

RECEIVED

BOARD OF FINANCE

TOWN OF BRANFORD

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

2023 MAR 24 A 4:12

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

REGULAR MEETING & BUDGET WORK SESSION MONDAY, MARCH 27, 2023 at 7:00 p.m.

A G E N D A

There will be a regular meeting of the Board of Finance on Monday, March 28, 2022 at 7:00 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.

7. To consider and if appropriate, approve the following FY23 budget transfer request from the Assessor:

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

8. To consider and if appropriate, approve the following FY23 budget transfer request from the Tax Collector:

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

9. Pursuant to Section 42-1 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.

RESOLVED: That pursuant to Section 42-1 of the Code of the Town of Branford, the Board of Finance recommends that the Board of Selectmen approve a five-year extension with ADP with the new rates effective July 1, 2023.

10. To consider and if appropriate, approve a request from the Director of Human Resources to change the Crime Analyst position to Manager of Police Accreditation, Crime Research and Special Projects, and corresponding salary adjustment.

11. To consider and if appropriate, approve a request from the First Selectman for a salary adjustment for the Director of the Animal Shelter.

12. To consider and if appropriate, approve the following FY23 budget transfer request for Human Services Fund and Counseling Center as follows:

Transfer-Human Services Fund FY2023

Increase:	70090000-490010	Fund Balance Human Services Fund	\$64,000
Increase:	21844010-599110	Transfer Out – Capital Fund 700	64,000

Corresponding Transfer in Fund 700

Increase:	70090000-490010	Transfer In from Human Services Fund	\$64,000
Increase:	70044010-579350-xxxx	Electric Vehicle	45,000
	70044010-579300-xxx	Furniture	19,000
		Total	\$64,000

Continued from page two

RESOLVED: That the Board of Finance recommends to the RTM an increase in the Human Services Fund Budget for FY2023 from \$1,813,938 to \$1,877,938. The increase will be funded through an appropriation from fund balance.

13. To consider, and if appropriate, approve the following transfers in the current year to reduce tax requirements in the FY2024 requested budget:

General Fund Contingency Transfer

From:	10149040-588802	Contingency	\$39,500
To:	10141190-599150	Technology Acquisitions-Copiers	39,500

Transfers from Fund Balance

Increase:	10190000-480296	Fund Balance	\$646,000
Increase:	10150000-599110	Transfer Out-Capital Fund 700	646,000

Transfers Capital Fund 700

Increase:	700-90000-490010	Transfer In	\$646,000
Increase:	700-48000-579400-23xx	BOE Security System	646,000

RESOLVED: That the Board of Finance recommends to the RTM an appropriation from undesignated fund balance of \$646,000 to fund an appropriation for a school security system. This appropriation increases the Fiscal year 2023 General Fund budget from \$124,821,065 to \$125,467,065.

Coastal Resiliency Fund

Increase:	700-90000-480296-23xx	Fund Balance Transfer	\$100,000
Increase:	740-43050-533280-23xx	Cattle Crossing Design & Permitting	100,000

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$100,000 in the Coastal Resiliency Fund. This appropriation will be funded through an appropriation from fund balance.

14. Pursuant to Section 42-1 of the Code of Town of Branford, provide a financial obligations review of the Branford Community Foundation's scope of services and costs regarding the application process for distributing ARPA dollars to area non-profits.

RESOLVED: That pursuant to Section 42-1 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.

15. 2023-2024 Budget Work Session

([Click here](#) for the budget as requested, available to the public on the Town's website.)

16. Adjournment

Dated this 24th day of March, 2023

A handwritten signature in black ink, appearing to read "Lisa E. Arpin". The signature is fluid and cursive, written over a white background.

Lisa E. Arpin, CMC MCTC
Board of Finance Clerk

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 27th, 2023
To: Joseph Mooney, Chairman
Board of Finance
From: Barbara T. Neal, Assessor
Re: Budget Transfer FY 2023

W. Stephen
BRANFORD TOWN CLERK

2023 FEB - 8 P 4:42

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I am requesting the following transfers be placed on the agenda for the Board of Finance February 27th, 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.

