services	<u>( 17,287)</u>
	Total	(\$46,489)
To:		
10142010-518000	Overtime	\$28,448
10142010-519030	Accum. Sick Pay	754
10142010-544130	Other Fuel	12,230
10142010-555300	Communications	<u>5,057</u>
	Total	\$46,489

Motion to approve made by Mr. DiAdamo, seconded by Mr. Vailette, vote was unanimous.  
**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$46,489 transfer in the Police Services budget for FY2023.

11. Fire Chief Thomas Mahoney presented the following transfer for Fire Services for FY2023. He was accompanied by Assistant Fire Chief Brian Koczak and Board of Fire Commissioners Chairman, Robert Massey, Jr. Finance Director Jim Finch reported the FY2023 Contingency balance of \$308,401 should tonight's agenda items be approved.

From:		
10142040-517000	Regular Wages and Salaries	(\$ 84,169)
10142040-518010	Overtime Public Events	(3,900)
10142040-519040	Accrued Payroll Expense	(9,600)
10142040-519050	Stipends	(9,900)
10142040-517670	Medic Shift PT	(65,900)
10142040-518150	Holiday Pay	(11,600)
10142040-518500	Special Detail	(1,000)
10142040-533600	Fire Prevention/Investigation	(1,100)
10142040-578000	Equipment	(1,089)
10149040-588802	Contingency	(84,576)
10142040-544300	Purchased Services - R&M	(7,650)
10142040-533530	Employment Testing	(462)
10142040-526100	Uniform and Clothing	(105)
10142040-588050	CMED	<u>(433)</u>
	Total	(\$281,484)

To:		
10142040-518000	Overtime	77,615
10142040-518050	Vacation	1,354
10142040-518200	Replace Sick	109,289
10142040-519025	Educational Incentive	27,924
10142040-533300	Professional Development	7,650
10142040-533520	Ambulance Billing	18,352
10142040-544170	Hydrants	33,577
10142040-566600	Medical Supplies	4,723
10142040-566900	Other Supplies	462
10142040-588030	Misc. Volunteer Expenses	105
10142040-588200	Memberships, Conf., Meetings	433
	Total	\$ 281,484

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$281,484 transfer in the Fire Services budget for FY2023.

12. Fire Chief Thomas Mahoney, accompanied by Assistant Fire Chief Brian Koczak and Board of Fire Commissioners Chairman, Robert Massey, Jr., also presented a request to appropriate \$250,000 in the FY24 budget to staff the Indian Neck Fire Station with two firefighters M-F 0800 to 1800. The Fire Department plans to present their full staffing plan at the September Board of Finance meeting.

From:		
10142040-000000	Contingency	(\$250,000)
To:		
10142040-518000	Overtime	250,000

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$250,000 transfer from Contingency to the Fire Services budget for FY2024.

13. The Board heard a transfer request from Margaret Lubberda, Director of Human Resources for FY2023:

From:		
10149040-588802	Contingency	(\$53,155)
To:		
101411000-533670	Labor Relations	53,155

Motion to approve made by Mr. Vailette, seconded by Ms. DeLise, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$53,155 transfer from Contingency to the Human Resources budget for FY2023.

14. The Board heard a request by Tax Collector Robert Imperato to approve the following transfer request for FY2023:

From:		
10149040-588802	Contingency	(\$13,141)
To:		
10141070-518000	Overtime	9,235
10141070-533285	Tax Processing	3,006
10141070-579300	Office Furniture	<u>900</u>
	Total	<u>\$13,141</u>

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$13,141 transfer from Contingency to the Tax Collector budget for FY2023.

15. Highway Supervisor Gary Zielinski presented the following FY23 closeout transfer for Public Works:

From:		
10143010-544190	Street Lights	(\$32,416)
10143010-544300	Repair & Maintenance	<u>(326)</u>
	Total	(\$32,742)
To:		
10143010-544100	Utilities	\$4,848
10143010-544130	Other Fuel	27,568
10143010-526100	Uniforms & Clothing	<u>326</u>
	Total	\$32,742

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$32,742 transfer in the Public Works budget for FY2023.

