

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

JOSEPH W. MOONEY, CHAIRMAN

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



EX-OFFICIO
JAMES B. COSGROVE,
First Selectman

CLERK
LISA E. ARPIN, CMC CCTC
Town Clerk

**BOARD OF FINANCE
REGULAR MEETING MINUTES
June 24, 2019**

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Chairman Joseph Mooney called the meeting to order at 7:30 p.m. at Branford Fire Headquarters, 45 North Main Street. The full Board was seated—Harry DiAdamo, Victor Cassella, Robert Imperato, Joseph Mooney, Charles Shelton, Jr., and Jeffrey Vailette.

Also in attendance were First Selectman James Cosgrove, Finance Director James Finch and Lisa Arpin, Town Clerk. RTM Reps present: Peter Black, Tom Brockett and Donald Conklin.

1. To approve the minutes of the May 20, 2019 meeting. Mr. Shelton made the motion to approve the referenced minutes, seconded by Mr. Imperato. Vote unanimous.
2. Citizens Communications-RTM Rep Peter Black spoke concerning agenda item #10--teacher's pension money going toward tennis courts rather than a pension related item.
3. The Board heard a presentation from Steve A. Lemanski of Hooker and Holcombe with regard to the actuarial valuation of performance of the Town's Other Post Employment Benefits (OPEB). Mr. Lemanski reviewed with the Board the previously distributed report. Assets at 7/1/2018 of \$16,106,492 with an excellent funded ratio of 56.9% up from 44% the previous year. Measured against all funded plans in the State, Branford is in the top 12%; measured against all funded and unfunded plans, Branford is in the top 6%! Finance Director Jim Finch added comments.
4. The Board heard a request from Roberta Gill-Brooks, Tax Collector to approve the Suspense List for the 2013 Grand List Year: Motor Vehicle \$61,550 (up \$1,300 from 2012), Motor Vehicle Supplemental \$13,510 (up \$5,100 from 2012) and Personal Property \$110,008 (up \$10,000 as compared to 2012) for a total of \$185,068. Mr. Cassella made the motion seconded by Mr. Vailette to approve the 2013 Suspense List unanimously.

5. Police Chief Jonathan Mulhern presented the following transfer request on behalf of the Board of Police Commissioners for the following FY2019 budget transfer:

From:	10142010-566960	Parts	(\$3,319)
	10142010-517000	Regular Wages & Salaries	(275)
	10142010-544340	Radio Comm. System	(2,388)
	10142010-544300	Purchase Services	(1,627)
		Total	(\$7,609)
To:	10142010-579300	Furniture	\$3,319
	10142010-519030	Accumulated Sick	112
	10142010-533300	Prof. Development	163
	10142010-555300	Communications	2,388
	10142010-579250	Equipment	1,627
		Total	\$7,609

Mr. Imperato made the motion to approve the transfer, seconded by Mr. Valette with a unanimous vote.

RESOLVED: That the Board of Finance recommends to the RTM the transfer of \$7,609 as requested by the Police Chief.

6. The Police Chief also presented a request from the Board of Police Commissioners for the following FY2019 budget transfer:

Transfer-General Fund FY2019

From:	10142010-529200	Continuing Education Reimbursement	(\$10,000)
	10142010-519055	Supernumery Training	(5,320)
	10142010-517000	Regular Wages & Salaries	(29,200)
		Total	(\$44,520)
To:	1050000-599136	Ballistic Vests	\$44,520

Corresponding Fund Creation and Transfer FY2019

Increase:	71890000-490010	Transfer in from General Fund	\$44,520
Increase:	71842010-579250	Equipment	\$44,520

Chief Mulhern noted a 50% grant reimbursement of \$22K is expected to be received in September of 2019. Mr. Cassella made the motion to approve the transfer, seconded by Mr. Valette with a unanimous vote.

RESOLVED: That the Board of Finance recommends to the RTM the transfer of \$44,520 as requested by the Police Chief.

7. A request from the Registrar of Voters for the following FY19 budget transfer was presented by First Selectman Jamie Cosgrove:

From:	10141120-533300	Professional Development	(\$2,800)
	10141120-533590	Moving & Storage	(360)
	10141120-544300	Purc. Serv. Repair & Maint.	(822)
	10141120-579300	Furniture & Fixtures	(940)
	10149040-588802	Contingency	(12,003)
		Total:	(\$16,925)
To:	10141120-517100	Clerical Support	\$6,000
	10141120-517630	Election Workers	7,000
	10141120-566900	Other Supplies	2,900
	10141120-566920	Meal Supplies	1,025
		Total:	\$16,925

Finance Director Jim Finch noted the contingency balance after tonight's approvals would be \$168,193. Mr. DiAdamo made the motion to approve the transfer, seconded by Mr. Imperato with a unanimous vote.

RESOLVED: That the Board of Finance recommends to the RTM the transfer of \$16,925 as requested by the Registrar of Voters.

8. Wastewater Treatment Plant (WWTP) Superintendent Dan Gregory requested the Board's favorable approval to enter into a 3-year contract with the option for one additional two-year extension with All American Waste for the disposal of pre-treatment waste from the WWTP. The value is approximately \$24,000 per year, and comes with a favorable recommendation from the Board of Selectmen. All American Waste has kept pricing level since beginning the relationship in 2008. Mr. Cassella made the motion to approve the contract renewal, seconded by Mr. Valette with a unanimous vote.
9. The Board heard a request from Dagmar Ridgway, Director of Elderly Services (Canoe Brook Center) for the following FY19 budget transfer:

From:	10144020-566100	Office Supplies	(\$964)
	10144020-544300	Purchased Services & Repairs	(1,225)
To:	10144020-579300	Furniture & Fixtures	\$2,189

Mr. Imperato made the 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 \$2,189 as requested by Elderly Services.

