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MAR 16 2024
BRANFORD TOWN CLERK

Representative Town Meeting
March 13, 2024
Meeting Minutes

Moderator: Maryann Amore	Clerk: Frank Twohill
Majority Leader: Tracy Everson	Minority Leader: Victoria Verderame

The RTM convened on Wednesday, March 13, 2024, at 8:00 p.m. at Branford Fire Headquarters, 45 North Main Street, to consider and act upon the following matters:

1. Call to Order, Pledge of Allegiance

Moderator Amore led the Body in the Pledge of Allegiance.

2. Call of the Roll

Representatives Present: Adams, Adelman, Alfone, Amore, Anderson, Black, Bonenberger, Brooks, Dahill, Everson, Greenberg, Hartwell, Hentschel, Hynes, Ingraham, Laich, Larsson, Loffredo, Maresca, McCall, McCormack, Neupane, Sharkey, Shrestha, Soomro, Twohill, Verderame, Waterman.

Representatives Absent: Keefe, Popolizio.

Ex-Officios Present: First Selectman Cosgrove, Town Clerk Arpin.

3. Approval of Minutes of February 14, 2024 and February 29, 2024 Meetings

- Motion to approve February 14, 2024, Minutes made by Rep. Hentschel, seconded by Rep. Everson. The Minutes approved unanimously in a voice vote.
- Motion to approve February 29, 2024, Minutes made by Rep. Hentschel, seconded by Rep. Verderame. The Minutes approved unanimously in a voice vote,

4. Receipt of Communications, Reports of Committees, and Citizen Petitions:

- Moderator Amore referred First Selectman Cosgrove's letter concerning creation of a Harbor Management Committee to Rules & Ordinance Committee,
- Moderator Amore referred First Selectman Cosgrove's letter concerning the Stony Creek Quarry Workers' Museum 2nd Amendment lease to Administrative Services Committee.

5. To consider, and if appropriate, approve the following Bonding Resolution:

A RESOLUTION AMENDING "RESOLUTION AUTHORIZING AN APPROPRIATION OF \$325,000 FOR THE POLICE HEADQUARTERS RENOVATION PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$325,000 THEREFOR" TO INCREASE THE SCOPE OF THE PROJECT AND INCREASE THE APPROPRIATION AND BOND AUTHORIZATION THEREIN BY AN ADDITIONAL \$20,000,000 BE ADOPTED and recommended for Adoption by the Representative Town Meeting.*

*The full text of this resolution is appended to these Minutes and is available on the Town of Branford website.

Rep. Hartwell made a motion to waive the full reading of the bonding resolution. Seconded by Rep. Waterman. Passed the RTM unanimously in a voice vote.

a) Public Services Committee report: Rep. Bonenberger stated the item was heard and passed unanimously. He put the matter forward to the RTM as a motion.

b) Ways and Means Committee report: Rep. Hartwell stated that this was heard and approved unanimously. He put the matter forward to the full RTM in the form of a motion.

Several RTM members spoke in favor: Brooks, Adelman, Hartwell, Everson

Deputy Police Chief Alves described where Police Services will temporarily relocate to during the renovation.

A roll call vote was unanimous in favor, 27-0.

6. To consider and if appropriate, approve the following transfer request from the Assessor for FY2024:

From:		
10141050-517000	Regular Wages & Salaries	(\$25,300)
To:		
10141050-518250	Seasonal & Part-Time Help	25,300

Rep. Adelman reported that Administrative Services heard this item. The vote to approve was unanimous. He put this proposed transfer forward to the full RTM in the form of a motion. Approved unanimously in a voice vote.

Rep. Everson moved to hear Items 7 & 8 together. Rep. Twohill seconded. Approved unanimously in a voice vote.

