

RECEIVED  
 2021 AUG 31 A 11: 50  
*W. J. [Signature]*  
 BRANFORD TOWN CLERK

**BRANFORD REPRESENTATIVE TOWN MEETING  
 LEGAL NOTICE AND CALL  
 September 8, 2021 8:00 p.m.**

The RTM will be convened "in-person" on Wednesday, September 8, 2021 at 8:00 p.m. at Fire Headquarters, 45 North Main Street, Branford to consider and act upon the following matters:

1. Roll Call.
2. Approval of minutes of the June 9<sup>th</sup> and July 21<sup>st</sup> meetings.
3. Reception of communications, reports of committees, and citizen petitions.
4. Letters and Petitions: Rules & Ordinances Letter-Request to review Code of Ethics.
5. To consider, and if appropriate, create an Ordinance pertaining to Unused Capital Funds.
6. To consider, and if appropriate, approve a request from the Town Planner for the following budget transfer for FY21:

<u>From:</u>		
10141130-517000	Regular Wages & Salaries	(\$11,560)
<u>To:</u>		
10141130-518250	Seasonal & Part-Time Help	4,560
10141130-533280	Consulting Services	<u>7,000</u>
	Total	\$11,560

7. To consider, and if appropriate, approve a request from the Town Planner for the following budget transfer for FY22:

<u>From:</u>		
10141130-533280	Consulting Services	(\$30,000)
<u>To:</u>		
10141130-518250	Seasonal & Part-Time Help	30,000

8. To consider, and if appropriate, approve a request from the Lead Tradesman for the following budget transfer for General Government Buildings (GGB) for FY21:

<u>From:</u>		
10141170-517000	Regular Wages & Salaries	(\$16,120)
10141170-526100	Uniform & Clothing	(2,800)
10141170-544300	Purchased Services-R&M	(25,000)
10141170-579250	Equipment	(2,000)
10141170-588200	Memberships & Conferences	<u>(1,142)</u>
	Total	(\$47,062)
<u>To:</u>		
10141170-544100	Utilities-Water, Gas, Electric	\$47,062

9. To consider, and if appropriate, approve a request from the Board of Fire Commissioners for the following budget transfer for FY21:

<u>From:</u>		
10142040-517000	Regular Wages & Salaries	(\$97,044)
10142040-518010	O/T Public Events	(11,600)
10142040-588050	CMED	(500)
10142040-533300	Professional Development	(10,700)
10142040-533530	Employment/Testing	(18,100)
10142040-544170	Hydrants	(15,000)
10142040-544130	Other Fuel	(1,461)
10142040-544300	Purchased Services R & M	(9,137)
10142040-566900	Other Supplies	(3,000)
10142040-518500	Special Detail	(756)
10142040-517600	Fire Marshal Stipend	(6,600)
10142040-518050	Vacation	(6,200)
10142040-518150	Holiday	(7,400)
10142040-519000	Volunteer Stipend	(4,950)
10142040-519020	Longevity	(1,500)
10142040-519040	Accrued Payroll Expense	(3,700)
10142040-519050	Stipends	(4,999)
10142040-526100	Uniform Allowance	(1,300)
10142040-533520	Ambulance Billing	(15,000)
10142040-533600	Fire Prevention	(2,800)
10142040-533970	Administrative Costs	(1,000)
10142040-555300	Communications	(1,900)
10142040-578010	Vol Equipment Replacement	(6,000)
10142040-588200	Membership & Meetings	(1,300)
10149040-588802	Contingency	<u>(11,815)</u>
	Total	(\$243,762)

<u>To:</u>		
10142040-518000	Overtime	\$82,258
10142040-517670	Medic Shift/Part-Time	17,186
10142040-519025	Educational Incentive	43,800
10142040-566600	Medical Supplies	6,759
10142040-519010	Stewards	756
10142040-518200	Replace Sick	<u>93,003</u>
	Total	\$243,762

10. To consider, and if appropriate, approve a request from Public Works for the following budget transfer for FY21:

<u>From:</u>		
10143010-517000	Regular Wages & Salaries	(\$24,563)
10143010-545000	Road Materials	<u>(243)</u>
	Total	(\$24,806)
<u>To:</u>		
10143010-518000	Overtime	\$18,831
10143010-545010	Road Painting & Signs	243
10143010-519030	Accumulated Sick	<u>5,732</u>
	Total	\$24,806