16. A closeout transfer request for FY2023 was heard by Town Clerk Lisa Arpin as follows:

From:		
10141080-517000	Regular Wages and Salaries	(\$ 3,275)
To:		
10141080-533300	Professional Development	1,809
10141080-533900	Other Purchased Services	459
10141080-544300	Purchase Services-Repairs & Maintenance	258
10141080-588200	Memberships, Conf. & Meetings	<u>749</u>
	Total	\$ 3,275

Motion to approve made by Mr. Vailette, seconded by Ms. DeLise, vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$3,275 transfer in the Town Clerk budget for FY2023.

17. The Board heard a transfer request by Jim Finch Finance Director, relating to Parks and Open Space Improvements for FY2023:

General Fund Contingency Transfer

From:		
10149040-588802	Contingency	(\$66,000)
To:		
10150000-599110	Transfer Out-Capital Fund 700	66,000

Transfers Capital Fund 700

Increase:		
70090000-490010	Transfer In	\$66,000
Increase:		
70070045050-579480-23310	Parks and Open Space Improvements	66,000

Motion to approve made by Mr. Vailette, seconded by Mr. Shelton, vote was unanimous.  
**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a \$66,000 transfer from Contingency to Parks and Open Space Improvements Capital Fund 700 budget for FY2023.

18. The following miscellaneous closeout transfers were presented to the Board by the Finance Director. All transfers in #18 were voted on as one vote.

Board of Finance-FY23

From:		
10149040-588802	Contingency	(\$32,500)
To:		
10141030-533260	Audit	32,500

Fiscal Services-FY23

From:		
10141040-518000	Overtime	(\$100)
To:		
10141040-519020	Longevity	100

Legal Services-FY23

From:		
10141090-533660	Tax Appeals	(\$16,420)
To:		
10141090-529420	Expenses and Claims	16,420

(Agenda item #18 continued)

Public Celebration-FY23

From:		
10145080-566900	Other Supplies	(\$78)
To:		
10145080-518250	Seasonal and Part Time Help	78

Public Celebration-FY24

From:		
10145080-566900	Other Supplies	(\$80)
To:		
10145080-518250	Seasonal and Part Time Help	80

Probate Court-FY23

From:		
10141110-555300	Communications	(\$55)
To:		
10141110-533580	Microfilming	55

Zoning Board of Appeals (ZBA)-FY23

From:			
10141140-588090	Travel		(\$350)
10141140-588200	Memberships		(200)
10141130-517000	Regular Wages (Planning & Zoning)		(515)
		Total	<u>\$1,065</u>
To:			
10141140-555400	Advertising Printing and Binding		\$1,065

Cable TV-FY23

From:		
10149040-588802	Contingency	(\$204)
10141180-518250	Seasonal & Part-Time Help	204

Motion to approve made by Mr. Vailette, seconded by Mr. DiAdamo, vote was unanimous.  
**RESOLVED:** That the Board of Finance recommends to the RTM the approval of \$50,422 in miscellaneous transfers as listed in item #18 for FY2023, as well as \$80 in FY24 for Public Celebration.



Prior to the adjournment, First Selectman thanked Assessor Barbara Neal for nearly 37 years of dedicated expertise and high integrity of work for the Town of Branford, as Barbara recently announced her retirement. Chairman Mooney recalled working with Barbara in the mid-70's and throughout her career as Assessor, and thanked her for her many years of service to the Town.

19. Adjournment -- The meeting adjourned at 8:25 p.m. by motion from Mr. Valette, seconded by Ms. DeLise.

Dated this 30<sup>th</sup> day of August, 2023

A handwritten signature in black ink, appearing to read "Lisa E. Arpin", with a long horizontal flourish extending to the right.

Lisa E. Arpin, MMC MCTC  
Board of Finance Clerk

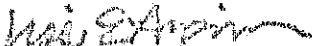
# Item #3 & #4

RECEIVED

2023 AUG 14 A 11:07

To: Members of the Board of Finance  
cc: Jim Finch, First Selectman Cosgrove, Lisa Arpin

Date: August 8, 2023

  
LISA ARPIN  
BRANFORD TOWN CLERK

**Request:**

The Information Technology Director would like to request the following transfer of funds:

**For the Previous Fiscal Year (2022-23)**

- For funds used to pay out vacation time for a retiring employee in August of 2022.

