

REPRESENTATIVE TOWN MEETING
BRANFORD, CONNECTICUT

LEGAL NOTICE AND CALL
SEPTEMBER 9, 2020 7:00 p.m.

RECEIVED
2020 SEP -7 A 11:45
TOWN CLERK
BRANFORD, CONNECTICUT

REVISED ZOOM LINK: To join Zoom meeting by computer:

<https://us02web.zoom.us/j/89257901170?pwd=c1pMMlo5ZnBzeHBLQzBKOE5reUc5QT09>

Join by telephone: 1-646-558-8656

REVISED Meeting ID: 892 5790 1170

REVISED Passcode: 002569

The agenda of the meeting, material for which it is known will be submitted to the meeting are, or will be, posted on the Town's website (Branford-ct.gov) and be available for viewing during and after the meeting.

The RTM will hold a Zoom meeting on Wednesday, September 9, 2020 at 7:00 p.m. to consider and act upon the following matters:

1. Review of remote meeting requirements & Roll Call.
2. Approval of minutes of previous meetings.
3. Reception of communications, reports of committees, and citizen petitions.
4. To consider, and if appropriate, create a Blight Ordinance for the Town of Branford.
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 Director of Finance for the following FY2021 Budget Transfer:

From:		
10147020-588960	Bond Payments Interest	\$282,423
To:		
10147020-588960	Interest Payments General Purpose	45,248
10147020-588960	Interest Payments Schools	56,385
10147020-589540	Interest Payments Sewers	180,790
		282,423
From:		
10147020-589120	Principal Payments CWF	\$1,500,000
To:		
1015000-599121	Transfer Out Fund 720 – JBML Library	1,500,000

Increase:		
72090000-490010-19501	Operating Transfer In	1,500,000
Decrease:		
72090000-490040-19501	Bond Proceeds	1,500,000

7. Letters and petitions:

R&O

- Letter – Approval of 150K in legal fees not heard completely
- Letter – Request to review Code of Ethics
- Letter – Examination of POCD process
- Letter – Examination of State Statue 830G and its uses in Branford
- Petition -- An examination of the possible improprieties occurring during Costco's Inland Wetlands application and independent peer review, along with an examination of the investigation into the matter promised by the First Selectman.
- Petition -- An examination of past and present living conditions at Parkside Village housing complex and its oversight by the Branford Housing Authority.

Public Services

- Letter – Examination of removal of signs on roadways.

Ways and Means

- Letter – Examination of the Town's undesignated fund
- Letter -- Request to create a new RTM committee to review "Special Funds" – assigned by Leadership Caucus

Administrative Services

- Petition -- To consider the possibility of public health hazards emanating from the demolition debris piles at the former Atlantic Wire site.
 - Petition -- An examination of the role of the Town of Branford in the removal of an earthen berm by the Branford Land Trust at Jarvis creek and the potential safety hazards from the resulting flooding of Route 146.
 - Petition -- An examination of the 77-acre Tabor Property, its current use and the development of a master plan.
8. To receive communications with respect to and consider and act upon a resolution entitled "RESOLUTION REPEALING THE BLACKSTONE MEMORIAL LIBRARY AUTHORIZED AND UNISSUED BOND AUTHORIZATION, HAVING BEEN REPLACED WITH OTHER NON-DEBT AVAILABLE FUNDING".
9. To consider, and if appropriate, approve a request from the Human Services Director for the following budget transfer:

From:	21844010-533900	Other Purchased Services	(\$44,160)
To:	21844010-518250	Seasonal/Part-time	44,160

10. To consider, and if appropriate, approve a request from the Fire Chief for the following closeout budget transfers for FY2020:

From:	10142040-517000	Regular Wages & Salaries	(\$44,000)
	10142040-518200	Sick	(32,932)
To:	10142040-518000	Overtime	\$76,932

From:	10142040-533530	Employment & Testing	(\$9,804)
To:	10142040-519025	Educational Incentive	9,804

From:	10142040-518150	Holiday	(\$17,268)
To:	10142040-519030	Accumulated Sick Pay	17,268

From:	10142040-519050	Stipends	(\$7,598)
To:	10142040-566600	Medical Supplies	7,598

From:	10142040-519000	Volunteer Stipend	(\$1,998)
To:	10142040-579300	Furniture and Fixtures	1,998

From:	10142040-518200	Replace Sick	(\$27,823)
To:	10142040-544170	Hydrants and Mains	27,823

From:	10142040-518010	Public Events	(\$14,155)
To:	2039000-490010-18508	Port Security Grant Cost Share	14,155

11. To consider, and if appropriate, approve a request from the Director of Parks & Recreation Department for the following budget transfers for FY2020:

From:	10145010-544100	Utilities-Water, Gas, Electric	(\$7,000)
To:	10145010-526100	Uniform/Clothing Allowance	600
	10145010-544320	Grounds R & M	6,000
	10145010-579250	Equipment	400

12. To consider, and if appropriate, approve a request from the Tax Collector for the following budget transfer for FY2020:

From:	10141070-517000	Regular Wages & Salaries	(\$1,693)
To:	10141070-533300	Professional Development	743
	10141070-555305	Online Services	950

13. To continue discussions on the Dan Cosgrove Animal Shelter facility expansion appropriation, and consider, and if appropriate, approve the following transfer requests and resolution:

Animal Control Fund

Increase:	20690000-480296	Fund Balance	\$100,000
Increase:	20642060-599124	Transfer Out Municipal Facilities Fund	100,000

Municipal Facilities Fund

Increase:	72090000-480296-xxxx	Transfer In	\$100,000
Increase:	72042060-533950-xxxx	Animal Shelter Renovation & Expansion	100,000

RESOLVED: That the RTM approves a transfer out of \$100,000 to the Municipal Facilities Fund to fund a portion of the animal shelter renovation. This transfer out will be funded from the Animal Control Fund's undesignated fund balance and increase the fiscal year 2021 Animal Control Fund budget from \$367,026 to \$467,026.

14. To receive communications with respect to and consider and act upon a resolution entitled "RESOLUTION APPROPRIATING \$2,895,000 FOR THE RENOVATION AND EXPANSION OF THE BRANFORD ANIMAL SHELTER AND AUTHORIZING THE ISSUE OF \$2,895,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE". The full text of the Resolution is on file, open to public inspection in the office of the Town Clerk and posted on the Town website.
15. To consider, and if appropriate, approve a request from the Assistant Finance Director for the following FY2020 budget transfer for Information Technology:

<u>From:</u>		
10141190 517000	Wages & Salaries	(\$721)
10141190 533300	Professional Development	(428)
10141190 544375	Hardware	(834)
10141190 555300	Communications	(443)
10141190 566900	Other Supplies	(1,196)
10141190 579200	Software	(8,070)
10141190 588090	Travel	(2,500)
10141190 588200	Memberships & Conferences	(231)
<u>To:</u>		
10141190 544300	Purchased Services	\$14,423