11. To consider, and if appropriate, approve a request from the Recreation Department for the following budget transfer for FY21:

<u>From:</u>		
10145010-518250	Seasonal & Part-Time Help	(\$19,000)
<u>To:</u>		
10145010-517690	Security Officers	\$5,000
10145010-544100	Utilities-Water, Gas, Electric	<u>14,000</u>
	Total	\$19,000

12. To consider, and if appropriate, approve a request from the Human Resources Department for the following budget transfer for FY21:

<u>From:</u>		
10141200-533300	Professional Development	(\$2,085)
<u>To:</u>		
10141200-533530	Employment Testing	\$1,402
10141200-555400	Advertising, Printing	433
10141200-519020	Longevity	<u>250</u>
	Total	\$2,085

13. To consider, and if appropriate, approve a request from the Human Resources Department for budget transfers for FY21 and FY22 to account for salary changes pursuant to the collective bargaining agreements for the Branford Employees union contract and Water Treatment union contracts as follows:

### **Water Treatment 2020-21 Fiscal Year (2.5% wage increase)**

#### **General Fund Transfer**

**From:**

10149040	588802	Contingency	(\$24,341)
----------	--------	-------------	------------

**To:**

10143030	599105	Transfer Out - Sewer Utility Fund	24,341
----------	--------	-----------------------------------	--------

#### **Corresponding Sewer Utility Fund Transfer & Resolution**

Appropriation Increase:

21090000	490010	Operating Transfer In	\$24,341
----------	--------	-----------------------	----------

Appropriation Increase:

21043030	517000	Wages & Salaries	\$20,366
21043030	518000	Overtime	3,897
21043030	519040	Accrued Payroll Expense	78

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$24,341 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Sewer Utility Fund from \$4,608,288 to \$4,632,629.

### **Water Treatment 2021-22 Fiscal Year (2.0% wage increase)**

#### **General Fund Transfer**

**From:**

10149040	588802	Contingency	\$44,869
----------	--------	-------------	----------

**To:**

10143030	599105	Transfer Out - Sewer Utility Fund	44,869
----------	--------	-----------------------------------	--------

**Corresponding Sewer Utility Fund Transfer & Resolution:**

Appropriation Increase:

21090000	490010	Operating Transfer In	44,869
----------	--------	-----------------------	--------

Appropriation Increase:

21043030	517000	Wages & Salaries	37,632
----------	--------	------------------	--------

21043030	518000	Overtime	7,092
----------	--------	----------	-------

21043030	519040	Accrued Payroll Expense	145
----------	--------	-------------------------	-----

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$44,869 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2022 budget in the Sewer Utility Fund from \$4,574,073 to \$4,618,942.

**Town of Branford Employees 2020-21 Fiscal Year (2% wage increase)**

**General Fund Transfer**

**From:**

10149040	588802	Contingency	\$25,996
----------	--------	-------------	----------

**To:**

10141130	517000	Wages & Salaries - Planning & Zoning	\$2,018
----------	--------	--------------------------------------	---------

10141190	517000	Wages & Salaries – Info. Technology	1,915
----------	--------	-------------------------------------	-------

10141200	517000	Wages & Salaries - Human Resources	2,987
----------	--------	------------------------------------	-------

10142010	517000	Wages & Salaries - Police	1,129
----------	--------	---------------------------	-------

10142050	517000	Wages & Salaries - Building	6,823
----------	--------	-----------------------------	-------

10143050	517000	Wages & Salaries - Engineering	1,999
----------	--------	--------------------------------	-------

10144020	517000	Wages & Salaries - Senior Center	4,023
----------	--------	----------------------------------	-------

10146020	517000	Wages & Salaries - WWML	522
----------	--------	-------------------------	-----

10141130	519040	Accrued Payroll Expense	8
----------	--------	-------------------------	---

10141190	519040	Accrued Payroll Expense	7
----------	--------	-------------------------	---

10141200	519040	Accrued Payroll Expense	11
----------	--------	-------------------------	----

10142010	519040	Accrued Payroll Expense	4
----------	--------	-------------------------	---

10142050	519040	Accrued Payroll Expense	21
----------	--------	-------------------------	----

