

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

JOSEPH W. MOONEY, CHAIRMAN

HARRY DiADAMO, JR.  
VICTOR J. CASSELLA  
PAMELA DeLISE  
CHARLES F. SHELTON, JR.  
JEFFREY E. VAILETTE



EX-OFFICIO  
JAMES B. COSGROVE,  
First Selectman

CLERK  
LISA E. ARPIN, CMC CCTC  
Town Clerk

*Lisa Arpin*  
BRANFORD TOWN CLERK

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**BOARD OF FINANCE  
Minutes  
August 29, 2022**

The Board of Finance held a regular meeting on Monday, August 29, 2022 called to order by Chairman Mooney at 7:30 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. The meeting was available for remote public viewing via BCTV (Comcast Channel 20) and Facebook Live.

The full Board was seated: Joseph Mooney, Chairman, Victor Cassella, Harry DiAdamo, Pamela DeLise, Charles Shelton and Jeffrey Vailette. Also present were First Selectman James Cosgrove, Jim Finch, Finance Director, Kathryn LaBanca, Assistant Finance Director, Deborah Conklin, Treasurer and Lisa Arpin, Town Clerk. RTM reps in attendance were Peter Black, Don Conklin, Dennis Flanigan, Carolyn Sires and Frank Twohill.

1. The Board unanimously approved the minutes of the June 27, 2022 meeting by motion from Mr. Shelton, seconded by Mr. Vailette.
2. There were no citizen's communications or comments.
3. The Board heard a presentation by Robert DeLucca of The Andriole Group with input from Michael Lepore of GYL Financial Synergies regarding the performance of the Town of Branford Police Pension Plan for the quarter ended June 30, 2022. Mr. DeLucca gave a backdrop of the market environment, and discussed the rate of inflation, energy issues and economic activity, and Mr. Lepore presented the performance, experience and overview of the fund. Matthew Pranaitis of GYL was introduced. For the first half of 2022, the equities were down approximately 20% and fixed income markets were down 10%, making a difficult investment climate for the first half of the year—the second quarter environment being worse than the first quarter. The S&P 500 had a decline of 22% off the market high. Wages, energy and real estate are the biggest contributors to the rate of inflation issues.

At inception on 4/1/03 the beginning balance was \$8,311,293. The ending market value at 6/30/2022 was \$27,185,000 and as of close of business on 8/25/22 plan assets were \$28,304,660. There were negative returns for YTD as well as the trailing one year. The return for the quarter was -9.58%. There was 4% growth since the quarter. Reallocation of assets solution is to rebalance reducing the cash position (towards policy) over a period of three months--1/3 in September, 1/3 in October and 1/3 in November. Motion to approve "Reallocation of Assets-1/3 Rebalance" (attached) by Mr. Vailette, seconded by Mr. Shelton. Vote was unanimous.

4. The Board also heard a presentation from The Andriole Group in conjunction with GYL Financial Synergies with regard to the performance of the Town of Branford Other Post-Employment Benefits Trust (OPEB) for the quarter ended June 30, 2022. At inception on 7/1/11 the beginning balance was \$4,030,671. The annual return at 4.74% lagging benchmark at 4.81%. The return for the quarter was -6.23%; total return for the year was -7.5%. The ending market value at the end of the quarter was \$34,237,000 and as of close of business on 8/25/22, plan assets were \$36,209,000. As with the Police Pension, the same recommendation to reallocate assets per the "Reallocation of Assets – 1/3 Rebalance" spreadsheet, attached. The plan is overweight approximately \$883,000 in cash or \$294,000 recommending rebalancing 1/3 each month of September, October and November. Motion to approve the rebalancing over three months made by Mr. Valette, seconded by Mr. Shelton. Vote unanimous.
5. The Andriole Group in conjunction with GYL Financial Synergies also reviewed the performance of the Town of Branford Volunteer Fire Incentive Plan for the quarter ended June 30, 2022. At inception on 12/1/2015, the beginning balance was \$55,973. The ending market value at the end of the quarter was \$1,094,680. The return for the quarter was % and the return for the year was %. As of close of business on 8/25/2022, the market value was \$1,359,000. The recommendation is to rebalance \$136,862 over three months or \$45,620 per month in September, October and November, per the attached Asset Allocation spreadsheet. Motion to approve the rebalancing over three months made by Mr. Valette, seconded by Mr. Shelton. Vote unanimous.
6. The Andriole Group and GYL Financial Synergies presented the performance of the Town of Branford Coastal Resiliency Fund for the period ended June 30, 2022. The fund began on 9/30/2021 with an initial contribution of \$1,925,000. The asset allocation is dictated by state statute. The return has been negative so far – the annualized return is -7.84%, however, outperforming its benchmark. This portfolio is at a 60% fixed income target. The quarter-end market value was \$1,772,000 at 6/30/2022. The value at 8/25/2022 was \$1,797,000. No recommended rebalancing at this time.
7. The Board heard a presentation by Robert Imperato, Tax Collector accompanied by Assistant Tax Collector Bernadetta Pellegrino regarding a proposed policy for small tax balance write-offs and procedures linked to it. They would like to write-off \$488 in small balances spanning from 2005 to 2021, then going forward would like to write them off monthly. Motion to approve the policy (attached) made by Mr. Shelton, seconded by Mr. DiAdamo, noting the addition of the verbiage "Tax Collector and/or Assistant Tax Collector" to 4.2 and 7.2.1 of the policy. The vote was unanimous.

8. Tax Collector Robert Imperato presented a transfer request from the Tax Collector for FY22 as follows:

**From:**

10141070-588620	Tax Refunds	(\$8,403)
10141070-533280	Consulting	( 1,550)
		(\$9,953)

**To:**

10141070-518000	Overtime	\$8,403
10141070-544300	Repair & Maintenance	600
10141070-588200	Memberships/Conferences	430
10141070-555320	Postage	520
		\$9,953

Mr. Valette made the motion to approve the transfer, seconded by Mr. Cassella with the vote being unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the transfer of \$9,953 for FY22 for the Tax Collector budget.

9. The Board heard an educational discussion by members of the Branford Clean Energy Ad hoc Committee: Shirley McCarthy, Greg Ames, Bob Babcock and Diana McCarthy-Bercury Sustainability & Compliance Manager. First Selectman Jamie Cosgrove gave opening comments regarding the committee's advisory capacity to the Board of Selectmen to promote energy efficiency and reduce greenhouse gasses while keeping in mind the mission and goals of the Plan of Conservation and Development. The committee gave an overview on high-performance building concepts, net zero goal, renewable energy, reduction of energy load, exploration of town efficiency incentives. The long-term goal needs to be in the forefront of discussions regarding future public building project considerations ensuring all buildings to be net zero. Finance Director Jim Finch gave input on the financial aspects of making investments that have a return and makes economic sense. Chairman Mooney thanked the committee for their presentation. There is no "ask" at this time, but to consider a process to have these measures considered with future projects.

10. First Selectman Jamie Cosgrove accompanied by Diana McCarthy-Bercury the Sustainability & Compliance Manager presented the following FY22 transfer:

**Fund 700**

**From:**

70090000-490010	Transfer In	(\$25,000)
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**To:**

70041020-579350-22301	EV Charging Stations/Vehicles	25,000
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**General Fund (Executive)**

**From:**

10149040-588802	Contingency	(\$25,000)
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**To:**

10150000-599110	Transfer Out 700 Fund	25,000
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Finance Director Jim Finch reported the FY22 contingency balance of \$156,669 should tonight's transfers be approved. After brief Q&A, Mr. Cassella made a motion to approve the transfer, seconded by Mr. Valette. The vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the transfer of \$25,000 for FY22 for Fund 700 EV Charging Stations.

II. Fire Chief Tom Mahoney presented transfers from the Board of Fire Commissioners to close out the FY21-22 budget:

**From:**

10142040-579250	Equipment	(\$200)
10142040-588030	Misc. Vol. Expenses	(200)
10142040-517000	Regular Wages & Salaries	(127,500)
10142040-517670	Medic Shift PT	(19,700)
10142040-518010	Overtime Public Events	(8,100)
10142040-518050	Vacation	(10,500)
10142040-518150	Holiday Pay	(17,600)
10142040-518500	Special Detail	(1,016)
10142040-519040	Accrued Payroll Expense	(4,200)
10142040-519050	Stipends	(19,300)
10142040-533300	Professional Development	(2,500)
10142040-533520	Ambulance Billing	(14,200)

**From:**

10142040-533530	Employment Testing	(13,000)
10142040-544300	Purchased Services – R & M	(7,410)
10142040-566900	Other Supplies	(295)
10142040-533600	Fire Prevention/Investigation	(815)
10142040-555320	Postage	(500)
10142040-588050	CMED	(840)
10142040-578000	Equipment Replacement	(432)
10142040-578010	Volunteer Equipment	(8,069)
10142040-566600	Medical Supplies	(7,200)
10142040-544130	Other Fuel	(2,319)
10142040-555300	Communications	(6,500)
10142040-588200	Memberships-Conf. & Meetings	(319)
10149040-588802	Contingency	(40,148)
		(\$312,863)

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<b>To:</b>		
10142040-517600	Deputy Fire Marshal Stipend	\$ 400
10142040-518000	Overtime	245,026
10142040-519020	Longevity	295
10142040-526100	Uniform and Clothing	2,155
10142040-566650	Safety Supplies	432
10142040-579300	Furniture and Fixtures	5,969
10142040-519025	Educational Incentive	2,245
10142040-519030	Accumulated Sick Pay	7,774
10142040-544170	Hydrants	8,419
10142040-518200	Replace Sick	<u>40,148</u>
		\$312,863

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

**RESOLVED:** That the Board of Finance recommends to the RTM the closeout transfers totaling \$312,863 for FY22 for Fire Services.

12. The Board heard a request from Emergency Management Director Tom Mahoney for the following FY22 transfers:

<b>From:</b>		
10149040-588802	Contingency	(\$1,824)
<b>To:</b>		
10142030-518000	Overtime	\$247
10142030-544300	Purchased Services – R & M	<u>1,577</u>
		\$1,824

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

**RESOLVED:** That the Board of Finance recommends to the RTM a transfer of \$1,824 for Department of Emergency Management for FY22.

13. The Board heard a request from Police Chief Jon Mulhern or the following FY22 transfers:

**From:**

10142010-517000	Regular Wages & Salaries	(\$88,471)
10142010-566960	Parts	( 7,208)
10142010-544340	Radio Comm. System Exp.	( 21,800)
		<u>(\$117,479)</u>

**To:**

10150000-599102	Transfer to Capital Fund	\$90,008
10142010-519030	Accumulated Sick Pay	13,745
10142010-517580	Board Clerks	257
10142010-519025	Education Incentive	175
10142010-519050	Stipends	175
10142010-544130	Other Fuel	8,808
10142010-555300	Communications	3,864
10142010-588200	Memberships, Conf.	447
		<u>\$117,479</u>

**Increase:**

70090000-400010	Transfer In	\$90,008
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**Increase:**

70042010-579350-22221	Vehicles	\$40,000
70042010-579250-22239	PD Vehicle Equipment	42,800
70042010-579250-22307	Portable Radio Replacement	7,208
		<u>\$90,008</u>

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

**RESOLVED:** That the Board of Finance recommends to the RTM the transfers of \$117,479 and \$90,008 for Police Services for FY22.

14. Registrar of Voters Dan Hally and Darren Lawler presented a budget transfer for FY22:

**From:**

10141120-517630	Election Workers	(\$4,300)
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**To:**

10141120-517750	Deputy Registrars	\$3,107
10141120-518250	Seasonal & Part-Time Help	318
10141120-566900	Other Supplies	875
		<u>\$4,300</u>

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

**RESOLVED:** That the Board of Finance recommends to the RTM a transfer of \$4,300 for the Registrar of Voters for FY22.

15. Highway Supervisor Gary Zielinski presented a transfer request for Public Works for FY22:

<b>From:</b>		
10143010-545000	Road Materials	(\$6,865)
10143010-544190	Street Lights	<u>(\$41,932)</u>
		(\$48,797)
<b>To:</b>		
10143010-545010	Road Painting & Signs	\$ 6,865
10143010-544100	Utilities	5,190
10143010-544130	Other Fuel	<u>\$36,742</u>
		\$48,797

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

**RESOLVED:** That the Board of Finance recommends to the RTM the transfer of \$48,797 for Public Works for FY22.

16. The Board heard a transfer request from Harry Smith, Town Planner for FY22:

<b>From:</b>		
10141130-518250	Seasonal Part-Time Help	(\$3,114)
<b>To:</b>		
10141130-518000	Overtime	\$1,674
10141130-555400	Advertising	<u>1,440</u>
		\$3,114

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

**RESOLVED:** That the Board of Finance recommends to the RTM the FY22 transfer of \$3,114 for Planning & Zoning.

17. Harry Smith, Town Planner presented a transfer request from the Zoning Board of Appeals for FY22 as follows:

<b>From:</b>		
10141140-566100	Office Supplies	(\$400)
10141140-588090	Travel	(\$155)
10141140-588200	Memberships	<u>(\$200)</u>
		(\$755)
<b>To:</b>		
10141140-555400	Advertising	\$ 755

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

**RESOLVED:** That the Board of Finance recommends to the RTM the FY22 transfer of \$755 for Zoning Board of Appeals.

18. The Board heard a request from Brian Dronay, Lead Tradesman for the following FY22 transfer for General Government Buildings (GGB):

**From:**

10141170-517000	Regular Wages & Salaries	(\$41,026)
10141170-519040	Accrued Payroll Expense	(170)
10141170-526100	Uniform & Clothing	(2,853)
10141170-544300	Purchased Services – R & M	(41,026)
10141170-566100	Office Supplies	(800)
10141170-566900	Other Supplies	(2,141)
10141170-566920	Meal Supplies	(490)
10141170-579250	Equipment	(733)
10141170-579930	Furniture & Fixtures	(250)
10141170-588200	Memberships & Conferences	<u>(1,200)</u>
		(\$90,689)

**To:**

10141170-518000	Overtime	\$2,139
10141170-544100	Utilities-Water, Electric & Gas	81,302
10141170-544110	Fuel Oil	<u>7,248</u>
		\$90,689

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

**RESOLVED:** That the Board of Finance recommends to the RTM the FY22 transfer of \$90,689 for General Government Buildings.

19. Finance Director Finch and First Selectman Cosgrove presented a request from the Building Department for the following transfers:

**FY2022**

## From:

10149040-588802	Contingency	(\$4,484)
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## To:

10142050-519050	Stipends	4,484
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**FY2023**

## From:

10149040-588802	Contingency	(\$4,484)
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## To:

10142050-519050	Stipends	4,484
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**FY2022**

## From:

10142050-566900	Other Supplies	(\$500)
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10142050-588090	Travel	(400)
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## To:

10142050-555305	Online Services	\$900
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Mr. Cassella made the motion to approve the transfers, seconded by Ms. DeLise. The vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of transfers for FY22 \$4,484 + \$900 and FY23 \$4,484 for the Building Department.

20. The Board heard a request from the Town Clerk Arpin for the following budget transfer for FY22:

**From:**

10141080-533570	Computer Indexing	(\$128)
10141080-555400	Advertising, Printing, Binding	( 443)
10141080-566100	Office Supplies	( 23)
10141080-588630	Vital Statistics	( 212)
		(\$ 806)

**To:**

10141080-533300	Professional Development	\$ 806
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Mr. Vailette made the motion to approve the transfer, seconded by Mr. DiAdamo. The vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the FY22 transfer of \$806 for the Town Clerk budget.

21. The Board heard the following FY22 closeout transfers from Finance Director Finch:

**Probate Court**

**From:**

10141110-555300	Communications	(\$205)
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**To:**

10141110-555200	Property, Auto, Gen. Liability Ins.	205
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**Board of Finance**

**From:**

10141030-533260	Audit	(\$1,435)
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**To:**

10141030-555400	Advertising, Printing & Binding	\$1,435
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**Municipal Insurance**

**From:**

10149030-588140	Insurance Damage	(\$14,202)
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**To:**

10149030-555200	Property Insurance	14,202
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Mr. Valette made the motion to approve the above three transfers, seconded by Ms. DeLise. The vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the FY22 transfers of \$205 for Probate Court; \$1,435 for Board of Finance and \$14,202 for Municipal Insurance.

**Special Detail**

Finance Director Finch presented the transfer and resolution below to increase the FY22 budget to cover police special detail costs, offset through higher than budgeted revenues.

<b>Increase:</b>		
10142010-420450	Special Wages Police	\$274,000
<b>Increase:</b>		
10142020-518500	Police Special Detail	\$274,000

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

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2022 General Fund Budget from \$120,965,315 to \$121,239,315. This increase will be funded through increased estimated revenue resulting from special detail receipts.

Lastly, Finance Director Finch gave an update on the FY22 shortfall in Expenses and Claims and pointed out that although there is a transfer to Legal Fees, the line item is down for the fourth consecutive year.

**Expenses and Claims and Legal Fees**

<b>From:</b>		
10149040-588802	Contingency	(\$44,000)
10141070-588620	Tax Appeals	(37,000)
		<u>(\$81,000)</u>
<b>To:</b>		
10141090-533550	Legal	\$23,000
10141090-533660	Expenses & Claims	<u>58,000</u>
		\$81,000

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

**RESOLVED:** That the Board of Finance recommends to the RTM the FY22 transfer of \$81,000 to Legal Fees and Expenses & Claims.

