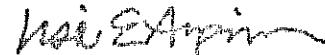


REPRESENTATIVE TOWN MEETING
BRANFORD, CONNECTICUT

RECEIVED

LEGAL NOTICE AND CALL

2022 APR -1 P 3:42


BRANFORD TOWN CLERK

The RTM will be convened on Wednesday, April 13, 2022 at 8:00 p.m at Branford Fire Headquarters, 45 North Main Street, to consider and act upon the following matters.

1. Roll Call.
2. Approval of the minutes of the March 15, 2022 meeting.
3. Reception of communications, reports of committees, and citizen petitions.
4. To consider and take action on a request with respect to the Branford Housing Authority's Temporary Access Agreement with the Town of Branford for Parkside Village I/Sliney Road.
5. To consider and if appropriate, approve the following transfer requests to support changing capital project needs in the Sewer Reserve Fund.

Transfers to Closeout Projects and Fund Improvements at the Plant

The following transfer identifies unexpended balances from projects within the sewer reserve fund to finance new and existing projects at the plant.

Fund 713 Sewer Reserve Fund

From

71343030-16309	Septage Receiving Facility	100,000
71343030-17316	New Generator - WPC Facility	342,000
71343030-20313	Garage Expansion	766,000
71343030-21319	Gravity Belt Thickener	<u>299,866</u>
	Total	\$1,507,866

To:

71343030-16310	D Box 2 Slide Gate Replacement	28,866
New Item	Replace Variable Drives (Plant)	135,000
New Item	Upgrade of Control and Data System	205,000
New Item	Replace UV Light Disinfection System	900,000
71343030-19317	Blowers & Secondary - WPC Facility	<u>239,000</u>
	Total	\$1,507,866

Transfers to Closeout Projects and Transfer Balance to Sewer Reserve Fund

The following transfer identifies unexpended balances from projects within the 700 fund. These balances will be transferred to the sewer reserve fund to finance future needs and limit the amount of future debt issued for the plant and collection system.

Fund 700 Capital Fund

<u>From</u>		
70043030-09309	Force Main Johnsons Point	\$100,000
70043030-14309	Septage Receiving Facility	140,000
70043030-11308	Wonderware and PC Upgrades	951
70043030-13309	HOMA Mixer	15,000
70043030-11309	EMU Mixer	8,550
70043030-12305	New Camera and Tractor	774
70043030-15312	SW-C Grit Classifier	<u>86,650</u>
	Total	\$351,925
<u>To:</u>		
70043030-599114	Transfer Out to Sewer Reserve Fund	\$351,925

6. To consider and if appropriate, approve the following transfer request for Parks & Open Space Budget:

From:	20545050-566900	Other Supplies	(\$3,000)
	20545050-579400	Capital Outlay – Improvements	<u>(4,000)</u>
		Total	(\$7,000)
To:	20545050-544300	Purchases, Services, Repair	\$7,000

7. To consider and if appropriate, approve the following transfer request for Human Services (Branford Counseling):

From:	21844010-51700	Wages & Salaries	(\$12,000)
To:	21844010-518250	Seasonal/Part-time help	9,000
	21844010-526100	Uniforms/Clothing	2,000
	21844010-588000	Miscellaneous	<u>1,000</u>
		Total	\$ 12,000

8. To consider and if appropriate, approve the following transfers for Public Works:

From:	10143010-517000	Regular Wages & Salaries	(\$48,015)
To:	10143010-518000	Overtime	47,315
	10143010-533300	Professional Development	<u>700</u>
		Total	\$48,015

9. To consider and if appropriate, approve a transfer request from the First Selectman for the Branford Cable TV budget as follows:

From:	10141180-533605	Sub-Contracting	(\$ 3,500)
To:	10141180-518250	Seasonal & Part-Time Help	3,500

10. To consider and if appropriate, approve a transfer request from the First Selectman for the Public Celebration budget as follows:

From:	10149040-588802	Contingency	(\$11,829)
To:	10145080-544420	Equipment Rental	11,829