10143050	519040	Accrued Payroll Expense	25
----------	--------	-------------------------	----

10144020	519040	Accrued Payroll Expense	15
----------	--------	-------------------------	----

10146020	519040	Accrued Payroll Expense	2
----------	--------	-------------------------	---

10142060	599104	Transfer Out - Animal Control Fund	1,807
----------	--------	------------------------------------	-------

10144010	599130	Transfer Out - Human Services Fund	2,680
----------	--------	------------------------------------	-------

**Corresponding Animal Control Fund Transfer & Resolution:**

Appropriation Increase:  
 20690000 490010 Operating Transfer In \$1,807

Appropriation Increase:  
 20642060 517000 Wages & Salaries \$1,800  
 20642060 519040 Accrued Payroll Expense 7

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$1,807 to the Animal Control Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Animal Control Fund from \$468,658 to \$470,465

**Corresponding Human Services Fund Transfer & Resolution:**

Appropriation Increase:  
 21890000 490010 Operating Transfer In \$2,680

Appropriation Increase:  
 21844010 517000 Wages & Salaries \$2,629  
 21844010 519040 Accrued Payroll Expense 51

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$2,680 to the Human Services Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Human Services Fund from \$1,656,253 to \$1,658,933.

14. To consider, and if appropriate, approve various budget transfer requests for FY21:

**Tax Appeals and Other Legal**

<u>From:</u>		
10149040-588802	Contingency	(\$69,000)
<u>To:</u>		
10141090-533550	Legal	50,000
10141090-529420	Expenses and Claims	<u>19,000</u>
	Total	

**Municipal Insurance**

<u>From:</u>		
10149030-555200	Property Insurance	(\$35,000)
<u>To:</u>		
10149030-588140	Insurance Damage	\$35,000

**Police Special Detail**

<u>Increase:</u>		
10142010-420450	Special Wages Police	\$160,000
<u>Increase:</u>		
10142020-518500	Police Special Detail	\$160,000

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2021 General Fund Budget from \$119,517,730 to \$119,677,730. This increase will be funded through increased estimated revenue resulting from special detail receipts.

**Emergency Management**

<u>From:</u>		
10149040-588802	Contingency	(\$13,000)
<u>To:</u>		
10142030-519050	Stipends	13,000

**Tax Refunds (Tax Office)**

<u>From:</u>		
10149040-588802	Contingency	(\$10,000)
<u>To:</u>		
10141070-588620	Tax Refunds	10,000

**Elections**

From:

10141120-518000	Overtime	(\$2,000)
10141120-518250	Seasonal and Part Time	(11,760)
10141120-533300	Professional Development	
		(1,960)
10141120-533900	Other Purchased Services	(4,500)
10141120-533590	Moving and Storage	(1,280)
10149040-588802	Contingency	<u>(52,497)</u>
	Total	(\$73,997)

To:

10141120-517100	Part Time Clerical	\$7,644
10141120-517630	Election Workers	52,146
10141120-544410	Building Rental	500
10141120-544420	Equipment Rental	3,000
10141120-555320	Postage	1,140
10141120-555400	Advertising	1,045
10141120-566920	Meal Supplies	2,201
10141120-579300	Furniture and Fixtures	5,680
10141120-544300	Purchased Services and Repair	<u>641</u>
	Total	\$73,997

**Transfers for Miscellaneous Items**

From:

10141110-566100	Office Supplies (Probate)	(\$600)
10141020-588270	CCM (Executive)	(1,150)
10142050-533280	Consulting (Building Inspection)	(800)
10145100-566900	Other Supplies (Conservation)	(260)
10141070-533320	Postage (Tax)	<u>(1,120)</u>
		(\$3,930)

To:

10141110-533580	Microfilming (Probate)	600
10141020-517850	Board Clerks (Executive)	900
10141020-588220	CT Council of Small Towns (Executive)	250
10142050-555305	Online Services (Building Inspection)	800
10145100-517580	Board Clerks (Conservation)	260
10141070-533285	Tax Bill Processing (Tax)	<u>1,120</u>
		\$3,930



15. To consider, and if appropriate, approve a request from the Town Clerk for the following budget transfer for FY21:

<u>From:</u>		
10141080-533570	Computer Indexing	(\$3,477)
<u>To:</u>		
10141080-518100	Expanded Hours	748
10141080-519030	Accumulated Sick Pay	1,916
10141080-566100	Office Supplies	<u>813</u>
	Total	\$3,477

16. Any other business to come before the RTM.

17. Adjournment.

Dated this 31<sup>st</sup> day of August, 2021  
Dennis T, Flanigan  
RTM Moderator



# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

ITEM #6

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

August 11, 2021

Joseph Mooney, Chair  
Board of Finance

Re: Budget Transfer FYE 2021

I am requesting the following transfers to be placed on the agenda for the Board of Finance August 30, 2021 meeting.

