

REPRESENTATIVE TOWN MEETING  
BRANFORD, CONNECTICUT

RECEIVED

SEP 30 REC'D

LEGAL NOTICE AND CALL  
October 13, 2021 8:00 p.m.

BRANFORD TOWN CLERK

The RTM will be convened "in-person" on Wednesday, October 13, 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 previous meeting.
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 Sustainability and Compliance Manager for the following budget transfer for the current fiscal year:

|                 |                     |            |
|-----------------|---------------------|------------|
| <u>From:</u>    |                     |            |
| 10149040-588802 | Contingency         | (\$56,000) |
| <u>To:</u>      |                     |            |
| 10143040-533280 | Consulting Services | 56,000     |

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

|                 |                           |            |
|-----------------|---------------------------|------------|
| <u>From:</u>    |                           |            |
| 10141050-517000 | Regular Wages & Salaries  | (\$14,726) |
| 10141050-518250 | Seasonal & Part Time Help | ( 4,402)   |
|                 | Total                     | (\$19,128) |
| <u>To:</u>      |                           |            |
| 10141050-518000 | Overtime                  | \$19,128   |

8. To consider, and if appropriate, approve a request from the Finance Director for the following FY22 budget transfer:

|                 |                   |             |
|-----------------|-------------------|-------------|
| <u>From:</u>    |                   |             |
| 10190000-480296 | Fund Balance      | (\$450,000) |
| <u>To:</u>      |                   |             |
| 10149010-523120 | Retirement Police | \$450,000   |

RESOLVED: That the RTM approves an increase in appropriations for the Fiscal Year 2022 General Fund Budget from \$120,515,315 to \$120,965,315. This increase will be funded through an appropriation from fund balance and will be used to increase the police pension contributions.



SOLID WASTE MANAGEMENT & RECYCLING DEPARTMENT

POST OFFICE BOX 150 / BRANFORD, CONNECTICUT 06405

www.branford-ct.gov

(203) 315-0622

Date: August 26, 2021

To: Joseph Mooney, Chairman Board of Finance

CC: James Cosgrove, First Selectman

From: Diana McCarthy-Bercury, Sustainability and Compliance Manager

Re: Request for Funding of the Municipal Solid Waste Materials and Recycling Program Consulting Services

RECEIVED  
 2021 AUG 30 A 11:35  
 Bob Stappin  
 BRANFORD TOWN CLERK

Over the past several years the cost of collecting, transporting and disposing of municipal solid waste and recycling has increased steadily. As a result, the cost burden to the Town of Branford has increased and the profitability of recyclables has rapidly declined. In response to the situation, in July 2021 the Municipal Solid Waste Commission released a request for proposal for the Municipal Solid Waste Materials and Recycling Program Consulting Services. There was a selection process established and executed as described in the letter to the Board of Selectmen accompanying this memo. The waste and recycling consulting firm selected through the RFP process was RRT Design and Construction for \$56,000. The services will include stakeholder meetings, interviews, review of the solid waste system evaluation and recommendations, creation of goals for the Action Plan, routine project work meetings and updates and final presentation to the Town of Branford and Solid Waste Management Commission. Additional details are provided in bid submission accompanying this letter.

Currently I am seeking an appropriation, to contract RRT Design and Construction to complete the Municipal Solid Waste Materials and Recycling Program Consulting Services solicited for in the Request for Proposal. I have discussed this need with the First Selectman and Finance Director and they recommend funding this item through a transfer out of Contingency.

Transfer for Consideration:

|                 |                     |          |
|-----------------|---------------------|----------|
| <u>From</u>     |                     |          |
| 10149040-588802 | Contingency         | (56,000) |
|                 |                     |          |
| <u>To:</u>      |                     |          |
| 10143040-533280 | Consulting Services | 56,000   |

Respectfully,

Diana McCarthy-Bercury  
 Town of Branford  
 Sustainability and Compliance Manager  
 203-315-0637  
[dbercury@branford-ct.gov](mailto:dbercury@branford-ct.gov)

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(203) 315-0622

DIANA MCCARTHY-BERCURY  
*Sustainability & Compliance Manager*

August 26, 2021

To: James B. Cosgrove, First Selectman  
Ray Dunbar, Second Selectman  
Angie Higgins, Third Selectman

CC: Solid Waste Management Commission

From: Diana McCarthy-Bercury, Sustainability and Compliance Manager

Subject: RFP Municipal Solid Waste Materials and Recycling Consulting Services Results

Dear Board of Selectmen,

At its regularly scheduled meeting on July 14, 2021, the Solid Waste Management Commission voted unanimously to approve a scoring criteria matrix for the review of the submissions to the Request for Proposals Municipal Solid Waste Materials and Recycling Consulting Services. A selection committee was established and comprised of members from the SWMC; Diana McCarthy-Bercury, Sustainability and Compliance Manager; Pamela Roach, Southern Connecticut Region Council of Governments Consultant; and Chris Sullivan, Ex. Director of the Southwest Conservation District.

The committee received, reviewed and scored six proposals. Four companies were selected for follow up interviews on August 12, 2021. The interview committee ranked the companies on their presentations/discussion of offerings as they aligned to the Town's needs, responses to questions and relevant experience. At the end of the interviews the selection committee members ranked their choices.

Based on the results of the selection review and interview process, RRT Design and Construction was identified and selected as the best candidate to conduct the MSW and Recycling Consulting Services for \$55,742.00.

