

# BOARD OF FINANCE

TOWN OF BRANFORD

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

JOSEPH W. MOONEY, CHAIRMAN  
VICTOR CASSELLA  
HARRY DIADAMO, JR.  
PAMELA DeLISE  
CHARLES F. SHELTON, JR.  
JEFFREY E. VAILETTE



EX-OFFICIO  
JAMES COSGROVE, First Selectman

CLERK  
LISA E. ARPIN, Town Clerk

## BOARD OF FINANCE REGULAR MEETING AGENDA February 27, 2023 at 7:30 p.m.

### A G E N D A

There will be a regular meeting of the Board of Finance on Monday, February 27, 2023 at 7:30 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. The meeting will also be available for remote public viewing via BCTV (Comcast Channel 20) and Facebook Live.

1. To approve the minutes of the January 30, 2023 meeting.
2. Citizen's Communication
3. To hear a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford **Police Pension** Plan for the quarter ended December 31, 2022, and if necessary, rebalance the portfolio.
4. To hear a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford **Other Post-Employment Benefits** Trust (OPEB) for the quarter ended December 31, 2022, and if necessary, rebalance the portfolio.
5. To hear a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford **Volunteer Fire** Incentive Plan for the quarter ended December 31, 2022, and if necessary, rebalance the portfolio.
6. To hear a presentation from The Andriole Group and GYL Financial Synergies with regard to the performance of the Town of Branford **Coastal Resiliency Fund** for the quarter ended December 31, 2022, and if necessary, rebalance the portfolio.

2023 FEB 24 P 4:53  
Lisa E. Arpin  
BRANFORD TOWN CLERK

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7. Pursuant to Section 42-I of the Code of Town of Branford, the Director of Human Resources requests a favorable opinion for a bid waiver on a five-year extension to the existing agreement with ADP for Human Resources Information System (HRIS) at the rates proposed, and if appropriate, approve the following resolution:

**RESOLVED:** That pursuant to Section 42-I of the Code of the Town of Branford, the Board of Finance recommends that the Board of Selectmen approve a five-year extension agreement with ADP.

8. To consider, and if appropriate, approve the following transfer for the Assessor:

From:		
10141050-517000	Regular Wages & Salaries	(\$20,617)
To:		
10141050-518000	Overtime	\$20,617

9. To consider, and if appropriate, approve the following transfer for the Tax Collector:

From:		
10141070-588802	Tax Refunds	(\$19,960)
To:		
10141070-518000	Overtime	19,960

10. To discuss an option for the Town to distribute ARPA funds to area non-profits after a financial obligations review process by the Branford Community Foundation (BCF) and, if appropriate, approve the following resolution:

**RESOLVED:** That pursuant to Section 42-I of the Code of the Town of Branford, the Board of Finance recommends that the Board of Selectmen approve an agreement with the Branford Community Foundation to assist the Town in distributing ARPA dollars.

11. To consider and authorize the Finance Director and Town Treasurer to open accounts with Webster Bank to move our lock box platform, and to approve the following resolution:

**RESOLVED:** That the Board of Finance authorizes the Finance Director and the Town Treasurer to establish a new bank account(s) with Webster Bank to receive tax and sewer payments for lock box processing.

12. Adjournment

Dated this 24<sup>th</sup> day of February, 2023



Lisa E. Arpin, CMC CCTC  
Board of Finance Clerk

Item #7

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources

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

February 14, 2023

RE: Board of Finance Agenda Request

Dear Chair Mooney,

May I request that the BOF hear a proposal to renew the Town's ADP HRIS contract (see attached) for 5 years? Our contract renews now, however, ADP has agreed if you accept this recommendation to honor our current pricing through June 30, 2023. This new contract would be effective July 1, 2023.

Thank you for your time and consideration.

Sincerely,

Margaret M. Luberda

Copy to: Jamie Cosgrove, First Selectman  
Lisa Arpin, Town Clerk

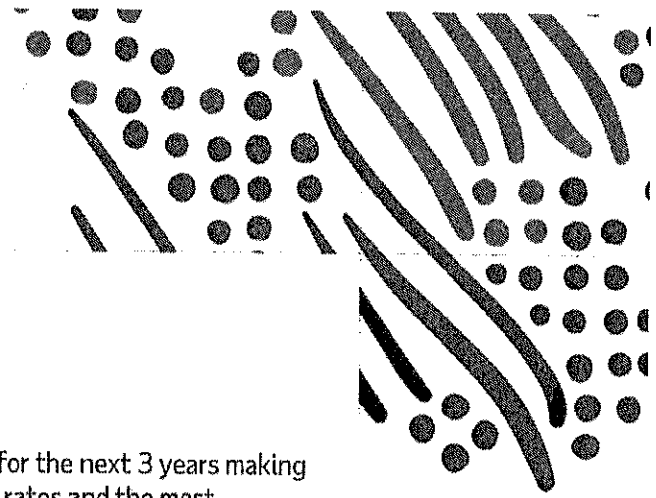
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2023 FEB 14 P 3:18  
Lisa Arpin  
BRANFORD TOWN CLERK



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2023 FEB 14 P 3:18

*Neil D. ...*  
BRANFORD TOWN CLERK



**TOWN OF BRANFORD  
Cost Savings Analysis**

A guaranteed pricing agreement keeps your costs consistent for the next 3 years making forecasting the future simple with no annual increase to your rates and the most advantageous cost savings plan.