From:

10141130-517000	Regular Wages & Salaries	(\$ 11,560.00)
-----------------	--------------------------	----------------

To:

10141130-518250	Seasonal and Part-Time Help	\$ 4,560.00
10141130-533280	Consulting Services	\$ 7,000.00

The proposed line item transfer will cover the cost of several months of interim planning consulting services (review of some of the applications to the Planning and Zoning Commission) needed in the absence of the Assistant Planner and Zoning Enforcement Officer and the startup of new hires to fill these positions.

Thank you.

Sincerely,

Harry A. Smith, AICP  
Town Planner

*W. J. ...*  
BRANFORD TOWN CLERK

2021 AUG 13 A 9:55

RECEIVED



# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

**ITEM #7**

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

August 11, 2021

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 30, 2021 meeting.

From:

10141130-533280            Consulting Services            \$ 30,000

To:

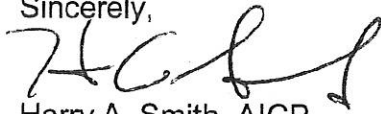
10141130-518250            Seasonal and Part-Time Help    (\$ 30,000)

The proposed line item transfer will cover the cost of the services of a part-time Land Use Technician to be paid an hourly rate of \$40 approximately 15 hours a week, with weekly scheduled work not to exceed 18 hours per week.

Hiring a part-time person instead of a consultant will allow the department to maximize the benefit from the allocated funding to accomplish the two purposes envisioned for this funding when it was approved in the FY 2022 Budget:

1. Assist the Zoning Enforcement Officer and other department staff in conducting and documenting field inspections and site visits concerning enforcement of Commission and staff development approvals and zoning complaints as well as assisting the public by providing direction and assistance related to the zoning review process, etc.
2. Assist in the implementation of the Town's permitting software and other changes to department procedures to provide remote/on-line processing of applications and coordination of their review and tracking. Also assist in conversion and organization of existing paper and hard copy document/records to a digitally based system.

Sincerely,

  
 Harry A. Smith, AICP  
 Town Planner

RECEIVED  
 2021 AUG 13 A 9:55  
 BRANFORD TOWN CLERK

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: 8/1/2021

To: Mr. Joseph Mooney, Chairman  
Board of Finance

From: Brian J. Droney  
Lead Tradesman

*Walt E. ...*  
BRANFORD TOWN CLERK

2021 AUG 16 A 8:32

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	\$ 16,120
10141170-526100	Uniform & Clothing	\$ 2,800
10141170-544300	Purchased Services – R & M	\$ 25,000
10141170-579250	Equipment	\$ 2,000
10141170-588200	Memberships & Conferences	\$ 1,142
To: 10141170-544100	Utilities – Water	\$ 47,062

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

Thank you,

Brian J. Droney

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

**ITEM #9**  
**RECEIVED**

2021 AUG 16 A 8:45

*Wesley E. Quinn*  
BRANFORD TOWN CLERK

August 26, 2021

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

Dear Chairman Mooney,

At their special meeting held August 18, 2021, the Board of Fire Commissioners unanimously approved the following resolution:

"To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney for the following end of year transfers to close out the 2020/2021 budget year, as may be amended by the Finance Department"

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-517000	Regular Wages & Salaries	\$70,158.00
10142040-518010	OT/ Public Events	\$11,600.00
10142040-588050	CMED	\$500.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-518000	Overtime	82,258.00

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-517000	Regular Wages & Salaries	\$17,186.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-517670	Medic Shift/ Part Time	17,186.00

**FROM:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-533300	Professional Development	\$10,700.00
10142040-533530	Employment/Testing	\$18,100.00
10142040-544170	Hydrants	\$15,000.00