22. The Board had a brain-storming discussion regarding the allocation of future ARPA funds. Finance Director Finch referenced his memos to the Board dated 2/24/22 and 8/26/22 (attached) regarding concepts for developing a framework for allocation decisions. No action was taken at this meeting.
23. Finance Director Finch lead a discussion regarding the implementation of ClearGov budget management solution software. The platform integrates data in the cloud and is a departure from the current spreadsheet concept used for years. The cost is \$37,000 and the plan is to implement the software for the next budget cycle. It will dramatically change the look of what the Board is accustomed to seeing – robust and powerful in detail, providing more opportunity for narrative. No action was taken – more to come in the near future.
24. Adjournment at 10:13 p.m. by motion from Mr. Cassella, seconded by Mr. Vailette.

Dated this 7th day of September, 2022



Lisa E. Arpin, CMC CCTC  
Board of Finance Clerk

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BRANFORD TOWN CLERK

Town of Branford Police  
 Reallocation of Assets  
 1/3 Rebalance  
 August 24, 2022

Investment	Ticker Symbol	Market Value	% of Assets	Current Policy	Recommended Balance	Amount to Buy	Recommended Balance if 1/3 Branch	Amount to Buy if 1/3 Branch
Mesrow Fixed Income	-	\$9,201,262	32.5%	35.0%	\$9,906,631	\$705,369	\$9,436,385	\$235,123
MacKay High Yield Corporate Bond I	MHYX	\$2,106,431	7.4%	7.5%	\$2,122,850	\$16,418	\$2,112,066	\$5,634
<b>Fixed Income acct.TOTAL</b>		<b>\$11,307,693</b>	<b>39.9%</b>	<b>42.5%</b>	<b>\$12,029,481</b>	<b>\$721,787</b>	<b>\$11,548,451</b>	<b>\$240,758</b>
Cash	-	\$633,028	2.2%	0.0%	\$0	(\$633,028)	\$422,019	(\$211,009)
iShares Core MSCI EAFE	EFA	\$3,029,075	10.7%	12.5%	\$3,538,083	\$509,007	\$3,199,014	\$169,939
iShares MSCI Emerging Markets	EEM	\$1,739,778	6.1%	8.5%	\$2,405,896	\$666,118	\$1,962,001	\$222,223
iShares Russell 2000	IWM	\$1,382,860	4.9%	5.5%	\$1,556,756	\$173,896	\$1,440,944	\$58,084
iShares Core S&P Mid-Cap	IJH	\$1,609,087	5.7%	5.5%	\$1,556,756	(\$52,331)	\$1,591,762	(\$17,325)
iShares Core S&P 500	IYW	\$4,436,407	15.7%	14.5%	\$4,104,176	(\$332,231)	\$4,325,976	(\$110,431)
iShares US Real Estate	IYR	\$889,449	3.1%	3.25%	\$919,901	\$30,453	\$889,449	\$0
Alerian MLP	AMLP	\$1,512,952	5.3%	5.25%	\$1,485,995	(\$26,958)	\$1,512,952	\$0
<b>Equity acct.TOTAL</b>		<b>\$15,232,637</b>	<b>53.8%</b>	<b>55.0%</b>	<b>\$15,587,563</b>	<b>\$334,926</b>	<b>\$15,344,117</b>	<b>\$111,480</b>
Cash	-	\$1,764,330	6.2%	2.5%	\$707,617	(\$1,056,713)	\$1,412,092	(\$352,238)
<b>Cash acct.TOTAL</b>		<b>\$1,764,330</b>	<b>6.2%</b>	<b>2.5%</b>	<b>\$707,617</b>	<b>(\$1,056,713)</b>	<b>\$1,412,092</b>	<b>(\$352,238)</b>
		<b>\$28,304,660</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$28,304,660</b>	<b>\$0</b>	<b>\$28,304,660</b>	<b>(\$0)</b>

\*Portfolio Values obtained from Wilmington Trust are as of 8/23/2022 close of business.

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

**Town of Branford OPEB Trust**  
**Reallocation of Assets**  
**1/3 Rebalance**  
**August 24, 2022**

Investment	Ticker Symbol	Fidelity Account #	Market Value*	% of Assets	Current Policy	Recommended Balance	Amount to Buy	Recommended Balance 1/3 Tranche	Amount to Buy 1/3 Tranche
Mesirow Fixed Income		xxx-701254	\$8,950,836	34.5%	35.0%	\$9,078,927	\$127,491	\$8,993,393	\$42,487
Cash		xxx-701253	\$0	0.0%	0.0%	\$0	\$0	\$0	\$0
MainStay MacKey High Yield Corporate Bond I	MHYSX	xxx-701253	\$2,015,078	7.8%	8.0%	\$2,075,046	\$59,968	\$2,035,067	\$19,989
High Yield Total			\$2,015,078	7.8%	8.0%	\$2,075,046	\$59,968	\$2,035,067	\$19,989
Cash		xxx-701255	\$1,402,011	5.4%	2.0%	\$518,762	(\$883,249)	\$1,107,595	(\$294,416)
iShares US Real Estate	IYR	xxx-701255	\$766,749	3.0%	3.0%	\$776,142	\$11,393	\$770,547	\$3,798
iShares Core MSCI EAFE	EFA	xxx-701255	\$2,265,007	8.8%	10.0%	\$2,593,808	\$298,801	\$2,394,607	\$99,600
iShares MSCI Emerging Markets	EEM	xxx-701255	\$1,340,504	5.2%	6.0%	\$1,556,295	\$215,781	\$1,412,431	\$71,927
iShares Core S&P 500	IWM	xxx-701255	\$3,848,445	14.8%	15.0%	\$3,890,712	\$42,267	\$3,862,534	\$14,089
iShares Russell 2000	IWM	xxx-701255	\$1,658,170	6.4%	7.0%	\$1,815,665	\$157,495	\$1,710,668	\$52,488
iShares Core S&P Mid-Cap	IJH	xxx-701255	\$2,280,214	8.8%	9.0%	\$2,334,427	\$45,213	\$2,304,285	\$15,071
Alerian MLP	AMPLP	xxx-701255	\$1,372,064	5.3%	5.0%	\$1,296,904	(\$75,160)	\$1,347,011	(\$25,053)
Equity Total			\$14,972,164	57.7%	57.0%	\$14,764,704	(\$187,460)	\$14,909,677	(\$62,487)
			\$25,938,078	100.0%	100.0%	\$25,938,078	(\$0)	\$25,938,078	(\$0)
Cash Equivalents			\$10,269,842						
Total Market Value			\$36,207,920						

\*Market Values for Fidelity accounts are as of 8/23/2022 market close.  
 \*\*Cash account received deposit in the amount of \$5,375,000 on 10/29/2019 and received deposit in the amount of \$9,000,000 on 12/30/2020.  
 \*\*\*Invest \$1,026,765 accordingly as plan will begin to dollar cost average \$14,375,000 currently in cash over a 7 year time period, rebalancing in semi-annual tranches.

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

**RECEIVED**

AUG 30 REC'D

BRANFORD TOWN CLERK

# RECEIVED

AUG 30 2022

BRANFORD TOWN CLERK

Town of Branford Fire Reallocation of Assets 1/3 Rebalance August 24, 2022									
Investment	Ticker Symbol	Market Value	% of Assets	Current Policy	Recommended Balance	Amount to Buy	Recommended Balance for Franchise	Amount to Buy for Franchise	Amount to Buy for Franchise
iShares Core US Aggregate Bond	AGG	\$482,376	32.2%	35.0%	\$524,894	\$42,519	\$486,548	\$14,173	
MainStay Mackay High Yield Corporate Bond I	MHYX	\$104,191	6.9%	7.5%	\$112,477	\$8,286	\$107,053	\$2,862	
<b>Fixed Income acct TOTAL</b>		<b>\$586,567</b>	<b>39.1%</b>	<b>42.5%</b>	<b>\$637,371</b>	<b>\$50,805</b>	<b>\$603,601</b>	<b>\$17,035</b>	
iShares Core MSCI EAFE	EFA	\$150,016	10.0%	12.5%	\$187,462	\$37,446	\$162,664	\$12,648	
iShares MSCI Emerging Markets	EEM	\$93,197	6.2%	8.5%	\$127,474	\$34,277	\$104,736	\$11,539	
iShares Russell 2000	IWM	\$69,506	4.6%	5.5%	\$82,483	\$12,978	\$73,905	\$4,399	
iShares Core S&P Mid-Cap	IJH	\$79,648	5.3%	5.5%	\$82,483	\$2,836	\$79,648	\$0	
iShares Core S&P 500	IVV	\$219,706	14.7%	14.5%	\$217,456	(\$2,250)	\$219,706	\$0	
iShares US Real Estate	IYR	\$46,777	3.1%	3.25%	\$48,740	\$1,963	\$46,777	\$0	
Alerian MLP	AMPL	\$79,926	5.3%	5.25%	\$78,734	(\$1,191)	\$79,926	\$0	
<b>Equity acct TOTAL</b>		<b>\$738,776</b>	<b>49.3%</b>	<b>55.0%</b>	<b>\$824,834</b>	<b>\$86,058</b>	<b>\$767,362</b>	<b>\$28,586</b>	
Cash		\$174,355	11.6%	2.5%	\$37,492	(\$136,862)	\$128,734	(\$45,521)	
<b>Cash acct TOTAL</b>		<b>\$174,355</b>	<b>11.6%</b>	<b>2.5%</b>	<b>\$37,492</b>	<b>(\$136,862)</b>	<b>\$128,734</b>	<b>(\$45,521)</b>	
		<b>\$1,499,697</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$1,499,697</b>	<b>\$0</b>	<b>\$1,499,697</b>	<b>(\$0)</b>	

\*Portfolio Values obtained from Wilmington Trust are as of 8/23/2022 close of business.

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

Town of Branford Coastal Resiliency Fund						
Reallocation of Assets						
August 24, 2022						
Investment	Ticker Symbol	Account #	Market Value	% of Assets	Current Policy	Recommended Balance
Mesrow Intermediate Government SMA	-	xxx-409271	\$1,185,544	66.0%	65.0%	\$1,168,109
<b>Fixed income acct TOTAL</b>			<b>\$1,185,544</b>	<b>66.0%</b>	<b>65.0%</b>	<b>\$1,168,109</b>
iShares Core S&P 500 ETF	IVV	xxx-409091	\$201,881	11.2%	11.0%	\$197,680
iShares Core S&P Mid-Cap ETF	IJH	xxx-409091	\$63,769	3.5%	3.5%	\$62,898
iShares Russell 2000 ETF	IWM	xxx-409091	\$58,049	3.2%	3.5%	\$62,898
iShares MSCI EAFE ETF	EFA	xxx-409091	\$125,713	7.0%	8.0%	\$143,767
iShares Core MSCI Emerging Markets ETF	IEMG	xxx-409091	\$84,384	4.7%	5.5%	\$98,840
iShares US Real Estate ETF	IYR	xxx-409091	\$63,504	3.5%	3.50%	\$62,898
Cash	-	xxx-409091	\$14,246	0.8%	0.00%	\$0
<b>Mutual Fund acct TOTAL</b>			<b>\$611,546</b>	<b>34.0%</b>	<b>35.0%</b>	<b>\$628,982</b>
			<b>\$1,797,090</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$1,797,090</b>
						<b>(\$17,436)</b>
						<b>(\$17,436)</b>
						<b>(\$4,201)</b>
						<b>(\$870)</b>
						<b>\$4,849</b>
						<b>\$18,054</b>
						<b>\$14,456</b>
						<b>(\$606)</b>
						<b>(\$14,246)</b>
						<b>\$17,436</b>

\*Portfolio Values obtained from Fidelity are as of 8/23/2022 close of business.

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

RECEIVED

AUG 30 REC'D

BRANFORD TOWN CLERK

# Office of Tax Collector

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

# Item #7

ROBERT M. IMPERATO  
Tax Collector



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

Date: August 23, 2022

To: Joseph Mooney, Chairman Board of Finance  
Board of Finance Members

From: Robert M. Imperato, Tax Collector *RMP*

Re: Write Off Small Balance Policy & Procedure

RECEIVED  
2022 AUG 23 A 9:39  
*W. J. ...*

Dear Chairman Mooney,

The Tax Office is requesting approval of a small balance write off policy as described below. Additionally, please find attachments including the current Write-Off Small Balance Report, as well as the written Write-Off Small Balance Policy and Procedure for the Boards review and approval.

### Background – Write-Off Small Balances Due Initiative

Each municipal tax cycle, the Tax Office is challenged with addressing a minor percentage of taxpayers leaving small-unpaid balances generated by shortfall payments of \$1.00 and under.

The Tax Office must then create and distribute an additional tax bill reflecting the shortfall amount, request payment before the grace period ends and interest and penalties are applied to the next billing cycle.

The fix for this problem sounds simple however; this small balance due for \$1.00 or less collections process is not cost effective and has become a public relations issue resulting in a negative experience for our taxpayers.

One must evaluate and take into consideration the cost and public image of distribution of new balance due tax bills within the \$1.00 and under category. The Connecticut General Statute requires each Municipality place mandatory back tax liens on the land records, non-renewal of automobile registrations due to back taxes as well as collection and demand correspondence out to our taxpayer for back taxes of \$1.00 or less.



## Town and State Ordinances

Currently the Town of Branford has in place and enjoys an ordinance to waive certain bills. This authorization is located within the town's Code Book under Ordinance **Article IX 220-30. Authorization to waive certain bills.**

Utilizing this ordinance, the Tax Office does not generate tax bills under Article IX **Ordinance 220-30 of \$5.00 or less.**

As posted in the Grand Rate Book, a net adjustment is calculated to account for the total waived and deducted (**220-30. Authorization**) from the collectable Grand Rate Book totals for the collection year.

A small balance write-off is accounted for and processed differently from **Ordinance 220-30 \$5.00** and under bills, which are waived and not reflected in the Grand Rate Book net total to be collected.

Balance due payments which are reflected as part of Grand Rate Book totals are to be collected throughout the tax life cycle as payments are made daily.

### Example of a small balance progression balance issue.

- Taxpayer receives a real estate invoice bill of \$5,600.56
- Taxpayer presents a check for \$5,600.50, creating a shortfall due of \$0.06 cent
- Shortfall payment of \$0.06 cents must be satisfied within the current tax month to avoid a minimum interest charge of \$2.00, creating a new bill of \$2.06
- Next month's payment will now include the shortfall of \$ 0.06 along with the additional \$2.00 minimum interest charge
- Each month moving forward a 1.50% monthly interest penalty fee is assessed to the outstanding balance until satisfied
- Taxpayers invoices as well the Tax Collector's web page on the Town of Branford's website will than reflect a statement indicating back taxes due which is open to public viewing
- Non-payment may create back tax real estate lien, auto registration issues, hold on building permits

### Cost and process of distribution of a new balance due bill

- **Research, administrative and correspondence balance due letter cost \$6.75**
- **Bill creation cost \$0.25 cent**
- **Postage cost \$0.60 cent**
- **Envelopes cost \$0.25 cent**
- **Total cost of re-billing for shortfall balance due payments \$7.85 per billing**

### Solution

The Tax Office is requesting the approval of a Small Balance Write-Off Policy

Currently the Tax Office has outstanding balances due dating back from 2005 through 2021 for both tax and sewer utility

The number of outstanding units are 342 for a total dollar amount \$488.82 through August 18, 2022 with an average of \$1.42 per file.

As this is the initial write-off period, we would like to include balances up to a \$5.00, which would take into consideration balances rolling form year to year. By capturing balances up to \$5.00, the objective will be to clean up our portfolio of small balances due and delinquency.

The write off process would transpire monthly by the Tax Collector and/or the Assistant Tax Collector and at the end of the fiscal year submitted to the Board of Finance for approval following the current process with suspended Tax accounts.

The Tax Office and the Finance Office have completed their due diligence on what pathways other municipalities engage in with respect to handling their shortfall payments. A number of municipalities continue to bill for the shortfall balance due and continue collection efforts, as other municipality's write off their small balances do to the cost of billing, collection, and negative taxpayer experience.

#### **Current Tax Waiver Statutes - Town of Branford and State of Connecticut Office of Policy and Management:**

**Branford's Current Ordinance allows tax waivers of \$5.00 and under.**

Below is a copy of the Towns ordinance Authorization to waive certain bills

##### **Branford**

- Code of Ordinances
- Part II. General Legislation
- Chapter 220. Taxation
- Article IX. Waiver of Property Tax

##### **220-30. Authorization to waive certain bills.**

- **The Town authorizes the waiving of any property tax of a total amount of less than \$5.00 before the date such tax is due pursuant to C.G.S 12-144c**

**State General Statute 12-144c allows for an optional waiver under \$25.00 as stated below:**

- **Sec. 12-144c. Optional waiver of property tax under twenty-five dollars.** Any municipality may waive any property tax due in an amount less than twenty-five dollars by action of its legislative body.

(P.A. 75-489, S. 1, 2; P.A. 01-178, S. 1, 2; P.A. 13-276, S. 21.)

- History: P.A. 01-178 increased the amount of property tax that may be waived from \$5 to \$25 and added provision re waiver before the date the tax is due, effective October 1, 2001, and applicable to

assessment years commencing on and after said date; P.A. 13-276 eliminated requirement that property tax waiver occur before the date the tax is due.