Item #8

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: 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
M. Imperato
TAX COLLECTOR

Tax Collector is requesting the following transfers be placed on the agenda for the Board of Finance February 27th, 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

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.

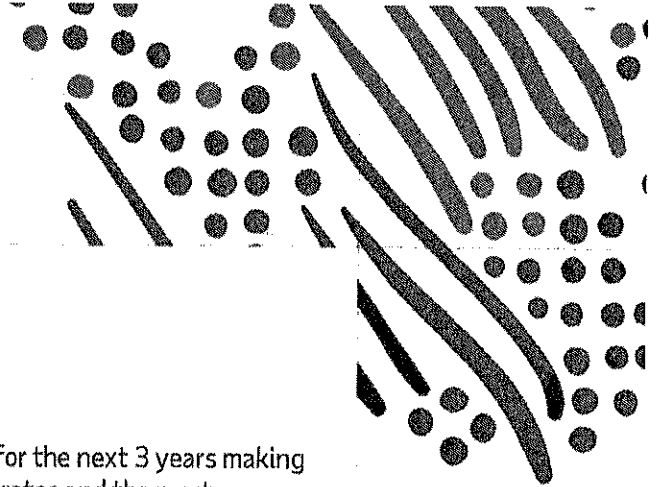
Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Margaret M. Lubarda'.

Margaret M. Lubarda

Copy to: Jamie Cosgrove, First Selectman
Lisa Arpin, 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	\$ 2,253.53	\$ 3,077.99		
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	\$ 225,956.01	\$ 293,544.32	\$ 362,257.57
Cumulative Savings	\$ 1,469.30	\$ 4,095.66	\$ 7,930.61	\$ 11,927.13	\$ 16,340.61

Item #10

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HUMAN RESOURCES DEPARTMENT

2023 MAR 24 A 2:27

BRANFORD, CONNECTICUT

Neil Stepin
BRANFORD TOWN CLERK

MARGARET LUBERDA
Director of Human Resources



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

March 24, 2023

To: Joseph Mooney, Chairperson, Board of Finance

Re: Recommended changes in base salary

From: Jamie Cosgrove, First Selectman
Margaret Luberda, Director of Human Resources

After careful review and consideration, the First Selectman, the Director of Human Resources and the Police Chief concluded that the job responsibilities in the current Crime Analyst position in the Police Department have increased and changed requiring an adjustment in salary.

Crime Analyst position title change to **Manager of Police Accreditation, Crime Research and Special Projects** (see attached new redlined job description). This position is currently being paid \$47,646.80 a year plus a temporary \$4,557.80 annual stipend or \$52,204.60 annually. Due to the noted increase responsibilities, the new market value for the position within the police sector (see current open listing with salaries) and the experience and need for this position, we are recommending a salary increase to \$65,000 and the elimination of the stipend. In addition, the employee currently in this position has received a job offer with the State of Connecticut for a similar position and has submitted her resignation. We are requesting approval for this new salary to advertise appropriately for this new position.

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Noel Edgeman
BRANFORD TOWN CLERK

Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects

TOWN OF BRANFORD

Position Description
Crime and Accreditation Analyst
Manager of Accreditation, Research & Special Projects

Location/Dept:	Police Station / Laurel Street
Reports to:	Chief of Police
Position Status:	Full Time, Salary
Weekly Hours:	40
Salary Classification:	Per Union Contract
Affiliation:	UPSEU Union (NEW)

Position Purpose:

A person in this position will collect, compile, analyze and interpret data that comes from daily police reports, CAD/RMS systems and related law enforcement feeds as well as non-law enforcement sources. Analysis of data is conducted using complex statistical and mapping software. The results are then used to prepare maps, graphs and reports that help determine crime patterns, crime trends, law enforcement personnel allocations, and related items. This data is used to predict and prevent future crimes. Crime analysts will present these findings to law enforcement administration, command staff and investigators during periodic CompStat meetings. The accreditation functions will include planning the Town of Branford's accreditation process for Commission on Accreditation of Law Enforcement Agencies (CALEA), assist in the drafting and maintaining of the Branford Police general orders and policies, integration of policies with requirements of CALEA and function as the administrator of the department's policy and procedure software.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Collect, analyze, and interpret data and statistics using quantitative and qualitative methodologies.
- Prepare and present complex and detailed statistical reports.
- Interact and communicate with police personnel, other town employees, and the community on crime analysis/research issues; and respond to requests for various information and statistical reports.
- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Communicate clearly and concisely in both oral and written form.
- Conduct resource allocation studies for budgeting and scheduling purposes.