**TO:**

<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-519025	Educational Incentive	\$43,800.00

**FROM:****ACCOUNT**

10142040-544130  
 10142040-544300  
 10142040-566900

**ACCOUNT DESCRIPTION**

Other Fuel  
 Purchased Services R&M  
 Other Supplies

**AMOUNT**

~~\$2,300.00~~ **\$1,461**  
 \$2,298.00  
 \$3,000.00

**TO:****ACCOUNT**

10142040-566600

**ACCOUNT DESCRIPTION**

Medical Supplies

**AMOUNT**

\$6,759.00

**FROM:****ACCOUNT**

10142040-518500

**ACCOUNT DESCRIPTION**

Special Detail

**AMOUNT**

\$756.00

**TO:****ACCOUNT**

10142040-519010

**ACCOUNT DESCRIPTION**

Stewards

**AMOUNT**

\$756.00

**FROM:****ACCOUNT**

10142040-517000  
 10142040-517600  
 10142040-518050  
 10142040-518150  
 10142040-519000  
 10142040-519020  
 10142040-519040  
 10142040-519050  
 10142040-526100  
 10142040-533520  
 10142040-533600  
 10142040-533970  
 10142040-544300  
 10142040-555300  
 10142040-578010  
 10142040-588200  
 10149040-588802

**ACCOUNT DESCRIPTION**

Regular Wages & Salaries  
 Fire Marshal Stipend  
 Vacation  
 Holiday  
 Volunteer Stipend  
 Longevity  
 Accrued Payroll Expense  
 Stipends  
 Uniform Allowance  
 Ambulance Billing  
 Fire Prevention  
 Administrative Costs  
 Purchased Services R&M  
 Communications  
 Vol Equipment Replace  
 Membership & Meetings  
 Contingency

**AMOUNT**

\$9,700.00  
 \$6,600.00  
 \$6,200.00  
 \$7,400.00  
 \$4,950.00  
 \$1,500.00  
 \$3,700.00  
 \$4,999.00  
 \$1,300.00  
 \$15,000.00  
 \$2,800.00  
 \$1,000.00  
 \$6,839.00  
 \$1,900.00  
 \$6,000.00  
 \$1,300.00  
 \$11,815.00

**TO:****ACCOUNT**

10142040-518200

**ACCOUNT DESCRIPTION**

Replace Sick

**AMOUNT**

93,003.00

The overages in these accounts result primarily from our contractually obligated replacement of absent members due to long term illness/ injury to meet the minimum staffing requirements of the department. I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 30, 2021.

Sincerely,

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

Cc: Jim Finch, Robert Massey, James Cosgrove



ITEM #10

DEPARTMENT OF PUBLIC WORKS  
POST OFFICE BOX 150 • BRANFORD, CT 06405

August 6, 2021

(203) 488-4156

Mr. Joseph Mooney, Chairman  
Board of finance

Dear Mr. Mooney:

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

RECEIVED  
2021 AUG 16 A 9:03  
M. S. [Signature]  
BRANFORD TOWN CLERK

Overtime

From Account #	10143010 - 517000	Regular Wages & Salaries	(\$18,831.00)
To Account #	10143010 - 518000	Overtime	(\$18,831.00)

The shortfall in this account is due to a few different factors. COVID 19 impacted many departments but in public works the impact was mostly in a shortage of manpower. Additionally, DPW employees cover when there are shortages at the transfer station and for most of fiscal year 2021 we sent two DPW workers to the Transfer Station to cover. Additionally, there were more winter events than we had anticipated as there was approximately 40" of snow/ice that fell this past winter.

Road Painting & Signs

From Account #	10143010 - 545000	Road Materials	(\$243.00)
To Account #	10143010 - 545010	Road Painting & Signs	(\$243.00)

The shortfall in this account is due to additional signage requests and/or signage changes that were approved by the Police Commission.

Accumulated Sick

From Account #	10143010 - 517000	Regular Wages & salaries	(\$5,732.00)
To Account #	10143010 - 519030	Accumulated Sick	(\$5,732.00)

During FY 2021 one of our Operators retired after 21 years of service. Under the terms of the collective bargaining agreement that individual was entitled to a payout of his unused accumulated sick leave up to a maximum of 40 days. This transfer represents the amount of that compensation.