#### **Two-Dollar Minimum Interest CGS -12-146**

- **Sec. 12-146. Delinquent tax or installment. Interest. Waiver of interest.** Unless the context otherwise requires, wherever used in this section, “tax” includes each property tax and each installment and part thereof due to a municipality as it may have been increased by interest, fees and charges. If any tax due in a single installment or if any installment of any tax due in two or more installments is not paid in full (1) on or before the first day of the month next succeeding the month in which it became due and payable, or if not due and payable on the first day of the month, (2) on or before the same date of the next succeeding month corresponding to that of the month on which it became due and payable, the whole or such part of such installment as is unpaid shall thereupon be delinquent and shall be subject to interest from the due date of such delinquent installment. Except for unpaid real estate taxes the collection of which was, or is, deferred under the provisions of section 12-174, and any predecessor and successor thereto, which unpaid real estate taxes continue to be subject to the provisions of such deferred collection statutes, the delinquent portion of the principal of any tax shall be subject to interest at the rate of eighteen per cent per annum from the time when it became due and payable until the same is paid, subject to a minimum interest charge of two dollars per installment within the time allowed by statute for the payment of such tax or installment.

#### **Attached:**

- **Write Off Small Balance Report**
- **Written Write Off Small Balance Report Policy & Procedure**

**CC: Jamie Cosgrove, First Selectman  
James Finch, Finance Director  
Lisa Arpin, Town Clerk**

REC'D Item #7

2022 AUG 23 A 9:40

  
OFFICE OF THE CLERK

**TAX OFFICE**  
**QDS**  
**SMALL BALANCE REPORT \$0.01**  
**TO \$5.00**  
**2005 - 2021**











Bill #	Name/Addr	Prop Loc/MV Details	TOWN	Balance
2017-03-0057514	DORICCHI DANIEL	1993/CHEVR/S10/6334CP	#T	-0.01
2017-03-0057515	DORICCHI DANIEL	2010/FORD/TRANSIT/AE66150	#T	-0.03
2017-03-0058696	FERRETTI PAUL R	1994/FORD/RANGER/C069521	#T	-4.38
2017-03-0058727	FESTA ROBERT F	2010/FORD/RANGER/6APG08	#T	-0.11
2017-03-0060883	HALL LLOYD P	2010/VOLKS/JETTA TID/AC02313	#T	-0.04
2017-03-0061205	HAUGEN MICHAEL R	2003/NISSA/XTEERRA X/AJ78768	#T	-0.01
2017-03-0072824	SHEEHY THOMAS E	1994/ACURA/INTEGRA/SALPH9	#T	-0.26
2017-03-0076289	WATKINS MICHELLE P	2012/INFINITI/M37 X AW/333ZWB	#T	-0.02
2017-03-0076703	WILSON MARCUS D	2016/JEEP/COMPASS/AC98138	#T	-0.09
2017-03-0076825	WRIGHT TERRI A	1999/HONDA/ACCORD I/AJ78181	#T	-0.11
2017-03-0076884	YARKOSKY EUGENE F	2013/HONDA/CR-V LX/603HTL	#T	-0.01
2017-03-0077331	GARGONE WILLIAM A	1997/DODGE/RAM 2500/C050319	#T	-1.80
TOT MV	# Of Accts16			-7.25
2017-04-0081097	DAVERN NICOLE K	2015/HONDA/CR-V EX/AP96179	#T	-0.03
2017-04-0081993	GUERRI LISA A	2015/VOLKS/JETTA SE/6AMXF6	#T	-2.57
2017-04-0082952	MARTONE ASHLEY M	2015/SUBAR/OUTBACK/363YJN	#T	-1.34
2017-04-0082996	MAXWELL WILLIAM T 4TH	2014/GMC/ACADIA/AM50620	#T	-0.06
2017-04-0082997	MAXWELL WILLIAM T 4TH	2016/NISSA/MAXIMA/AM50621	#T	-0.01
2017-04-0083607	QUARRY PAVING & EXCAVATING LLC	2003/DODGE/RAM 2500/C110902	#T	-0.01
2017-04-0084178	SHERMAN STACY L	2005/FORD/EXPLORER/AL29620	#T	-0.26
2017-04-0084379	SYKES CHARLOTTE	2003/MAZDA/TRIBUTE/AL22012	#T	-0.01
TOT MVs	# Of Accts8			-4.29
TOT 2017	# Of Accts28			-21.00

2018-02-0042394	MILLER LISA E MFT	678 MAIN ST	#T	-0.87
2018-02-0043513	WALGREEN EASTERN CO INC (003)	1036 WEST MAIN ST	#T	-0.49
2018-02-0058113	ARMAZEM LLC	45 N E INDUSTRIAL RD	#T	-0.88
TOT PP	# Of Accts3			-2.24
2018-03-0050419	ADELMAN DANIEL	2013/JEEP/COMPASS/163ZKU	#T	-3.26
2018-03-0050745	ALVAREZ-DELUGO JOSE G	2014/BMW/328XI SU/AJ14525	#T	-0.04
2018-03-0053627	COVENTRY DAVID	2011/HAUL//908955	#T	-3.18
2018-03-0056375	DAMATO JUDY L	2004/HYUND/ELANTRA/397HEM	#T	-0.31
2018-03-0056376	DAMATO KENNETH A	2004/HYUND/ELANTRA/986TEZ	#T	-0.76
2018-03-0056483	DARIN VICTOR R	2001/MAZDA/B3000 CA/8929CY	#T	-0.01
2018-03-0057505	DOBROWSKI HOLMES A	2016/TOYOT/CAMRY LE/634XXN	#T	-4.78
2018-03-0058326	ELLIOTT FAITH B	2005/SAAB/9-3 LINE/936WTW	#T	-0.75
2018-03-0060664	GREENE BENJAMIN J	2011/VOLKS/FOS LUX/AH25927	#T	-0.03
2018-03-0063576	KASLATIS DARLENE A	2005/HONDA/CIVIC LX/562DHY	#T	-1.26
2018-03-0064069	KNOWLES CHARLES G JR	1996/FORD/MUSTANG/AD27975	#T	-0.01
2018-03-0065941	MARLER CAROLINE E	2006/VOLVO/XC70/784UDN	#T	-0.01
2018-03-0066047	MARTINO ROBERT P JR	2004/HYUND/ELANTRA/AG52759	#T	-0.02
2018-03-0067621	MOYZER PETER K	2010/CADILL/CTS PERE/AD27955	#T	-2.00
2018-03-0068782	ODELL MATTHEW A	1998/BMW/328I AUT/AK23628	#T	-0.03
2018-03-0070284	POLLARD EMMA A	2005/FORD/EXPLORER/AM63785	#T	-0.09
2018-03-0071233	RICE CHRISTOPHER E	2001/AUDI/SA QUATT/AB45182	#T	-0.02
2018-03-0074188	SYKES CHARLOTTE	2003/MAZDA/TRIBUTE/AL22012	#T	-2.17
2018-03-0076283	WALSH KEVIN C	2003/ACURA/MDX TOUR/781UXF	#T	-3.87
TOT MV	# Of Accts19			-22.60
2018-04-0081622	ELFRAC LLC	2019/DODGE/CHALLENGE/AJ22265	#T	-0.22
2018-04-0082530	JOHNSON LISA M	2018/JEEP/RENEGADE/AT78303	#T	-0.13
2018-04-0084203	SENTER MONIQUE R	2014/HYUND/SONATA H/OARJY9	#T	-2.34
TOT MVs	# Of Accts3			-2.69
2018-06-0001826	CLEARY DANIEL M		#T	-3.90



Bill #	Name/Addr	Prop Loc/My Details	TOWN	Balance
2020-03-0053056	BRENNAN DAVID S	2008/VOLVO/C70 T5/AV29926	#T	-1.53
2020-03-0053309	BUCK DEBORAH M	2009/HONDA/CIVIC LX/AU91448	#T	-0.41
2020-03-0053443	BURNS LINDA A	2016/NISSA/ROGUE S/AV18406	#T	-2.42
2020-03-0053531	C & L CLEANING SERVICES INC.	2016/CHEVR/EXPRESS/C084914	#T	-0.21
2020-03-0054547	CEFRONE STEPHEN E	1983/FORD/MUSTANG/00NEBE	#T	-0.22
2020-03-0061883	HURNEY EVAN P	2014/HONDA/CR-V EX/8ADWKL	#T	-4.54
2020-03-0064239	LEMON BRIAN G	2006/FORD/ECONOLIN/93CC62	#T	-3.90
2020-03-0064513	LIROLA BERNARD H	2015/BMW/535XI GT/AN27567	#T	-0.07
2020-03-0065442	MARTINEZ DORIS L	2004/NISSA/ALTIMA/S/8AKW2	#T	-0.89
2020-03-0068508	PALUMBO NICOLE D	2011/VOLKS/JETTA BA/407SNW	#T	-1.01
2020-03-0070967	RUBANO LOUIS M	2010/GMC/YUKON SL/C086091	#T	-0.06
2020-03-0072967	STEWART PAUL G	2011/NISSA/PATFIND/9ARJ00	#T	-5.00
2020-03-0073779	TNA LLC	2016/TOYOT/4RUNNER/AC38201	#T	-2.00
2020-03-0073780	TNA LLC	2017/VOLKS/GOLF SPO/C043431	#T	-2.00
2020-03-0073899	TORRES CHRISTOPHER L	2013/CHEVR/EQUINOX/AG58654	#T	-2.68
2020-03-0074373	TURTZO STEPHEN A	2017/MAZDA/CX-3 TOU/AX55080	#T	-4.89
2020-03-0074662	VANDENPOL ANTHONY	2003/TOYOT/CAMRY LE/787FCB	#T	-2.00
2020-03-0075362	WARD SALLY A	1999/JEEP/WRANGLER/313PUJ	#T	-0.08
2020-03-0075811	WILLIAMS MARSHA	2017/JEEP/CHEROKEE/AY15749	#T	-0.72
2020-03-0076392	TOOLE AUDREY H	2012/TOYOTA/RAVA/AY08638	#T	-3.09
2020-03-0076421	USB LEASING LT	2016/JEEP/GRAND CH/AF13059	#T	-0.11
TOT MV	# Of Accts23			-40.73
2020-04-0080168	ANGELO DONNA J	2018/JEEP/GRAND CH/BB94184	#T	-0.18
2020-04-0080362	BENBOW JUANITA P	2018/BUICK/ENCLAVE/BB73356	#T	-4.49
2020-04-0081133	DAKIS ANDONIA E	2017/KIA/SOUL +/AX72003	#T	-4.07
2020-04-0081998	GIANNETTA NICOLE	2020/KIA/OPTIMA L/BC12750	#T	-3.13
2020-04-0082073	GRAMMATICO ANGELO M	2018/CHEVR/EQUINOX/BA32056	#T	-3.99
2020-04-0082181	HALLY MATTHEW P	2004/DODGE/DAKOTA O/849CDD	#T	-3.03
2020-04-0082308	HOLLORAN JAY E	2012/HYUND/GENESIS/AE85658	#T	-2.70
2020-04-0082656	JOHNSON MICHELLE	2017/HYUND/TUCSON L/AN43036	#T	-2.00
2020-04-0082676	JOSEPH A. AND ARIENA V. TRUMBLY REVOCABL	2019/BUICK/ENCLAVE/BB06334	#T	-0.03
2020-04-0082792	KELSEY BENJAMIN M	2011/TOYOT/TACOMA A/C251591	#T	-0.81
2020-04-0083915	PEPE THOMAS B	2013/FORD/EDGE SEL/AX89239	#T	-2.00
2020-04-0083944	PETERSON BETTY A	2012/HONDA/FIT/5852KJ	#T	-2.00
2020-04-0084834	THAPACHHETRI RUDRA N	2018/NISSA/ROGUE S/BC08240	#T	-4.15
TOT MYS	# Of Accts14			-32.71
2020-06-0000210	BOLASH LINDSAY		#T	-0.06
2020-06-0001090	DIEBISO MICHAEL		#T	-0.04
2020-06-0002136	WALDRON DANIEL +		#T	-4.60
2020-06-0002607	SMOKER ERNEST J		#T	-4.26
2020-06-0002618	QUINN ELIZABETH +		#T	-3.90
2020-06-0004362	GUNTHER ERIC		#T	-3.90
2020-06-0010049	BRIGANTE ALFRED +		#T	-0.06
2020-06-0012928	CUARTAS SERGIO L		#T	-0.06
TOT SU	# Of Accts8			-16.88
TOT 2020	# Of Accts68			-105.68
2021-01-0001519	CONLON FRANCIS X II	D11/000/011/00019	#T	-0.30
2021-01-0002668	SEIBYL JOHN P	E07/000/010/00023	#T	-0.04
2021-01-0007140	REIS ELIZABETH	B11/000/010/00005	#T	-0.36
2021-01-0009439	SETTE JAMES P	E12/000/002/00008	#T	-0.04
2021-01-0012864	PARISI PETER J	C08/000/010/00014/1C1	#T	-3.00
TOT RE	# Of Accts5			-3.74
2021-02-0043010	DINGUS ROBERT	23 SHORT ROCKS RD	#T	-0.30

Bill #	Name/Addr	Prop Loc/MV Details	TOWN	# T	# T	Balance
2021-02-0953484	FUSA MARKETING	34 EAST INDUSTRIAL RD	-0.84	# T	# T	-0.84
2021-02-0953485	FUSA MARKETING	322 EAST MAIN ST	-0.04	# T	# T	-0.04
TOT PP	# Of Accts3		-1.18			-1.18
2021-03-0050352	ACQUARULO MARY F	2008/MERCE/CLS550/798TOR	-0.06	# T	# T	-0.06
2021-03-0052835	BOUSQUET RUTH W	2007/KIA/SPECTRA/BOSKAY	-2.00	# T	# T	-2.00
2021-03-0052948	BRANCATO SALVATORE G	1999/DODGE/RAM 1500/889WMM	-0.22	# T	# T	-0.22
2021-03-0053391	BURNE PETER S	2013/MERCE/GLK350 4/AL42	-0.41	# T	# T	-0.41
2021-03-0053494	C & L CLEANING SERVICES INC.	2016/CHEVR/EXPRESS/C084914	-0.53	# T	# T	-0.53
2021-03-0053859	CARAFENO-POCHESCI STEVA	2012/GMC/TERRAIN/AD55084	-0.97	# T	# T	-0.97
2021-03-0053934	CARLSON BRENDA M	2016/FORD/ESCAPE T/AS99867	-3.00	# T	# T	-3.00
2021-03-0059009	FLYNN JAMES J	2011/SHORE/TRV22LW/AW95368	-0.20	# T	# T	-0.20
2021-03-0060366	GREEN LAURA E	2007/KIA/RONDO LX/541XXO	-0.15	# T	# T	-0.15
2021-03-0060495	GRUENDEL DAVID H	2004/HONDA/ODYSSEY/TMLTON	-0.42	# T	# T	-0.42
2021-03-0061791	HOPKINS ALEX J	2006/FORD/EXPLORER/AU52149	-2.94	# T	# T	-2.94
2021-03-0063432	KHRAMTSOV NIKOLAI V	2020/SUBAR/LEGACY L/AX55238	-0.50	# T	# T	-0.50
2021-03-0064694	LOCKERY JOSEPH W	2014/VOLKS/BEETLE/AW20728	-0.60	# T	# T	-0.60
2021-03-0065295	MANCINI PAUL J	2009/HARLE/FLHP POL/00RPEK	-3.50	# T	# T	-3.50
2021-03-0065322	MANIGLIA LAURA I	2010/TOYOT/AVALON X/4APFB6	-0.90	# T	# T	-0.90
2021-03-0065529	MARSICO SALVATORE A	2008/CHEVR/SILVERAD/BA02134	-0.60	# T	# T	-0.60
2021-03-0068031	NYE JULIE A	2008/HONDA/FIT SPOR/BB06050	-0.56	# T	# T	-0.56
2021-03-0068414	PINCKNEY CHARLES A	2015/ACURA/RDX TECH/ZB662	-0.60	# T	# T	-0.60
2021-03-0070572	RICHMOND JENNIFER L	2009/TOYOT/CAMRY/SE/433M0H	-2.00	# T	# T	-2.00
2021-03-0072809	SPARR JUDITH K	2015/KIA/SORENTO/608RDU	-0.19	# T	# T	-0.19
2021-03-0074502	TYLER RICHARD	1980/MOTO/CX1000/LOCO	-0.19	# T	# T	-0.19
2021-03-0075776	WHITEHEAD ROBERT S JR	2012/VOLVO/S60 T5/356ZUF	-0.03	# T	# T	-0.03
2021-03-0076506	SPERANZA MUSA L	2014/AUDI/A7 PREMI/9AHRD7	-0.11	# T	# T	-0.11
TOT MV	# Of Accts23		-22.49			-22.49
2021-06-0000136	DECAPRIO NICHOLAS +		-0.34	# T	# T	-0.34
2021-06-0000224	GAGLIARDI CHRISTOPHER +		-0.05	# T	# T	-0.05
2021-06-0000338	DERNAGO LINDA M &		-0.16	# T	# T	-0.16
2021-06-0000638	CALABRO MARK +		-2.55	# T	# T	-2.55
2021-06-0000650	DOGOLIO KIM		-0.06	# T	# T	-0.06
2021-06-0001517	CARON LEONARD 1/2 +		-0.86	# T	# T	-0.86
2021-06-0001563	STANNARD EDWARD P JR +		-0.11	# T	# T	-0.11
2021-06-0001646	PAGE ELLEN		-0.15	# T	# T	-0.15
2021-06-0001681	REILLY TINA		-0.02	# T	# T	-0.02
2021-06-0001977	DAHLGARD JEFFREY		-1.95	# T	# T	-1.95
2021-06-0002156	ROJAS-VERDE CLAUDIO +		-2.65	# T	# T	-2.65
2021-06-0002448	SCHOOL GROUND PARK LLC		-2.55	# T	# T	-2.55
2021-06-0002467	CASSELLA RONALD A		-0.05	# T	# T	-0.05
2021-06-0002544	ORLICE LOUANNE		-0.23	# T	# T	-0.23
2021-06-0002615	DINGUS ROBERT J		-0.24	# T	# T	-0.24
2021-06-0002818	BANK OF AMERICA N A TRUSTEE		-0.10	# T	# T	-0.10
2021-06-0003087	ROONEY RHONDA		-0.05	# T	# T	-0.05
2021-06-0003345	MADRID GREGORY S +		-2.55	# T	# T	-2.55
2021-06-0003815	MELE JEFFREY +		-0.34	# T	# T	-0.34
2021-06-0004377	REF II SFR I DE LLC		-0.08	# T	# T	-0.08
2021-06-0004738	FRANK JOEL +		-0.80	# T	# T	-0.80
2021-06-0005460	GENTILE GAIL		-0.01	# T	# T	-0.01
2021-06-0005923	GRIFFIN ELLEEN P		-0.08	# T	# T	-0.08
2021-06-0006000	HAMMOND JAMES + HAMMOND PAMELA		-2.55	# T	# T	-2.55
2021-06-0006268	SEIBYL JOHN P +		-0.08	# T	# T	-0.08
2021-06-0006297	MOTT KATHERINE MARY		-1.95	# T	# T	-1.95
2021-06-0007036	SAVINO JOSEPHINE I		-0.08	# T	# T	-0.08
2021-06-0007120	PIRELL JOHN C III +		-0.15	# T	# T	-0.15
2021-06-0007241	SAVINO CERINA		-3.10	# T	# T	-3.10
2021-06-0007301	WADDELL ROBIN		-0.06	# T	# T	-0.06
2021-06-0007764	SYED GAMAL		-2.55	# T	# T	-2.55