7. To consider and if appropriate, approve the following transfer request and resolutions from the Director of Human Resources for FY2024 pursuant to the RTM-approved collective bargaining agreement for Town Hall Employees, UPSEU Local #405 Union Contract as follows:

General Fund Transfer for Town Hall Agreement

From:		
10149040-588802	Contingency	(\$109,566)
To:		
10141040-517000	Regular Wages & Salaries - Finance	\$ 8,701
10141050-517000	Regular Wages & Salaries - Assessor	10,813
10141070-517000	Regular Wages & Salaries - Tax Collector	8,128
10141080-517000	Regular Wages & Salaries - Town Clerk	8,228
10141130-517000	Regular Wages & Salaries - Planning & Zoning	2,585
10141160-517000	Regular Wages & Salaries - Inland Wetlands	0
10142010-517000	Regular Wages & Salaries - Police	4,823
10142040-517000	Regular Wages & Salaries - Fire	2,921
10143010-517000	Regular Wages & Salaries - Public Works	2,954
10143040-517000	Regular Wages & Salaries - Solid Waste	10,754
10143050-517000	Regular Wages & Salaries - Engineering	20,921
10141050-518000	Overtime - Assessor	659
10141070-518000	Overtime - Tax Collector	737
10141080-518100	Expanded Hours - Town Clerk	15
10141130-518000	Overtime - Planning & Zoning	213
10141040-519070	Retroactive Wages - Finance	4,296
10141050-519070	Retroactive Wages - Assessor	4,323
10141070-519070	Retroactive Wages - Tax Collector	5,114
10141080-519070	Retroactive Wages - Town Clerk	1,653
10141130-519070	Retroactive Wages - Planning & Zoning	1,343
10141160-519070	Retroactive Wages - Inland Wetlands	1,307
10142010-519070	Retroactive Wages - Police	2,135
10142040-519070	Retroactive Wages - Fire	1,462
10143050-519070	Retroactive Wages - Engineering	1,065
10143030-599105	Transfer Out - Sewer Utility Fund	4,416
	Total	\$109,566

RESOLVED: That the RTM authorize a FY2024 transfer from Contingency for \$109,566 to the noted accounts to fund compensation changes pursuant to the recently approved Town Hall Collective Bargaining Agreement through June 30, 2026.

Corresponding Sewer Utility Fund Transfer & Resolution

Appropriation Increase:

21090000-490010 Operating Transfer In \$ 4,416

Appropriation Increase:

21043030-517000 Regular Wages & Salaries \$ 2,954
21043030-519070 Retroactive Wages 1,462
Total \$ 4,416

RESOLVED: That the RTM authorizes a transfer out of \$4,416 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 2024 budget in the Sewer Utility Fund from \$4,813,105 to \$4,817,521.

8. To consider and if appropriate, approve the following transfer request and resolution from the Director of Human Resources for FY2024 pursuant to the RTM-approved collective bargaining agreement for the Town of Branford Employees, UPSEU Union Contract as follows:

General Fund Transfer for Branford Employees Agreement

From:

10149040-588802 Contingency (\$104,695)

To:

10141130-517000 Regular Wages & Salaries - Planning & Zoning \$ 7,242
10141190-517000 Regular Wages & Salaries - Information Technology 8,356
10141200-517000 Regular Wages & Salaries - Human Resources 3,631
10142010-517000 Regular Wages & Salaries - Police 3,287
10142050-517000 Regular Wages & Salaries - Building Dept. 4,080
10143050-517000 Regular Wages & Salaries - Engineering 8,190
10144020-517000 Regular Wages & Salaries - Senior Center 13,287
10146020-517000 Regular Wages & Salaries - Willoughby Wallace 2,143
10141130-518000 Overtime - Planning & Zoning 213
10141190-518000 Overtime - Information Technology 500
10141200-518000 Overtime - Human Resources 250
10141130-519070 Retroactive Wages - Planning & Zoning 3,224
10141190-519070 Retroactive Wages - Information Technology 3,742
10141200-519070 Retroactive Wages - Human Resources 557
10142010-519070 Retroactive Wages - Police 63
10142050-519070 Retroactive Wages - Building Dept. 2,026
10143050-519070 Retroactive Wages - Engineering 4,060
10144020-519070 Retroactive Wages - Senior Center 2,713
10146020-519070 Retroactive Wages - Willoughby Wallace 1,072
10142060-599104 Transfer Out - Animal Control Fund 13,503
10143030-599105 Transfer Out - Sewer Utility Fund 6,859
10144010-599130 Transfer Out - Human Services Fund 15,697
Total \$104,695

RESOLVED: That the RTM authorizes a transfer from contingency for \$104,695 to the noted accounts to fund compensation changes pursuant to the recently approved Town of Branford Employees Collective Bargaining Agreement through June 30, 2026.

