

RECEIVED

APR 20 REC'D

BRANFORD TOWN CLERK



**Representative Town Meeting Minutes**

**April 13, 2022**

<b>Moderator: Dennis Flanigan</b>	<b>Clerk: Donna Laich</b>
<b>Majority Leader: Ray Ingraham</b>	<b>Minority Leader: Tracy Everson</b>

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

**1. Roll Call:**

**Representatives present:** Alfone, Amore, Anderson, Barron, Black (zoom), Bonenberger, Brooks, Conklin, Everson, Erlanger, Flanigan, Greenberg (zoom), Healy, Hentschel, Hynes, Ingraham, Laich, Maresca, Prete, Shrestha, Sires, Stepanek, Sullivan, Torelli (zoom 8:08), Twohill, Verderame, Witkowski, Wells

**Representative absent:** Kelly, Riccio

**Ex Officios present:** 1<sup>st</sup> Selectman Cosgrove, Clerk Arpin, Selectman Higgins (zoom)

**Also present:** Attorney Aniskovich, Chairman of Housing Authority Robert Imperato

**2. Approval of the minutes of the March 15, 2022 meeting:**

Motion to approve by Ray Ingraham. Rep. Everson asked to make a correction to reflect the date of last meeting as March 9<sup>th</sup> not March 15<sup>th</sup>. Although it was stated that the minutes were amended, it was actually the agenda where the date was incorrect. The minutes had the correct date and were unanimously approved.

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

a. Moderator Flanigan read a letter from housing director Robert Imperato regarding the Branford Housing Authority's Temporary Access Agreement with the Town of Branford (see attached).

b. Moderator Flanigan read an announcement regarding the Earth Day fair on the town Green April 23<sup>rd</sup> (see attached).

**4. To consider and take action on a request with respect to the Branford Housing Authority's Temporary Access Agreement with the Town of Branford for Parkside Village I Sliney Road:**

a. Rep. Verderame gave a brief summary, reporting that this item passed in committee 5 yes and 1 abstention. She moved the item forward to the RTM for approval. A brief discussion followed. Rep. Sires stated she was changing her committee vote from abstention to a no vote and summarized her reasoning for the change.

- b. Resident Todd Petrowski asked to speak, stating Mr. Imperato is not eligible to act as the housing authority director due to the fact that he is an elected Town Employee (tax collector). He provided documentation to support his argument. Town Attorney Aniskovich commented on this issue. First Selectman Cosgrove and some RTM members commented on the discussion. Attorney Aniskovich will look further into the appointment of Mr. Imperato. Attorney Aniskovich advised the RTM to keep the issues separate and to focus on the item to be voted on.
- c. Rep. Wells made a motion to table this item 2<sup>nd</sup> by Rep. Black.
- d. After a lengthy discussion, the motion to table the item was defeated.
- e. Rep. Verderame's motion was voted on and passed 23 to 4 in a roll call vote (see attached).

**5. To consider and if appropriate, approve the following transfer requests to support changing capital project needs in the Sewer Reserve Fund:**

- a. Rep. Healy made a motion to waive rule 4.4.1 since the transfer was not heard at the last Ways and Means committee meeting. The motion was seconded by Rep. Ingraham and approved by the RTM.
- b. Rep. Prete made a motion to approve the transfer 2<sup>nd</sup> by Rep. Healy and after a brief discussion the transfer was approved by the RTM with a verbal show of approval.

Transfers to Closeout Projects and Fund Improvements at the Plant

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

**Fund 713 Sewer Reserve Fund**

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

Transfers to Closeout Projects and Transfer Balance to Sewer Reserve Fund

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

Rep. Conklin gave a brief description of the item reporting that it passed committee unanimously (5-0), he put it forward to the RTM for approval. After a lengthy discussion with comments from RTM members and explanation from 1<sup>st</sup> selectman Cosgrove, the item was approved by the RTM with a raise of hands. The approval was not unanimous, as the item was approved by a show of hands

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

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

Rep. Healy reported Ways and Means passed this transfer 5-0, he put it forward for a vote and it passed unanimously.