<b>From:</b>		
10141190-555300	Communications	(\$6,104)
<b>To:</b>		
10141190-517000	Regular Salary & Wages	\$6,104

**For the Current Fiscal Year (2023-24)**

- For funds used (not budgeted) and taken from the Technology Acquisitions account to pay for our current O365 licenses due to an increase in pricing from Microsoft since initial budget quote.

<b>From:</b>		
10149040-588802	Contingency	(\$23,000)
<b>To:</b>		
10141190-579150	Tech Acquisitions	\$23,000

**For the Current Fiscal Year (2023-24)**

- To cover the purchase of additional O365 licenses that will be needed as we add new employees or additional features to a user license.

<b>From:</b>		
10149040-588802	Contingency	(\$5,000)
<b>To:</b>		
10141190-544300	Purchased Services	\$5,000

Respectfully yours,  
Debi Mirto

# TOWN OF BRANFORD

REGISTRAR OF VOTERS  
P.O. BOX 150, BRANFORD, CONNECTICUT, 06405

# Item #5

Democrat  
Jeffrey Rowan



Republican  
Darren A. Lawler  
Phone: (203) 483-3998  
www.branford-ct.gov

To: Mr. Joseph Mooney, Chairman Board of Finance  
From: Darren Lawler and Jeffrey Rowan  
Registrars of Voters  
Re: 2022-2023 Budget Transfers  
Date: August, 2023

From: Registrars	10141120 517700	\$ 13,485
To: Part-Time Clerical	10141120 517100	\$ 2018
To: Deputy Registrars	10141120 517705	\$ 7102
To: Other Purchases	10141120 533900	\$ 296
To: Other Supplies	10141120 566900	\$ 546
To: Technology	10141120 579150	\$ 3000
To: Travel	10141120 588090	\$ 523
<u>Total:</u>		\$ 13,485

This request is an intra department transfer to move money into the proper cost center and eliminate negative line item totals. The shortfall in Part-Time Clerical and Deputy Registrars lines was due to a change in the method of paying this staff for election days and coverage during medical leaves. The Other Purchase Services shortfall was for training for a new electronic voter checking system which also necessitated the purchase of additional laptops for each district and the shortfall in the technology line. The extra travel cost was for new staff to attend ROVAC conferences. Thank you in advance for the board's help in this transfer.

Cc: Jamie Cosgrove                      First Selectman  
Lisa Arpin                                  Town Clerk  
James Finch                                Finance Director

*Lisa Arpin*  
DIRECTOR OF TOWN CLERK

2023 AUG 14 P 2:20

RECEIVED



**Item #6**

**RECEIVED**

2023 AUG 15 P 3:00

*Isa E. Apin*  
BRANFORD TOWN CLERK

8-14-2023

**Board of Recreation**

**Paul Criscuolo**  
Chairman

**Helen "Bimmie" Herget**  
Clerk

**Deborah Conklin**  
**Jeanne Crowley**  
**William T. O'Brien**

Dear Chairman Joe Mooney and Board of Finance members,

We are asking you to consider the following transfers within the Parks & Recreation Department general fund operating budget to close out fiscal **2022-2023**.

Overtime increases due to spring, summer & fall weekly events on Town Green, along with weekend maintenance to Town Green, Branford Point Beach- Parker Park & Stony Creek Restroom Trailer.

Uniforms/Clothing Allowance due to inflationary costs. Will be addressed in new union contract negotiations.

Utilities - Water, Gas, Electric increase due to inflationary costs. Adjusted in current 2023-2024 budget.

Memberships, Conf., & Meetings – Increase due to mandatory seasonal training. Adjusted in current 2023-2024 budget.

Sincerely,

*[Signature]*  
Alex Palluzzi, Jr., MS/APRP  
Director of Parks & Recreation

**FY: 2022-2023**

From:

Regular Wages & Salaries                      10145010-517000                      13,500

To:

Overtime:    10145010-518000                      5,000  
Uniforms/Clothing Allowance                      10145010-526100                      500  
Utilities – Water, Gas, Electric                      10145010-544100                      6,000  
Memberships, Conf. & Meetings                      10145010-588200                      2,000

APJR/apjr

**Parks & Recreation Staff**

**Alex A. Palluzzi, Jr.**  
Director

**Dale B. Izzo**  
Assistant Director

**Victor Amatori, Jr.**  
Program Supervisor

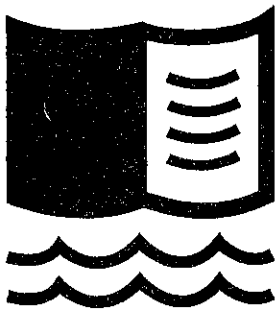
**Colin Sheehan**  
Arts, Culture, &  
Special Events Coordinator