Corresponding Animal Control Fund Transfer and Resolution:

Appropriation Increase:

20690000-490010 Operating Transfer In \$13,503

Appropriation Increase:

20642060-517000 Regular Wages & Salaries \$9,480
20642060-518000 Overtime 299
20642060-519070 Retroactive Wages 3,724
Total \$13,503

RESOLVED: That the RTM authorizes a transfer out of \$13,503 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 2024 budget in the Animal Control Fund from \$464,421 to \$477,924.

Corresponding Sewer Utility Fund Transfer & Resolution:

Appropriation Increase:

21090000-490010 Operating Transfer In \$6,859

Appropriation Increase:

21043030-517000	Regular Wages & Salaries	\$4,606
21043030-518000	Overtime	0
21043030-519070	Retroactive Wages	2,253
21043030-519040	Accrued Payroll Expense	0
	Total	\$6,859

RESOLVED: That the RTM authorizes a transfer out of \$6,859 to the Sewer Utility 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 2024 budget in the Sewer Utility Fund from \$4,817,521 to \$4,824,380.

Corresponding Human Services Fund Transfer & Resolution:

Appropriation Increase:

21890000-490010	Operating Transfer In	\$15,697
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Appropriation Increase:

21844010-517000	Regular Wages & Salaries	\$10,498
21844010-519070	Retroactive Wages	5,199
	Total	\$15,697

RESOLVED: That the RTM authorizes a transfer out of \$15,697 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 2024 budget in the Human Services Fund from \$1,939,499 to \$1,955,196.

Rep. Hartwell stated that Ways & Means heard these two items, #7 & 8, together. They were approved unanimously. He put the items forward to the full RTM in the form of a motion. Passed unanimously in a voice vote.

9. To consider and if appropriate, approve the following transfer request from the Director of Human Resources for FY2024:

From:

10141200-533300	Professional Development	(\$400)
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To:

10141200-588090	Travel	400
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Rep. Adelman stated that Administrative Services heard this matter and it passed unanimously. He put the matter forward to the RTM as a motion. Passed unanimously in a voice vote.

10. To consider and if appropriate, approve the following transfer request from the Registrar of Voters for FY24:

From:

10149040-588802	Contingency	(\$71,700)
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To:

10141120-517100	Part-Time Clerical Support	\$5,000
10141120-517630	Election Workers	52,600
10141120-517705	Deputy Registrars	5,000
10141120-518000	Overtime	1,100
10141120-518250	Seasonal & Part-Time Help	2,000
10141120-533590	Moving & Storage	1,000
10141120-544300	Purchased Services-Repairs	1,600
10141120-555320	Postage	1,100
10141120-566920	Meal Supplies	2,000
10141120-588090	Travel	300
	Total	\$71,700

Rep. Black recused himself from the discussion and vote, Rep. Hartwell stated that Ways and Means heard this item and approved it by unanimous vote. The full RTM voted unanimously in favor, (Rep. Black recused himself.)

11. To consider, and if appropriate, approve an amendment to the Town Code, Chapter 17, Cosgrove Animal Shelter Commission, § 17-2 Membership to remove the reference to the Town of North Branford. (amendment attached)

Rep. Hentschel stated that Rules & Ordinances Committee heard this matter, approved it unanimously and put the matter forward to the full RTM as a motion. Passed unanimously in a roll call vote.

- 12. To consider, and if appropriate, approve an amendment to the Town Code, to change RTM Rule E. 8.5. Amending, altering or suspending the rules, (2) Suspension of the Rules, to require a supermajority to suspend the Rules. (amendment attached)**

Rep. Hentschel reported that Rules & Ordinances Committee heard this matter and put the matter forward as a motion. Supermajority defined as a two-thirds vote. The RTM Rule will now conform to Roberts Rules of Order. Passed unanimously in a roll call vote.