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

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

Rep. Healy gave a brief report stating Ways and Means passed this transfer 5-0. He put it forward to the RTM for approval, the transfer passed unanimously.

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

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

Rep. Prete gave a brief report stating the Education Committee approved this item unanimously (6-0). Rep. Prete put the item forward to the RTM for approval. After a brief discussion regarding the bathroom renovations, the item passed unanimously.

Project	Description	From	To
19407	BHS-DUGOUT/PRESSBOX SOFTBALL	\$(10,198.19)	
22407	SYSTEM WIDE DOOR REPLACEMENT		\$10,198.19
15421	ELEVATOR UPGRADES	\$(15,312.00)	

1541	BATHROOM RENOVATIONS	\$(46,516.00)	
22417	BATHROOM RENOVATIONS		\$61,828.00
21411	BHS CAFETERIA IMPROVEMENTS	\$(120,000.00)	
TBD	JBS ARCHITECTURAL STUDY		\$50,000.00
TBD	MTM TILE REPLACEMENT		\$20,000.00
TBD	MRT TILE REPLACEMENT		\$20,000.00
TBD	REMOVE ABANDONED UNDERGROUND STORAGE TANKS		\$30,000.00
<b>Totals</b>			
		<b>\$(192,026.19)</b>	<b>\$192,026.19</b>

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

- a. Rep. Conklin made a motion to suspend rule 4.4.1, second by Rep. Sullivan.
- b. Rep. Conklin reported this item was approved in committee 5-0; he put it forward to the full RTM for a vote, second by Rep. Brooks. After a brief discussion, the transfer passed unanimously.

<u>PROJECT CLOSEOUTS</u>			
From:	70043010-579480-11310	Hickory Hill Drainage-Shase II-DPW	(\$2,233)
	70043010-579250-21315	Quick view Pole Camera-DPW	(\$1,250)
	70043050-579400-17318	Supply Pond Repairs & Improve. -Eng.	(\$66)
	70042040-579250-20307	Fire Dept – Hydraulic Tools	(\$1,476)
	70042040-579250-21309	Fire Dept – Cardiac Monitors	(\$669)
	70042040-579250-22304	Fire Dept – Cardiac Monitors	(\$1,397)
	70042010-579250-22223	Speed Detection Devices – Police	(\$18)
Total			(\$7,109)
To:	599100	Transfer Out to General Fund	\$7,109

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

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

Rep. Healy gave a brief explanation of this item and reported it passed committee 5-0. He made a motion to approve the transfer. Rep. Everson spoke regarding the use of ARPA funds urging

residents to speak out about the use of ARPA funds. 1<sup>st</sup> Selectman Cosgrove explained how the Administration decided to use ARPA funds. He further stated that several Boards, Commissions and Departments offered input. The 1<sup>st</sup> Selectman also spoke with other Branford organizations regarding the funds. A lengthy discussion continued with comments from several RTM representatives requesting the 1st Selectman to solicit and include public input for the use of ARPA Funds. Following continued back and forth conversation, Rep Healy's motion passed with a voice vote.

From:	TBD	ARPA Fund	(\$380,000)
To:	TBD	I.T. SAN Storage Device	\$160,000
	TBD	Recreation Dept. – Show mobile	\$220,000
		Total	\$380,000

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

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

Because this item was not yet heard in committee a motion was made to rerefer by Rep. Ingraham, 2<sup>nd</sup> by Rep. Hentschel.

**15. Any other business to come before the RTM:**

No additional business was presented.