11. To consider and if appropriate, approve a request from the Board of Education for Capital Projects Redesignations for fiscal year 2021-2022:

Project	Description	From	To
19407	BHS-DUGOUT/PRESSBOX SOFTBALL	\$(10,198.19)	
22407	SYSTEM WIDE DOOR REPLACEMENT		\$10,198.19
15421	ELEVATOR UPGRADES	\$(15,312.00)	
15417	BATHROOM RENOVATIONS	\$(46,516.00)	
22417	BATHROOM RENOVATIONS		\$61,828.00
21411	BHS CAFETERIA IMPROVEMENTS	\$(120,000.00)	
TBD	JBS ARCHITECTURAL STUDY		\$50,000.00
TBD	MTM TILE REPLACEMENT		\$20,000.00
TBD	MRT TILE REPLACEMENT		\$20,000.00
TBD	REMOVE ABANDONED UNDERGROUND STORAGE TANKS		<u>\$30,000.00</u>
	Totals	\$(192,026.19)	\$192,026.19

12. To consider and if appropriate, approve the following FY2021-2022 closeout and consolidation transfers from the Finance Director:

PROJECT CLOSEOUTS

From:	70043010-579480-11310	Hickory Hill Drainage-Shase II-DPW	(\$2,233)
	70043010-579250-21315	Quickview Pole Camera-DPW	(1,250)
	70043050-579400-17318	Supply Pond Repairs & Improve.-Eng.	(66)
	70042040-579250-20307	Fire Dept – Hydraulic Tools	(1,476)
	70042040-579250-21309	Fire Dept – Cardiac Monitors	(669)
	70042040-579250-22304	Fire Dept – Cardiac Monitors	(1,397)
	70042010-579250-22223	Speed Detection Devices – Police	(18)
	Total		(\$7,109)

To:	599100	Transfer Out to General Fund	\$7,109
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PROJECT CONSOLIDATIONS

From:	70045070-579480-10236	Seawall Repairs-Docks & Recreation	(\$10,362)
To:	70043010-544300-22236	Seawall Repairs – DPW	\$10,362

13. To consider and if appropriate, approve the Board of Finance recommended FY22 ARPA Fund appropriations and resolution:

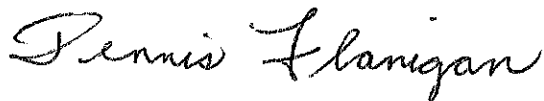
From:	TBD	ARPA Fund	(\$380,000)
To:	TBD	I.T. SAN Storage Device	\$160,000
	TBD	Recreation Dept. – Showmobile	<u>220,000</u>
		Total	\$380,000

RESOLVED: That the RTM approves an appropriation of \$380,000 to the ARPA Fund budget for the fiscal year 2021-2022.

14. To consider and if appropriate, consider changing the position of Branford Tax Collector from an elected official to a hired appointment.

15. Any other business to come before the RTM.

16. Adjournment.



Dated this 31st day of March, 2022
Dennis T. Flanigan, Moderator

MAR 24 REC'D

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

BRANFORD TOWN CLERK

TEL: (203) 488-8394
FAX: (203) 315-3736
www.branford-ct.gov

Date: March 2, 2021

To: Brian Devlin
Superintendent, WWTP

From: James P. Finch
Finance Director

Re: Transfers and resolutions to support capital needs

As a follow up to our budget meeting with the First Selectman in which we discussed your changing capital needs and priorities, I have developed the following capital plan for your use in presenting these items to your board. I will rely on you to communicate the merits and specifics of each project.

Transfers to Closeout Projects and Fund Improvements at the Plant

The following transfer identifies unexpended balances from projects within the sewer reserve fund to finance new and existing projects at the plant.