16. To consider, and if appropriate, approve various requests from the Finance Director for budget transfers.

A. FEMA Fund – FY2020

From:		
Contingency	10149040-588802	150,000

To:		
Operating Transfer Out FEMA	10150000-599122	150,000

General Fund

B. FY 2020 Dispatchers

From:		
10149040-588802	Contingency	83,586
To:		
10142010-517000	Wages & Salaries	38,719
10142010-519070	Retroactive Wages	44,493
10142010-519040	Accrued Payroll Expense	374

C. FY 2020 Town Hall Union

From:		
10149040-588802	Contingency	26,350
To:		
10142010-517000	Wages & Salaries (Police)	2,213
10141040-517000	Wages & Salaries (Finance)	4,005
10141050-517000	Wages & Salaries (Assessor)	4,980
10141070-517000	Wages & Salaries (Tax Collector)	2,576
10141080-517000	Wages & Salaries (Town Clerk)	3,780
10141130-517000	Wages & Salaries (P & Z)	1,186
10141160-517000	Wages & Salaries (Inland Wetlands)	1,309
10143030-599105	Transfer Out Sewer Utility	1,380
10143010-517000	Wages & Salaries (DPW)	1,355
10143040-517000	Wages & Salaries (Solid Waste)	1,174
10143050-517000	Wages & Salaries (Engineering)	2,239
10142010-519040	Accrued Payroll Expense	18
10141040-519040	Accrued Payroll Expense	31
10141050-519040	Accrued Payroll Expense	38
10141080-519040	Accrued Payroll Expense	29
10143010-519040	Accrued Payroll Expense	10
10143040-519040	Accrued Payroll Expense	9
10143050-519040	Accrued Payroll Expense	18

D. FY 2020 Recreation Union

<u>From:</u>		
10149040-588802	Contingency	11,107
<u>To:</u>		
10141170-517000	Wages & Salaries (GGB)	3,226
10145010-517000	Wages & Salaries (Recreation)	7,796
10141170-519040	Accrued Payroll Expense	25
10145010-519040	Accrued Payroll Expense	60

E. Sewer Utility Fund

<u>Increase:</u>		
21090000-490010	Operating Transfer In	1,380
<u>Increase:</u>		
21043030-517000	Wages & Salaries	1,355
21043030-519040	Accrued Payroll Expense	25

RESOLVED: That the RTM approves a transfer out of \$1,380 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Town Hall Union. This transfer will increase the Fiscal Year 2020 budget in the Sewer Utility Fund from \$4,535,637 to \$4,537,017.

F. Transfers for Accumulated Sick Payouts (Contractual)

<u>From:</u>		
10149040-588802	Contingency	34,992
<u>To:</u>		
10141020-519030	Accumulated Sick (Executive)	4,808
10141070-519030	Accumulated Sick (Tax Collector)	1,263
10141170-519030	Accumulated Sick (GGB)	4,783
10143010-519030	Accumulated Sick (DPW)	24,138

G. Tax Appeals and Other Legal

<u>From:</u>		
10149040-588802	Contingency	59,000
10141090-533660	Tax Appeals	40,000
	Total	99,000
<u>To:</u>		
10141090-533550	Legal	85,000
10141090-529420	Expenses and Claims	14,000
	Total	99,000

H. Municipal Insurance

<u>From:</u>		
10149040-588802	Contingency	20,000
<u>To:</u>		
10149030-588140	Insurance Damage	15,000
10149030-555200	Property Insurance	5,000

I. Special Detail

Please find below a resolution to increase the FY 2020 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 2020 General Fund Budget from \$115,908,944 to \$116,119,944. This increase will be funded through increased estimated revenue resulting from special detail receipts.

Increase		
Account	Description	Amount
10142010-420450	Special Wages Police	211,000
Increase:		
10142020-518500	Police Special Detail	211,000

J. General Government Buildings GGB

<u>From:</u>	Description	Amount
10141170-517000	Regular Wages	17,400
10141170-518000	Overtime	11,000
10141170-544300	Purchased Services R&M	3,000
10141170-544110	Fuel Oil	27,000
		58,400
<u>To:</u>		
10141170-544100	Utilities	58,400

K. Human Resources

<u>From:</u>	Description	Amount
10141070-517000	Regular Wages	1,800
<u>To:</u>		

L. Solid Waste

<u>From:</u>	Description	Amount
10143040-517000	Regular Wages	31,305
<u>To:</u>		
10143040-544353	Material Handling	31,305

M. Legislative

<u>From:</u>	Description	Amount
10141020-517590	Elected Official Salaries	275
<u>To:</u>		
10141010-517590	Elected Official Salaries	275

17. Any other business to come before the RTM.

18. Adjournment.

Dated this 3rd day of September, 2020



Dennis Flanigan Moderator, RTM.

RECEIVED

JUN 17 REC'D



Representative Town Meeting

Meeting Minutes ~ 6-10-2020

BRANFORD TOWN CLERK

Item #2

Moderator: Dennis T. Flanigan	Clerk: Donna Laich
Majority Leader: Ray Ingraham	Minority Leader: Tom Brockett

A remote meeting of the RTM was convened on Wednesday June 10, 2020 at 8:00 p.m. to consider and act on the following matters:

Prior to Roll Call there was the Pledge of Allegiance and a moment of silence for Selectman Higgins and for George Floyd.

1. Roll Call:

Members Present: Rep. Adelman, Rep. Alfone, Rep. Anderson, Rep. Austin, Rep. Black, Rep. Brockett, Rep. Conklin, Rep. Everson, Rep. Erlanger, Rep. Flanigan, Rep. Greenberg, Rep. Hakun, Rep. Healy, Rep. Hentschel, Rep. Hynes, Rep. Ingraham, Rep. Jackson, Rep. Kelly, Rep. Laich, Rep. Lombardi, Rep. Prete, Rep. Riccio, Rep. Sember, Rep. Sires, Rep. Soomro, Rep. Stepank (joined 8:15), Rep. Sullivan, Rep. Torelli, Rep. Twohill, Rep. Wells

2. Approval of minutes of previous meetings:

- a. Rep. Laich (RTM Clerk) motioned to amend the 5/19/20 minutes to correct the date and to correct the roll call vote on item # 5 to reflect Rep. Healy's No vote on that item. The motion was seconded by Rep. Sullivan and the amended minutes of the 5/19/20 RTM meeting were approved, unanimously.

3. Reception of communications, reports of committees, and citizen petitions.

- a. Moderator Flannigan read 6 letters submitted by resident Wayne Cooke. Moderator Flanigan referred each item to the following committees (subjects of letters compressed in the following numbered items):
 - i. "Special Funds" to the Leadership group
 - ii. "45 million dollar surplus" to Ways and Means
 - iii. "Code of Ethics" to Rules and Ordinances
 - iv. "Superzone" to Rules and Ordinances
 - v. "CT General Statute 8-30g" to Rules and Ordinances
 - vi. "Sign removal" to Public Services
- b. Clerk Arpin reminded everyone that June is dog licensing month, which can be completed in person or by mail.

4. To consider, and if appropriate, adopt a uniform procedure for Ordinance enforcement pursuant to Town Meeting rules (A236-4.19d)

- a. Rep. Black noted that this item was approved in committee with one exception. Rep. Brockett suggested corrected terminology in the document from “Citation Officer” to “Enforcement Officer”. After the correction, this item was approved 6-0 in committee. After a brief discussion with several RTM representatives speaking in support of this item, it was unanimously approved (see attached).