**16. Adjournment 9:40**

Motion to adjourn by Rep. Ingraham, 2<sup>nd</sup> by Rep. Amore

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

Dated this 20th day of April, 2022

Donna Laich

RTM Clerk

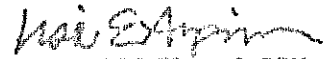


REPRESENTATIVE TOWN MEETING  
BRANFORD, CONNECTICUT

RECEIVED

LEGAL NOTICE AND CALL

2022 APR -1 P 3:42

  
BRANFORD TOWN CLERK

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

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

Transfers to Closeout Projects and Fund Improvements at the Plant

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

Fund 713 Sewer Reserve Fund

From

71343030-16309	Septage Receiving Facility	100,000
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To:

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New Item	Replace Variable Drives (Plant)	135,000
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New Item	Replace UV Light Disinfection System	900,000
71343030-19317	Blowers & Secondary - WPC Facility	239,000
	Total	\$1,507,866

Transfers to Closeout Projects and Transfer Balance to Sewer Reserve Fund

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

Fund 700 Capital Fund

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

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

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

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

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

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

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

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PROJECT CLOSEOUTS

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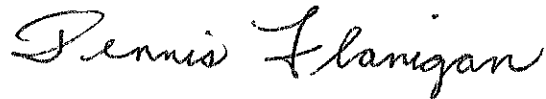
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	TBD	Recreation Dept. – Showmobile	<u>220,000</u>
		Total	\$380,000

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

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

15. Any other business to come before the RTM.

16. Adjournment.



Dated this 31<sup>st</sup> day of March, 2022  
Dennis T. Flanigan, Moderator

RECEIVED

2022 MAR 28 A 10:32

  
BRANFORD TOWN CLERK

ITEM #4

Housing Authority of the Town of Branford

Robert Imperato, Chair  
Jerry Mastrangelo, Vice Chair  
Kate Collins, Treasurer  
Jamie Kavanaugh, Commissioner  
Mark Colello, Commissioner  
Maryann Amore, Clerk

March 25, 2022

**Via E-mail Only**

Dennis Flanigan, Moderator  
Branford Representative Town Meeting  
Town of Branford  
1019 Main Street  
Branford, CT 06405

Re: Parkside Village Redevelopment, Temporary Access Agreement

Dear Moderator Flanigan and RTM Members:

As you know, the Parkside Village I redevelopment has received all necessary land use approvals, as well as a financing commitment from the Connecticut Department of Housing and the Connecticut Housing Finance Authority, among other private and public funding sources. Documents to approve the boundary line adjustment to benefit Sliney Park, as well as public safety plans, recreational easements, and other documents have all been approved.

The Planning and Zoning Commission's April 2021 Resolution, Condition 2.c, requires execution of a Construction and Temporary Access Easement and Agreement (the "Temporary Access Agreement") to allow the temporary use of Town property for construction-related purposes, including the widening and improvement of Sliney Road. The Temporary Access Agreement will terminate when construction is complete. While we understood that the Temporary Access Agreement required only Board of Selectmen approval, this week, the Town requested that the Housing Authority also present the Temporary Access Agreement for RTM approval. The Board of Selectmen unanimously approved the Temporary Access Agreement, subject to RTM approval, during its March 23, 2022 meeting.

The Temporary Access Agreement is attached, as is an FAQ that answers questions people may have about the temporary access arrangement. As suggested by the Town Attorney, the Housing Authority looks forward to the Administrative Services Committee taking up this request on April 5, with RTM confirmation following on April 13.

We are available as needed to discuss and resolve any questions.

Very truly yours,



Robert Imperato, Chair

cc: William Aniskovich, Esq.  
RTM Majority Leader Ray Ingraham  
RTM Minority Leader Tracy Everson  
RTM Administrative Services Committee Chair Victoria Verderame  
First Selectman James Cosgrove  
Second Selectman Angie Higgins  
Third Selectman Ray Dunbar

**Attachment 1**

Temporary Access Agreement

(attached)

**RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:**

Hinckley Allen  
20 Church Street  
Hartford, CT 06103  
Attn: Lisa Catarino Riccio, Esq.