Please see agreement lengths and percentage increases below.

3 year agreement = 1.5%, 1.5%, 2% **5%**

5 year agreement = 1%, 1.5%, 1.5%, 1.5%, 1.5% **7%**

Please note: Average historical increases @ 3.0 % (outside of an agreement)

Current Average Annual Spend		\$		73,464.80	
Estimated Expense Without Rate Lock Agreement					
	Year 1	Year 2	Year 3		
Increase	3.00%	3.00%	3.00%		
Yearly Total	\$ 75,668.74	\$ 77,938.81	\$ 80,276.97		
Cumulative Total	\$ 75,668.74	\$ 153,607.55	\$ 233,884.52		
Estimated Expense and Savings With Rate Lock Agreement					
	Year 1	Year 2	Year 3		
Increase	1.50%	1.50%	2.00%		
Yearly Total	\$ 74,566.77	\$ 75,685.27	\$ 77,198.98		
Yearly Savings	\$ 1,101.97	\$ 1,253.53	\$ 3,077.89		
Cumulative Total	\$ 74,566.77	\$ 150,252.05	\$ 227,451.02		
Cumulative Savings	\$ 1,101.97	\$ 3,355.80	\$ 6,433.50		

Current Average Annual Spend		\$		73,464.80	
Estimated Expense Without Rate Lock Agreement					
	Year 1	Year 2	Year 3	Year 4	Year 5
Increase	3.00%	3.00%	3.00%	3.00%	3.00%
Yearly Total	\$ 75,668.74	\$ 77,938.81	\$ 80,276.97	\$ 82,685.28	\$ 85,165.84
Cumulative Total	\$ 75,668.74	\$ 153,607.55	\$ 233,884.52	\$ 316,569.80	\$ 401,735.64
Estimated Expense and Savings With Rate Lock Agreement					
	Year 1	Year 2	Year 3	Year 4	Year 5
Increase	1.00%	1.50%	1.50%	1.50%	1.50%
Yearly Total	\$ 74,199.45	\$ 75,312.44	\$ 76,442.13	\$ 77,588.76	\$ 78,752.59
Yearly Savings	\$ 1,469.30	\$ 2,626.37	\$ 3,834.84	\$ 5,096.52	\$ 6,413.25
Cumulative Total	\$ 74,199.45	\$ 149,511.89	\$ 225,954.01	\$ 293,540.53	\$ 362,253.78
Cumulative Savings	\$ 1,469.30	\$ 4,095.66	\$ 7,930.51	\$ 11,557.73	\$ 15,844.61

Office of The Assessor

TOWN OF BRANFORD  
1019 MAIN STREET, P.O. BOX 136, BRANFORD, CONNECTICUT 06405-3771

BARBARA T. NEAL  
ASSESSOR

TEL: (203) 488-2039



Date: February 27<sup>th</sup>, 2023  
To: Joseph Mooney, Chairman  
Board of Finance  
From: Barbara T. Neal, Assessor  
Re: Budget Transfer FY 2023

*Wendy E. Thompson*  
BRANFORD TOWN CLERK

2023 FEB -8 P 4:42

RECEIVED

I am requesting the following transfers be placed on the agenda for the Board of Finance February 27<sup>th</sup>, 2023 meeting:

**Assessor's Department**

<u>From:</u>		
10141050-517000	Regular Wages and Salaries	20,617
<u>To:</u>		
10141050-518000	Overtime	20,617

This transfers takes 21 weeks of the salary allocated to a vacant position of Data Collector and Appraiser and moves it to the overtime allocation for our one available Data Collector and Appraiser to complete the work load required for the department. This means the current occupied position is working over their required hours to complete the work for the Department.

# Office of Tax Collector

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

## Item #9

ROBERT M. IMPERATO  
Tax Collector



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

Date: February 24, 2023  
To: Joseph Mooney  
Board of Finance  
From: Robert M Imperato, Tax Collector  
Re: Additional Overtime Request through June 30, 2023

RECEIVED  
2023 FEB 24 P 3 34  
Mae S. Imperato  
BRANFORD TOWN CLERK

Tax Collector is requesting the following transfers be placed on the agenda for the Board of Finance February 27<sup>th</sup>, 2023 meeting:

<u>From:</u>		
10141070 588802	Tax Refunds	\$19,960.00
<u>To:</u>		
10141070 518000	Overtime	\$19,960.00

Over the past fiscal year 2022-2023, the tax office has been working on a number of initiative to enhance our taxpayer's experience, increase collection enforcement and work through vendor issues as well as payment processing volume. The above stated request will cover additional overtime for the remainder of the fiscal year

Thank you for your consideration.  
Robert M. Imperato  
Tax Collector

# Item #10

Date: February 23, 2023

To: Joseph Mooney, Chairman Board of Finance  
James Cosgrove, First Selectman

From: James Finch, Finance Director

Re: Distribution of American Rescue Plan Act (ARPA) funds to non- profits.  
  