5. To consider, and if appropriate, create a Blight Ordinance for the Town of Branford.

- a. Rep. Black reported that the committee did not meet on this because they would like to wait until a future, in person, meeting. Rep. Black made a motion to re-refer this item, it was seconded by Rep. Anderson and unanimously approved (see attached).

6. To consider, and if appropriate, approve an appropriation in the Coastal Resiliency Fund for the purchase of a property and structure located at 17 Creek Court and act on the resolution:

Increase: 740-90000-480296-xxxx Fund Balance Transfer \$125,000

Increase: 740-41020-579610-xxxx Land Acquisition 125,000

RESOLVED: That the RTM approves an appropriation of \$125,000 in the Coastal Resiliency Fund. This appropriation will be funded through an appropriation from fund balance.

- a. This item was heard at the Administrative Services Committee. After discussion they voted 7-0 to re-refer this item.
- b. This item was also heard at the Ways and Means Committee meeting where the committee voted 5-0 to not approve the transfer of funds.
- c. Rep. Brockett spoke to the complication of this item. He recommended to reject the re-referral by the Administrative Services Committee. After a brief discussion Rep. Alfone made a motion to re-refer this item, the re-referral was rejected 28 - 1 in a roll call vote (see attached - item 6).
- d. Rep. Brockett made a motion to reject the transfer of funds and the purchase of the property located at 17 Creek Court. The motion was seconded by Rep. Erlanger. This was followed by a lengthy discussion with comments from many RTM representatives, the First Selectman, and Resident Wayne Cooke.
- e. The motion passed 28 - 1 in a roll call vote (see attached - item 6a).

7. To consider, and if appropriate, approve participation in the Haz Waste Central program for July 1, 2020 through June 30, 2023 as recommended by the Solid Waste Management Commission.

- a. Rep. Conklin reported that this proposal came before the Public Services Committee and passed 7-0. He put the item forward in the form of a motion.

Several representatives spoke in favor of this program. After a brief discussion, the item was approved unanimously (see attached).

8. To consider, and if appropriate, create an Ordinance pertaining to Unused Capital Funds.

- a. Rep. Black made a motion to re-refer this item, seconded by Rep. Ingraham. The item was unanimously re-referred (see attached).

9. To consider, and if appropriate, approve participating in the Neighborhood Assistance Tax Credit Program.

Rep. Alfone briefly described this program and made a motion to waive 4-4-I since the items were not heard in committee. The motion to waive 4-4-I was seconded by Rep. Brockett and was approved unanimously (see attached). Separate votes were taken on each item as listed below.

- a. Rep. Alfone made a motion to approve the James Blackstone Memorial Library application, seconded by Rep. Ingraham. This item was unanimously approved as item 9A (see attached).
- b. Rep. Alfone made a motion to accept the application made by CT Hospice, seconded by Rep. Brockett. This item passed unanimously as item 9B (see attached).
- c. Rep. Alfone made a motion to approve the application from the Stony Creek Fife and Drum Corp., seconded by Rep. Hentschel. This was approved unanimously as item 9C (see attached).

10. To consider, and if appropriate, approve a resolution authorizing the First Selectman to enter into the Restated Inter-Community Agreement Regarding the Resource Recovery Facility Operating Committee ("BRRFOC") that requires approval by the Legislative Body.

- a. Rep. Alfone briefly described the contents of this item. This passed in the Administrative Services Committee 4-1 (with 2 abstentions) he put this in the form of a motion for approval.
- b. Rep. Everson gave a brief minority report and after receiving and reviewing additional information stated she will support the motion.
- c. After a brief discussion with comments from RTM representatives, resident Cooke, and the executive director of "BRRFOC" the item was unanimously approved (see attached).

11. To consider, and if appropriate, approve a request from ERACE/Branford Adult Education Program Facilitator for the following FY20 budget transfers:

From: 25448100-512000 Salaries – Non-Certified (\$3,055)

To:	25448100-520000	Employee Benefits	1,250
	25448100-555400	Advertising, Printing	1,800
	25448100-588200	Memberships, Conferences, Meetings	5

- a. Rep. Twohill reported that the Education Committee heard this item and approved it 6-0. After a brief description of the item, Rep. Twohill put this forward for approval in the form of a motion. The item was unanimously approved (see attached).

12. To consider, and if appropriate, approve a request from the Information Technology Director for the following FY19-20 fund balance transfer:

From:	70041190-579150-17303	On-body & Car Camera Video Storage for Police Department	(\$53,000)
To:	70041190-579150-17303	On-body Cameras for Police Department	53,000

- a. Rep. Alfone gave a brief description of the item, reporting that it passed the Administrative Services Committee 7-0. He put it forward in the form of a motion; it was unanimously approved (see attached).

13. To consider, and if appropriate, approve a request from the Board of Police Commissioners for the following FY20 budget transfers:

From:	10142010-518010	OT Public Events	(\$57,000)
To:	70042010-579350	Vehicles	36,000
	70042010-579250	PD Vehicle Equipment	21,000
From:	10142010-517100	Regular Wages	(\$18,765)
To:	10142010-566650	Safety Supplies	18,765

- a. Rep. Conklin reported on this item stating it was unanimously approved at the Public Services Committee meeting. Rep. Conklin noted that the part of the transfer was for a new police vehicle, including equipment, and part of the transfer was for new tasers. He put the item forward in the form of a motion. After a brief discussion the item was approved 28 - 1 (see attached).

14. To consider, and if appropriate, approve a request from Human Services Director for the following budget transfers for FY2021: Transfer – General Fund FY2021

From:	10149040-588802	Contingency	(\$10,556)
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To:	10144010-599130	Transfer Out - Human Services Fund	\$10,556
Corresponding Fund-Human Services Fund Transfer FY2021			
Increase:	21890000-490010	Transfer In from General Fund	(\$10,556)
Increase:	21842010-517000	Wages & Salaries	\$10,556

- a. Rep. Alfone reported that this item passed 7-0 in the Administrative Services Committee. After a brief description he put the item forward in the form of a motion to the full RTM.
- b. Ways and Means also heard this item in committee where it passed 5-0 and Rep. Black put this forward in the form of a motion.
- c. After a brief discussion, with many positive comments from RTM members, the item passed unanimously (see attached).

15. To consider, and if appropriate, approve a request from the Town Planner for the following FY20 budget transfer for the Planning and Zoning Department:

From:	10141130-517000	Regular Wages & Salaries	(\$13,000)
To:	10141130-533280	Consulting Services	13,000

- a. Rep. Black reported that Rules and Ordinances voted 6-0 to approve this transfer. After a brief description of the item Rep. Black put the item forward in the form of a motion. After a brief discussion and a question, answered by Rep. Black, the transfer was unanimously approved (see attached).

16. Any other business to come before the RTM.

- a. RTM members thanked the Branford Police for their professionalism and spoke to support both the police department and the minorities that are suffering at this time of unrest. A brief discussion ensued with several positive comments regarding our police chief and the department.