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Neil E. Spina
BRANFORD TOWN CLERK

Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects

- Conduct beat reconfiguration studies.
- Provide information to police administration, and command staff for decision-making purposes; present analysis and statistics in various internal and external forums; and participate and provide information to police/town committees.
- Develop and undertake comprehensive surveys.
- Conduct comprehensive research projects, including assisting with program evaluation studies and other administrative studies as assigned.
- Study current literature on research methodology and police issues, and make appropriate recommendations for improvements in crime analysis practices.
- Prepare and update protocol on crime analysis related activities.
- Assist in the development and implementation of new programs, procedures, methods, and systems.
- Use geographical information systems to analyze and present information.
- Undertake tactical and strategic crime analysis.
- Assist in the drafting and maintaining of the Branford police departments general orders and policies
- ~~Understands all CALEA up-to-date certification requirements and accreditation standards to assure CALEA approvals~~
- ~~Determines appropriate proof of compliance, type, frequency and retention of necessary documentation~~
- Manage the CALEA accreditation program and ensure that all CALEA required reports and all time sensitive activities occur as needed.
- Compile and maintain documentation and proofs of compliance
- Conduct research and analyze data to produce CALEA required analysis and statistics
- Attend CALEA Conferences out of state, as well as local accreditation network meetings.
- Schedule, conduct, and document agency inspections, reviews and analysis
- Receive assignments and sets work priorities, coordinating accreditation tasks to meet deadlines in order to assure an efficient workflow throughout the agency.
- Keeps abreast of the accreditation process, including proposed changes or amendments to the standards, transition policies, or process changes. Evaluates the impact of these changes on the agency.
- Review directives, standard operating procedures (SOP), and procedure manuals to ensure compatibility with the CALEA standards
- Consults with Chief of Police or his/her designee on a regular basis to manage risk and compliance to accreditation standards.

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Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue professional development.
- Assist other departments, offices or staff as needed to promote a team effort to serve the public.

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Neil Steinhilber
DRAKESBORO TOWN CLERK

Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects

- Interacting with Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Utilizing various digital storage systems to access and review multimedia evidence.
- Processing Information — compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Getting Information — observing, receiving, and otherwise obtaining information from all relevant sources.
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Communicating with Supervisors, Peers — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Supervision:

Supervision Scope: Collect, compile, analyze and interpret data that comes from daily police reports, CAD/RMS systems and related law enforcement feeds as well as non-law enforcement sources.

Supervision Received: Works independently under the general direction of the Chief of Police, adhering to professional standards, procedures and policies when they exist.

Supervision Given: none

Minimum Required Qualifications:

Education, Training and Experience:

This position requires any combination of training, education, and experience equivalent to graduation from a four-year college or university with coursework in quantitative methods. Additional coursework in program languages is preferred. Experience in statistical research and analysis using automated systems/records, Geographic Information Systems (GIS), SAS, or SPSS and general programming abilities are

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DEPARTMENT OF POLICE CLERK

~~Crime Analyst / Community Service Officer~~
Manager of Police Accreditation, Research & Special Projects

preferred. Experience in the criminal justice field is also preferred. Because of the confidential and sensitive nature of information handled, successful completion of a background investigation and signing of a confidentiality/non-disclosure agreement is required.