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Space Above for Recorder's Use

**CONSTRUCTION AND TEMPORARY ACCESS  
EASEMENT AND AGREEMENT**

**THIS CONSTRUCTION AND TEMPORARY ACCESS EASEMENT AND AGREEMENT** (this "**Agreement**") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **TOWN OF BRANFORD**, a municipal corporation, located in the County of New Haven and State of Connecticut (hereinafter referred to as the "**Grantor**" which word, where the context requires, includes the plural and shall, unless the context clearly indicates otherwise, include the Grantor's executors, administrators, legal representatives, devisees, heirs, successors, assigns, lessees, tenants and other occupiers and users), having a mailing address of 1019 Main St., Branford, Connecticut 06405, and the **HOUSING AUTHORITY OF THE TOWN OF BRANFORD**, a municipal authority organized and existing under the laws of the State of Connecticut in the Town of Branford, County of New Haven, and State of Connecticut (the "**Grantee**" which word shall include all successors, assigns, agents and designees), having a mailing address of 115 S. Montowese Street, Branford, Connecticut 06405. Grantor and Grantee are referred to herein collectively as the "**Parties**" and individually as a "**Party**".

WHEREAS, the Grantor is the owner of real property known as Foote Memorial Park, Melrose Avenue, Branford, Connecticut (the "**Town of Branford Property**"); and

WHEREAS, Grantee is the owner of real property adjacent to the Town of Branford Property known as 115 South Montowese Road, Branford, Connecticut (the "**Housing Authority Property**"); and

WHEREAS, in connection with the development and rehabilitation of the Housing Authority Property as set forth and more specifically described in that certain Resolution (the "**Resolution**") of the Town of Branford Planning and Zoning Commission of the Town of Branford adopted at the November 21, 2019 meeting of the Planning and Zoning Commission, and Revised Per Superior Court Decision on April 1, 2021 (the "**Construction**"), Grantor has agreed to grant to Grantee a temporary construction easement over the portions of the Town of Branford Property (i) labeled the "Temporary Construction Easements" on the map entitled "Easement Map – Temporary Construction Easement" prepared for TPA Design Group by Godfrey Hoffman Hodge, LLC, dated August 6, 2021, attached hereto as **Exhibit A** (the "**Easement Map**"), and (ii) legally described in **Exhibit B** attached hereto and incorporated by reference herein (the "**Temporary Construction Easement Area**"), subject to and in accordance with the terms, conditions and provisions of this Agreement.

NOW THEREFORE, for good and valuable consideration and the mutual promises contained herein, the receipt and adequacy of which is hereby acknowledged, the Parties hereto agree as follows:

1. Grant of Temporary Construction Easement. Grantor hereby grants to Grantee, and dedicates for use by Grantee a temporary right of entry, license, and construction easement (the “**Temporary Easement**”) on, over, within, under and through the Temporary Construction Easement Area, subject to the terms and conditions of this Agreement, for Grantee’s construction activities (i) in connection with the Construction, including any necessary parking for current residents of the Housing Authority Property and any construction vehicles, equipment and staging, and (ii) to widen a portion of Sliney Field Access Road and to construct an Emergency Vehicle Parking Area, within the areas depicted as the Sliney Field Road Widening Area and the Emergency Vehicle Parking Area on the Easement Map (being referred to collectively as the “**Sliney Field Road Widening**”). Grantee acknowledges and agrees that Grantee’s construction activities within the Temporary Construction Easement Area shall comply with the terms and conditions set forth in that certain Traffic Management Plan attached hereto as Exhibit C.

2. Term. This Temporary Easement shall terminate (and the Parties shall execute and record a termination of same) upon (i) issuance of a final Certificate of Occupancy in connection with the Construction and (ii) completion of the Sliney Field Road Widening.