17. Adjournment: 9:53

Rep. Torelli made a motion to adjourn seconded by Rep. Sember

Dated this 16th day of June 2020
Respectfully submitted,
Donna Laich
Clerk-Branford RTM

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

Item #61019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

Date: July 15, 2020

To: Joseph Mooney
Board of Finance

From: James P. Finch
Director of Finance

Re: Bond Sale Update and Budget Amendments

Background

Last month the Town issued 13,105,000 in medium-term bonds. The bonds included \$5.4 million of refunding bonds previously issued through the State of Connecticut's Clean Water Fund. The refunding bonds will mature in 2025 and were priced at an effective rate of 0.48% saving the town \$195,000 in debt service costs over the life of the bonds. The remaining bonds will mature in 2037 at an effective rate of 1.87%. Additionally, the refunding provided an opportunity to restructure our debt and reduce the need to issue bonds for the unfinanced balance of the Blackstone Library.

During the budget approval process I noted that the timing and size of the issue would result in budget amendments. Therefore, I am asking the Board to approve a resolution to reallocate the debt service accounts along with a resolution to fund the unfinanced balance of the James Blackstone Library renovation through the FY 2021 debt savings.

Transfer Request General Fund

<u>From:</u>		
10147020-588960	Bond Payments Interest	282,423
<u>To:</u>		
10147020-588960	Interest Payments General Purpose	45,248
10147020-588960	Interest Payments Schools	56,385
10147020-589540	Interest Payments Sewers	180,790
		282,423
<u>From:</u>		
10147020-589120	Principal Payments CWF	1,500,000
<u>To:</u>		
1015000-599121	Transfer Out Fund 720 – JBL Library	1,500,000

Municipal Facilities Fund

<u>Increase:</u>		
72090000-490010-19501	Operating Transfer In	1,500,000
<u>Decrease:</u>		
72090000-490040-19501	Bond Proceeds	1,500,000

Resolution to reduce the bond authorization for the James Blackstone Library

Attached is a resolution prepared by bond counsel to reduce the bond authorization for the library project.

Item #8
As Corrected by
Bond Counsel

RESOLUTION REPEALING THE BLACKSTONE MEMORIAL LIBRARY AUTHORIZED
AND UNISSUED BOND AUTHORIZATION, HAVING BEEN REPLACED WITH OTHER
NON-DEBT AVAILABLE FUNDING

Section 1. The Town of Branford at Representative Town Meeting has approved the following Project to be undertaken and financed by the issuance of Bonds, for which an authorized but unissued bond authorization remains:

Project	Representative Town Meeting Resolution	Authorized	Bonds Issued	Authorized but unissued	Status
Blackstone Memorial Library	1/10/2018, as amended on 4/22/2020	\$5,745,000	\$2,345,000	\$3,400,000	Non-debt funding sources available for Project balance

Section 2. It is hereby found and determined that as a result of the issuance of \$5,400,000 Refunding Bonds of the Town of Branford, a budgetary savings in the debt service line item budget of approximately \$1,500,000 will result in the fiscal year ending 6/30/2021, which, upon transfer for the Library Project and together with \$800,000 of donations, and \$1,100,000 of State grant funding, is sufficient to complete the Library Project without further debt incurred by the Town of Branford. The appropriation shall remain unaffected and in place.

Section 3. NOW, THEREFORE, it is hereby ordered that the Library Project, having sufficient non-debt funding sources for its completion, the remaining authorized but unissued bonds, notes or other obligations of the Town authorized to be issued pursuant to the authorizing resolutions, is hereby repealed and withdrawn.

RECEIVED
2020 SEP -4 A 1:28
TOWN OF BRANFORD
CLERK



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

Item #9

August 14, 2020

To: Joseph Mooney
Board of Finance

From: Peter Cimino
Human Services Director

Re: Human Services Budget FY 2020-2021 Transfer Request

Seasonal/Part-time Personnel

Human Resources Department requires any contractual employee to meet specific IRS benchmarks as a condition to continue in a contractor employment status. Our candidate to fill the Medical Director position did not meet the criteria and is therefore required to be hired as part-time employee of the town.

As a result, we are requesting approval of a transfer from the Other Purchased Services account to the Seasonal/Part-time Help account:

From		
21844010 533900	Other Purchased Services	(\$44,160)
To		
21844010 518250	Seasonal/Part-time	\$44,160



Item #10

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

August 25, 2020

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

Dear Chairman Mooney,

The Board of Fire Commissioners unanimously approved the following resolution at their Special Meeting held on June 25, 2020. "To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney for the following end of year transfers to close out the 2019/2020 budget year, as may be amended by the Finance Department"

From:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-517000	Regular Wages & Salaries	\$44,000.00
10142040-518200	Sick	\$32,932.00

To:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518000	Overtime	\$76,932.00

From:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-533530	Employment & Testing	\$9,804.00

To:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-519025	Educational Incentive	\$9,804.00

From:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518150	Holiday	\$17,268.00

To:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-519030	Accumulated Sick Pay	\$17,268.00

From:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-519050	Stipends	\$7,598.00

To:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-566600	Medical Supplies	\$7,598.00

From:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-519000	Volunteer Stipend	\$1,998.00

To:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-579300	Furniture and Fixtures	\$1,998.00

From:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518200	Replace Sick	\$27,823.00

To:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-544170	Hydrants and Mains	\$27,823.00

From:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518010	Public Events	\$14,155.29

To:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
2039000-490010-18508	Port Security Grant Cost Share	\$14,155.29

The above transfer requests have been amended by the Finance Department to balance appropriately. These shortfalls result primarily from retirements and backfilling these vacant positions to meet the minimum staffing requirements of the department and the union contract. I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 31, 2020.

Sincerely,

Thomas F. Mahoney, Jr.

Thomas F. Mahoney, Jr.
Fire Chief/ Emergency Management Director
Cell (203) 996-5297

Cc: Jim Finch, Robert Massey, James Cosgrove

PHONE (203) 488-7266
FAX (203) 315-3349

8-16-2020

RECEIVED

2020 AUG 17 P 1:36

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

TO: TOWN OF BRANFORD
FROM: TOWN OF BRANFORD

Dear Lisa,

Could you please add the following year end transfers, fiscal 2019-2020 for the Parks & Recreation Department to the Board of Finance regular agenda scheduled for 8-31-2020.

FY: 2019-20

From:

Utilities – Water, Gas, Electric	10145010-544100	7,000.00
----------------------------------	-----------------	----------

To:

Uniform/Clothing Allowance	10145010-526100	600.00
Grounds R&M	10145010-544320	6,000.00
Equipment	10145010-579250	400.00

Thanks, Alex

APJR/apjr

Office of Tax Collector

Item #12

TOWN OF BRANFORD

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

ROBERTA GILL-BROOKS
Tax Collector



www.branford-ct.gov
Email: rgbrooks@branford-ct.gov

Date: August 26, 2020
To: Joseph Mooney, Chairman
Board of Finance
From: Roberta Gill-Brooks, Tax Collector
Re: Tax Collector – Budget Transfer FY 2020

RECEIVED
2020 AUG 27 A 11:01

I am requesting the following FY 2020 transfers be placed on the agenda for the Board of Finance August 31st, 2020 meeting.