- 13. To consider, and if appropriate, approve an amendment to the Town Code, to change RTM Rule E. 8.5, Amending, altering or suspending the rules, (1) Alteration or Amendment of the Rules, to require a supermajority to alter or amend the Rules. (amendment attached)**

Rep. Hentschel reported that Rules & Ordinances Committee heard this item, passed it unanimously and he put the matter forward in the form of a motion. Supermajority defined as a two-thirds vote. This RTM Rule will now conform to Roberts Rules. Passed unanimously in a roll call vote.

Rep. Twohill moved, Rep. Hartwell seconded, to remove Item 14 from the Call as the same item gets partially repeated in Item 15. Passed unanimously in a voice vote. (Former Item 14 removed from the Call.)

- 14. To consider, and if appropriate, approve an amendment to the Town Code, RTM Rules, E. Rule 4.5. Committee responsibilities (general) to clarify and coordinate long standing references to Reports and more recent requirements for Meeting Minutes.**

Rep. Hentschel reported that Rules & Ordinances heard this item and unanimously voted to rerefer. Passed unanimously in a voice vote by the full RTM.

Rep. Black moved, Rep. Hentschel seconded, to add an item to the Call #15, Change Date of Annual RTM Budget Meeting. Passed in a unanimous voice vote.

- 15. To consider, and if appropriate, change the annual RTM Budget Meeting date from May 7 to May 14, 2024.**

Rep. Black stated to bring the RTM meeting schedule in conformity with the Town Charter, (Section 5(b),) the annual RTM Budget Meeting date needed to be corrected on the Town Calendar from the first Tuesday in May to the second Tuesday in May, (May 7 to May 14, respectively,) and the new date be recorded in the Town meetings schedule. Motion to approve by Rep. Black, seconded by Rep. Hynes. Passed 26-1 (Waterman,) in a voice vote.

16. Other Business:

- a) Rep. Brooks asked if there was a more concise way to approve long columns of numbers rather than having the Moderator reading all the figures. Moderator Amore referred the matter, if the members want to look at it, to Rules & Ordinances.
- b) Jennifer Ryan expressed her concerns with Parkside Village and the New Haven Housing Authority vouchers that will be used to fund some rentals at Parkside Village for their New Haven Housing Authority tenants. She also mentioned the Parkside Village tax exempt status previously approved by the RTM and questioned Payment in Lieu of taxes, (PILOT,) program availability. First Selectman Cosgrove expressed his concerns as well and is looking into the situation and requesting answers.
- c) Todd Petrowski raised his concerns in the 5th District and asked about Town referendum procedure.

17. Call for Adjournment at 9:45 p.m.

Rep. Laich made a motion to adjourn, 2nd by Rep. Everson.

See the BCTV recording of this meeting for details of the conversations.

Frank Twohill, RTM Clerk

Dated this 15th day of March 2024

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2024 JAN 26 A 8:55

W. S. ...
BRANFORD TOWN CLERK

A RESOLUTION AMENDING "RESOLUTION AUTHORIZING AN APPROPRIATION OF \$325,000 FOR THE POLICE HEADQUARTERS RENOVATION PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$325,000 THEREFOR" TO INCREASE THE SCOPE OF THE PROJECT AND INCREASE THE APPROPRIATION AND BOND AUTHORIZATION THEREIN BY AN ADDITIONAL \$20,000,000

WHEREAS, a resolution entitled "RESOLUTION AUTHORIZING AN APPROPRIATION OF \$325,000 FOR THE POLICE HEADQUARTERS RENOVATION PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$325,000 THEREFOR" was adopted by the Representative Town Meeting on February 8, 2023 (the "Original Resolution"); and

WHEREAS, the Town of Branford (the "Town") would like to amend the project scope of the Original Resolution to include the addition of the improvements.

NOW THEREFORE BE IT RESOLVED:

Section I. The Original Resolution is hereby ratified, confirmed and adopted, and is amended to modify the scope of the Project, to increase the appropriation and bond authorization therein by \$20,000,000, from \$325,000 to \$20,325,000, and to make amendments to such resolution as set forth herein.