Special Requirements:

A valid motor vehicle operator's license is required
CALEA Accreditation Manager Certification required within 6 months of assuming this position

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles, methods, and techniques of statistical analysis including multivariate, frequency, functional, cluster, correlation, and regression analysis; knowledge of probability models; basic knowledge of human behavior and group dynamics; Crime analysis methodologies including cartographic analysis, crime mapping, operations analysis; Principles and practices of professional and technical writing. Knowledge of basic police methods and procedures, with an emphasis in community and problem oriented policing.

Ability: The ability to choose the right mathematical methods or formulas to solve a problem; the ability to add, subtract, multiply, or divide quickly and correctly; the ability to see details at close range (within a few feet of the observer); the ability to listen to and understand information and ideas presented through spoken words and sentences and the ability to generate or use different sets of rules for combining or grouping things in different ways. The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). The ability to communicate information and ideas in speaking so others will understand; the ability to speak clearly so others can understand you; the ability to identify and understand the speech of another person and the ability to read and understand information and ideas presented in writing.

Skill: Good verbal and written communication skills; skill in using the general computer functions and PC computer software applications; aptitude for working with people and maintaining effective working relationships with various groups to promote the best possible delivery of policing services to the community skill in Critical Thinking Knowledge of Criminal Behavior: Research Methods: Data integrity, management and querying: Temporal Analysis and qualitative Analysis: Demographic and spatial analysis: Spreadsheets: Understanding the CJ System: Word processing, desktop publishing, crime mapping and analytical charting: Writing, presentations and interpersonal communications

Job Environment:

Crime analysis work is performed in a moderately busy office with regular contact with others face to face and or by telephone. This position requires the regular operation of a

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Neil Stinson
OWENSONS TOWN CLERK

**Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects**

telephone, computers, electronic mail, copiers, facsimile machines, and other standard office equipment. There is some degree of importance in this position repeating the same activities either key entry or checking entries in a ledger over and over. This position requires a high percentage of being exact and highly accurate in performing its tasks.

Errors in judgment or omissions could result in delay of services, injury to employees, personal injury, monetary loss or rework.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Carry fire arms	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling		X		
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

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Neil D. ...
GRANFORD TOWN CLERK

Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Note: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SALARY INFO & COMPARISONS

CURRENT INCOME BY ROLE	ANNUAL	HOURLY
Crime Analyst	\$47,646	\$22.91
Accreditation Manager	\$4,557.80	\$2.19
Total	52,203.80	
Proposed Adjusted Salary	\$65,000.00	

AGENCY	LOCATION	POSITION	SALARY	LINK
Avon PD	Avon, CT	Records/Accreditation Manager	\$66,692 – \$93,023	Unavailable
Bridgeport PD	Bridgeport, CT	Asst Special Project Manager (Analyst)	\$54,879	See printout
Derby PD	Derby, CT	Police Accreditation Manager	\$42.00/Hr	Job Posting
Hartford PD Crime Analysis Division	Hartford, CT	Crime Analyst	\$58,867 - \$73,584	Job Posting
Hartford PD Real-Time Crime Center	Hartford, CT	Crime Analyst	\$58,867 - \$73,584	Job Posting
Middletown PD	Middletown, CT	Manager of Accreditation, Research & Special Projects	\$61,277 – \$90,605	Job Posting
Vernon PD	Vernon, CT	Accreditation Manager	\$37.93 - \$48.27/Hr	Job Posting
Wallingford PD	Wallingford, CT	Police Accreditation Specialist	\$32.00 - \$42.00/Hr	Job Posting
Waterbury PD	Waterbury, CT	Crime Analyst	\$66,123 - \$81,286	Job Posting

AGENCY (STATE)	LOCATION	POSITION	SALARY	LINK
DESPP Certification, Accreditation or Field Service Division	Meriden, CT	Field Program Consultant	\$75,745 - \$103,278	Job Posting
DESPP Crimes Analysis Unit	Middletown, CT	Research Analyst	\$71,147 - \$92,072	Job Posting
DESPP CTIC	Middletown, CT	Fusion Center Analyst	\$71,147 - \$92,072	Job Posting
DESPP CTIC	Middletown, CT	Fusion Center Analyst	\$71,147 - \$92,072	Job Posting
Judicial Branch - Office of the Chief Court Administrator	Hartford, CT	Court Planner II - Intelligence Analyst	\$91,015 - \$119,275	Job Posting