Bill #	Name/Addr	Prop Loc/NV Details	TOWN	# T	Balance
2021-06-0008205	ASTARIYA JOHN O JR + SANDRA C (SUR)		-0.08	#T	-0.08
2021-06-0008736	DRINAN ANN L		-0.11	#T	-0.11
2021-06-0008992	POLINSKY ERIC M		-0.04	#T	-0.04
2021-06-0009066	HPT TA PROPERTIES TRUST		-1.87	#T	-1.87
2021-06-0009894	DADAMO ALEXANDER GARY		-1.95	#T	-1.95
2021-06-0010063	AHB LLC		-1.61	#T	-1.61
2021-06-0010180	CLEMENTS MARILYN L		-2.00	#T	-2.00
2021-06-0010217	BRANGI JENNIFER		-0.09	#T	-0.09
2021-06-0010254	ROMAN BARBARA J		-0.04	#T	-0.04
2021-06-0011714	SANTOS SARAH		-0.03	#T	-0.03
2021-06-0012773	MONTVUAGNARD FRANCK TRUSTEE +		-0.40	#T	-0.40
2021-06-0012817	PLAGENTINI MICHAEL C +		-0.23	#T	-0.23
2021-06-0012856	JONES CAROL		-0.08	#T	-0.08
2021-06-0012955	LOCKWOOD REALTY LLC		-0.51	#T	-0.51
2021-06-0014461	TONI DIANA		-0.09	#T	-0.09
2021-06-0014830	BARONE MICHAEL R		-0.12	#T	-0.12
2021-06-0015108	GIANNINI JOSEPH		-2.10	#T	-2.10
2021-06-0015332	ARMELLINO EMILIO		-0.10	#T	-0.10
TOT SU	# Of Accts50		-38.10		-38.10
TOT 2021	# Of Accts81		-65.51		-65.51
GRAND TOTAL	# Of Accts342		-488.82		-488.82

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2022 AUG 23 A 9:40

**TAX OFFICE  
WRITE-OFF SMALL OUTSTANDING BALANCE POLICY AND  
PROCEDURES**

CLERK OF SUPERIOR COURT  
COUNTY OF WASHINGTON  
1000 4TH AVENUE, SUITE 1000  
SEATTLE, WA 98101  
PHONE: 206.467.1000  
FAX: 206.467.1001  
WWW.COURTS.WA.GOV

**1.0 STATEMENT OF PURPOSE**

This Policy and Procedure document establishes the guidelines by which the Tax Collector writes off outstanding balances of \$1.00 or less.

**2.0 REVISION HISTORY**

Date	Revision Number	Change
08/19/2022	1.0	New Procedure

**3.0 PERSONS AFFECTED**

- 3.1 Tax Department Staff
- 3.2 Board of Finance
- 3.3 Finance Department Staff

**4.0 POLICY**

- 4.1 The Tax Collector and/or the Assistance Tax Collector may request the Board of Finance approve the write off of small outstanding balance on a real estate, personal property, motor vehicle or sewer utility bills of \$1.00 or less.
- 4.2 Requests for write-offs will be presented annually to the Board of Finance for approval and performed on a monthly basis by the Tax Collector. A list of accounts will be presented along with the request. *and/or Assistant Tax Collector*
- 4.3 Once approved, the Tax Collector and/or Assistant Tax Collector will process the credits in the tax software and provide the list along with a report or all accounts effected to the Finance Department for review.
- 4.4 The list and the posted batch report from the tax software of all adjustments will be provided to the Finance Director and/or Assistant Finance Director for review.

## **5.0 SCOPE**

### **5.1 Outstanding Balances**

- 5.1.1 Occasionally a payment will be received by the Tax Department, which, once processed, leaves an outstanding balance on an account. This policy covers those accounts that have an outstanding balance of \$1.00 or less.
- 5.1.2 This policy excludes accounts covered under Section IX Waiver of Property Tax Bills in the Code of Branford.

## **6.0 RESPONSIBILITIES**

- 6.1 The Tax Collector and/or Assistant Tax Collector are responsible for ensuring compliance with these policies and procedures
- 6.2 Tax Collector and/or Assistant Tax Collector shall be responsible for reviewing account balances on a monthly basis and submitting the request annually to the Board of Finance. If approved, the Tax Collector and/or the Assistant Tax Collector will process the credits in the tax software and submit the list and posted batch report to the finance office for review.
- 6.3 The Board of Finance is responsible for reviewing the list prior to approval
- 6.4 The Finance Director and/or Assistant Finance Director will review the report provided by the tax department and document the review. All documents will then be returned to the tax office and kept for possible audit review.

## **7.0 PROCESS**

### **7.1 Tax Department**

- 7.1.1 The Tax Collector and/or Assistant Tax Collector will run a small balance report on a schedule determined by the Tax Collector. The report will include the list number, name and amount of the tax bill being written off.
- 7.1.2 A formal request will be submitted to the Board of Finance along with a report generated from the tax software of all bills being requested be written off. The report will include the bill number, name and amount of the outstanding tax.
- 7.1.3 After receiving approval from the Board of Finance, the Tax Collector and/or Assistant Tax Collector will process the credits in the tax software

system. After posting the credit batch(s) the approved request and posted batch report will be forwarded to the Finance and/or Assistant Finance Director for review.

- 7.1.4 Finance Department reviews will be documented and all requests and batch reports will be returned to the Tax Office to be retained for audit purposes.

## 7.2 Tax Collector

*and/or assistant Tax Collector*

- 7.2.1 Tax Collector will be provided a written request along with a report of all accounts being requested by the Tax Office to be written off.

- 7.2.2 After review the Board of Finance will approve or reject the request and return the documents to the Tax Collector.

## 7.3 Finance Department

- 7.3.1 The Finance Director and/or Assistant Finance Director will review the request and posted batch report(s) from the tax office. All documents will be signed as evidence of review and returned to tax office for retention.



**Item #7**

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2022 AUG 23 A 9:40

*Janet E. Gove*  
BRANFORD TOWN CLERK

## **STATUTES**

### **BRANFORD CODE-ARTICLE IX WAIVER OF PROPERTY TAX BILLS**

### **STATE OF CONNECTICUT—C.G.S. 12-144C OPTIONAL WAIVER**

### **STATE OF CONNECTICUT—C.G.S.12-146 DELINQUENT TAX OR INSTALLMENT**

☐ Branford

- ☐ Code of Ordinances
- ☐ Part II. General Legislation
- ☐ Chapter 220. Taxation
- ☐ Article IX. Waiver of Property Tax Bills

**§ 220-30. Authorization to waive certain bills.**

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*Latest version.*

- The Town authorizes the waiving of any property tax of a total amount of less than \$5 before the date such tax is due pursuant to C.G.S. § 12-144c.

**Sec. 12-144c. Optional waiver of property tax under twenty-five dollars.** Any municipality may waive any property tax due in an amount less than twenty-five dollars by action of its legislative body.

(P.A. 75-489, S. 1, 2; P.A. 01-178, S. 1, 2; P.A. 13-276, S. 21.)

History: P.A. 01-178 increased the amount of property tax that may be waived from \$5 to \$25 and added provision re waiver before the date the tax is due, effective October 1, 2001, and applicable to assessment years commencing on and after said date; P.A. 13-276 eliminated requirement that property tax waiver occur before the date the tax is due.

**Sec. 12-146. Delinquent tax or installment. Interest. Waiver of interest.** Unless the context otherwise requires, wherever used in this section, "tax" includes each property tax and each installment and part thereof due to a municipality as it may have been increased by interest, fees and charges. If any tax due in a single installment or if any installment of any tax due in two or more installments is not paid in full (1) on or before the first day of the month next succeeding the month in which it became due and payable, or if not due and payable on the first day of the month, (2) on or before the same date of the next succeeding month corresponding to that of the month on which it became due and payable, the whole or such part of such installment as is unpaid shall thereupon be delinquent and shall be subject to interest from the due date of such delinquent installment. Except for unpaid real estate taxes the collection of which was, or is, deferred under the provisions of section 12-174, and any predecessor and successor thereto, which unpaid real estate taxes continue to be subject to the provisions of such deferred collection statutes, the delinquent portion of the principal of any tax shall be subject to interest at the rate of eighteen per cent per annum from the time when it became due and payable until the same is paid, subject to a minimum interest charge of two dollars per installment which any municipality, by vote of its legislative body, may elect not to impose, and provided, in any computation of such interest, under any provision of this section, each fractional part of a month in which any portion of the principal of such tax remains unpaid shall be considered to be equivalent to a whole month. Each addition of interest shall become, and shall be collectible as, a part of such tax. Interest shall accrue at said rate until payment of such taxes due notwithstanding the entry of any judgment in favor of the municipality against the taxpayer or the property of the taxpayer. The collector shall apply each partial payment to the wiping out of such interest before making any application thereof to the reduction of such principal. If any tax, at the time of assessment or because of a subsequent division, represents two or more items of property, the collector may receive payment in full of such part of the principal and interest of such tax as represents one or more of such items, even though interest in full on the entire amount of the principal of such tax has not been received up to the date of such payment; in which event, interest on the remaining portion of the principal of any such tax shall be computed, as the case may be, from the due date of such tax if no other payment after delinquency has been made or from the last date of payment of interest in full on the whole amount or unpaid balance of the principal of such delinquent tax if previous payment of interest has been made. Each collector shall keep a separate account of such interest and the time when the same has been received and shall pay over the same to the treasurer of the municipality of the collector as a part of such tax. No tax or installment thereof shall be construed to be delinquent under the provisions of this section if (A) such tax or installment was paid through a municipal electronic payment service within the time allowed by statute for payment of such tax or installment, or (B) the envelope containing the amount due as such tax or installment, as received by the tax collector of the municipality to which such tax is payable, bears a postmark showing a date within the time allowed by statute for the payment of such tax or installment. Any municipality may, by vote of its legislative body, require that any delinquent property taxes shall be paid only in cash or by certified check or money order. Any municipality adopting such requirement may provide that such requirement shall only be applicable to delinquency exceeding a certain period in duration as determined by such municipality. Any municipality shall waive all or a portion of the interest due and payable under this section on a delinquent tax with respect to a taxpayer who has received compensation under chapter 968 as a crime victim.

Office of Tax Collector

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

ROBERT M. IMPERATO  
Tax Collector



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

Date: August 23, 2022  
To: Joseph Mooney  
Board of Finance  
  
From: Robert M. Imperato  
Tax Collector  
  
Re: Budget Transfers FY 2021-2022 Tax Office

2021-2022 Transfer Request

I am requesting the following transfers be placed on the agenda for the Board of Finance August 29, 2022 meeting:

Overtime

Over the past fiscal year 2021-2022, the Tax Office has been met with a number of staffing issues and operational challenges. This resulted in the Tax Office requiring overtime from various staff members to maintain service levels as well as daily operational functions.

From		
10141070-588620	Tax Refunds	(\$8,403)
To		
10141070-518000	Overtime	\$8,403

*Wai Estepin*  
BRANFORD TOWN CLERK

2022 AUG 24 A 9 51

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### Vault

Repairs needed to the Tax Office cash vault due to a malfunction within the combination dial. As a result, a line item for \$300.00 has been established within fiscal year 2023 – 2024 Repair & Maintenance

From		
10141070-533280	Consulting	(\$600)
To		
10141070-544300	Repair & Maintenance	\$600

### Membership

Cost overruns were due to the number of staff members enrolled in the Tax Collector's educational program for fiscal year 2021-2022. This triggered a shortfall within the scheduled line item.

From		
10141070-533280	Consulting	(\$430)
To		
10141070-588200	Miscellaneous Expenses	\$430

### Postage

Tax Office engaged QDS for additional direct mailing of tax bills causing a shortfall within the Postage line item.

From		
10141070-533280	Consulting	(\$520)
To		
10141070-555320	Postage	\$520

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Item #9

2022 AUG 29 A 8:03

*Noel E. Arpin*  
BRANFORD TOWN CLERK

## Revised-See Pg. 3

Date: August 25, 2023  
To: Joseph Mooney  
Board of Finance  
From: Clean Energy Ad Hoc Committee  
Re: Committee Efforts and High Performance Buildings

Thank you for recently meeting with members of our Clean Energy Ad Hoc Committee (Committee) along with the First Selectman and Finance Director. As you will recall, we discussed the Committee's goals and efforts concluding with the suggestion that we appear at a future Board of Finance meeting.

Our goal is to provide your board with background information on our efforts with the hope that you will incorporate these elements into future appropriations and recommendations. To assist you in the discussion, the core of this memo is organized in a frequently asked questions format supplemented by attachments and a brief presentation on the economic benefits of the draft energy plan as it relates to buildings.

### **When was the Committee Established?**

The Committee was established by the Board of Selectman in 2019. The creation of the Committee reflects the sentiments of concerned citizens coupled with the aspirations outlined in the Plan of Conservation and Development (POCD), namely to reduce greenhouse gas emissions and energy use by the Town, Board of Education as well as Branford's residents and businesses.

### **What Shared Recommendations are provided by the Committee and the POCD?**

- Reduce energy use through increased efficiencies.
- Reduce reliance on fossil fuels.
- Encourage use of renewable energy.
- Promote greener buildings.
- Provide for alternative energy approaches.
- Install electric car charging stations.

### **Has the Committee Developed an Energy Plan?**

Yes, the Committee presented a draft plan (Attached) to the Board of Selectman in the summer of 2020. The plan includes a variety of specific goals, actions and benefits as well as items already completed or in progress. The plan, which also includes residents and business, focuses on the following key areas:

- Energy Efficiency and Building Performance with an emphasis on heating and cooling.
- Renewable Energy
- Transportation
- Microgrids

The committee believes that by focusing on these areas the community can forge a path toward achieving the goal of 100% renewable energy by 2040 while reducing energy costs, improving air quality and increased resiliency through local energy generation.

**Why is the Committee Focusing Tonight’s Presentation on Buildings?**

The Committee acknowledges the Town and Board of Education spend considerable dollars on buildings through heating, cooling, new construction, upgrades, renovations and normal operations and maintenance. Buildings also represent a large percentage of energy usage in our community. Green buildings are better for the health of students, employees and visitors to our facilities.

**Are Building Improvements that Focus on Green Initiatives Cost Effective?**

Yes, we believe that these improvements are cost effective. I have provided an example below using the recent upgrades to the animal shelter. This example demonstrates that energy saving measures, coupled with grants and town funds, can yield benefits moving forward in terms of cost savings.

**Projected Cost Benefit Analysis Animal Shelter**

<b>Added costs of energy saving measures</b>	<b>\$44,000</b>
<i>Less (Grants, Incentives)</i>	<i>(20,000)</i>
<i>Net Costs to Town</i>	<i>\$24,000</i>
<i>Annual Debt Service on Net Costs ( Level Principal 4%)</i>	<i>\$2,112</i>
<i>Annual Energy Savings (reduced gas and electric costs) Source: Slipstream Energy Model 5/21</i>	<i>(10,491)</i>
<i>Additional Savings with Solar Array</i>	<i>(4,330)</i>
<i>Gross Annual Savings</i>	<i>(14,821)</i>



<i>Net Estimated Annual Savings (savings less debt service)</i>	<i>(12,709)</i>
<i>Savings over 15 years</i>	<i>(\$190,635)</i>

As you will note from the above numbers the concept is compelling. Other key takeaways to consider are:

- While the project expanded the building to 6,000 sf it will only use only as much energy as the original 2,600 sf building.
- Energy measures will produce an annual cash flow savings after debt service.
- All clean electricity - no fossil fuel, no carbon emissions.
- Future solar energy systems will make it a net zero building, using less energy than it produces.