Fund 713 Sewer Reserve Fund

From		
71343030-16309	Septage Receiving Facility	100,000
71343030-17316	New Generator - WPC Facility	342,000
71343030-20313	Garage Expansion	766,000
71343030-21319	Gravity Belt Thickener	299,866
	Total	1,507,866
To:		
71343030-16310	D Box 2 Slide Gate Replacement	28,866
New Item	Replace Variable Drives (Plant)	135,000
New Item	Upgrade of Control and Data System	205,000
New Item	Replace UV Light Disinfection System	900,000
71343030-19317	Blowers & Secondary - WPC Facility	239,000
	Total	1,507,866

Transfers to Closeout Projects and Transfer Balance to Sewer Reserve Fund

The following transfer identifies unexpended balances from projects within the 700 fund. These balances will be transferred to the sewer reserve fund to finance future needs and limit the amount of future debt issued for the plant and collection system.

Fund 700 Capital Fund

From		
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70043030-14309	Septage Receiving Facility	140,000

70043030-11308	Wonderware and PC Upgrades	951
70043030-13309	HOMA Mixer	15,000
70043030-11309	EMU Mixer	8,550
70043030-12305	New Camera and Tractor	774
70043030-15312	SW-C Grit Classifier	86,650
<u>To:</u>		
70043030-599114	Transfer Out to Sewer Reserve Fund	351,925

It my hope that your board will review and approve these transfer requests so that they can be acted on by the Board of Finance and RTM in future months.

Cc J. Cosgrove
J. Hoefflerle
K. LaBanca

RECEIVED

ITEM #6

2022 MAR 25 A 10:52

Richard Shanahan
BRANFORD TOWN CLERK

Date: March 25, 2022

To: Joseph Mooney, Chairman
Board of Finance

From: Richard Shanahan
Parks & Open Space

Re: Budget Transfers - FY 2021/2022

Hurricane Ida made landfall in Louisiana on August 30, 2021 as a Category 4 hurricane. While downgraded to a tropical depression by the time it hit Connecticut on September 1st, it still dumped approximately 7 to 8 inches of rain in southern Connecticut, breaking numerous rainfall records. The rain caused severe erosion damage to trails in several areas throughout various open space properties, but primarily in the Supply Ponds Preserve. In addition to trail damage, over 2 feet of fresh sediment was deposited in the sedimentation pond at the base of Pine Gutter Brook.

The transfer requests are being done to cover the estimated costs associated with the excavation of the sedimentation pond and the regrading and repair the damaged trails.

Parks & Open Space Budget for 2021-2022

FROM:		AMOUNT
20545050-566900	Other Supplies	\$3,000
20545050-579400	Capital Outlay - Improvements	\$4,000
TO:		
20545050-544300	Purchases, Services, Repair	\$7,000

Thank you for your consideration of this request.



TEL (203) 481-4248 | FAX (203) 483-7727
342 Harbor Street, Branford, CT 06405

ITEM #7
RECEIVED

2022 MAR 25 A 9:05

Handwritten signature
BRANFORD TOWN CLERK

March 23, 2022

To: Joseph Mooney, Chairman
Board of Finance

From: Peter Cimino
Human Services Director

Re: Budget Transfers FY 2021-2022 Human Services

2021-2022 Transfer Request

Seasonal/Part-time help

Our Human Resources Department requires any contract employee to meet specific IRS guidelines as a condition to remain in a contractor employment status. After reviewing these benchmarks with HR we realize that one contractor did not meet the criteria and are therefore required to be paid as part-time employees of the town.

As a result, we are requesting approval of a transfer from the Wages & Salaries account to the Seasonal/Part-time Help account:

From		
21844010 51700	Wages & Salaries	(\$9,000)
To		
21844010 518250	Seasonal/Part-time help	\$9,000

Uniforms/Clothing

As we continue to advertise our branding, wearing apparel with our logo will help identify staff to businesses and people in the community.