**Monica Sullivan**  
Administrative Assistant

**Marissa Dugan**  
Administrative Assistant

**Marcel "Butch" Cote**  
Lead Maintainer

**Nicholas Polastri**  
**Jeffrey Sitz**  
**Colin Tracy**  
Maintainers



Item #7

WILLOUGHBY WALLACE MEMORIAL LIBRARY

Date: August 15, 2023

To: Joseph Mooney  
Board of Finance

From: Alice Pentz  
Willoughby Wallace Memorial Library

*Mrs. Stephanie*  
LIBRARIAN/TOWN CLERK

2023 AUG 17 P 1:26

RECEIVED

I am requesting a transfer in the amount of \$250.00 to cover the cost of a shortage in the FY 2023 budget for staff longevity costs that had increased due to a change in years of service.

From:			
10146020-517660	Library Staff		\$250.00
To:			
10146020-519020	Longevity		\$250.00

Thank you,

*Alice Pentz*

Alice Pentz  
Willoughby Wallace Memorial Library

RECEIVED  
2023 AUG 22 A 8:40  
M. B. BOWNE  
DIRECTOR OF SUSTAINABILITY & COMPLIANCE

Date: August 15, 2023  
To: Joseph Mooney, Chairman  
Board of Finance  
From: Tyler Bowne, Sustainability and Compliance Manager  
Re: Budget Transfers FY 2023

I am requesting the following transfers be placed on the agenda for the Board of Finance August 28, 2023 meeting:

**Solid Waste and Recycling**

<u>From:</u>		Amount
10143040-517000	Regular Wages and Salaries	64,750
<u>To:</u>		
10143040-544353	Material Handling	62,400
10143040-544500	Refuse and Recycling Collection	2,000
10143040-518000	Overtime	350
	Total	64,750

The request to increase the Material Handling and Refuse and Recycling Collection line items is related partly to a fluctuation of Solid Waste and Recycling material collected and transported. The original Solid Waste and Recycling items are budgeted based on a projected amount which did not cover the total amount in FY23. Additionally, the Material Handling line item increase is also due to a portion of invoices from FY23 being challenged by the vendor, stating a portion of invoices were not paid. The potential payment needed, for the said to be unpaid invoices, is captured in this increase request. The request to increase the Overtime line item is related to Overtime hours worked being more than originally budgeted for in FY23.

TOWN OF BRANFORD
Department of General Government Buildings
1019 Main Street
P.O. BOX 150,
BRANFORD, CT 06405

Brian J. Droney
Lead Tradesman



Cell: 203 627-3304
bdroney@branford-ct.gov

Date: 8/21/2023 \*\*\*\*FISCAL YEAR 2022-2023\*\*\*\*

To: Mr. Joseph Mooney, Chairman
Board of Finance

From: Brian J. Droney
Lead Tradesman

RECEIVED
2023 AUG 21 P 1:23
MAYOR'S OFFICE
BRANFORD TOWN CLERK

I am requesting the following request for transfer of funds be placed on the agenda for the next Board of Finance meeting:

Table with 3 columns: From/To account numbers, Description, and Amount. Includes items like Accrued Payroll Expense, Office Supplies, Fuel Oil, etc.

This request is to cover the additional over run in the Fuel Oil account due to the rising costs of the fuel prices.

Thank you,

Brian J. Droney

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

**Item #10**

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



James B. Cosgrove  
First Selectman

Jonathan R. Mulhern  
Chief of Police

8/21/2023

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

The Board of Police Commissioners respectfully requests an appearance before your board at your meeting on 8/28/2023. At that meeting, we will seek your approval for the following transfers in our FY 2022-23 Budget. .