From:		
10141070 / 517000	REGULAR WAGES & SALARIES	(1,693)
To:		
10141070 / 533300	PROFESSIONAL DEVELOPMENT	743
10141070 / 555305	ONLINE SERVICES	950
	TOTAL	1,693

With the retirement of our most senior staff person I thought more training of the QDS tax software was warranted. To that end we asked QDS to come on site for a more in-depth training for myself and the Assistant Tax Collector. This training covered many areas including month and year end procedures, sewer assessment billing processes and the preparation of various reports.

The online services account is used to pay for the cost of Lexis-Nexis (Accurint) and our online tax payment platform Invoice Cloud. After the FY 20 budget was adopted we were notified by Lexis-Nexis the monthly minimum for the service was increasing from \$30 to \$150 per month which is why the transfer is required.

There is money available to cover these transfers due to a vacancy in the tax department.

Thank you for your consideration.

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: August 26, 2020

To: Joseph Mooney
Chairman, Board of Finance

From: James P. Finch
Finance Director

Re: Resolutions - Animal Shelter Renovation.

I attach for your review and consideration two resolutions which relate to the renovation request for the Animal Shelter. The first resolution was prepared by bond counsel creating the authorization and appropriation for the full (gross) cost of the project. The second resolution is an appropriation from the Animal Shelter's fund balance account which when combined with grants and donations further reduces the town's borrowing requirements.

Required Actions:

Approve the attached resolution creating an appropriation for \$2.895 million. You may also request a motion to waive the full reading.

Approve the following resolutions and transfer to increase the current year budget for the Animal Control Fund to allow for an appropriation from fund balance into the Municipal Facilities Fund.

Animal Control Fund

<u>Increase:</u>		
20690000-480296	Fund Balance	100,000
<u>Increase:</u>		
20642060-599124	Transfer Out Municipal Facilities Fund	<u>100,000</u>

Municipal Facilities Fund

Increase:		
72090000-480296-xxxx	Transfer In	100,000
Increase:		
72042060-533950-xxxx	Animal Shelter Renovation & Expansion	100,000

Resolved: That the Board of Finance recommends to the RTM a transfer out of \$100,000 to the Municipal Facilities Fund to fund a portion of the animal shelter renovation. This transfer out will be funded from the Animal Control Fund's undesignated fund balance and increase the Fiscal year 2021 Animal Control Fund budget from \$367,026 to \$467,026.

Cc J. Cosgrove
I. Burban
L. Arpin

Item #13

2020 AUG 28 P 1:13

Mr. Joseph Mooney-Chairman
Board of Finance
3 Pondview Terrace
Branford, CT 06405

Dear Mr. Mooney,

I write as a follow up to your last meeting in which we discussed the needs and scope of the animal shelter renovation (see attached letter). As the Board may recall, our plan was to convene the members of our capital campaign group and commission members as well as town staff to develop estimates that we could present for consideration. Please find below a table which outlines the expenses and sources of funds.

Item	Total	Debt	Other (1)	Animal Control Fund Balance
Construction	1,875,000	1,045,000	730,000	100,000
Site development	175,000	175,000	-	
Contingency	240,000	240,000		
Energy Star	90,000	65,000	25,000	
Professional Services	260,000	260,000		
Surveying	5,000	5,000		
FF & E	250,000	250,000		
	2,895,000	2,040,000	755,000	100,000

(1) Grants and Donations

I ask that you place this on your agenda for consideration and I will make available members of the capital campaign to respond to any specific questions or concerns.

Thank you for your time and consideration.

Sincerely,

Laura Burban
Director of Dan Cosgrove Animal Shelter
Town of Branford

July 8, 2020

Mr. Joseph Mooney-Chairman
Board of Finance
3 Pondview Terrace
Branford, CT 06405

Dear Mr. Mooney

As you are aware from previous meetings, the commission is seeking an appropriation to expand and upgrade the existing shelter facility. This project has the support of the First Selectman, and will enable the commission to effectively address critical safety improvements, adapt the facility to allow social distancing, address the growing operating needs of the community, while providing the exceptional service and programs our community deserves.

Background

The construction of the current facility was the result of a community coming together for a common purpose almost 20 years ago. Back then, many volunteers working with businesses, residents, state and local officials raised private donations and grants as seed money for the shelter. The Town built the current shelter, which is supported financially by North Branford. The shelter provides significant animal control, education, outreach and adoption services to Branford and North Branford. It is a unique feature on the shoreline, drawing supporters from many towns.

This expansion and renovation will also ask community members from Branford, North Branford and the wider Shoreline to support the project. It is anticipated that these efforts will significantly reduce the town's borrowing needs.

The shelter currently has many challenges:

- Unsafe entry area for animals, children and the community. Potential for aggressive or sick animals to be in contact with the public. No possibility of social distancing.
- Animal crowding in hallways, offices, kitchen, bathroom.
- Inadequate ventilation, causing animal sicknesses to circulate to animals and humans. Unsafe environment for staff, volunteers and the community.
- Overcrowded kennels without proper acoustical paneling, HVAC or comfortable space for animals and humans.
- Limited quarantine space and inadequate housing for potentially rabid animals. No easy way for vets to visit the shelter and care for animals, causing costly trips to vet offices.
- No pet adoption visiting rooms, so animal introductions happen in hallways or the parking lot.
- Limited storage for donations and needed supplies. No space to operate the pet food pantry.
- Limited space that causes the shelter to turn away volunteers, school groups, etc.

- No space for animal camp, pet services, animal education.
- No private space to conduct animal abuse investigations, interviews the parties, or write reports.
- Limited outdoor areas for animal recreation and a confusing driveway that creates safety hazards for the public.

In addition, in the face of the coronavirus and accompanying economic challenges, the shelter is seeing a much higher rate of animal abandonment, causing its operations and space requirements to swell. The physical space is bursting at the seams at the moment and that is likely to get much worse in the coming months/years, as our community continues to rely on the shelter for animal care, supplies, pet food, rabies clinics, spay/neuter clinics, etc.

Purpose

The building will roughly double in size – it will be better equipped to serve animals and people; better able to promote animal health, human and animal safety, and adoptions; and will create tremendous efficiencies (visiting vets, more volunteers, ventilation). There will be two entrances – one for the adopting public and one for Animal Control Officers, veterinarians and sick animals. The entrance for the public will showcase the animals available for adoption, with visible cat play areas and screens displaying photos of animals available for adoption in the lobby. Off the lobby, there will be a community education and training room that will allow the shelter to host animal clinics, conduct volunteer training, welcome school groups, etc.

The new space will also feature three pet visiting rooms, where people can safely get to know animals one-on-one before adopting. There will be expanded cat rooms, as well as additional critter space to house bunnies, guinea pigs, snakes, ferrets, and more. Dog kennels will be upgraded and renovated to create a less prison-like setting, and there will be air conditioning, so dogs are not endangered during hot summer months.

There will be a wellness wing, accessible only to staff and medical professionals. It will feature added quarantine space, dedicated pregnant and newborn cat space, a medical exam room for visiting vets, and new ventilation to contain infection. There will be added storage, a place for our free pet food pantry, a redesigned laundry and grooming area, a small barn for outdoor animals, a shower for decontamination, and space for Animal Control Officers to conduct cruelty investigations out of the public view.