As a result, we added a Uniforms/Clothing line item and we are requesting approval of a transfer from Wages & Salaries account to Uniforms/Clothing account:

From		
21844010 51700	Wages & Salaries	(\$2,000)
To		
21844010 526100	Uniforms/Clothing	\$2,000

Miscellaneous

Due to cost overrun to meet specific clients' needs, we are requesting approval of a transfer from Wages & Salaries to Miscellaneous:

From		
21844010 51700	Wages & Salaries	(\$1,000)
To		
21844010 588000	Miscellaneous	\$1,000

ITEM #8 RECEIVED

MAR 23 REC'D

BRANFORD TOWN CLERK



DEPARTMENT OF PUBLIC WORKS
137 North Branford Road • BRANFORD, CT 06405

February 28, 2022

Mr. Joseph Mooney, Chairman
Board of finance

Dear Mr. Mooney:

The Department of Public Works requests the following budget transfers as indicated below:

From Account# 10143010 - 517000	Regular Wages & Salaries	(\$47,315.00)
To Account # 10143010 - 518000	Overtime	(\$47,315.00)
From Account# 10143010 - 517000	Regular Wages & Salaries	(\$700.00)
To Account# 10143010 - 533300	Professional Development	(\$700.00)

Overtime

The shortfall in this accounts is due the manpower shortage in the DPW Department and the impact of COVID. Another contributing factor is that for most of the fiscal year we have had to send two DPW workers to the Transfer Station to cover their operations. We have also included monies in the above transfer to cover unanticipated additional snow events during March, six (6) planned events from now until the end of the fiscal year, and other miscellaneous emergency call-ins as needed.

Professional Development

These are expenses that are new to the budget but are contractual obligations that came about as a result of the ratification of the DPW contract.

Respectfully submitted,

Gary Zielinski, Highway Supervisor of DPW

OT FOR THE REST OF F/Y 2022 - PLANNED AND UN-PLANNED

EVENT MANPOWER EST. HOURS PER GUY/GAL TOTAL HOURS AMT NOTES

Easter Clean-up	4	3	\$	567.84	based on Operator pay
Memorial Day Clean-up	4	3	\$	567.84	based on Operator pay
Festival	6	12	\$	3,407.04	based on Operator pay
Fireworks	3	6	\$	851.76	based on Operator pay
Misc. Emergency Call-ins	2	9 calls	\$	2,555.28	based on Operator pay
Snow	15	32	\$	22,737.60	based on Operator pay
Admin Asst.	1	10	\$	420.70	
	1	16	\$	911.52	Lead Mechanic
	1	16	\$	816.96	Foreman
Saturday/Special Projects/3 events	3	24	\$	3,410.64	based on Operator pay
RATES/OT					
Lead Mechanic					\$56.97
Foreman operator					\$51.06
Admin Asst.					\$47.37
					\$42.07
add for shortfall in this account as of 3/9/22			\$	11,067.70	
			\$	47,314.88	
		TOTAL			

RECEIVED

2022 MAR -9 P 12:07

Josie Edgerton
BRANFORD TOWN CLERK

ITEM #9
RECEIVED

MAR 23 REC'D

BRANFORD TOWN CLERK

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

BOARD OF SELECTMEN
BRANFORD, CONNECTICUT



JAMES B. COSGROVE
First Selectman

ANGELA M. HIGGINS
RAYMOND E. DUNBAR, JR

DATE: March 23, 2022
TO: Joseph Mooney, Chairman, Board of Finance
FROM: James B. Cosgrove, First Selectman *JLC*
RE: Budget Transfer

Please include the following request for transfer on the agenda of the Board of Finance meeting scheduled for March 28, 2022:

From: Subcontracting	10141180 533605	(\$3,500.00)
To: Seasonal & Part Time Help	10141180 518250	\$3,500.00

A recent review indicated that the part time videographer position does not satisfy 1099 tax requirements therefore, it is recommended that this position is changed to part time employee status.

If any further information is required please feel free to contact me.

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

DATE: March 25, 2022
TO: Joseph Mooney, Chairman, Board of Finance
FROM: James B. Cosgrove, First Selectman *JL*
RE: Budget Transfer

RECEIVED
2022 MAR 25 P 2:25
M. J. Skippin
BRANFORD TOWN CLERK

Please include the following request for transfer on the agenda of the Board of Finance meeting scheduled for March 28, 2022:

From: Contingency	10149040 588802	(\$11,829.00)
To: Equipment Rental	10145080 544420	\$11,829.00

The town owned staging normally set up on the front of Town Hall for the Branford Festival and High School Graduation ceremonies has been inspected and determined to be unsafe when used at its full size for these events.