The department and the selection committee recommend the Board of Selectmen award the contract to RRT Design and Construction in the amount of \$55,742.00.

If you have any questions regarding this request, please do not hesitate to contact me at any time.

Sincerely,

Diana McCarthy-Bercury  
Sustainability and Compliance Manager  
Town of Branford  
203-315-0637  
[dbercury@branford-ct.gov](mailto:dbercury@branford-ct.gov)

W. Higgins  
BRANFORD TOWN CLERK

2021 AUG 30 A 11:30

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RFP Intent Reference: *The Town of Branford (the Town) is soliciting proposals for municipal waste and material recycling consulting services, specifically including development of updated recyclable waste material curbside collection methods; determination of updated recyclable waste material curbside segregation methods; presentation of projected recyclable material outlet handling practices and projected capacities; and other related services determined by the Town.*

*The proposal will result in a contract intended to produce a report with conclusions, options, and recommendations in each of the above areas of interest within six months of award. The selected consultant will work with the designated customer (the Town Sustainability and Compliance Manager), the Solid Waste Management Commission, and the First Selectman.*

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2021 SEP 22 P 4: 01

*Neil E. Higgins*  
BRANFORD TOWN CLERK

Date: September 22<sup>nd</sup>, 2021

To: Joseph Mooney, Chairman  
Board of Finance

From: Barbara T. Neal, Assessor

Re: Budget Transfers FY 2022

I am requesting the following transfers be placed on the agenda for the Board of Finance September 27<sup>th</sup>, 2021 meeting:

**Assessor's Budget 2021-2022**

| <u>From:</u>    |                           | Amount           |
|-----------------|---------------------------|------------------|
| 10141050-517000 | Regular Wages & Salaries  | 14,726.25        |
| 10141050-518250 | Seasonal & Part Time Help | 4,402.20         |
|                 | <b>TOTAL</b>              | <b>19,128.45</b> |
| <u>To:</u>      |                           |                  |
| 10141050-518000 | Overtime                  | <b>19,128.45</b> |
|                 |                           |                  |
|                 |                           |                  |

This request to increase the Overtime line item is related to a variety of forces. The Assessor's Department has been down one full time position since March of 2021 and one Part Time position since December 2020. We have had very limited qualified applicants for the full time position and the part time position. There are many towns looking to fill positions in Assessor's Office throughout the state with limited movement. To achieve completing our work load, the staff has been working overtime. Therefore the Assessor's Overtime Budget line is depleting very rapidly. I would like to take the funds allocated to the full time and part time positions for the months July through October 15th and transfer that amount to the Overtime Budget line. We have all Grand Lists to complete before the end of January 2022 and it looks like the overtime is going to continue for several months. This transfer still leaves funds in both the Regular Wages & Salaries and Seasonal & Part Time Help Budget lines in hopes that applicants are found to fill both positions in the near future.

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

Item #8

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405



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

REVISED 9-27

Date: September 23, 2021

To: Joseph Mooney, Chairman Board of Finance

From: James Finch, Finance Director

Re: Appropriations from Undesignated Fund Balance

I was recently planning to use a large portion of the contingency balance to offset the liability in the police pension fund. However, since the actuary completed our required GASB (Government Accounting Standards Board) disclosure last month I opted for another approach. Therefore, I am seeking an appropriation from unassigned fund balance of \$450,000 in the current year for the amount I was planning to take from the FY 2021 contingency balance. As you are aware, the financial impact to the general fund remains unchanged over the two year period. The added contribution will have a positive effect on the fund while partially offsetting increases in liabilities associated with changes to the mortality tables.

**Transfer and Resolution from Fund Balance**

|                 |                   |         |
|-----------------|-------------------|---------|
| <u>From</u>     |                   |         |
| 10190000-480296 | Fund Balance      | 450,000 |
|                 |                   |         |
| <u>To:</u>      |                   |         |
| 10149010-523120 | Retirement Police | 450,000 |

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2022 General Fund Budget from \$120,515,315 to \$120,965,315. This increase will be funded through an appropriation from fund balance and will be used to increase the police pension contributions.

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



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www.branford-ct.gov

Date: September 27, 2021  
To: Joseph Mooney, Chairman Board of Finance  
From: James Finch, Finance Director  
Re: Transfer for debt management software

RECEIVED  
2021 SEP 27 P 1:55  
BRANFORD TOWN CLERK

Please find below a request to transfer funds which will allow the department to purchase a debt management program. The software costs \$5,000 per year with a \$1,500 set up fee. Currently all of the debt tracking is done via spreadsheets and hard copy printouts of our debt payment schedules which are kept in a binder. When reports are required for the audit I am currently the only point of contact. The program we are looking to purchase does the following:

- Track all obligations by type of debt, the purpose of the issuance and the project or department.
- The system would be hosted in the cloud which affords us the ability to provide access to our auditors, financial advisors and bond counsel.
- The platform will assist the town in adapt to changes in the finance department resulting from retirements and staff turnover.
- The product provides for lease tracking.

|                 |             |       |
|-----------------|-------------|-------|
| <u>From</u>     |             |       |
| 10149040-588802 | Contingency | 6,500 |
|                 |             |       |
| <u>To:</u>      |             |       |
| 10141040-579200 | Software    | 6,500 |

Thank you for your consideration of this request.