Budget Development

We anticipate the project cost to be \$2.5 - \$2.9 million, including contingency and soft costs. The impact to the taxpayer will be offset by private grants, donations, pledges, and animal shelter fund balance. We also anticipate North Branford will fund 30% of the principal and interest costs once the project is financed. We continue to work with the architect and town staff to refine these estimates.

Other Considerations

We acknowledge that the expansion and renovation of the Animal Shelter could have an impact on utilities. To address this, we are looking at ways to offset and reduce the potential for increasing utilities by pursuing high building performance standards where applicable and by utilizing energy efficient technology and renewable energy, if appropriate. By leveraging grants and incentives our goal is to diminish the incremental gap in the project cost making these aspects economic. By considering a whole system approach and high building performance standards in the design of the building, we can significantly reduce our future operating costs, conserve utilities & resources and create a healthy, comfortable indoor environment for staff, visitors and our animal guests.

This project is not likely to affect staffing however if in the future another town wanted to regionalize with us that could impact staffing needs. The increased space will allow us to welcome more volunteers (we have a volunteer waiting list) and will allow many activities that are currently housed elsewhere to come in-house, saving money and time (e.g., animal camp, vet office visits). We will explore every opportunity to conserve energy at our facility and will continue our robust fund raising efforts to help support our activities.

Conclusion

The shelter is a vital resource for animals and people. It is currently unsafe, crowded and poses health risks to animals and people. In the face of coronavirus and the current economic challenges, the shelter will need modification to allow it to provide safe services and address a growing demand. We believe that the expansion and renovation of the shelter is in the best interest of the communities and residents that rely on our programs, services and facility.

I, along with my commission, will be in attendance at your meeting to present this item and to address any questions or concerns you may have.

Thank you for your time and consideration.

Sincerely,

Laura Burban
Dan Cosgrove Animal Shelter Commission
Director of Animal Shelter
Town of Branford

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: August 3, 2020
To: James Cosgrove, First Selectman
Board of Selectmen
From: James P. Finch, Director of Finance
Re: Animal Shelter Agreement

A handwritten signature in black ink, likely belonging to James P. Finch, is written over the "From:" line of the letter.

Background:

As you are aware, the Town of Branford is under an intergovernmental agreement to provide animal control services to the Town of North Branford. The agreement dates back to February 2005 and was amended in 2013.

North Branford Proposal to Amend the 2013 Agreement:

North Branford approached the town this past winter with a request to revise the cost sharing formula from gross expenditures to net expenditures. This request was a result of North Branford covering 30% of the costs of Branford's animal camp without consideration for the fees collected to operate the camp.

North Branford's Impact on Branford and Branford's Counter Offer.

Using our last invoice to North Branford, which was based on FY 2019 operations, we determined the impact on Branford to be a loss of \$23,512. We informed North Branford officials that we could not support their request and as an alternative we suggested changing the formula to net expenditures and to use an allocation based on population (per capita). Acknowledging this would result in a revenue loss, albeit a smaller amount of \$10,463, we asked that Branford be held harmless by freezing the FY 2019 contribution until such time as North Branford's share of costs exceed the FY 2019 amount of \$130,813.

North Branford accepted our counter offer which is incorporated in the attached amendment to the intergovernmental agreement.

RECEIVED

2020 AUG 27 P 1:22

MAYOR
ROBERT VIGLIONE

DEPUTY MAYOR
THOMAS ZAMPANO

TOWN MANAGER
MICHAEL T. PAULHUS



COUNCIL MEMBERS
ROSE MAIRE ANGELONI
MARIE E. DIAMOND
MICHAEL J. DOODY
JOSEPH E. FAUGHNAN
WALTER GOAD
LOU PATERNOSTER
RONALD PELLICIA, JR.

TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

AGENDA

TOWN COUNCIL MEETING OF NORTH BRANFORD, CONNECTICUT

NOTICE: In accordance with Governor Lamont's Executive Order 7B Regarding the COVID-19 Pandemic, this meeting will be held remotely and with in-person attendance limited to 25 people per State guidelines. All attendees must follow social distancing guidelines and wear masks.

Tuesday, July 21, 2020

**Town Council Chambers
7:00 p.m.**

Salute to the Flag

1. Roll Call

2. Minutes of Previous Meeting:

a. July 7, 2020 WPCA & Town Council minutes

3. Town Manager's Report:

a. COVID-19 Update

b. STEAP Funding

c. Review of Department Budgets – Fiscal Year End

d. Update - NBIS Brickwork Project

4. Citizens' Statements and Petitions and Correspondence

5. Resignation & Appointments:

6. Old Business: Discussion and Action:

a. Discussion on RFQ/P for NB Police Facility-Architectural/Engineering Service
(Tabled from July 7, 2020)

b. Discussion of Solar Power Project with Citrine Power (Tabled from June 16, 2020)

c. Review and Approval of Bid #2 2020-2021 Specifications for Replacement of
Burnham Cast Iron Section of the boiler for North Branford Auditorium
(Tabled from July 7, 2020)



RECEIVED

2020 AUG 21 P 1:21

Agenda

7. New Business: Discussion and Action

- a. Review and Approval of bid specification for bid #3 2020-21 New Roof or Limited Roof Repair for the North Branford Police Department
- b. ~~Review and Approval of bid specification for bid #4 2020-21 Fence for Parks & Recreation~~
- c. Discussion and Action on Revision of Animal Control Agreement with the Town of Branford
- d. ~~Appropriation Transfers FY 2019-20~~
- e. Contingency Transfers FY 2019-20
- f. Contingency Transfers FY 2020-21

8. Citizens' Statements and Petitions:

9. Executive Session: Fire Leases and Pension

10. Adjournment:

***PUBLIC PARTICIPATION: Limited to 25 people in-person; also via Facebook @ www.facebook.com/totoketty or email comments to: public-comments@townofnorthbranfordct.com**

Minor

Town Council July 21, 2020

Deputy Chief Lovelace indicated that, without the fiber, it does not make sense .

RECEIVED

Councilor Goad asked if a patch is possible.

2020 AUG 27 P 1:22

Deputy Chief Lovelace indicated that the entire roof is overdue. The suggestion by the Department depends upon the decision regarding a police station building.

TOWN COUNCIL
BRANFORD, CONNECTICUT

Councilor Pelliccia believes that this is why the roof is being bid with the option to build as new or roof repair.

Councilor Doody believes that areas should be sealed and bids can be done based on visits. Whoever is able to make it to the site, makes a bid.

Deputy Chief Lovelace indicated that the Police Department would make all necessary precautions, as requested by the Town Council.

The Council agreed that sealing the area off to allow prospective bidders the opportunity to provide bids makes the most sense.

Councilor Doody indicated that this can be added to the bid.

Town Manager Paulhus indicated that this will be discussed. The communication systems, as well as the safety of the Police Department needs to be considered. It can be made mandatory that the bids are done during the same time as a pre bid conference. A prebid/pre roofing conference can be done as well.