From	Account	Description	To	Account	Description	Amount
	10142010-517000	Reg. Wages&Salary		10142010-518000	Overtime	\$28,448
	10142010-517000	Reg. Wages&Salary		10142010-519030	Accum. Sick Pay	\$754
	10142010-544300	Purchase Services		10142010-544130	Other Fuel	\$12,230
	10142010-544300	Purchase Services		10142010-555300	Communications	\$5057

The transfer request summary:

- Overtime exceeded budgeted amount due to new Risk Protection laws that resulted in significant officer overtime for court appearances.
- Accumulated Sick Pay is contractually driven.
- Other Fuel line overage was result of spike in fuel costs.
- Communications line exceeded because of additional expenses associated with fiber upgrade to public safety radio sites and purchase of some wireless technology components.

Respectfully Submitted,

John Sousoulas  
Chair -Branford Police Commission

**RECEIVED**  
 2023 AUG 21 P 3:21  
 JONATHAN R. MULHERN  
 CHIEF OF POLICE





**BRANFORD FIRE DEPARTMENT**  
 45 NORTH MAIN STREET  
 BRANFORD, CONNECTICUT 06405  
 OFFICE OF FIRE CHIEF/EMERGENCY MANAGEMENT DIRECTOR

**Item #11 & #12**



August 25, 2023

Mr. Joseph Mooney, Chairman  
 Board of Finance  
 1019 Main Street  
 Branford, CT 06405

**RECEIVED**

AUG 24 2023

BRANFORD TOWN CLERK

Dear Chairman Mooney,

At their special meeting held August 24, 2023, the Board of Fire Commissioners unanimously approved the following resolutions:

- To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney for the following end of year transfers to close out the 2022/2023 budget year, as may be amended by the Finance Department:

<b>FROM:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-517000	Regular Wages & Salaries	\$77,615.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-518000	Overtime	\$77,615.00

<b>FROM:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-517000	Regular Wages & Salaries	\$1,354.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-518050	Vacation	\$1,354.00

<b>FROM:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-517000	Regular Wages & Salaries	\$5,200.00
10142040-518010	Overtime Public Events	\$3,900.00
10142040-519040	Accrued Payroll Expense	\$9,600.00
10142040-519050	Stipends	\$9,900.00
10142040-517670	Medic Shift PT	\$65,900.00
10142040-518150	Holiday Pay	\$11,600.00
10142040-518500	Special Detail	\$1,000.00
10142040-533600	Fire Prevention/ Investigation	\$1,100.00
10142040-578000	Equipment	\$1,089.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>

10142040-518200                      Replace Sick                                      \$109,289.00

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10149040-588802	Contingency	\$27,924.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-519025	Educational Incentive	\$27,924.00

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-544300	Purchased Services – R&M	\$7,650.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-533300	Professional Development	\$7,650.00

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10149040-588802	Contingency	\$18,352.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-533520	Ambulance Billing	\$18,352.00

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10149040-588802	Contingency	\$33,577.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-544170	Hydrants	\$33,577.00

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10149040-588802	Contingency	\$4,723.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-566600	Medical Supplies	\$4,723.00

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-533530	Employment Testing	\$462.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-566900	Other Supplies	\$462.00

<b>FROM:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-526100	Uniform and Clothing	\$105.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-588030	MISC Volunteer Expenses	\$105.00

<b>FROM:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-588050	CMED	\$433.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-588200	Memberships, Conf., Meetings	\$433.00

The overages in the Overtime and Sick accounts result primarily from replacement overtime costs for personnel due to retirement, injury vacancies and long-term illness. Hiring replacement personnel on overtime or sick is required to meet the minimum staffing needs of the department as outlined in the bargaining agreement. The overages in Professional Development and Educational Incentive are due to the training needs of our three new recruits hired to replace retired personnel. There was also a 4.1% increase in the cost of hydrants and water supply mains from the Regional Water Authority. The overage in the Ambulance Billing and Medical Supply accounts result from record emergency medical call volume. The department collected \$517,892.00 in additional ambulance billing revenue above the \$1,725,000.00 projection resulting in total FY 2023 collections of \$2,242,892.00.

2. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney to appropriate \$250,000.00 earmarked in the FY-2024 Contingency to staff the Indian Neck Station with two firefighters M-F 0800-1800.

<b>FROM:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-000000	Contingency	\$250,000.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-518000	Overtime	\$250,000.00

I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 28, 2023.