**How can the Board of Finance Assist the Committee’s Efforts?**

The Board of Finance can assist the Committee by taking into consideration the various elements of the energy plan when considering future appropriations related to building improvements, new construction or HVAC upgrades. The Board may also consider components of the plan when allocating future budget dollars.

Finally, the Board of Finance can work with the administration to develop a logical and budget sensitive funding plan that if adopted by the RTM will put the town on a course toward achieving many of the goals outlined in the draft plan.

Thank you for letting us present to your board and we encourage you to consider us as a resource as it relates to funding future construction and energy projects.

Cc J. Cosgrove  
 J. Finch  
 L. Arpin

Attachments  
 Clean Energy Draft Plan  
 Branford POCD (excerpt)



# 2020 BRANFORD Energy Plan

Branford Clean Energy Ad hoc Committee

Branford Sunrise



# Introduction

Energy is the lifeblood of Branford. We use it to heat and cool our homes and businesses, to run our appliances and to travel to work and play. It is also one of the largest expenditures for our residents and businesses.

In a recent survey, a strong majority of residents agreed that Branford should do more to promote energy efficiency and renewable energy (2019 Plan of Conservation and Development (POCD), p. 104). The POCD recommended the following strategies:

- Reducing energy use / becoming more energy efficient
- Reducing reliance on fossil fuels
- Encouraging increased use of renewable energy (solar, wind, etc.)
- Promoting “greener” buildings / vehicles
- Providing for alternative energy approaches (fuel cell, micro-grids, etc.)
- Providing for electric car charging stations
- Continue to participate in SustainableCT

The Branford Clean Energy Committee has prepared this Energy Plan to help guide the town toward greater energy efficiency and sustainability. Carrying out this plan will yield many benefits to town residents and businesses, including:

- **Savings:** We estimate that the town can reduce its energy expenditures significantly. And, we can keep more of the money we spend right here in town.
- **Health:** By reducing our reliance on fossil fuels and electrifying heating, cooling and transportation, we will improve air quality, leading to a range of health benefits, including notably lower asthma rates and lower risk factor for COVID-19.
- **Comfort:** By making our homes and businesses more energy efficient, they also become more comfortable.
- **Resilience:** Through greater reliance on local energy generation and a more modern electric grid, the town can weather storms, outages and natural catastrophes longer and more safely and contribute to slowing global warming.



Branford's 1.37 MW Tabor Solar Field

In 2018, the State of Connecticut set a goal of producing 40% of its electric power through renewables by 2030, rising to 100% by 2040 and of reducing greenhouse gas emissions to 80% below 2001 levels by 2050 (2018 CT DEEP Comprehensive Energy Strategy). This energy plan aims to achieve these goals for Branford as well (per 2019 POCD, section 1.2.1, pp102-105).

We recognize that there are barriers to achieving this vision, but we are already making progress. It is both achievable – even with today's technology – and realistic – other cities and states have set similar aspirations and timelines. By fostering a culture of conservation throughout the entire community and by making the right choices, Branford can address energy and climate change challenges in a meaningful way. Now is the time for the Town to lead by example and launch our community into an affordable, resilient, and clean energy future.

Branford Clean Energy Committee  
July 2020

# Branford's Energy by the Numbers

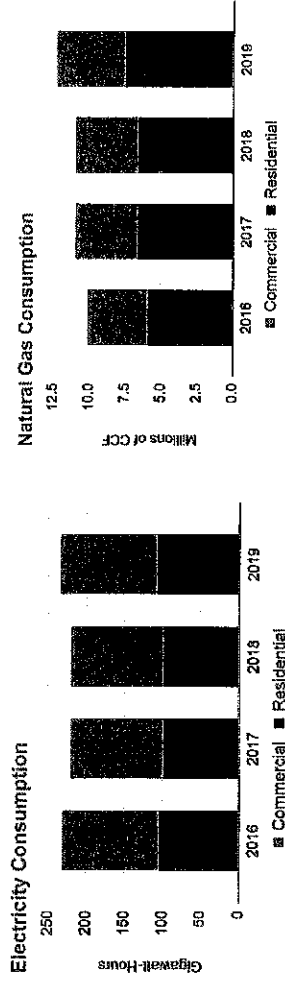
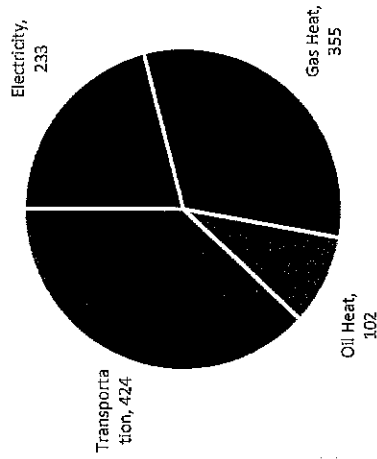
In 2018, Branford:

- spent \$97.3 million on energy, or \$3,463 per person;
- consumed the energy equivalent of 1,113,000 megawatt-hours; or 40 MWh per person;
- generated 286,425 tons of greenhouse gases (GHG), or 10 tons per person.

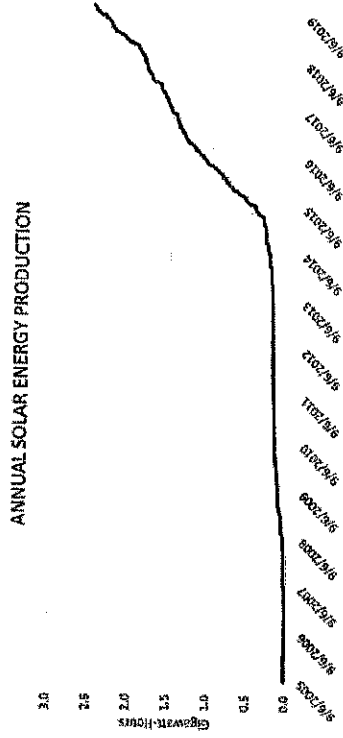
These amounts include the entire town (i.e., residents, businesses, the Town of Branford and the Board of Education), and they include heating, transportation and electricity.

As seen in the graph below, 41% of the town's energy is spent on heating with natural gas and oil. Another 38% goes to transportation and 21% to electricity (Source: People's Action for Clean Energy Analysis).

Current Energy Usage (GWh)



Branford has roughly 279 residential solar arrays, capable of producing approximately 2.5 gigawatt-hours of electricity each year, or 1.1% of current consumption as of 2019 (Source: CT Green Bank). We estimate that the town could locally site 173 Megawatts of solar energy capacity. (Source: Project Sunroof data explorer, November 2018).

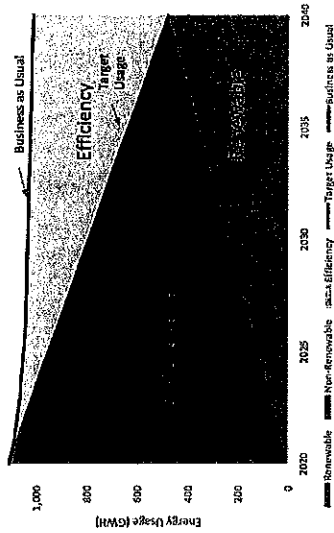


# Branford aims to use 100% renewable energy by 2040

The path to 100% renewable energy comprises two complementary actions:

- Overall energy consumption must be decreased dramatically by a combination of conservation, energy efficiency and electrification of heating, cooling and transportation.
- Electricity consumed in town must come from clean, renewable sources.

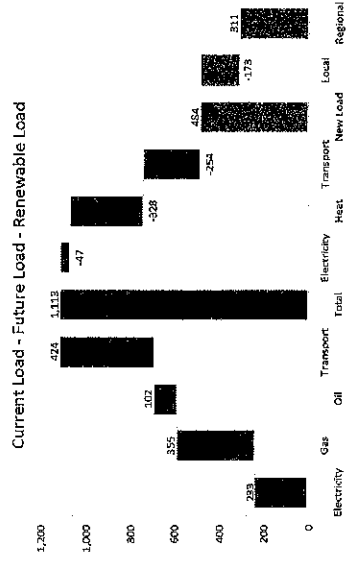
These complementary actions are visible in the declining overall consumption and increasing renewables in the chart below.



The key elements of this energy plan are:

1. Reduce our energy usage by improving the efficiency and performance of our buildings, both public and private.
2. Transition to high efficiency heating and cooling technology.
3. Promote the responsible development of renewable energy in town, including residential solar, community shared solar, commercial solar, carport and other types of renewable energy. For example, the CT Green Bank offers municipalities and public institutions a solar power purchase agreement (PPA) with no money down.
4. Pursue regional energy solutions partnerships through SustainableCT and advocate for a cleaner grid.
5. Promote public transportation and the transition to electric vehicles through various measures, including planning for sufficient charging infrastructure.
6. In collaboration with Eversource, modernize the local electric grid to enable higher levels of distributed renewable energy and storage.

The chart below is another way of visualizing Branford's path to 100% renewable energy. The blue bars on the left side of this graph represent the town's current energy usage, expressed in a common unit: gigawatt-hours. The red bars represent the potential reduction in energy usage through efficiency and electrification, resulting in a vastly reduced energy load. The green bars represent the sources of local and regional renewable energy to meet this need.



## Energy Reduction Targets

As seen in these two graphs, Branford aims to reduce energy consumption by over half in roughly twenty years. Because these reductions will be accomplished in part through "fuel switching" (e.g., from gasoline to electric vehicles), we do not set reduction targets for each fuel type. In fact, we expect electricity usage to more than double over this period.

Branford's 2040 energy target can be achieved through modest annual reductions of 2.3% per year after 2018. Based on our initial analysis, we are selecting a 3% annual reduction target for all town sectors: residents, businesses and municipality. Over a five-year period, the targeted reduction is therefore 15%. As our analysis of the town's energy usage develops, we may differentiate this target by sector and year. Together with the Dept. of General Government Buildings and the Branford Schools, the Clean Energy Committee will monitor town energy usage, track renewable energy production and update this analysis annually using Energy Star Portfolio Manager.

# Energy Efficiency and Building Performance

Energy efficiency is sometimes referred to as the "first fuel" because it offers the possibility of reducing energy consumption before turning to more expensive and complex energy generation. Efficiency offers some of the highest investment returns in reduced energy costs. A range of programs and incentives exist for both residential and commercial buildings to make measures such as weatherization, insulation, appliances and building controls more achievable and affordable. It is realistic to expect average energy usage reductions of 25-50% after upgrading.

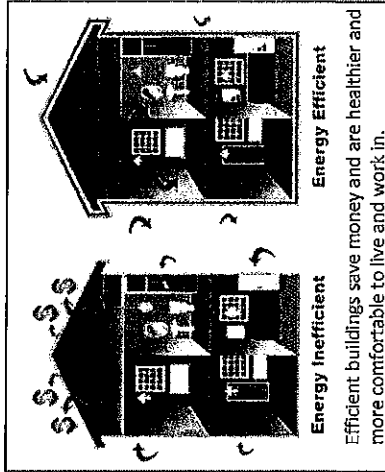
Before looking to increase generation of electricity and expansion of natural gas lines, the town should look for ways to educate and incentivize residents, businesses and the municipality to first reduce energy needs through cost effective efficiency measures.

## Progress to date:

- Currently monitoring results of recently completed (Honeywell) Energy Saving Performance Contract for 19 public buildings.
- Currently converting streetlights to LED (by Eversource).
- 263 Small Business Energy Advantage (SBEA) energy upgrades in town since 2006.
- 15% of households and 20% of businesses participated in Energize CT efficiency programs since 2006 (data from Eversource).

## Benefits:

- Savings for residents and businesses.
- Local job creation.
- Reduced need for energy production.
- More comfortable, safe and healthy living and work environments.
- Greater resilience during extreme weather.
- Lower CO<sub>2</sub> and greenhouse gas emissions.



## Energy Efficient

Efficient buildings save money and are healthier and more comfortable to live and work in.

## Action

- Design a public outreach education plan
- Participate in PACE HeatSmart campaign to promote adoption of residential air-source heat pumps and high efficiency heating/cooling.
- Conduct residential Home Energy Solutions (HES) campaign.
- Offer informational sessions on energy services available to low- and moderate-income residents.

## Action

- Monitor and benchmark energy usage in buildings over multiple years, separately for Town, residents and businesses using EPA Portfolio Manager and Home Energy Yastick.
- Evaluate municipal buildings for more projects to further increase energy efficiency.
- Complete a feasibility study for a transition to electrification of municipal and school buildings.
- Hire an energy manager/sustainability manager.
- Revisit and clarify the role of the Public Building Commission as it relates to energy use. Consider establishing a facilities management commission (perhaps combined with the PBC) (POCD p.112).
- Evaluate the progress of municipal efficiency upgrades from the Honeywell performance contract.
- Establish energy design standards for public buildings. (Adopt standards 2018 IECC or GCC)
- Increase strategic planting of trees to provide shading, windbreaks and carbon sequestration
- Identify and promote energy assistance programs for businesses such as the Small Business Energy Advantage (SBEA) program.
- Promote financing tools for energy related projects such as C-PACE, local and state incentives
- Explore town efficiency incentives through zoning regulations and/or tax incentives.

## 2020 Goals:

Develop a plan to achieve 100% renewable energy by 2040.

## 2025 Goals:

- 50% of residences conduct energy audits; 25% carry out deeper measure retrofits.
- 50% of town businesses conduct energy audits; 40% implement efficiency measures.

## 2040 Goals:

- 80% of residences and businesses conduct energy audits and implement deeper measure upgrades.

# Heating and Cooling

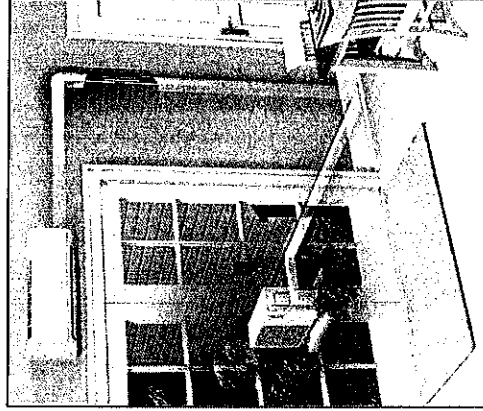
Heating and cooling account for 40% of the energy use in a typical U.S. home. In Branford, the vast majority of homes heat with oil or natural gas. New high efficiency (HE) technology such as air-source heat pumps can help homeowners lower their heating and cooling energy costs, and at the same time reduce greenhouse gas (GHG) emissions. Long used for cooling in warm climates, heat pumps are now able to provide efficient heating in cold climates even at outdoor temperatures as low as -15 °F. Air-source heat pumps are capable of not only heating in the winter (by extracting heat from outside air) but also cooling in the summer (by extracting heat from inside air.) Heat pumps use the same technology as a refrigerator or air conditioner. Heat pumps can be used alongside existing heating systems to address specific needs and lower costs. Municipal and institutional buildings, where costs can be amortized over a longer time period, can also take advantage of the higher efficiency heating technology, including ground source heat pumps.

### Progress to date:

First public building installations of ground-source heat pumps at the new Fire Headquarters and air-source heat pumps at the Community Center.

### Benefits:

- Lower heating and cooling costs.
- Comfort – With advances in controls, heat pumps can maintain very constant temperatures.
- Safety – Because heat pumps are electrically powered, there is no risk of combustion gas leaks.
- Improved air quality – Heat pumps filter indoor air all year and dehumidify it in the summer.
- Room-by-room control.
- Reduced greenhouse gas emissions.



An illustration of a ductless mini-split system.

### Actions:

- Evaluate public buildings for heating, ventilation and cooling improvements.
- Create schedule of proposed HVAC upgrades for public buildings.
- Ensure HE technology is considered for public building upgrades.
- Carry out town-wide Heatsmart campaign to educate residents about and promote the use of heat pumps and other technologies. The Heatsmart Coach will designate a volunteer or volunteers who will focus on low-moderate income households in Branford.
- Work with town staff and P&Z to promote heat pumps in new construction.
- Publicize examples of heat pump installations, both new and retrofits, for public, residential and commercial buildings.
- Engage the commercial and business community in campaigns and building audits for VFD's (variable frequency drives) and controls.

### 2025 Goals:

- Develop program goals and tracking plan.
- Introduce 10% of residents to using heat pumps through Heatsmart Campaign. Upgrade 10% of Heatsmart participants' homes.
- Promote 5% of commercial businesses to complete energy audits.
- Upgrade 5% of business participants to HE technology including VFD's and controls.

### 2030 Goals:

- Increase program participation to 35%.

### 2035 Goals:

- Increase program participation to 60%.

### 2040 Goals:

- Increase program participation to 90%.

# Renewable Energy

Branford currently derives approximately 2.4% of its electricity from roughly 365 solar arrays in town, on houses, businesses and public buildings. As prices for solar panels continue to decline, even more households and businesses will seek to lower their energy costs by going solar.

There is more we can do, including educational campaigns, solar arrays on public buildings, schools and parking lots and other structures, and promoting Community Shared Solar.