10. Finance Director Jim Finch presented the following budget transfer for FY2019 and FY2020:

Current Year Transfer –Tennis Courts –FY 2019

From:		
10147020-588960	Interest Payments	(\$90,000)
To:		
10150000-599133	Transfer Out BOE Facilities Fund	90,000

Corresponding Fund Transfer FY 2019

Increase		
72590000 490010 19412	Transfer In – BHS Tennis Courts	90,000
Increase:		
72548000 579400 19412	Capital Outlay BHS Tennis Courts	90,000

New Year Transfer –Tennis Courts –FY 2020

From:		
10149010-523135	Retirement BOE	(\$162,400)
To:		
10150000-599133	Transfer Out BOE Facilities Fund	162,400

Corresponding Fund Transfer FY 2020

Increase		
72590000 490010 19412	Transfer In – BHS Tennis Courts	162,400
Increase:		
72548000 579400 19412	Capital outlay BHS Tennis Courts	162,400

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

RESOLVED: That the Board of Finance recommends to the RTM the transfers of \$90,000 and \$162,400 as requested by the Finance Director.

11. The Finance Director also presented various FY2019 budget transfer requests, approved via one motion for approval by Mr. Imperato, seconded by Mr. Cassella. The vote was unanimous and the transfers are as follows:

Human Resources

From:		
10141200-517000	Wages and Salaries	14,727
To:		
10141200-518250	Seasonal and Part-time Help	14,077
10141200-518000	Overtime	650

Tax Collector

<u>From:</u>		
10141070-517000	Wages and Salaries	4,700
10149040-588802	Contingency	12,765
<u>To:</u>		
10141070-518250	Seasonal and Part-time Help	4,700
10141070-519030	Accumulated Sick	12,765

GGB

<u>From:</u>		
10141170-517000	Wages and Salaries	15,934
<u>To:</u>		
10141170-519030	Accumulated Sick	15,934

Public Works

<u>From:</u>		
10143010-517000	Wages and Salaries	56,200
<u>To:</u>		
10143010-519030	Accumulated Sick	56,200

Engineering

<u>From:</u>		
10143050-517000	Wages and Salaries	1,700
<u>To:</u>		
10143050-519030	Accumulated Sick	1,700

Tax Appeals and Other Legal

<u>From:</u>		
10149040-588802	Contingency	150,000
<u>To:</u>		
10141090-533550	Legal	110,000
10141090-533660	Tax Appeals	40,000

Debt Service – Interest

<u>From:</u>		
10147020-588960	Interest Payments	280,125
<u>To:</u>		
10147020-589500	Interest General	85,955
10147020-589550	Interest - Schools	194,170

Municipal Insurance

<u>From:</u>		
10149030-555200	Property Insurance	17,000
10149040-588802	Contingency	23,000
<u>To:</u>		
10149030-588140	Insurance Damage	40,000

RESOLVED: That the Board of Finance recommends to the RTM all transfers outlined in agenda item #11 as requested by the Finance Director.

12. To consider a request from the First Selectman to fund the purchase of the property at 16 Summer Island Road.

The Board heard an overview from First Selectman Jamie Cosgrove regarding the property purchase at 16 Summer Island Road noting the property sale would cost \$23,000 plus \$2,000 for incidental expenses. Planning & Zoning gave the item unanimous favorable approval at their 6/13/19 meeting. First Selectman Cosgrove’s memo, the appraisal and the Finance Director’s memo (previously distributed to the Board) and were reviewed. It was noted the original berm removed by a tenant of the property (without Town authorization causing chronic road flooding) has since been replaced.

Chairman Mooney then read the proposed transfers and resolutions:

RESOLVED: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2020 General Fund Budget from \$115,297,464 to \$115,322,464. This increase will be funded through an increase in miscellaneous income appropriation from Fund Balance and will be used to fund a transfer to the Land Acquisition Fund.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$25,000 in the Land Acquisition Fund. This appropriation will be funded through a transfer from the General Fund.

Land Acquisition Fund

Increase:	73541020-490010-19701	Transfer In	\$25,000
Increase:	73541020-579610-19701	Land	\$25,000

General Fund Transfer

Increase:	10190000-480080	Miscellaneous Income	(\$25,000)
Increase:	10150000-599123	Transfer Out Land Acquisition	\$25,000

Mr. Cassella made the motion to approve both resolutions and resulting transfers, seconded by Mr. Shelton. The vote was unanimous to approve both resolutions and recommend approval by the RTM.

13. The Board heard a review from the Finance Director on upcoming financial activities followed by Q & A. Mr. Finch touched on the following positives and challenges:

- Solved police pension plan issues & have a good funding strategy in place
- Had a very favorable OPEB presentation tonight
- Asset smoothing consideration
- First ever valuation of the Worker’s Comp fund
- Coastal resiliency fund established-our legislative effort is now part of CT legislation
- Re-evaluation in process
- State Budget challenges –Teacher’s Retirement-Unknown changes in future State aid
- Have authorizations for the Middle School, Blackstone Library and Community House-\$49.7million-yet to be funded (included in our debt plan.)
Discuss potential funding scenarios for bonding
- Address future infrastructure needs – roads, sewer collection system (camera the lines)
Upcoming \$5million in bonding for roads and sewer lines
- Possible acquisition of a property through eminent domain (Crescent Bluff Ave.)

14. With no further business to come before the Board, a motion to adjourn was made by Mr. Cassella, seconded by Mr. Valette. The meeting adjourned at 8:47 p.m.

Dated this 18th day of July, 2019



Lisa E. Arpin, CMC CCTC
Clerk, Board of Finance