Sincerely,

Thomas F. Mahoney, Jr.  
 Fire Chief/ Emergency Management Director

Cc: Jim Finch, Robert Massey, James Cosgrove

RECEIVED

HUMAN RESOURCES DEPARTMENT

2023 AUG 25 A 9:31

BRANFORD, CONNECTICUT



*Wendy Arpin*  
BRANFORD TOWN CLERK

MARGARET LUBERDA  
Director of Human Resources

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

August 24, 2023

Dear Mr. Mooney,

May I request your approval to transfer for the 2022-23 budget:

From General Fund Transfer

10149040-588802	Contingency	(\$53,155)
-----------------	-------------	------------

To

101411000-533670	Labor Relations	\$53,155
------------------	-----------------	----------

Thank you for your time and consideration.

Sincerely,

*Margaret M. Luberda*

Margaret M. Luberda

Copy: Jamie Cosgrove, First Selectman  
Jim Finch, Finance Director  
Kathryn LaBanca, Assistant Finance Director  
Lisa Arpin, Town Clerk

# Office of Tax Collector

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

# Item #14


ROBERT M. IMPERATO  
Tax Collector



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

Date: August 24, 2023

To: Joseph Mooney  
Board of Finance

From: Robert Imperato, Tax Collector 

Re: Budget Transfer Tax

Please find below a transfer required to cover shortfalls in the tax office.

- Overtime - Overtime required to complete special projects and additional payment setup & processing
- Tax Processing – Additional tax billing and collection demand correspondence
- Office Furniture – Purchase of a fire proof file draw

## Tax Office

From:		
10149040-588802	Contingency	13,141
To:		
10141070-518000	Overtime	9,235
10141070-533285	Tax Processing	3,006
10141070-579300	Office Furniture	900



DEPARTMENT OF PUBLIC WORKS  
POST OFFICE BOX 150 • BRANFORD, CT 06405  
(203) 488-4156

*Handwritten signature*  
BRANFORD TOWN CLERK

2023 AUG 28 P 1:50

RECEIVED

August 23, 2023

Mr. Joseph Mooney, Chairman  
Board of Finance

Dear Mr. Mooney:

The Department of Public Works requests the following budget transfers for F/Y 2023:

From Account#	10143010 – 544190	Streetlights	(\$32,416.46)
To Account #'s	10143010 – 544100	Utilities	\$4,848.00
	10143010 – 544130	Other Fuel	\$27,568.46

Utilities & Other Fuel

The shortfall in both utilities and other fuel, is due to rising economic costs.

From Account#	10143010 – 544300	Repair & Maintenance	(\$325.47)
To Account#	10143010 – 526100	Uniform & Clothing	\$325.47

Uniform & Clothing

The shortfall in the uniforms and clothing account is due to the transfer of two DPW employees to the Transfer Station and the hiring of two new employees for DPW. The new employees needed long and short sleeve logo shirts for DPW.

Respectfully submitted,

Gary Zielinski, Highway Supervisor & Acting Director.



OFFICE OF THE TOWN CLERK — TOWN OF BRANFORD

1019 Main Street, P.O. Box 150, Branford, CT 06405-0150

RECEIVED  
2023 AUG 21 P 3:58  
Lisa E. Arpin  
TOWN CLERK

Date: August 21, 2023

To: Joseph Mooney, Board of Finance Chairman

RE: Budget Transfer Request – Town Clerk – FY2023

I am requesting consideration at the August 28, 2023 Board of Finance meeting for the following budget transfer for fiscal year 2022-2023 as follows:

FROM:	10141080-517000	Regular Wages & Salaries	(\$3,275)
TO:	10141080-533300	Professional Development	\$1,809
	10141080-533900	Other Purchased Services	459
	10141080-544300	Purchase Services Repair/ Maintenance	258
	10141080-588200	Memberships/Conferences/ Meetings	749
		Total	\$3,275

**Regular Wages & Salaries:** There is an overage of unused wages due to a staff resignation in March, 2023; vacancy was not filled until May, 2023.

**Professional Development + Memberships/Conferences/Meetings:** I achieved my Master Connecticut Town Clerk Certification (MCTC) from CT Town Clerks Association in April, 2023 and also my Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks in June, 2023. The shortfall in these accounts is due to an aggressive schedule of attendance at academy and certification sessions, including attendance at the IIMC Annual Conference in Minneapolis, MN and CTCA Conferences in Fall, 2022 and Spring, 2023. I now have achieved all my advanced-level certifications!