It is our desire to have a public discussion about how to promote solar responsibly and sustainably. For example, which lands and buildings should be avoided due to their aesthetic, historic, agricultural and environmental value versus which are good candidates to produce clean energy.

## Benefits:

- Reduces and stabilizes electric bills.
- Improves public health by decreasing pollution from fossil fuel plants.
- Reduces greenhouse gases.
- Reduces energy imports.
- Creates jobs and economic growth.
- Presents an educational opportunity, especially with arrays on schools.
- Reduces climate change.
- Helps the state meet its renewable energy and greenhouse gas emission goals.

## Actions:

- Pursue Community Shared Solar project.
- Conduct educational campaign(s) starting with energy conservation and technology. Then build to engage the community in a discussion of responsible and sustainable clean energy development.
- Review and develop local regulations, improve the permitting process and promote incentives for renewables.
- Adopt a policy for solar-ready new construction.
- Advocate for solar access rights in CT.
- Adopt Community Choice Aggregation (when enabling state legislation is passed).
- Participate in CT Green Bank solar power purchase agreement (PPA) program for public buildings.
- Explore potential for generating clean energy on land, buildings and infrastructure.
- Investigate the potential for additional renewable power for public buildings via virtual net metering PPAs.

## BRANFORD CLEAN ENERGY

### AD HOC COMMITTEE

Shirley McCarthy, Chair

Greg Ames

Bob Babcock

Elena Cahill

Marshall Cox

Bill Horne

Sharon Huttner

John Prins

Dan Rabin

## Progress to date:

- Total of approximately 279 residential arrays with total annual production of 2.5 GW hours as of 2019.
- Solar arrays on Branford High School, the new Fire Headquarters and the transfer station.
- A major advance in the utilization of solar in Branford occurred with the 2018 installation of the 4.3-acre 1.37 MW solar farm at the Tabor property, producing power for the sewage treatment plant equivalent to the amount used by 125 average homes.

## 2025 Goals:

- Increase solar capacity to 5% of consumption or by 10 MW installed solar capacity on land, buildings and parking lots.
- A town-wide solar installation campaign.
- Initiate Community Shared Solar projects.
- Solar-friendly policy for construction permitting.

## 2040 Goals:

- Total solar generation capacity of 50MW.
- Community Choice Aggregation adopted.



# Transportation

Transportation is a large source of greenhouse gases in the United States. According to the EPA, emissions coming from transportation increased more over the last 2 decades than any other greenhouse gas source and now accounts for 27% of total emissions.

Decreasing transportation emissions can have an immediate effect on local air quality in a way that other sustainability activities may not. For example, the exhaust from diesel school buses expose children to very fine particles and a mixture of toxic gases. Benzene, a component of diesel fuel and exhaust, has been classified as a probable human carcinogen.

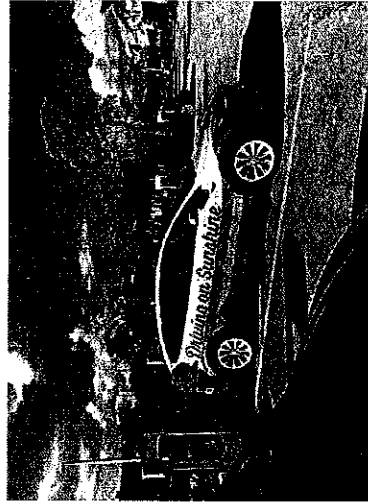
Connecticut has set a goal of converting the state fleet of cars and light duty trucks to electric vehicles (EVs) by 2030. The town of Branford will seek to meet or exceed that goal. Encouraging people-powered transportation (bikes, walkways), increasing public transportation access, and supporting non-fossil fuel transportation options (electric cars) are all ways to move toward our goals.

## Progress to date:

- EV charging stations installed: 6 at East Shore District Health Department, several at local businesses.
- First municipal fleet battery EV purchase underway.

## Benefits:

- Improved local air quality and noise levels.
- According to the National Association of Realtors (NAR), walkable/bikeable communities are preferred by homeowners (2017).
- Communities with available and easy-to-use public transportation show resilience in property values even in times of volatility (NAR, 2013).



## Actions:

- Develop a transportation plan for the town including EV charging infrastructure in town.
- Upgrade Town vehicle fleet with EVs.
- Support State requirement for new construction to include electric circuits capable of supporting EV charging and EV parking spaces.
- Work with Planning and Zoning to require charging stations at multi-family, commercial/industrial and retail locations.
- Evaluate EV charging stations for municipal properties.
- Electrify the school bus fleet.
- Promote personal property tax incentives and information on EVs to the community.
- Increase Branford residents' awareness and use of local public transportation.
- Conduct no-idling campaign.
- Establish a broad-based advocacy committee dedicated to promoting bicycle/pedestrian use, (including sidewalk ordinance, crosswalks, pedestrian lighting, etc.).
- Explore a Complete Streets plan for the town.

## 2025 Goals:

- Create a plan for EV charging infrastructure.
- Complete initial installations.
- All new town and school fleet vehicles EVs.
- Identify potential key charging station locations across town.

## 2030 Goals:

- Fully electric town fleet.
- Electric school bus fleet.

# Microgrids

All of us in Branford rely on the electric grid to provide electricity to our homes, businesses and Town facilities. Our aging grid performs well, but it was built and designed before the advent of solar panels, which limits the potential for individual houses and businesses to generate electricity and install batteries for storage. Moreover, it has been vulnerable to extended blackouts during major storms and weather-related peak hours of demand.

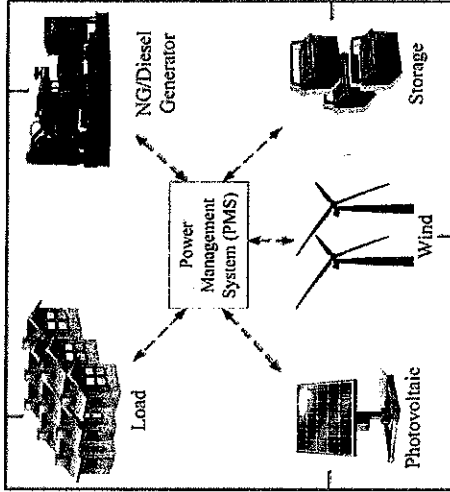
The grid will evolve to accommodate these resiliency measures with more renewable energy, integrated storage and smart technology. Microgrids, consisting of smaller subsets of power sources, users, wires and controls, will be a key building block of the future grid. Microgrids are capable of operating while connected to the wider grid, or they can "island" or operate separately in the event of a grid outage.

A microgrid could include a collection of key Town facilities and services, renewable energy sources, battery storage and a backup generator. In the future, the grid might consist of a series of interconnected microgrids. The POCD proposes investigating the installation of fuel cells and microgrids in Branford Center and other areas where redundant electrical generation is considered critical to storm resistance and recovery (POCD section 16.2).

Progress to date:

- Benefits:**
- Enables more renewable energy through integration of storage and smart controls.
  - Electricity can flow in multiple directions. Greater resiliency, allowing key facilities (e.g., emergency shelter, first-response facilities) in the microgrid to operate even when the broader grid is down.
  - As prices of solar and batteries decline, microgrids offer cost savings.
  - Gives local residents greater flexibility and control of their energy usage and generation.

- Actions:**
- Establish dialogue with towns that have experience with microgrids.
  - Educate residents and businesses about microgrids.
  - Complete a feasibility study for a Town microgrid(s) and fuel cells.
  - Identify critical infrastructure and priority businesses, services and facilities to be connected through a microgrid.
  - Explore funding support for microgrid and resiliency projects
  - Build a pilot microgrid for key municipal facilities and emergency services.
  - Develop a master plan for multiple microgrids in town.



- 2025 Goals:**
- Feasibility study for microgrids that can be operational in town.
  - Establish an energy resiliency plan
  - Select a pilot microgrid project
- 2040 Goals:**
- 50% of Town facilities and priority services organized in microgrids.

# Branford's Energy Action Plan

## Municipal

### 2020

1. Establish energy performance requirements for public building projects based on a standard such as the 2018 IECC or the IGCC.
2. Develop a strategic plan to achieve 100% renewable energy and electrification by 2040.
3. Develop a feasibility study and program to achieve further energy efficiency and electrification of public buildings.
4. Pursue solar arrays on public buildings and parking lots with the Connecticut Green Bank.
5. Develop a plan to reduce peak demand in public buildings.
6. Complete assessment and plans for EV charging infrastructure.
7. Establish a facilities management committee (under the Public Building Commission?) as recommended by the Plan of Conservation and Development (POCD, p.112).
8. Hire an energy manager /sustainability manager for Town facilities.
9. Initiate annual update of municipal energy usage (using Energy Star Portfolio Manager).
10. Explore town efficiency incentives through zoning regulations and/or tax incentives.
11. Investigate and plan for electric school buses.
12. Establish a Transportation Plan & Commission to pursue the recommendations of the POCD chapters 14 & 15.

### 2025

1. Complete Green Bank solar projects providing 1000 KW on Town buildings.
2. All vehicles purchased for Town fleet will be battery electric vehicles.
3. At least two electric school buses in use. All new buses will be EVs.
4. Develop pilot renewable energy microgrid for critical Town properties.
5. Implement Community Choice Aggregation
6. Monitor Town building HVAC operation for future heat pump installations.
7. Expand renewable sourcing for Town electricity.

## Residential & Business

### 2020

1. Conduct residential heat pump campaign (Heatsmart program).
2. Consider conducting energy survey of town residents.
3. Propose energy efficiency/renewable energy policy for new and existing public and private buildings in Branford.
4. Conduct annual update of residential and business energy usage (using a benchmarking toolkit).
5. Promote financing tools for energy-related projects such as C-PACE and local and state incentives.
6. Promote ongoing participation in the Small Business Energy Advantage program (SBEA).
7. Educate commercial businesses that do not qualify for SBEA about incentives to be energy-efficient for their type of building.
8. Work with Town staff and Planning and Zoning Commission to promote solar, heat pumps and EV-readiness in new construction.
9. Consider a moratorium on new natural gas service in town.

### 2025

1. Conduct commercial building benchmarking and audit campaign.
2. Educate both residential and commercial sector on incentives.
3. Engage the community in a discussion of responsible and sustainable solar development.
4. Run a town-wide Solarize campaign. Increase solar capacity to 5% of consumption or 10 MW installed solar capacity on land, buildings and parking lots.
5. Initiate Community Shared Solar projects.
6. Solar-friendly policy for new construction and permitting.
7. Create a plan for EV charging infrastructure.

## Additional Resources

### Energy Efficiency in Buildings

"A Citizen's Guide to Reducing Energy Waste," Environment America  
[https://environmentamerica.org/sites/environment/files/resources/AME\\_Fact\\_Sheet\\_EE\\_Sept2018\\_PRINT1V1a.pdf](https://environmentamerica.org/sites/environment/files/resources/AME_Fact_Sheet_EE_Sept2018_PRINT1V1a.pdf)

### Heating and Cooling

"Exploring Climate Solutions: Renewable Thermal Technologies: Heat Pumps"  
[https://www.ct.gov/deep/lib/deep/climatechange/gc3\\_webinar\\_series/heat\\_pumps\\_4\\_8\\_16.pdf](https://www.ct.gov/deep/lib/deep/climatechange/gc3_webinar_series/heat_pumps_4_8_16.pdf)

### Solar Energy

"Ten Ways Your Community Can Go Solar," Environment America  
[https://environmentamerica.org/sites/environment/files/resources/AME\\_Solar\\_booklet\\_Mar2019\\_Overview\\_PRINT1V1a\\_0.pdf](https://environmentamerica.org/sites/environment/files/resources/AME_Solar_booklet_Mar2019_Overview_PRINT1V1a_0.pdf)

### Transportation

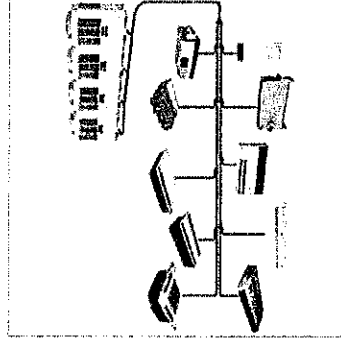
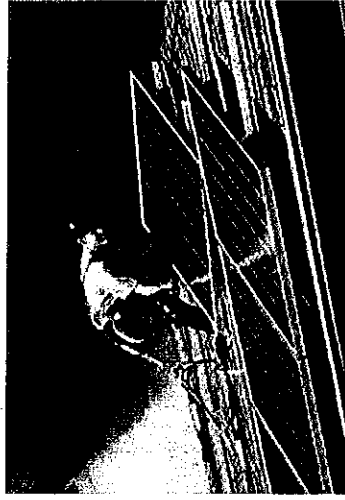
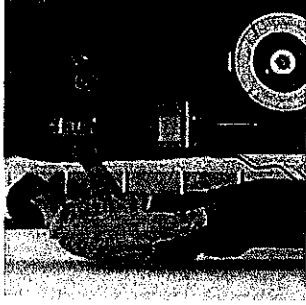
<https://www.plugshare.com/location/89998>

### Microgrids

Meet the microgrid, the technology poised to transform electricity  
[www.microgridknowledge.com](http://www.microgridknowledge.com)  
<http://www.clean-coalition.org/our-work/community-microgrids/>

### DSIRE

<http://www.dsireusa.org/energy-efficiency-resource-standards-2/>



# Appendix: Branford's 2018 Energy Consumption



	Unit	Commercial	Residential	Total
Natural Gas	CCF	4,757,532	7,480,875	12,238,407
Transport	Gallons	2,374,505	10,193,019	12,567,525
Oil Heat	Gallons	298,945	2,195,107	2,494,052
Electricity	KWh	127,484,532	105,560,476	233,045,008
Natural Gas	GWh	138	217	355
Transport	GWh	80	344	424
Oil Heat	GWh	12	89	102
Electricity	GWh	127	106	233
Total	GWh	358	755	1,113
Natural Gas	GHG - tons	27,855	43,801	71,656
Transport	GHG - tons	22,439	96,324	118,763
Oil Heat	GHG - tons	3,348	24,585	27,933
Electricity	GHG - tons	37,238	30,834	68,072
Total	GHG - tons	90,881	195,544	286,425
Natural Gas	\$	12,238,407	\$1.09	\$13,339,864
Transport	\$	12,567,525	2.79	35,063,393
Oil Heat	\$	2,494,052	2.80	6,983,345
Electricity	\$	233,045,008	0.18	41,948,101
Total	\$			\$97,334,704

**Notes:**

Natural gas and electricity figures provided by Energize CT. Municipal data is provided by the Dept. of Public Works. Oil and propane figures are estimated using data from the Branford Grand List and U.S. Census Bureau American Community Survey.

Conversion factors for each fuel type to MWh are:

- 1 CCF Natural Gas = 0.0293 MWh
- 1 Gallon Heating Oil = 0.04059 MWh
- 1 Gallon Propane = 0.02677 MWh
- 1 Gallon Gasoline = 0.03341 MWh

Greenhouse gas emission rates are:

- 1 CCF Natural Gas = 0.005855 tons GHG
- 1 Gallon Heating Oil = 0.01120 tons GHG
- 1 Gallon Propane = 0.006348 tons GHG
- 1 Gallon Gasoline = 0.00980 tons GHG
- 1 MWh Electricity = 0.0000292 tons GHG

Costs per unit of fuel are:

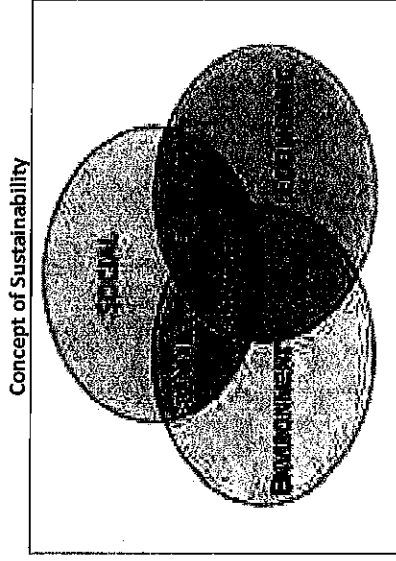
- \$1.09 per CCF Natural Gas
- \$2.80 per gallon Heating Oil
- \$3.00 per gallon Propane
- \$2.79 per gallon Gasoline
- \$0.18 per KWh Electricity

## 12.1 Promote Sustainability

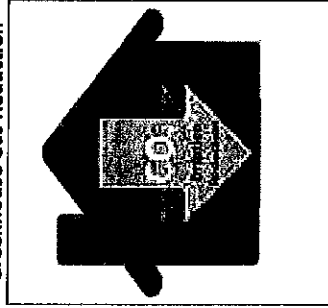
For the POCD, sustainability relates to being efficient and economical in our use of resources using approaches that are economically viable, of social benefit, and environmentally responsible.

Sustainability is a different way of thinking about economic and environmental issues. Rather than an adversarial situation between economic and environmental interests, sustainability is meant to be a more cooperative approach.

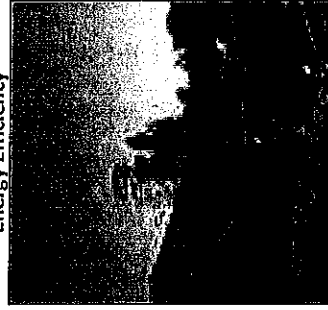
Sustainability is about finding a balance between what we as a society want and demand from natural resources, our need to use natural resources to provide jobs and income for our families and communities, and the natural resources that are available to provide what we need.