This transfer is necessary for the cost of rental, shipping, set- up and removal of temporary staging for the events scheduled in June.

Please feel free to contact me if you need additional information.

Thank you for your consideration.

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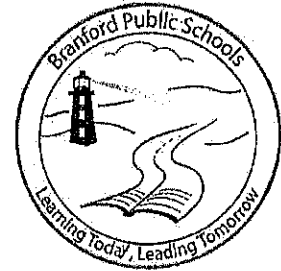
2022 MAR 28 A 11: 36

HAMLET M. HERNANDEZ
Superintendent of Schools

RACHEL M. SEXTON
Assistant Superintendent of Schools

DONALD A. NEEL
Chief Operating Officer

Wes Egan
 BRANFORD TOWN CLERK



BRANFORD PUBLIC SCHOOLS

1111 Main Street, Branford, CT 06405-3717
 203.488.7276 • Fax 203. 315.3505
www.branfordschools.org

March 28, 2022

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

Dear Chairman Mooney,

The purpose of this letter is for your committee to consider a request from the Board of Education (BOE) in accordance with its motion passed on 03/16/2022. The BOE's request is to redesignate \$145,510.19 from three capital projects, as detailed below and on the attached spreadsheet.

Project 21411 BHS Cafeteria Improvements - \$120,000

Due to unprecedented student participation and generous reimbursement rates from the Seamless Summer Option meals program, we are on track to generate a surplus in the Food Service program this year, which can be used to complete the project in lieu of capital dollars. The BOE recommends redesignating these funds to offset certain Capital Budget requests as included in the 2022-23 Superintendent's Budget recommendation.

Project 19407 BHS Dugouts/Pressbox, Softball Field - \$10,198.19

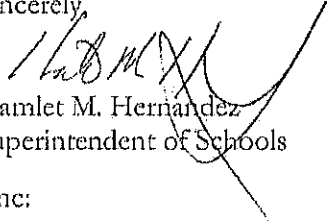
The dugout work for this project is complete. However, due to wetlands restrictions, the pressbox cannot be built on the site. The BOE recommends redesignating these funds to project 22407 Systemwide Door Replacement Project.

Project 15421 Elevator Upgrades - \$15,312

The work at Branford High School is complete. The BOE recommends redesignating the residual balance from this project within the BOE Facilities Fund to project 15417 Bathroom Renovations.

As always, your collaboration with the BOE to address capital projects is greatly appreciated.

Sincerely,


 Hamlet M. Hernandez
 Superintendent of Schools

Enc:

cc: James B. Cosgrove, First Selectman
 James Finch, Town of Branford Finance Director
 Dennis Flanigan, RTM Moderator
 Kevin Healy, RTM Ways & Means Committee Chair
 Ed Prete, RTM Education Committee Chair
 Peter Berdon, BOE Chair
 Donald A. Neel, Chief Operating Officer
 Joseph Carbone, Supervisor, Building & Grounds

Branford Public Schools
 Business Services
 Capital Projects for Redesignation March 2022

Project	Description	From	To
70048000-19407	BHS-DUGOUT/PRESSBOX SOFTBALL	\$ (10,198.19)	
70048000-22407	SYSTEM WIDE DOOR REPLACEMENT		\$ 10,198.19
72548000-15421	ELEVATOR UPGRADES	\$ (15,312.00)	
72548000-15417	BATHROOM RENOVATIONS		\$ 15,312.00
70048000-21411	BHS CAFETERIA IMPROVEMENTS	\$ (120,000.00)	
TBD	JBS ARCHITECTURAL STUDY		\$ 50,000.00
TBD	MTM TILE REPLACEMENT		\$ 20,000.00
TBD	MRT TILE REPLACEMENT		\$ 20,000.00
TBD	REMOVE ABANDONED UNDERGROUND STORAGE TANKS		\$ 30,000.00
Totals		\$ (145,510.19)	\$ 145,510.19

**OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT**



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

TEL: (203) 488-8394
FAX: (203) 315-3736
www.branford-ct.gov

Date: March 29, 2022

To: Joseph Mooney
Chairman, Board of Finance

From: James P. Finch
Finance Director

Re: Transfers

RECEIVED
 2022 MAR 25 P 3:41
 W. E. ...
 BRANFORD TOWN CLERK

Please find attached a series of actions which can be characterized as cuts (contingency transfer to support GGB reductions in the requested budget, closeouts and consolidations.