Motion: Councilor Doody moved, seconded by Councilor Pelliccia to approve bid #3 2020-21 New Roof or Limited Roof Repair of the North Branford Police Department.

Discussion:

With all in favor, the motion passed.

- b. Review and Approval of bid specification for bid #4 2020-21 Fence for Parks and Recreation

Motion: Councilor Diamond moved, seconded Councilor Paternoster to approve bid #4 2020-21 for the Fence for Parks and Recreation.

Discussion:

With all in favor, the motion passed.

- c. Discussion and Action on Revision of Animal Control Agreement with the Town of North Branford

Town Treasurer/Finance Director Esposito indicated the new formula calculates our share as a percentage of net operating cost. The agreement is that the amount received will remain at \$130,813 until the formula dictates a higher number. The formula is based

Minutes

Town Council July 21, 2020

on the net operating cost, which includes the revenue obtained from camp, adoptions, and such, will be considered for North Branford.

Motion: Councilor Doody moved, seconded Councilor Diamond that the North Branford Town Council approves the revised Intergovernmental Agreement for Animal Control Services with the Town of Branford and authorizes the Town Manager to execute the document. Furthermore, the Town Council instructs the Town Manager to forward to the Branford First Selectman.

Discussion: None.
With all in favor, the motion passed.

d. Appropriation Transfers FY 2019-2020

The Transfers have been discussed to capture and relocate for capital projects, which will be delineated in the August meeting (possibly September).

The larger ones include Public Works Department truck reserve and the redesign of the shop area to create an office; and the Parks and Recreation Department's repairs to Northfarms Park, the POCO Festival grounds and replacing the gym floor with a more cleanable floor in response to COVID-19.

Motion: Councilor Diamond moved, seconded by Councilor Doody to approve the appropriation transfers FY 2019-2020.

Discussion: None.
With all in favor, the motion passed.

e. Contingency Transfers FY 2019-2020

Councilor Diamond asked if the additional \$8k for the tower is added to the \$10k.

Town Treasurer/Finance Director Esposito indicated yes and that the total is \$29k. A portion was transferred, but doesn't say we are paying it, but if needed, the money is available to pay.

Councilor Diamond commented that this is a lot more than in the past.

Councilor Doody responded that the Town is taxing them a lot more than in the past.

Motion: Councilor Diamond moved, seconded by Councilor Doody to approve the contingency transfers FY 2019-2020

Discussion:

Councilor Angeloni asked if the motion made was the motion stated in the packet.

Town Treasurer/Finance Director Esposito answered that it is.

RESOLUTION APPROPRIATING \$2,895,000 FOR THE RENOVATION AND EXPANSION OF THE BRANFORD ANIMAL SHELTER AND AUTHORIZING THE ISSUE OF \$2,895,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

2020 AUG 22 P 12:05

RECEIVED

Section 1. The sum of \$2,895,000 is appropriated for the planning, acquisition and construction of the renovation and expansion of the of the Branford Animal Shelter, including engineering, consultant fees, equipment, administrative, printing, legal and financing costs related thereto, or so much thereof or such additional improvements as may be accomplished within the appropriation. The appropriation shall be inclusive of grants and capital campaign funding contributions.

Section 2. The total estimated cost of the project is \$2,895,000 and is expected to be paid from an estimated \$730,000 to be raised for the project pursuant to a capital campaign of public contributions, \$25,000 energy rebates, \$100,000 fund balance, and the bonds authorized herein.

Section 3. To meet said appropriation, \$2,895,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (the First Selectman and the Town Treasurer hereinafter the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials. Said bonds shall be issued in the amount necessary to provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this resolution (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid there from, provided that such expenditures shall be applied against the appropriation, and the bond authorization shall be reduced by the amount of capital project revenues so credited. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials and be approved as to their legality by Bond Counsel. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be

paid from property taxation to the extent not paid from other funds available for the payment thereof. The aggregate principal amount of the bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, as amended. In order to meet the capital cash flow expenditure needs of the Town, the Town Officials are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 4. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 5. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Bond Counsel, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be paid from property taxation to the extent not paid from other funds available for the payment thereof. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this resolution in the maximum amount and for the capital project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project,

or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 7. The Town Officials are hereby authorized to exercise all powers conferred by section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.

Section 8. It is hereby found and determined that it is in public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The First Selectman and the Treasurer are hereby authorized to issue and utilize without further approval any financing alternative available to municipal governments pursuant to law including but not limited to any "tax credit bonds" or "Build America Bonds" including Direct Payment and Tax Credit versions.

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

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

Date: August 27, 2020

To: Joseph Mooney, Chairman
Board of Finance

From: Kathryn LaBanca, Assistant Finance Director

Re: Budget Transfer FY 2020

I am requesting the following transfer be placed on the agenda for the Board of Finance August 31, 2020 meeting.

Information Technology

From:		
10141190 517000	Wages & Salaries	721
10141190 533300	Professional Development	428
10141190 544375	Hardware	834
10141190 555300	Communications	443
10141190 566900	Other Supplies	1,196
10141190 579200	Software	8,070
10141190 588090	Travel	2,500
10141190 588200	Memberships & Conferences	231
To:		
10141190 544300	Purchased Services	14,423

Background

Every February our office prepays for the IT Department the PD annual software maintenance contract to NexGen Solutions so that we may take advantage of the 3% prepayment discount which amounts to \$510 per year. Normally every July I journalize that cost to the correct expense account thereby zeroing out the prepaid expense balance sheet account. I realized when I was recording this fiscal year's entry that I had inadvertently forgotten to book the expense last summer when I returned from my family medical leave.

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

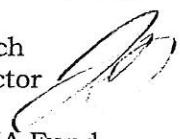
1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405



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

Date: August 28, 2020

To: Joseph Mooney
Chairman, Board of Finance

From: James P. Finch
Finance Director 

Re: Transfer FEMA Fund

I attach for your review and consideration a request to transfer \$125,000 from FY 2020 Contingency into the FEMA Fund. As some members may recall, the Board approved the establishment of the FEMA Fund in FY 2012 to account for storms and other disasters. Currently, we are working with two emergencies, COVID 19 and Storm Isais and we anticipate a third event to track pursuant to Thursday's storm. The ultimate costs of these events remains difficult to measure, however, it is comforting that a variety of funding sources are available from state and federal governments. Additionally, the town is in a strong position to meet the financial obligations associated with the local share requirements.

From:		
Account	Account #	Amount
Contingency	10149040-588802	150,000

To:		
Account	Account #	Amount
Operating Transfer Out FEMA	10150000-599122	150,000

Cc J. Cosgrove
L. Arpin

Item #16 B-E**RECEIVED**

AUG 28 REC'D

BRANFORD TOWN CLERK

Date: August 27, 2020

To: Joseph Mooney
Board of FinanceFrom: Jim Finch
Director of Finance

Re: Transfers/Budget Adjustments Town Hall/Recreation/Dispatchers

We are requesting the following transfers be placed on the agenda to amend the FY 2020 budget to account for the salary changes pursuant to the collective bargaining agreements for Town Hall, Recreation, and Dispatchers. As the Board may recall, these agreements were not reflected in the various wage accounts when the RTM adopted the FY 2020 budget. These adjustments were, however, incorporated into the FY 2021 budget. These agreements provide wage increases of 2.5% per year coupled with concessions for health benefits.