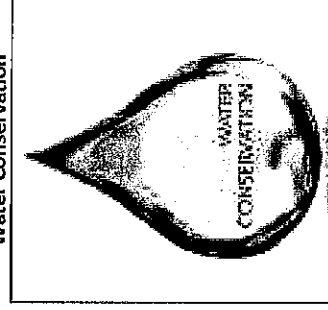
Greenhouse Gas Reduction



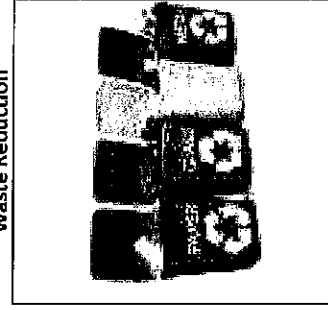
Energy Efficiency



Water Conservation



Waste Reduction



Some of the items to be considered as part of Branford's overall approach to sustainability are discussed below

**"Greenhouse Gases"** – Branford, along with other places, needs to find ways to reduce the emission of "greenhouse gases." Otherwise, the current trends of rising sea levels and climate change (as discussed in Section 2.8 of the POCD) will continue to accelerate.

The current trends of increasing surface and ocean temperatures, decreasing polar ice and rising sea level will continue or increase as long as the level of "greenhouse gases" remains as high or higher than the current level. As local sea level rises, Branford's property tax base will be at risk. The CIRCA approach of **planning** for 20 inches of sea level rise by 2050 (see Section 4.1) should be used as a basis for completing an evaluation of how sea level rise may impact property values and, consequently, the Town's tax base.

While adaptation to rising sea levels is one possible approach, it does not address the root cause of the problem. And adaptation will become increasingly challenging and expensive as sea level continues to rise.

If Branford is to be sustainable and address the root cause of sea level rise and climate change, it must find ways to reduce "greenhouse gas" emissions. While it is not possible at this point to know how long it will take before the emission of greenhouse gasses, especially CO<sub>2</sub>, will begin to decline significantly, waiting longer to begin will make the eventual problems of climate change even more severe and difficult and expensive to adapt to.

Connecticut has set targets of reducing the state's CO<sub>2</sub> emissions to 55% of 2001 levels by 2030 and to 20% by 2050. Branford intends to work towards achieving these targets and giving as high a priority to meeting them as it gives to adapting to the sea level increase that current trends are already bringing.

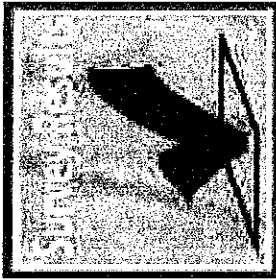
#### Sustainability Efforts

On Earth Day 2015, the Governor's Council on Climate Change was created by executive order to:

- examine the effectiveness of existing policies and regulations designed to reduce greenhouse gas emissions, and
- identify strategies to meet the state's greenhouse gas emissions reduction target of 80% below 2001 levels by 2050.

In 2017, the Council recommended adopting an interim target of 45% below 2001 levels by the year 2030.

The Council is composed of 15 members from state agencies, quasi-state agencies, business, and nonprofits.



Do you agree or disagree with the following statement?

*Branford should do more to promote energy efficiency and water conservation.*

Strongly Agree	32%
Agree	50%
Not Sure	6%
Disagree	11%
Strongly Disagree	1%

What should the Town be doing in terms of promoting energy efficiency and renewable energy?

Do More	68%
Keep Same	25%
Do Less	2%
Not Sure	5%

**Energy-Related (also see Section 16.2) – Strategies related to energy include:**

- Reducing energy use / becoming more energy efficient
- Reducing reliance on fossil fuels
- Encouraging increased use of renewable energy (solar, wind, etc.)
- Promoting “greener” buildings / vehicles
- Providing for alternative energy approaches (fuel cell, micro-grids, etc.)
- Providing for electric car charging stations

**Water-Related (also see Section 5.1 and Section 5.2) – Strategies related to water include:**

- Reducing water use
- Reducing water waste / recycling water
- Using low-impact development (LID) strategies to address stormwater quality and quantity

**Waste-Related (also see Section 13.3) – Strategies related to waste include:**

- Reducing waste (including food waste)
- Reducing use of plastic bags
- Increasing recycling

A. General	Leader		Partners	
	Town	CECF	Town	CECF
1. Continue to educate residents about sustainability concepts.				
2. Find ways to incorporate all aspects of climate change/sea level rise into local decision-making processes since investments are being planned that will be at risk without such an approach.			<input type="checkbox"/>	

*(continued on next page)*

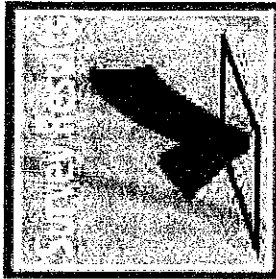


**Sustainable CT**

Sustainable CT is an independent organization which has created a voluntary certification program to recognize Connecticut municipalities that make progress towards implementing sustainable CT initiatives. Sustainable CT also provides opportunities for grant funding to help promote economic well-being and enhance equity.

Branford should consider participating in this program.

<b>B. Greenhouse Gas Emissions</b>		Leader	Partners
1.	Find ways to reduce greenhouse gas emissions in conjunction with adjacent communities, regional organizations, and state/federal agencies.	<input type="checkbox"/>	Town CETF
a.	Participate in the "SustainableCT" program (see sidebar) and similar programs.	<input type="checkbox"/>	Town CETF
b.	Adopt state targets for greenhouse gas emissions.	<input type="checkbox"/>	CETF BOS RTM
<b>C. Energy Sustainability</b>		Leader	Partners
1.	Re-establish the Clean Energy Task Force.	<input type="checkbox"/>	FS RTM
a.	Promote energy conservation / sustainability / use of renewable energy sources.		Town
b.	Encourage residents and businesses to reduce energy usage, increase energy efficiency, and use renewable energy including installing renewable energy-generating technology.		CETF
c.	Evaluate and implement ways to reduce energy usage, increase reliability, and save money with regard to municipal facilities and services.	<input type="checkbox"/>	CETF
d.	Review local regulations to remove impediments to energy conservation, allow for renewable energy installations, and seek ways to create incentives.	<input type="checkbox"/>	Town
<b>D. Water Sustainability</b>		Leader	Partners
1.	Promote water conservation.		ESH SCRWA CEC
<b>E. Waste Generation</b>		Leader	Partners
1.	Promote waste reduction / recycling.		SWIMC CEC
a.	Encourage the use of locally sourced materials.		Town
		Legend on inside back cover	



## 12.2 Promote Resilience

For the POCD, resilience relates to being able to absorb and/or recover from impactful events (such as hurricanes, flooding and winter storms) in an efficient and timely way. The elements of being a resilient community can include:

<b>Avoidance-Related</b>	<ul style="list-style-type: none"> <li>• Identification / avoidance / risk reduction</li> </ul>
<b>Mitigation-Related</b>	<ul style="list-style-type: none"> <li>• Evaluating probability / risk scenarios</li> <li>• Evaluating approaches (protection / adaptation)</li> <li>• Balancing of cost / benefit</li> </ul>
<b>Response-Related</b>	<ul style="list-style-type: none"> <li>• Pre-event education / training</li> <li>• Pre-event response plans</li> </ul>

Branford has participated with adjacent communities and the South Central Regional Council of Governments (SCRCOG) on the preparation of a multi-jurisdiction hazard mitigation strategy to identify and then reduce or eliminate risk to human life and property. The 2018 SCRCOG Multi-Jurisdiction Hazard Mitigation Plan is hereby recognized as a key resource for Branford to consider as it evaluates approaches relative to resilience. Recent hurricanes and major storm events have proven this to be worthwhile and exercises like this should continue so that Branford can be a more resilient community when events like these occur in the future.

Do you agree or disagree with the following statement?

*Branford should do more to prepare for emergency events such as storms.*

Strongly Agree	22%
Agree	42%
Not Sure	7%
Disagree	27%
Strongly Disagree	2%

	Leader	Partners
<b>1. Continue efforts to identify, avoid, reduce, mitigate, and recover from impactful events.</b>	Town	
<i>a. Continue to participate in updating the regional Hazard Mitigation Plan in order to address risks and obtain funding.</i>	Town	SCRCOG
<i>b. Implement the Hazard Mitigation Plan, as amended.</i>	Town	
<b>2. Maintain and improve emergency shelters and other approaches for preparing for and responding to impactful events.</b>	Town	
Legend on inside back cover		

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT



JAMES B. COSGROVE  
First Selectman

ANGELA M. HIGGINS  
RAYMOND E. DUNBAR, JR.

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

RECEIVED  
2022 AUG 26 P 2:22  
Noi Stappin  
BRANFORD TOWN CLERK

August 26, 2022

Mr. Joseph Mooney  
Board of Finance  
3 Pond View Terrace  
Branford, Connecticut 06405

Dear Mr. Mooney:

As you are aware the Town of Branford along with other communities have taken a measured approach to installing electric vehicle charging stations. As evidence of this effort the town appropriated funds in FY 2021 and FY 2022 with a gap year in FY 2023 to provide time for our Sustainability Manager to work with Clean Energy Task Force members to identify potential locations for additional stations and incentive opportunities. To date we have a charging station at Police Headquarters, which is primarily dedicated to public safety uses. Additionally, the town has plans to install stations at the Animal Shelter, Foote Park and Fire Headquarters.

Presently the incentive climate is very generous which presents Branford with a timely opportunity to continue this measured approach and leverage local tax dollars through incentives. Therefore, I respectfully ask for a transfer request of \$25,000 to support this effort.

Fund 700

<u>From</u>		
70090000-490010	Transfer In	(25,000)
<u>To:</u>		
70041020-579350-22301	EV Charging Stations/Vehicles	25,000

General Fund (Executive)

<u>From</u>		
101-49040-588802	Contingency	(25,000)
<u>To:</u>		
101-50000-599110	Transfer Out 700 Fund	25,000

Letter to J. Mooney  
Dated August 26, 2022  
Page Two

Thank you for your consideration.

Very truly yours,

A handwritten signature in black ink, appearing to read "James B. Cosgrove", with a long horizontal flourish extending to the right.

James B. Cosgrove  
First Selectman

2022 AUG 26 A 11:17

*Noel E. Arpin*  
BRANFORD TOWN CLERK

BRANFORD FIRE DEPARTMENT  
45 NORTH MAIN STREET  
BRANFORD, CONNECTICUT 06405  
OFFICE OF FIRE CHIEF/DEPUTY FIRE MARSHAL

August 28, 2022

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

Dear Chairman Mooney,

At their special meeting held August 16, 2022, the Board of Fire Commissioners unanimously approved the following resolution:

1. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney for the following end of year transfers to close out the 2021/2022 budget year, as may be amended by the Finance Department:

**From:**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-579250	Equipment	\$200.00
10142040-588030	MISC Vol Expenses	\$200.00

**TO:**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-517600	Deputy Fire Marshal Stipend	\$400.00

**From:**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-517000	Regular Wages & Salaries	\$127,500.00
10142040-517670	Medic Shift PT	\$19,700.00
10142040-518010	Overtime Public Events	\$8,100.00
10142040-518050	Vacation	\$10,500.00
10142040-518150	Holiday Pay	\$17,600.00
10142040-518500	Special Detail	\$1,016.00
10142040-519040	Accrued Payroll Expense	\$4,200.00
10142040-519050	Stipends	\$19,300.00
10142040-533300	Professional Development	\$2,500.00
10142040-533520	Ambulance Billing	\$14,200.00
10142040-533530	Employment Testing	\$13,000.00
10142040-544300	Purchased Services – R&M	\$7,410.00

**TO:**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518000	Overtime	\$245,026.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-56900-566900	Other Supplies	\$295.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-519020	Longevity	\$295.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-533600	Fire Prevention/ Investigation	\$815.00
10142040-555320	Postage	\$500.00
10142040-588050	CMED	\$840.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-526100	Uniform and Clothing	\$2,155.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-578000	Equipment Replacement	\$432.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-566650	Safety Supplies	\$432.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-578010	Volunteer Equipment	\$5,969.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-579300	Furniture and Fixtures	\$5,969.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-578010	Volunteer Equipment	\$2,100.00
10142040-544130	Other Fuel	\$145.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-519025	Educational Incentive	\$2,245.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-566600	Medical Supplies	\$7,200.00
10142040-544130	Other Fuel	\$574.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-519030	Accumulated Sick Pay	\$7,774.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-555300	Communications	\$6,500.00
10142040-544130	Other Fuel	\$1,600.00
10142040-588200	Memberships-Conf. & Meetings	\$319.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-544170	Hydrants	\$8,419.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10149040-588802	Contingency	\$40,148.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-518200	Replace Sick	\$40,148.00

The overages in these accounts result primarily from replacement overtime costs for personnel due to vacancies and COVID-19 related illness. Replacement of vacant positions is necessary to meet the minimum staffing needs of the department and the bargaining agreement. There was also a 6% increase in the cost of hydrants and mains from the regional water authority. We had one member retire who earned an accumulated sick payout. I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 29, 2022.

Sincerely,



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

Cc: Jim Finch, Robert Massey, James Cosgrove

BRANFORD FIRE DEPARTMENT  
45 NORTH MAIN STREET  
BRANFORD, CONNECTICUT 06405  
OFFICE OF FIRE CHIEF/DEPUTY FIRE MARSHAL

Item #12

RECEIVED

2022 AUG 26 AM 11:17

*Mai Espino*  
BRANFORD TOWN CLERK

August 28, 2022

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

Dear Chairman Mooney,

I respectfully request that the following resolution be added to the agenda of your meeting to be held Monday August 29, 2022:

1. To consider, and if appropriate, approve a request from Emergency Management Director Thomas Mahoney for the following end of year transfers to close out the 2021/2022 budget year, as may be amended by the Finance Department:

From:	ACCOUNT DESCRIPTION	AMOUNT
ACCOUNT 10149040-588802	Contingency	\$247.00

TO:	ACCOUNT DESCRIPTION	AMOUNT
ACCOUNT 10142030-518000	Overtime	\$247.00

From:	ACCOUNT DESCRIPTION	AMOUNT
ACCOUNT 10149040-588802	Contingency	\$1,577.00

TO:	ACCOUNT DESCRIPTION	AMOUNT
ACCOUNT 10142030-544300	Purchased Services – Repairs &	\$1,577.00

Sincerely,

*Thomas F. Mahoney, Jr.*

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

Cc: Jim Finch, James Cosgrove



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

**Item #13**

Jill Marcus (Chair)  
Richard Goodwin  
Patty Austin  
Janice Heggie Margolis  
John Sousoulas  
Valerie Wiel-Wilkins



**RECEIVED**  
2022 AUG 26 A 10:40  
Wai Stephen  
BRANFORD TOWN CLERK

James B. Cosgrove  
First Selectman

Jonathan R. Mulhern  
Chief of Police

8/10/2022

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 August 29, 2022 meeting. At that meeting, we will seek your approval for the following transfers in our FY 2021-2022.

**General Fund**

<b>From</b>	<b>Account</b>	<b>Description</b>	<b>To</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
	10142010-517000	Reg. Wages&Salary		10150000-599102	Transfer to Capital Fund	\$40,000.00
	10142010-517000	Reg. Wages&Salary		10150000-599102	Transfer to Capital Fund	\$21,000.00
	10142010-517000	Reg. Wages&Salary		10142010-519030	Accum. Sick Pay	\$13,745.00
	10142010-517000	Reg. Wages&Salary		10142010-517580	Board Clerks	\$257.00
	10142010-517000	Reg. Wages&Salary		10142010-519025	Education Incentive	\$175.00
	10142010-517000	Reg. Wages&Salary		10142010-519050	Stipends	\$175.00
	10142010-517000	Reg. Wages&Salary		10142010-544130	Other Fuel	\$8,808.00
	10142010-517000	Reg. Wages&Salary		10142010-555300	Communications	\$3,864.00
	10142010-517000	Reg. Wages&Salary		10142010-588200	Memberships, Conf.	\$447.00
	10142010-566960	Parts		10150000-599102	Transfer to Capital Fund	\$7,208.00
	10142010-544340	Radio Comm. System Exp.		10150000-599102	Transfer to Capital Fund	\$21,800.00

**700 Fund**

<b>Increase</b>	<b>Account</b>	<b>Description</b>	<b>Increase</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
	70090000-400010	Transfer In		70042010-579350-22221	Vehicles	\$40,000.00
	70090000-400010	Transfer In		70042010-579250-22239	PD Vehicle Equipment	\$21,000.00
	70090000-400010	Transfer In		70042010-579250-22307	Portable Radio Replacement	\$7,208.00
	70090000-400010	Transfer In		70042010-579250-22239	PD Vehicle Equipment	\$21,800.00

**Summary**

- The transfer to Vehicles and Vehicle Equipment is to purchase and outfit one police vehicle not funded in FY 22-23 budget.
- Accumulated Sick Pay transfer is to cover sick time pay out to retirees pursuant to Collective Bargaining Agreement.
- Other Fuel Account requires transfer as a direct result of the historic gas prices.
- Overage of \$3863.53 in Communications line resulted from needed upgrade to data lines to radio sites.
- Transfer from Parts to Portable Radio Replacement will cover cost to purchase (5) five portable radios for additional Supernumerary Officers.
- Transfer from Radio System Expense to PD Vehicle Equipment is for the purchase of radios for the new Regional Command Vehicle. Each participating town contributed for vehicle purchase; cost distribution assigned Branford to cover radio expenses.
- Total transfer amount \$117,479.00

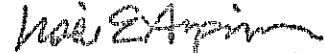
Respectfully Submitted,

Jill Marcus  
Chair -Branford Police Commission

# Item #14

RECEIVED

2022 AUG 23 A 11:03

  
BRANFORD TOWN CLERK

To: The Board of Finance

From: The Registrars of Voters

Re: Budget Transfer Request due to Aug. 9<sup>th</sup> Primary Preparation

From: 10141120-517630 Election Workers \$3,425.35

To: 10141120-517750 Deputy Registrars \$3,107.50

To: 10141120-518250 Seasonal & Part-time Help \$317.85

From: 10141120-555400 Advertising \$874.75

To: 10141120-566900 Other Supplies \$874.75

Darren Lawler & Daniel J. Hally

Registrars of Voters

August 23, 2022



Town of Branford

Item #15

DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 150 • BRANFORD, CT 06405

(203) 488-4156

August 18, 2022

Mr. Joseph Mooney, Chairman  
Board of Finance

Dear Mr. Mooney:

*Handwritten signature*  
EMERSON COLLEGE CLERK

2022 AUG 19 A 10:52

RECEIVED

The Department of Public Works requests the following budget transfers for F/Y 2022:

From Account#	10143010 - 545000	Road Materials	(\$6,865.00)
To Account#	10143010 - 545010	Road Painting & Signs	\$6,865.00

Road Painting & Signs

The shortfall in this account is due to the extensive road/paving work completed in 2022 as new lines needed to be added to the roads. The lines on the newly paved roads were double center and fog lines that are required to meet standard highway conditions on all newly paved roads. Another contributing factor was that we decided to use epoxy paint for the lines instead of latex as it is more durable and will last approximately 7 years as opposed to the normal 2 years we see with the latex paint.