**Other Purchased Services:** 3 Part-time election workers @ \$153 assisted with absentee ballot X-offs and reconciliation for the November, 2022 State election.

**Purchase Services Repair/Maintenance:** The vital records seal receives heavy daily use. The die was sent out for sharpening at the cost of \$175. The remaining \$83 was to shred election materials after approval for destruction was received from CT State Library.

Lisa E. Arpin MMC, MCTC

Town Clerk

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

Item #17



1019 MAIN STREET  
POST OFFICE BOX 150

(203) 315-0663  
FAX (203) 315-3736  
WWW.BRANFORD-CT.GOV

Date: August 24, 2023  
To: Joseph Mooney  
Chairman, Board of Finance  
From: James P. Finch  
Finance Director  
Re: Parks and Open Space

RECEIVED  
2023 AUG 25 A 10:19  
M. J. O'NEILL  
BRANFORD TOWN CLERK

During the budget process the Board identified \$66,000 related to the Parks and Open Space Commission's request for various improvements at the following locations: Supply Ponds, Pisgah Brook, and Farm River Meadows Preserve. The funding code for this request was 'OTHER' which essentially means they were not funded out of the FY 2024 tax levy. The transfers below seek to fund this item through unexpended funds in the contingency account.

**FY 2023**

**General Fund Contingency Transfer**

<u>From</u>		
101-49040-588802	Contingency	66,000
<u>To:</u>		
101-50000-599110	Transfer Out- Capital Fund 700	66,000

**Transfers Capital Fund 700**

<u>Increase</u>		
700-90000-490010	Transfer In	66,000
<u>Increase</u>		
700-70045050-579480-23310	Parks and Open Space Improvements	66,000



OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

Item #18

1019 MAIN STREET  
POST OFFICE BOX 150



(203) 315-0663  
FAX (203) 315-3736  
WWW.BRANFORD-CT.GOV

Date: August 24, 2023  
To: Joseph Mooney  
Board of Finance  
From: James P. Finch  
Re: Budget Transfers

*Noted*  
BRANFORD TOWN CLERK

2023 AUG 25 A 11: 22

RECEIVED

Please find below a series of transfers required to cover shortfalls in a variety of accounts and departments.

**Board of Finance**

From:		
10149040-588802	Contingency	32,500
To:		
10141030-533260	Audit	32,500

This first transfer is to cover costs related to the audits. As the Board may recall, the timing of the audits coupled with the increase in costs contributed to the shortfall.

**Fiscal Services**

From:		
10141040-518000	Overtime	100
To:		
10141040-519020	Longevity	100

This transfer is to cover a shortfall in longevity. Longevity payments are determined by labor contracts and these payments will continue to be phased out as the benefit is not generally available to new hires.

**Legal Services**

From:		
10141090-533660	Tax Appeals	16,420
To:		
10141090-529420	Expenses and Claims	16,420

This this transfer is to cover costs in the legal services budget for FY 2023. The expenses and claims account was short as a result of collection and foreclosure costs on delinquent accounts. On a positive note a portion of these costs were offset by fees paid by the delinquent account owner and back taxes were collected.

**Public Celebration (FY 2023)**

From:		
10145080-566900	Other Supplies	78
To:		
10145080-518250	Seasonal and Part Time Help	78

**Public Celebration (FY 2024)**

From:		
10145080-566900	Other Supplies	80
To:		
10145080-518250	Seasonal and Part Time Help	80

These two transfers cover a shortfall for FY 2023 and an anticipated shortfall in FY 2024 to cover payments for the town band director

**Probate Court**

From:		
10141110-555300	Communications	55
To:		
10141110-533580	Microfilming	55

This transfer covers a shortfall in microfilming. It may be worth noting the account was increased by \$350 for FY 2024.

**Zoning Board of Appeals (ZBA)**

From		
10141140-588090	Travel	350
10141140-588200	Memberships	200
10141130-517000	Regular Wages (Planning & Zoning)	515
To:		
10141140-555400	Advertising Printing and Binding	1,065

This transfer covers a shortfall for public notices related to hearings and decisions. This activity is also reflected in ZBA's fee income which exceeded the budget by \$1,025.

**Cable TV**

From:		
10149040-588802	Contingency	204
To:		
10141180-518250	Seasonal & Part-Time Help	204

To cover a shortfall related to the staff costs associated with recording public meetings.