Section II. The caption of the Original Resolution is replaced in its entirety as follows:

RESOLUTION APPROPRIATING \$20,325,000 FOR THE POLICE HEADQUARTERS RENOVATION PROJECT AND AUTHORIZING THE ISSUE OF \$20,325,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section III. Section 1 of the Original Resolution is replaced in its entirety as follows:

Section 1. The sum of \$20,325,000 is appropriated by the Town of Branford, Connecticut (the "Town"), for (i) preliminary costs (including architectural and construction management fees) to determine the cost and scope of the renovation of the police headquarters located at 33 Laurel Street in the Town (the "Police Headquarters"), (ii) the planning, acquisition and construction of renovations to the Police Headquarters and the firearms training range located at 30 Harrison Avenue in the Town, including, but not limited to, a carport structure, related site improvements, relocation and temporary facility expenses, communications and computer infrastructure and equipment, furniture, fixtures and equipment, utilities, HVAC systems, repair or improvement of structures affected by the construction, testing, remediation,

surveying, and appurtenances related to the foregoing, or so much thereof or such additional improvements as may be accomplished within said appropriation, and for architectural, engineering, other consultant services as required, in part, and approximately in accordance with the Downes Construction Company report dated November 13, 2023, as may be amended, and (iii) insurance, legal, printing, capitalized interest, financing and debt administration costs (the "Project").

Section IV. The first sentence of Section 2 of the Original Resolution is replaced in its entirety as follows:

Section 2. To meet said appropriation, \$20,325,000 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, or such later date as may be allowed by law.

Section V. Sections 3 through 7 of the Original Resolution remain unchanged and are hereby ratified, confirmed and adopted.

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT



JAMES B. COSGROVE
First Selectman

RAYMOND E. DUNBAR, JR.
ANGELA M. HIGGINS

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DATE: February 16, 2024
TO: Maryann Amore, RTM Moderator
FROM: James B. Cosgrove, First Selectman *JBC*
RE: RTM Agenda

RECEIVED
2024 FEB 20 A 9:50
Maryann Amore
BRANFORD, CONNECTICUT

I respectfully request the RTM consider establishing a harbor management commission pursuant to CGS 22a-113k. Proper stewardship of Branford's navigable waterways is instrumental in order to maintain the economic, environmental and recreational vitality of these valuable natural resources.

Harbor Master Vincenzo Suppa and I look forward to the opportunity to discuss the merits of a harbor management commission.

Please place this item on the next agenda of the RTM for legislative approval. Thank you for your consideration.

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2024 FEB 20 A 9 50

Sec. 22a-113k. Harbor management commissions. (a) Any municipality having within its limits navigable waters as defined in subsection (b) of section 15-3a may establish by ordinance one or more harbor management commissions or may designate any existing board, commission, council, committee or other agency as a harbor management commission. Any harbor management commission established under this section may include one member representing each of the following: The planning commission, the zoning commission, or the combined planning and zoning commission, the conservation commission, shellfish commission and flood control board. The harbor master or deputy harbor master for the municipality shall be a nonvoting ex-officio member of any harbor management commission. The ordinance shall designate the area within the territorial limits of the municipality and below the mean high water that shall be within the jurisdiction of a commission and shall set forth the number of members of a commission, their method of selection, terms of office and procedure for filling any vacancy.

(b) Notwithstanding the provisions of the general statutes or any special act, if an existing municipal waterfront authority, municipal shellfish commission or municipal port authority is designated as a harbor management commission, the municipality may by ordinance increase the membership of such authority, commission or agency and may include one member representing each of the following: The planning commission, the zoning commission, or the combined planning and zoning commission, the conservation commission, shellfish commission and flood control board.

(c) Any two or more municipalities whose common boundaries lie within navigable waters, as defined in subsection (b) of section 15-3a, may by concurrent ordinances of their legislative bodies establish one or more harbor management commissions. Each such commission shall consist of an equal number of members from each municipality constituted pursuant to subsection (a) of this section. Any municipality that is a member of a commission may, by vote of its legislative body, elect to withdraw from a commission.