General Fund

FY 2020 Dispatchers

<u>From:</u>		
10149040-588802	Contingency	83,586
<u>To:</u>		
10142010-517000	Wages & Salaries	38,719
10142010-519070	Retroactive Wages	44,493
10142010-519040	Accrued Payroll Expense	374

FY 2020 Town Hall Union

<u>From:</u>		
10149040-588802	Contingency	26,350
<u>To:</u>		
10142010-517000	Wages & Salaries (Police)	2,213
10141040-517000	Wages & Salaries (Finance)	4,005
10141050-517000	Wages & Salaries (Assessor)	4,980
10141070-517000	Wages & Salaries (Tax Collector)	2,576
10141080-517000	Wages & Salaries (Town Clerk)	3,780
10141130-517000	Wages & Salaries (P & Z)	1,186
10141160-517000	Wages & Salaries (Inland Wetlands)	1,309
10143030-599105	Transfer Out Sewer Utility	1,380
10143010-517000	Wages & Salaries (DPW)	1,355
10143040-517000	Wages & Salaries (Solid Waste)	1,174
10143050-517000	Wages & Salaries (Engineering)	2,239
10142010-519040	Accrued Payroll Expense	18
10141040-519040	Accrued Payroll Expense	31
10141050-519040	Accrued Payroll Expense	38
10141080-519040	Accrued Payroll Expense	29
10143010-519040	Accrued Payroll Expense	10
10143040-519040	Accrued Payroll Expense	9
10143050-519040	Accrued Payroll Expense	18

FY 2020 Recreation Union

<u>From:</u>		
10149040-588802	Contingency	11,107
<u>To:</u>		
10141170-517000	Wages & Salaries (GGB)	3,226
10145010-517000	Wages & Salaries (Recreation)	7,796
10141170-519040	Accrued Payroll Expense	25
10145010-519040	Accrued Payroll Expense	60

Sewer Utility Fund

Increase:		
21090000-490010	Operating Transfer In	1,380
Increase:		
21043030-517000	Wages & Salaries	1,355
21043030-519040	Accrued Payroll Expense	25

Resolved: That the Board of Finance recommends to the RTM a transfer out of \$1,380 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Town Hall Union. This transfer will increase the Fiscal Year 2020 budget in the Sewer Utility Fund from \$4,535,637 to \$4,537,017.

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



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Date: August 28, 2020
To: Joseph Mooney, Chairman
Board of Finance
From: James Finch, Director of Finance
Re: Budget Transfers FY 2020

RECEIVED
AUG 28 REC'D
BRANFORD TOWN CLERK

I am requesting the following transfers be placed on the agenda for the Board of Finance August 31, 2020 meeting:

Transfers for Accumulated Sick Payouts (Contractual)

<u>From:</u>		
10149040-588802	Contingency	34,992
<u>To:</u>		
10141020-519030	Accumulated Sick (Executive)	4,808
10141070-519030	Accumulated Sick (Tax Collector)	1,263
10141170-519030	Accumulated Sick (GGB)	4,783
10143010-519030	Accumulated Sick (DPW)	24,138

This transfer covers the contractually mandated payout of accumulated sick time.

<u>Department</u>	<u>Hours</u>
Executive	96
Tax	40.75
General Government Buildings GGB	160
Public Works	816

Tax Appeals and Other Legal

<u>From:</u>		
10149040-588802	Contingency	59,000
10141090-533660	Tax Appeals	40,000
	Total	99,000
<u>To:</u>		
10141090-533550	Legal	85,000
10141090-529420	Expenses and Claims	14,000
	Total	99,000

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. Additionally, we incur legal costs in response to events or actions in both the current and previous years related to land use, land acquisition, shellfish beds, Parkside Village and eminent domain. As the Board may recall the town engaged Robinson and Cole to represent the town in resolving the conflicts in Crescent Bluff. Payments to Robinson and Cole exceeded \$81,000.

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 \$5,561 which upon approval of the transfer will leave a positive balance of \$9,439. The second transfer covers a shortfall in the property insurance budget. This budget includes coverage for property casualty, auto, public officials, umbrella, marine etc.

<u>From:</u>		
10149040-588802	Contingency	20,000
<u>To:</u>		
10149030-588140	Insurance Damage	15,000
10149030-555200	Property Insurance	5,000

Special Detail

Please find below a resolution to increase the FY 2020 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 2020 General Fund Budget from \$115,908,944 to \$116,119,944. This increase will be funded through increased estimated revenue resulting from special detail receipts.

Increase		
Account	Description	Amount
10142010-420450	Special Wages Police	211,000
Increase:		
10142020-518500	Police Special Detail	211,000

General Government Buildings GGB

<u>From:</u>	Description	Amount
10141170-517000	Regular Wages	17,400
10141170-518000	Overtime	11,000
10141170-544300	Purchased Services R&M	3,000
10141170-544110	Fuel Oil	27,000
		58,400
<u>To:</u>		
10141170-544100	Utilities	58,400

The transfer to the utility account is required to cover the utility costs of the new Community House located at 46 Church Street. The new facility currently houses the staff and activities of the Recreation Department and Elderly Services. The original budget for this account was \$308,515 and the utility costs for 46 Church Street totaled \$82,757.

Human Resources

<u>From:</u>	Description	Amount
10141070-517000	Regular Wages	1,800
<u>To:</u>		
10141200-518000	Overtime	1,800

Overtime for various Town Hall departments is budgeted under Human Resources. During FY 2020 a good portion of the overtime paid was applicable to the tax office.

The tax office has gone through a lot of personnel changes in the last couple of years and more recently has been down one full time staff member. Time beyond their normal workday was needed to process payments, refund requests and other administrative tasks.

Solid Waste

<u>From:</u>	Description	Amount
10143040-517000	Regular Wages	31,305
<u>To:</u>		
10143040-544353	Material Handling	31,305

Presently, our contract with Murphy Road Recycling states that the Town of Branford has specific rates for recyclables collected. (newspaper, cardboard, bottles and cans, etc.) If any of the loads of containing "acceptable recyclables" material exceed the allowed contamination rate of (5%), the hauler imposes a new, higher fee to dispose of the load. Over the past year, the percentage of loads labeled as "contaminated" has increased resulting a higher cost to dispose of recyclables.

The Town of Branford administration, along with the commission for Municipal Solid Waste and the Department of Public Works, are working together to investigate and develop strategies to improve the quality of the collection. We are in the early stages of reviewing the collection process to determine the areas of improvement.

Legislative

<u>From:</u>	Description	Amount
10141020-517590	Elected Official Salaries	275
<u>To:</u>		
10141020-517590	Elected Official Salaries	275

The payroll processed in July 2019 was supposed to be charged back to June but was missed when calculating accrued payroll. Therefore, FY 18/19 ended with a surplus in the account and a shortfall is reflected in FY 19/20 budget. The elected official salary account in the executive budget has a surplus as a result of the lapse in time between the passing of the second selectman and the appointment of his replacement.