Respectfully submitted,

Gary Zielinski, Highway Supervisor



RECEIVED

2021 AUG 17 P 3: 10

*Lisa Arpin*  
BRANFORD TOWN CLERK

8-17-2021

Ms. Lisa Arpin  
Town Clerk  
1019 Main Street  
P.O. Box 150  
Branford, CT 06405

Dear Lisa,

Could you please add the following year end transfers, fiscal year 2020-2021, for the Parks & Recreation Department to the Board of Finance regular agenda scheduled for 8-30-2021.

**FY: 2020-2021**

From:

Seasonal & Part-Time Help	10145010-518250	19,000
---------------------------	-----------------	--------

To:

Security Officers	10145010-517690	5,000
Utilities-Water, Gas, Electric	10145010-544100	14,000

Thanks, Alex

APJR/apjr



RECEIVED

2021 AUG 30 P 2:44

*Kate E. Quinn*  
BRANFORD TOWN CLERK

8-30-2021

BOARD MEMBERS

PAUL J. CRISCUOLO  
Chairman

Good Afternoon Joe,

HELEN "DIMMIE" HERGET  
Clerk

The two year end transfers for fiscal 2020-2021 before the Board of Finance are as follow:

DEBORAH CONKILN

1.) Irrigation systems at all thirteen (13) parks and facilities, including, clay tennis courts at Foote Park due to another dry season and extra watering for topdressing of fields.

JEANNE CROWLEY

WILLIAM T. O'BRIEN

2.) Security Guard shifts at Community House (Hammer Field) & Foote Park due to having a presence to the public and controlling of dogs and vandalism in both parks.

STAFF

ALEX PALLUZZI, JR.  
Director

Both transfers are within the Parks & Recreation budget.

DALE B. IZZO  
Assistant Director

Best Regards,

VICTOR AMAROTI, JR.  
Program Supervisor

*Alex*  
Alex

ANDREA STEADY  
Program Coordinator

MONICA SULLIVAN  
MEGAN CUNNINGHAM  
Administrative Assistants

MARCEL COTE  
Lead Maintainer

JASON CAROLLA  
ROBERT DENHARDT  
COLIN TRACY  
Maintainers

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources  
August 18, 2021

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

Dear Mr. Mooney,

I would request that the below transfer request for the 2020-21 fiscal budget year be placed on the Finance Committee agenda for review and approval. The below transfer requests are due to recruitment and pre-employment testing requirements for hiring Town employees. The Longevity amount was not previously included in the 2020-21 fiscal year budget.

**Human Resources Budget**

Transfer From:

ORG	Object	Description	Amount
10141200	5333000	Professional Development	\$2,085

Transfer To:

10141200	533530	Employment Testing	\$1402
10141200	555400	Advertising, Printing	\$433
10141200	519020	Longevity	\$250

Thank you for your consideration.

Sincerely,

Margaret M. Lubarda

Copy to: Jamie Cosgrove, First Selectman  
James Finch, Finance Director  
Kathryn, LaBanca, Asst. Finance Director  
Lisa Arpin, Town Clerk

*Margaret M. Lubarda*  
BRANFORD TOWN CLERK

2021 AUG 18 A 11:48

RECEIVED

Date: August 26, 2021

2021 AUG 27 P 3: 33

To: Joseph Mooney, Chairperson  
Board of Finance  
BRANFORD TOWN CLERK

From: Margaret Lubberda, Director of HR

Copy to: Jamie Cosgrove, First Selectman  
James Finch, Finance Director  
Kathryn LaBanca, Asst Finance Director  
Lisa Arpin, Town Clerk

Re: Transfer/Budget Adjustments

We are requesting that the following transfers be placed on the agenda for the next Board of Finance meeting to amend the FY 2020-21 and FY 2021-22 budgets to account for the salary changes pursuant to the collective bargaining agreements for the Branford Employees Union Contract and the Water Treatment Union Contract.

### Water Treatment 2020-21 Fiscal Year (2.5% wage increase)

#### General Fund Transfer

**From:**

10149040 588802 Contingency (\$24,341)

**To:**

10143030 599105 Transfer Out - Sewer Utility Fund 24,341

#### Corresponding Sewer Utility Fund Transfer & Resolution:

## Appropriation Increase:

21090000 490010 Operating Transfer In \$24,341

## Appropriation Increase:

21043030 517000 Wages &amp; Salaries 20,366

21043030 518000 Overtime 3,897

21043030 519040 Accrued Payroll Expense 78

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$24,341 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Sewer Utility Fund from \$4,608,288 to \$4,632,629.