TRANSFERS TO SUPPORT CUTS IN THE REQUESTED BUDGET

FROM				AMOUNT
ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	
10149040	588802		CONTINGENCY	53,000
TO				AMOUNT
ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	
10150000	599110		TRANSFER OUT CAPITAL FUND - ORCHARD HOUSE ROOF	28,000
10150000	599110		TRANSFER OUT CAPITAL FUND - MUA VOLUNTEER SERVICES CENTER	25,000
TOTAL				53,000

FY23

CLOSEOUTS

FROM				AMOUNT
ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	
70043010	579480	11310	HICKORY HILL DRAINAGE-PHASE II -DPW	2,233
70043010	579250	21315	QUICKVIEW POLE CAMERA - DPW	1,250
70043050	579400	17318	SUPPLY POND REPAIRS & IMPROVEMENTS -ENG	66
70042040	579250	20307	FIRE DEPT - HYDRAULIC TOOLS	1,476
70042040	579250	21309	FIRE DEPT - CARDIAC MONITORS	669
70042040	579250	22304	FIRE DEPT - CARDIAC MONITORS	1,397
70042010	579250	22223	SPEED DETECTION & WARNING DEVICES - POLICE	18
TOTAL				7,109

TO

<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
	599100		TRANSFER OUT TO GENERAL FUND	7,109

CONSOLIDATIONS

FROM

<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
70045070	579480	10236	SEAWALL REPAIRS -DOCKS AND RECREATION	10,362

TO

<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
70043010	544300	22236	SEAWALL REPAIRS -DPW	10,362

**TOWN OF BRANFORD
ARPA FUND
FISCAL YEARS 2022-2025**

Department	Requested	BOF Recommended FY 2022	BOF Recommended FY 2023	RTM Approved FY 2022	RTM Approved FY 2023	FY 2024	FY 2025	3 YEAR REQ.
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GENERAL GOVERNMENT

Cybersecurity			25,000					25,000
SAN Storage Device		160,000						160,000
Total General Government Services		160,000	25,000	0	0	0	0	185,000

PUBLIC SAFETY

Lucas CPR Device			32,000					32,000
Gear Extractor Dryer			30,000					30,000
Ambulance Equipment			75,000					75,000
Ambulance Purchase			220,000					220,000
Total Public Safety Services		0	357,000	0	0	0	0	357,000

ENGINEERING/PUBLIC WORKS/SEWERS

Paving			1,000,000					1,000,000
Street Lining			125,000					125,000
Meadow Street Boardwalk - Engineering Services			75,000					75,000
Sidewalks			550,000					550,000
Total Public Works & Highway Services		0	1,750,000	0	0	0	0	1,750,000

**TOWN OF BRANFORD
ARPA FUND
FISCAL YEARS 2022-2025**

Department	Requested	BOF Recommended FY 2022	BOF Recommended FY 2023	RTM Approved FY 2022	RTM Approved FY 2023	FY 2024	FY 2025	3 YEAR REQ.
HEALTH & HUMAN SERVICES								
Basic Needs			100,000	0	0	0	0	100,000
Total Health & Human Services	100,000	0	100,000	0	0	0	0	100,000
RECREATION & LIBRARIES								
Showmobile			220,000	0	0	0	0	220,000
Total Recreation & Library Services	220,000	220,000	0	0	0	0	0	220,000
TOTAL ARPA FUNDING REQUEST	2,612,000	380,000	2,232,000	0	0	0	0	2,612,000

RECONCILIATION OF ARPA FUNDING

Operating ARPA Fund Balance	8,257,021
Total Recommended Appropriations	<u>2,612,000</u>
Closing Balance	5,645,021
Percent Allocated	31.63%