From Account#	10143010 - 544190	Streetlights	(\$41,932.00)
To Account #'s	10143010 - 544100	Utilities	\$5,190.00
	10143010 - 544130	Other Fuel	\$36,742.00

Utilities & Other Fuel

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

Respectfully submitted,

*Handwritten signature of Gary Zielinski*

Gary Zielinski, Highway Supervisor



# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

# Item #16

1019 Main Street, Branford, CT 06405 ☉ Tel: (203) 488 – 1255, Fax: (203) 315 – 2188

August 23, 2022

Joseph Mooney, Chair  
Board of Finance

Re: Budget Transfer FYE 2022

I am requesting the following transfer to be placed on the agenda for the Board of Finance August 29, 2022 meeting.

From:

10141130-518250	Seasonal Part-time Help	\$ 3,114
-----------------	-------------------------	----------

To:

10141130-518000	Overtime	\$ 1,674
10141130-555400	Advertising	\$ 1,440

The proposed line item transfers will cover the costs of the changes made after the start of the fiscal year in how the costs of the attendance at and drafting of minutes for meetings of the Planning and Zoning Commission are to be paid and additional newspaper legal advertising costs for Public Hearings due to an unusually high number of applications submitted and reviewed during the FY 2022 fiscal year.

Sincerely,

Harry A. Smith, AICP  
Town Planner

*Mari E. Spina*  
BRANFORD TOWN CLERK

2022 AUG 23 P 3:52

RECEIVED



# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

1019 Main Street, Branford, CT 06405 ☉ Tel: (203) 488 – 1255, Fax: (203) 315 – 2188

August 24, 2022

Joseph Mooney, Chair  
Board of Finance

Re: Budget Transfer FYE 2022

On behalf of Zoning Board of Appeals Chairman James Sette (and with his approval) I am requesting the following transfers to be placed on the agenda for the Board of Finance August 29, 2022 meeting.

From:


10141140-566100	Office Supply	\$ 400
10141140-588090	Travel	\$ 155
10141140-588200	Membership	\$ 200

To:

10141140-555400	Advertising	\$ 755
-----------------	-------------	--------

The proposed line item transfers will cover the costs of additional newspaper legal advertising costs for Public Hearings due to an unusually high number of applications submitted and reviewed during the FY 2022 fiscal year.

Sincerely,

  
 Harry A. Smith, AICP  
 Town Planner

*Mail Stop*  
BRANFORD TOWN CLERK

2022 AUG 24 P 2:06

RECEIVED

TOWN OF BRANFORD  
Department of General Government Buildings

1019 Main Street  
P.O. BOX 150,  
BRANFORD, CT 06405

Brian J. Droney  
Lead Tradesman



Tel: 203-315-3365  
Fax: 203-315-5278  
Cell: 203 627-3304  
bdroney@branford-ct.gov

Date: 8/1/2022

To: Mr. Joseph Mooney, Chairman  
Board of Finance

From: Brian J. Droney  
Lead Tradesman

*Mai S. Spina*  
BRANFORD TOWN CLERK

2022 AUG 26 A 10 23

RECEIVED

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

From:	10141170 – 517000	Regular Wages & Salaries	\$ 41,026
	10141170 – 519040	Accrued Payroll Expense	\$ 170
	10141170 – 526100	Uniform & Clothing	\$ 2,853
	10141170 – 544300	Purchased Services – R & M	\$ 41,026
	10141170 – 566100	Office Supplies	\$ 800
	10141170 – 566900	Other Supplies	\$ 2,141
	10141170 – 566920	Meal Supplies	\$ 490
	10141170 – 579250	Equipment	\$ 733
	10141170 – 579930	Furniture & Fixtures	\$ 250
	10141170 – 588200	Memberships & Conferences	\$ 1,200
To:	10141170 – 518000	Overtime	\$ 2,139
	10141170 – 544100	Utilities – Water – Elect. & Gas	\$ 81,302
	10141170 – 544110	Fuel Oil	\$ 7,248

This request is to cover the additional over run in the Utilities – Water – Elect. & Gas account due to the rising costs of utility supplier charges.

Thank you,

Brian J. Droney

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

Item #19



Building Department  
Anthony B. Cinicola  
Building Official

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

August 26, 2022

Joseph Mooney, Chairman  
Board of Finance

Dear Chairman Mooney,

The Building Department respectfully requests the Board of Finance to consider and, if appropriate, hear a request from the Building Department for the following transfers.

**FY 2022**

From: 10149040-588802	Contingency	4,484
To: 10142050-519050	Stipends	4,484

**FY 2023**

From: 10149040-588802	Contingency	4,484
To: 10142050-519050	Stipends	4,484

The purpose of these transfers are to fund and reflect a stipend currently being paid to the Town of Branford's Local Enforcement Official to administer a program for permitting and approval of outdoor dining purposes as defined within Executive order 7mm per Governor Ned Lamont.

**FY 2022**

From: 10142050-566900	Other Supplies	500
10142050-588090	Travel	400
To: 10142050-555305	Online	900

The purpose of this second transfer is to cover processing fee's associated with the acceptance of credit card payments for the collection of permit fees. This processing fee will be necessary in moving forward with the department's online permitting process. Our current contract with our credit card vendor is Invoice Cloud.

Respectively Submitted,

*Anthony B. Cinicola*  
Anthony B. Cinicola

RECEIVED  
2022 AUG 26 AM 11:28  
BRANFORD TOWN CLERK  
M. E. Spina



Office of Town Clerk

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

LISA E. ARPIN, CMC CCTC
Town Clerk



TELEPHONE
(203) 315-0633

Date: August 26, 2022
To: Joseph Mooney, Board of Finance Chairman
From: Lisa E. Arpin [Signature]
RE: Budget Transfers to Closeout FY2022- Town Clerk

RECEIVED
2022 AUG 26 A 9:04
Lisa E. Arpin
BRANFORD TOWN CLERK

Please consider the following FY22 budget transfer at the Board of Finance meeting of August 29, 2022 as follows:

Table with 3 columns: From, Description, Amount. Rows include Computer Indexing (\$128), Advertising, Printing, Binding (443), Office Supplies (23), Vital Statistics (212), Total (\$806), and Professional Development (\$806).

The Professional Development shortfall is due to my attendance in May, 2022 at the IIMC International Annual Conference of Municipal Clerks in Little Rock, AR. Although my application was approved for a \$725 first-time attendee registration grant and multi-class discount, it did not fully cover educational sessions and excluded travel. During the conference, I attended 12 advanced educational sessions to accumulate points toward my Master Municipal Clerk certification. As an aside, I had the honor of carrying the Connecticut flag in the procession of state and international flags during the opening ceremonies for 645 municipal clerks!

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



1019 MAIN STREET  
POST OFFICE BOX 150

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

Date: August 25, 2022  
To: Joseph Mooney, Chairman  
Board of Finance  
From: James Finch, Finance Director  
Re: Budget Transfer FY 2022

Mai Stephen  
BRANFORD TOWN CLERK

2022 AUG 26 P 2:22

RECEIVED

I am requesting the following transfers be placed on the agenda for the Board of Finance August 29, 2022 meeting:

**Probate Court**

<u>From:</u>		
10141110-555300	Communications	205
<u>To:</u>		
10141110-555200	Property, Auto, Gen Liability Insurance	205

Per State Statute 45a-8 municipalities are required to fund a portion of expenses as it relates to Probate Court facilities. The premium for property and liability insurance came in higher than anticipated.

**Board of Finance**

<u>From:</u>		
10141030-533260	Audit	1,435
<u>To:</u>		
10141030-555400	Advertising, Printing & Binding	1,435

This account covers the cost of the publishing of the annual budget notice as well as the cost for the printing of the budget books and the annual report. Increased advertising and printing costs have led to the account having a shortfall.

### **Municipal Insurance**

I am writing to request a transfer to cover a shortfall in the property insurance account. As the Board may be aware the account covers a series of risks including but not limited to automobile, buildings and contents, excess and general liability, law enforcement and public officials.

<u>From:</u>		
10149030-588140	Insurance Damage	14,202
<u>To:</u>		
10149030-555200	Property Insurance	14,202

### **Special Detail**

Please find below a resolution to increase the FY 2022 Budget to cover police special detail costs. Please note that these costs are ultimately offset through higher than budgeted revenues.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2022 General Fund Budget from \$120,965,315 to \$121,239,315. This increase will be funded through increased estimated revenue resulting from special detail receipts.

Increase	Description	Amount
10142010-420450	Special Wages Police	274,000
<u>Increase:</u>		
10142020-518500	Police Special Detail	274,000

**Expenses and Claims and Legal Fees**

<b>From:</b>		
10149040-588802	Contingency	44,000
10141070-588620	Tax Appeals	37,000
	Total	81,000
<b>To:</b>		
10141090-533550	Legal	23,000
10141090-533660	Expenses & Claims	58,000
	Total	81,000

The shortfall in expenses and claims of \$58,000 is largely attributable to consulting expensed related to tax appeals and a settlement payment of \$50,000 made in relation to the Shoreline Shellfish Partnership litigation.

The request to increase the legal line item by \$23,000 is related to the Crescent Bluff Litigation which came in at \$58,000. On a positive note legal fees which totaled \$292,720 (Object 533550) are down for the fourth consecutive year. As noted in the past, legal costs are routinely incurred in our normal operations; examples include the review of contracts, settlements, and insurance/risk management arrangements. These costs represented approximately \$203,000 of the \$292,720.

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



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Date: August 26, 2022  
To: Joseph Mooney, Chairman Board of Finance  
James Cosgrove, First Selectman  
From: James Finch, Finance Director  
Re: American Rescue Plan Act (ARPA) - Thoughts

*mai*  
BRANFORD TOWN CLERK

2022 AUG 26 P 2:21

RECEIVED

Over the last few months we have discussed and established a process for approving ARPA appropriations which is to follow the budget approval process as further outlined in the attached memo. At a recent meeting we also heard presentations from the Shoreline Chamber and the Branford Arts Alliance outlining their needs for funds. Perhaps the next step is to explore a framework for allocating these funds in light of future demands.

Philosophy and Framework:

As the Board may recall, Branford opted for the "standard allowance" for use in funding "government services". The guidelines further state that: *Government services include, but are not limited to, maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services. The aforementioned list of government services is not exclusive.*

In reviewing the above paragraph one will easily notice that the non-exclusive items listed are strikingly similar to those funded in the annual operating budget. I believe this overlap of services was intentional on the part of the Treasury in so far as they assumed that pandemic related revenue losses would cause reductions in local government services. This feared revenue loss was also reflected in the Board's decision to budget a 95% tax collection rate in the FY 2021 budget which was offset by fund balance. Fortunately this scenario never came to fruition in Branford, however, other communities with different revenue streams (parking meters, occupancy taxes, and sales taxes) likely experienced a different outcome.

If we follow the philosophy that the revenue loss claim is linked to funding government services then a reasonable approach is to allocate a considerable percentage of dollars for these services perhaps as high as 90-95%. In some cases these appropriations will provide a one-time opportunity to increase our service efforts (ex. paving, fire equipment) while in other instances it may provide an opportunity to expand our human services budget or introduce new economic development and arts opportunities. It is important to underscore that items funded through ARPA should not have an adverse impact on our tax requirements once the funding cycle is completed. Moreover new funding initiatives worthy of continued funding should be gradually offset by tax dollars in logical and budget sensitive ways with an eye toward creating a glide path into a post ARPA period.

The Board may ponder using the balance of ARPA for one time grants to community groups adversely impacted by the pandemic either through an increased demand for services or loss of revenue. An example of a revenue loss could be a result of cancelled fundraising events. Finally, other needs may be considered pursuant to the recent community survey.

While I acknowledge the Board may exercise broad latitude in future funding allocations, I humbly suggest the board consider an approach that is closely aligned with Branford's decision to claim the standard allowance and fund government services as outlined in the guidelines.

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

Item #15

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Date: February 24, 2022  
To: Joseph Mooney, Chairman Board of Finance  
From: James Finch, Finance Director  
Re: American Rescue Plan - Update

2022 FEB 25 P 12:45  
BRANFORD TOWN CLERK

I write to 1) provide a timeline with regard to the American Rescue Plan; 2) propose a framework for distributing these funds; 3) seek approval for the creation of a separate fund to track Branford's ARPA dollars.

March 2021

Congress approves the American Rescue Plan which includes \$350 billion to state, local and tribal governments to support response and recovery efforts associated with the COVID-19 public health emergency. These dollars are referred to as Coronavirus State and Local Fiscal Recovery Funds.

May 2021

The Treasury releases interim rules related the Coronavirus State and Local Fiscal Recovery Funds. In general, funds can be used for the following five categories:

- Public Health
- Negative Economic Impacts
- Investments in water and sewer
- Investments in broadband
- Revenue loss

The interim rules aim to prevent recipient governments from supplanting existing activities.

Branford's allocation is \$8,257,021 and we received \$4,128,510 in June 2021 (50% of the allocation).

The Town of Branford, under the act, is deemed to be a Non Entitlement Unit (NEU) as our population is under 50,000. As a NEU our dollars are received through the State of Connecticut's Office of Policy Management.

These funds may be used to cover eligible costs incurred after March 3, 2021 and obligated by December 2024 and expended by December 31, 2026.

### January 2022

The Treasury issues final rules which are of benefit to Branford for the following reasons:

- The rules provide a provision allowing recipients to choose a standard allowance of up to \$10 million.
- Recipients may use funds up to the amount of revenue loss for "government services."

Essentially, a community that claims a revenue loss is afforded much broader latitude with regard to their use of funds. Additionally, the revised rules alleviate the need to apply a more rigorous revenue calculation by claiming a standard allowance of \$10 million. Since our allocation is below \$10 million claiming the standard revenue loss is the preferable option.

#### *Government Services*

*The Supplemental Information to the interim final rule provided a non-exhaustive list of examples of services that are government services. The interim final rule also discussed why neither payment of debt service nor replenishing financial reserves constitutes government services, as these expenditures do not provide services but relate to the financing of such services. Similarly, government services under the interim final rule did not include satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding, unless the judgment or settlement required the provision of government services.*

*Public Comment: Treasury received several comments requesting further clarification regarding the scope of government services, including asking for either a specific definition of government services or that a specific use be expressly deemed to be a government service. Some commenters disagreed with the exclusions from government services in the interim final rule. For instance, many of the comments Treasury received suggested that replenishing reserve funds and at least certain types of debt service should be treated as providing governmental services. Some commenters also suggested that a recipient should be able to use funds for costs incurred before March 3, 2021. Other commenters asked Treasury to maintain the prohibition on using the funds to pay debt service.*



*Treasury Response: Treasury continues to believe that the lists of activities that either are or are not providing government services are accurate but is clarifying here that, generally speaking, services provided by the recipient governments are "government services" under the interim final rule and final rule, unless Treasury has stated otherwise. Government services include, but are not limited to, maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services. The aforementioned list of government services is not exclusive.*

### **Going Forward**

As one will notice in the above Treasury Response the lists of "government services" aligns with the services funded through our operating budget inclusive of the capital items that are funded on a pay-as-you go basis. Therefore, the approach that we are recommending includes the creation of a separate fund for the American Rescue Plan dollars and the items funded through these dollars will be itemized and the fund will be included along with the other funds that both the Board of Finance and RTM approve. Accordingly we will provide an additional resolution for the Board of Finance and RTM to act upon along with the other funds in the budget book. ✓