## Water Treatment 2021-22 Fiscal Year (2.0% wage increase)

### General Fund Transfer

**From:**

10149040	588802	Contingency	\$44,869
----------	--------	-------------	----------

**To:**

10143030	599105	Transfer Out - Sewer Utility Fund	44,869
----------	--------	-----------------------------------	--------

### Corresponding Sewer Utility Fund Transfer & Resolution:

Appropriation Increase:

21090000	490010	Operating Transfer In	44,869
----------	--------	-----------------------	--------

Appropriation Increase:

21043030	517000	Wages & Salaries	37,632
21043030	518000	Overtime	7,092
21043030	519040	Accrued Payroll Expense	145

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$44,869 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2022 budget in the Sewer Utility Fund from \$4,574,073 to \$4,618,942.

## Town of Branford Employees 2020-21 Fiscal Year (2% wage increase)

### General Fund Transfer

**From:**

10149040	588802	Contingency	\$25,996
----------	--------	-------------	----------

**To:**

10141130	517000	Wages & Salaries - Planning & Zoning	\$2,018
10141190	517000	Wages & Salaries - Information Technology	1,915
10141200	517000	Wages & Salaries - Human Resources	2,987
10142010	517000	Wages & Salaries - Police	1,129
10142050	517000	Wages & Salaries - Building	6,823
10143050	517000	Wages & Salaries - Engineering	1,999
10144020	517000	Wages & Salaries - Senior Center	4,023
10146020	517000	Wages & Salaries - WWML	522

10141130	519040	Accrued Payroll Expense	8
10141190	519040	Accrued Payroll Expense	7
10141200	519040	Accrued Payroll Expense	11
10142010	519040	Accrued Payroll Expense	4
10142050	519040	Accrued Payroll Expense	21
10143050	519040	Accrued Payroll Expense	25
10144020	519040	Accrued Payroll Expense	15
10146020	519040	Accrued Payroll Expense	2
10142060	599104	Transfer Out - Animal Control Fund	1,807
10144010	599130	Transfer Out - Human Services Fund	2,680

**Corresponding Animal Control Fund Transfer & Resolution:**

Appropriation Increase:

20690000	490010	Operating Transfer In	\$1,807
----------	--------	-----------------------	---------

Appropriation Increase:

20642060	517000	Wages & Salaries	\$1,800
20642060	519040	Accrued Payroll Expense	7

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$1,807 to the Animal Control Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Animal Control Fund from \$468,658 to \$470,465.

**Corresponding Human Services Fund Transfer & Resolution:**

Appropriation Increase:

21890000	490010	Operating Transfer In	\$2,680
----------	--------	-----------------------	---------

Appropriation Increase:

21844010	517000	Wages & Salaries	\$2,629
21844010	519040	Accrued Payroll Expense	51

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$2,680 to the Human Services Fund to fund salary changes pursuant to the collective bargaining agreement for the Town of Branford Employees Union. This transfer will increase the Fiscal Year 2021 budget in the Human Services Fund from \$1,656,253 to \$1,658,933.

Thank you for your time and consideration.

OFFICE OF THE TREASURER

ITEM #14

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: August 27, 2021  
To: Joseph Mooney, Chairman  
Board of Finance  
From: James Finch, Director of Finance  
Re: Budget Transfers FY 2021

Noted  
BRANFORD TOWN CLERK

2021 AUG 27 P 4: 01

RECEIVED

I am requesting the following transfers be placed on the agenda for the Board of Finance August 30, 2021 meeting:

**Tax Appeals and Other Legal**

<u>From:</u>		Amount
10149040-588802	Contingency	69,000
<u>To:</u>		
10141090-533550	Legal	50,000
10141090-529420	Expenses and Claims	19,000
	Total	69,000

The request to increase the legal line item is related to a variety of forces. As we have noted in the past, legal costs are routinely incurred in our normal operations; examples include the review of contracts, settlements, insurance/risk management. Expenses and claims largely relate to appraisal services rendered in connection with tax appeals.