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 W. S. STEPHENSON
 BRANFORD TOWN CLERK

Item #12

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MAR 24 REC'D

BRANFORD TOWN CLERK

Date: March 24, 2023

To: Joseph Mooney
Board of Finance

From: James P. Finch
Finance Director

Re: Human Services Fund/Counseling Center Budget Changes

Please find below a transfer request for the current fiscal year to support the recommended reduction to the Human Services Fund's capital requests. Please note the amounts are slightly higher than requested to account for potential variations in pricing.

Transfer -Human Services Fund FY 2023

<u>Increase:</u>		
218-90000-480296	Fund Balance Human Services Fund	64,000
<u>Increase:</u>		
21844010-599110	Transfer Out - Capital Fund 700	64,000

Corresponding Transfer in Fund 700

<u>Increase</u>		
70090000-490010	Transfer In from the Human Services Fund	64,000
<u>Increase:</u>		
70044010-579350-xxxx	Electric Vehicle	45,000
70044010-579300-xxxx	Furniture	19,000
	Total	64,000

Resolved: That the Board of Finance recommends to the RTM an increase in the Human Services Fund Budget for FY 2023 from \$1,813,938 to \$1,877,938. The increase will be funded through an appropriation from fund balance.

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BRANFORD TOWN CLERK

Item #13

Date: March 27, 2023

To: Joseph Mooney
Chairman, Board of Finance

From: James P. Finch
Finance Director

Re Transfers and resolutions to support the budget

As a follow up to our budget hearings, I have worked with the First Selectman and board designees to identify changes in the current year to support the requested budget and reduce FY 2024 tax requirements.

General Fund Contingency Transfer

<u>From</u>		
101-49040-588802	Contingency	39,500
<u>To:</u>		
101-10141190-599150	Technology Acquisitions – Copiers	39,500

The transfer corresponds to a reduction in the Information Technology budget and will provide for the replacement of copiers in the following departments: Elderly Services, Animal Shelter, Counseling Center and Finance. The amount sought is higher than requested to provide flexibility with regard to the prices and product.

Transfers from Fund Balance

<u>Increase</u>		
101-90000-480296	Fund Balance	646,000
<u>Increase:</u>		
101-50000-599110	Transfer Out- Capital Fund 700	646,000

Transfers Capital Fund 700

<u>Increase</u>		
700-90000-490010	Transfer In	646,000
<u>Increase</u>		
700-48000-579400-23xx	BOE Security System	646,000

Resolved: That the Board of Finance recommends to the RTM an appropriation from undesignated fund balance of \$646,000 to fund an appropriation for a school security system. This appropriation increases the Fiscal year 2023 General Fund budget from \$124,821,065 to \$125,467,065.

Coastal Resiliency Fund

The capital request for FY 2024 includes a request for \$100,000 for “Cattle Crossing Design and Permitting”. This item was also featured in the Branford’s 2018 Coastal Resiliency Plan.

Resolved: The Board of Finance recommends to the RTM an appropriation of \$100,000 in the Coastal Resiliency Fund. This appropriation will be funded through an appropriation from fund balance.

Increase		
740-90000-480296-23xx	Fund Balance Transfer	\$100,000
Increase		
740-43050-533280-23xx	Cattle Crossing Design and Permitting	\$100,000

Cc J. Cosgrove
Lisa Arpin

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BRANFORD, CONNECTICUT
2023 MAR 24 A 3:31



James Finch
TOWN CLERK

1019 MAIN STREET
POST OFFICE BOX 150

(203) 315-0663
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Date: March 24, 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, we met multiple times with principals from the Branford Community Foundation (BCF). The Town approached the BCF as they are perceived 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 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 timelines for deadline, review, and approvals
- Create an online application
- Assign and prepare a committee to review 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 cost 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 to 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, I ask that you approve the following resolution since the cost 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.