Financial Obligations Review – Branford Community Foundation

**Background:**

At the November Board of Finance meeting the board approved the following two resolutions:

**Resolved** that the Board of Finance acknowledges the Branford community's desire to use a portion of the American Rescue Plan's allocation to assist nonprofit organizations within the Town that have suffered negative impacts as a result of the pandemic. Therefore, the Board of Finance hereby declares its intent to reserve \$425,000 of the Town's \$8,257,021 allocation.

**Resolved:** that the Board of Finance requests the First Selectman to research and provide administrative and distribution options to the Board with regard to local nonprofit organizations negatively impacted by the pandemic.

**Update:**

Following the meeting the Town met multiple times with principals from the Branford Community Foundation (BCF). The Town approached the BCF as they were viewed as a trusted source with experience in awarding grants to non-profits.

At the conclusion of these meetings, the BCF agreed to work with the Town to develop and implement an application process that concludes with a recommendations to the Town's appropriating bodies. It is important to underscore the checks to grantees will be paid directly by the Town pursuant to approvals by the Board of Finance and RTM.

### Scope of Services and Costs:

#### Scope of Services:

The BCF will create a unique application and review process specifically to meet the SLFRF requirements. The process will:

- Create priorities for funding (in partnership with Town and in compliance with regulations)
- Establish realistic timeline for deadline, review, and approvals
- Create an online application
- Assign and prepare committee for review of applications
- Confirm approval process (Committee recommends to BCF Board; the approved recommendations are presented to the Town)
- Ensure timely reporting from awardees on how funding was used.

#### Costs:

The costs for this engagement will range from a minimum of 5% up to a maximum of 9%. This equates to a dollar value of \$21,250 - \$38,250.

### Financial Obligations Review

As in the past, the Board of Finance has offered recommendations the Board of Selectman in accordance with Section 42-1 of the Branford Town Code which states that:

*All financial obligations to which the Town shall be party, whose term is greater than one year and whose dollar value exceeds \$10,000 per year, including all contracts and renewals, extensions, amendments or modifications of any contracts, and grant-eligible school building projects, shall be subject to approval by the Board of Selectmen with the review of the Board of Finance, which shall serve in an advisory capacity to the Board of Selectmen.*

Therefore if the Board concurs that BCF offers a suitable option for the town to distribute ARPA dollars to area non-profits then I ask that you approve the following resolution since the costs of this engagement will exceed one year at a cost in excess of \$10,000.

**Resolved:** That pursuant to Section 42-1 of the Code of the Town of Branford, the Board of Finance recommends that the Board of Selectman approve an agreement with the Branford Community Foundation to assist the Town in distributing ARPA dollars.



# Office of Tax Collector

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

## Item #11

ROBERT M. IMPERATO  
Tax Collector



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

To: Joseph Mooney, Board of Finance  
From: James Finch, Finance Director  
Robert M Imperato, Tax Collector  
Re: Resolution for Bank Account  
Webster Bank Lock Box  
Date: February 24, 2023

RECEIVED  
2023 FEB 24 P 3:44  
MAYOR  
BRANFORD TOWN CLERK

I am writing to seek the Board's approval to establish a new bank account relationship for both tax and sewer lock box payment processing with Webster Bank.

Currently our municipal banking relationship is with Bank of America (BA). Pursuant to a recommendation from a consultant we hired to review the tax office Town opted to set up a lock box payment processing program. Since BA is the Town's primary bank they were a logical choice for our lock box processing services. Under this set up payments were sent directly to an off-site payment processing location in Boston which in turn provided relief to our on-site payment processing within our tax office.

Following the recent tax cycle the office evaluated their experience with the service and felt it was necessary to explore other options with the goal of improving the experience of the office and the taxpayer. As a result, the Tax Office researched other payment processing providers within the lock box space and invited those vendors the opportunity to discuss their services.

After reviewing proposals from each vendor as to their time and expertise in the municipal lock box payment processing space as well as speaking with other tax collectors as to their experience, we are looking to move the lock box services to Webster Bank. It is important to note that Webster Bank was recommended by other tax collectors within the state as well as our tax servicing platform provider Quality Data Services (QDS)

Currently Webster Bank is servicing over 200 municipal clients with 40 utilizing its lock box services in Connecticut. This new relationship would also provide a local Connecticut address for payment processing as opposed to our current Boston location. Finally Webster Bank operates a branch in Branford with a close proximity to the town hall.

In order to implement the change in lock box providers we need to set up accounts with Webster Bank. Therefore, I respectfully request that you approve the following resolution:

**Resolved:** The Board of Finance authorize the Finance Director to establish a new bank account(s) with Webster Bank to receive tax and sewer payment for lock box processing.