**Municipal Insurance**

This transfer supplements the approved budget for insurance damage of \$75,000 which covers costs associated with damages to town property and deductibles for lawsuits. Currently the account is over budget by \$28,857 which upon approval of the transfer will leave a positive balance for any lagging claims.

<u>From:</u>	Description	Amount
10149030-555200	Property Insurance	35,000
<u>To:</u>		
10149030-588140	Insurance Damage	35,000

**Special Detail**

Please find below a resolution to increase the FY 2021 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 2021 General Fund Budget from \$119,517,730 to \$119,677,730. This increase will be funded through increased estimated revenue resulting from special detail receipts.

Increase	Description	Amount
10142010-420450	Special Wages Police	160,000
Increase:		
10142020-518500	Police Special Detail	160,000

**Emergency Management**

<u>From:</u>	Description	Amount
10149040-588802	Contingency	13,000
<u>To:</u>		
10142030-519050	Stipends	13,000

In March of FY 2020 the RTM acted on the Board's recommendation to create a budget for emergency management. Unfortunately we did not account for this development when approving the FY 2021 budget.



**Tax Refunds (Tax Office)**

<u>From:</u>	Description	Amount
10149040-588802	Contingency	10,000
<u>To:</u>		
10141070-588620	Tax Refunds	10,000

During the annual budget process I provide an estimate to the Tax Office for the Tax Refunds account. This account is used to reflect refunds on prior year levies since refunds on the current year are booked as a reduction of tax revenue.

**Elections**

<u>From:</u>	Description	Amount
10141120-518000	Overtime	2,000
10141120-518250	Seasonal and Part Time	11,760
10141120-533300	Professional Development	1,960
10141120-533900	Other Purchased Services	4,500
10141120-533590	Moving and Storage	1,280
10149040-588802	Contingency	<u>52,497</u>
	Total	73,997
<u>To:</u>		
10141120-517100	Part Time Clerical	7,644
10141120-517630	Election Workers	52,146
10141120-544410	Building Rental	500
10141120-544420	Equipment Rental	3,000
10141120-555320	Postage	1,140
10141120-555400	Advertising	1,045
10141120-566920	Meal Supplies	2,201
10141120-579300	Furniture and Fixtures	5,680
10141120-544300	Purchased Services and Repair	<u>641</u>
	Total	73,997

The registrars will be available at the meeting to discuss the transfer.

**Transfers for Miscellaneous Items**

<u>From:</u>	Description	Amount
10141110-566100	Office Supplies (Probate)	600
10141020-588270	CCM (Executive)	1,150
10142050-533280	Consulting (Building Inspection)	800
10145100-566900	Other Supplies (Conservation)	260
10141070-533320	Postage (Tax)	1,120
<u>To:</u>		
10141110-533580	Microfilming (Probate)	600
10141020-517850	Board Clerks (Executive)	900
10141020-588220	CT Council of Small Towns (Executive)	250
10142050-555305	Online Services (Building Inspection)	800
10145100-517580	Board Clerks (Conservation)	260
10141070-533285	Tax Bill Processing (Tax)	1,120

This transfer covers a variety of incidental overages that are covered within the respective budgets.

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, 2021 \_\_\_\_\_  
 To: Joseph Mooney, Board of Finance Chairman  
 From: Lisa E. Arpin *Lisa E. Arpin*  
 RE: Budget Transfer to Closeout FY2021– Town Clerk

*Lisa E. Arpin*  
BRANFORD TOWN CLERK

2021 AUG 27 P 12:15

RECEIVED

Please consider the following FY21 budget transfer at the Board of Finance meeting of August 30, 2021 as follows:

From:		
10141080-533570	Computer Indexing	(\$3,477 )
To:		
10141080-518100	Expanded Hours	\$748
10141080-519030	Accumulated Sick Pay	1,916
10141080-566100	Office Supplies	<u>813</u>
	Total	\$3,477

The FY21 budget shortfalls are due to the following scenarios:

- ⇒ Expanded hours (straight time) for the Presidential Preference Primaries in 8/2020.
- ⇒ Under the terms of the Town Hall collective bargaining agreement, payout of unused accumulated sick pay made to an employee who retired after 21 years of service.
- ⇒ Extra office supplies consumed due to the election cycle.