3. Reserved Rights. Grantor reserves and retains all rights to use the Temporary Construction Easement Area above and below the surface for any and all purposes that do not interfere with or obstruct exercise of the easements granted hereunder for the purposes and uses provided herein.

4. Cooperation. Grantor agrees that it will cooperate with and otherwise not interfere with the Temporary Easement.

5. Merger. Grantor and Grantee agree that no purchase or transfer of the underlying fee interest in the Temporary Construction Easement Area by or to the Grantee or any successor or assignee shall be deemed to eliminate the Temporary Easement, or any portion thereof, granted under the doctrine of “merger” or any other legal doctrine.

6. Authority. Grantor hereby affirms that it is the sole owner of the Temporary Construction Easement Area in fee simple and has the right to enter into this Agreement and to grant and convey the Temporary Easement. The Temporary Construction Easement Area is free and clear of all liens and encumbrances, including but not limited to any mortgage not subordinated to this Agreement.

7. Miscellaneous.

a. An executed original of this Agreement shall be recorded in the Land Records of the Town of Branford. This Agreement shall run with the land of the Temporary Construction Easement Area and is binding on the Parties hereto and each of their respective

successors and assigns, until its termination, as set forth in Section 2 of this Agreement.

b. This Agreement may be executed in multiple counterparts and signature pages from any counterpart may be appended to any other counterpart. All counterparts shall constitute a single, unified instrument.

c. This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of Connecticut.

d. All notices, requests and other communication required or permitted to be given under this Agreement shall be in writing and shall be delivered by hand delivery or overnight delivery service, to the mailing address set forth in this Agreement or at such other address as the Grantor or Grantee may hereafter designate by notice given in accordance herewith. Notice shall be deemed to have been given when so delivered.

[SIGNATURES FOLLOW THIS PAGE.]







**EXHIBIT A**

**Easement Map**

(Easement Map follows this page.)



**EXHIBIT B**

**Temporary Construction Easement Area Legal Description**

*All that certain pieces or parcels of land as shown and or depicted as Temporary Construction Easement, situated in the Town of Branford, State of Connecticut depicted on map entitled "Easement Map – Temporary Construction Easement, Prepared For TPA Design Group, 115 South Montowese Street, Branford, Connecticut, dated August 6,2021, Connecticut, prepared by Godfrey Hoffman Hodge, LLC, bounded and described as follows:*

*Beginning at the northeast corner of herein described parcel, said point being marked POB(TCE-1),*

*Thence; South 15 degrees 32 minutes 08 seconds West, along land now or formerly of The Housing Authority of The Town of Branford, a distance of 306.52 feet,*

*Thence; South 05 degrees 29 minutes 51 seconds East, along land now or formerly of The Housing Authority of The Town of Branford, a distance of 118.46 feet,*

*Thence; South 89 degrees 48 minutes 53 seconds West, through land now or formerly of The Town of Branford Indian Neck School, a distance of 168.35 feet,*

*Thence; North 14 degrees 13 minutes 15 seconds West, through land now or formerly of The Town of Branford Indian Neck School, a distance of 22.75 feet,*

*Thence; Northeasterly along the arc of a curve which has a radius of 195.33 feet, through land now or formerly of The Town of Branford Indian Neck School, a distance of 219.88 feet,*

*Thence; North 00 degrees 11 minutes 07 seconds West through land now or formerly of The Town of Branford Indian Neck School, a distance of 18.94feet,*

*Thence; North 28 degrees 13 minutes 40 seconds East through land now or formerly of The Town of Branford Indian Neck School, a distance of 207.63 feet,*

*Thence; North 55 degrees 39 minutes 09 seconds East, through land now or formerly of The Town of Branford Indian Neck School, a distance of 33.25 feet to the point and place of beginning.*

*Said parcel contains 28,175 Square Feet.*

**EXHIBIT C**

**Traffic Management Plan**

(The Traffic Management Plan follows this page.)





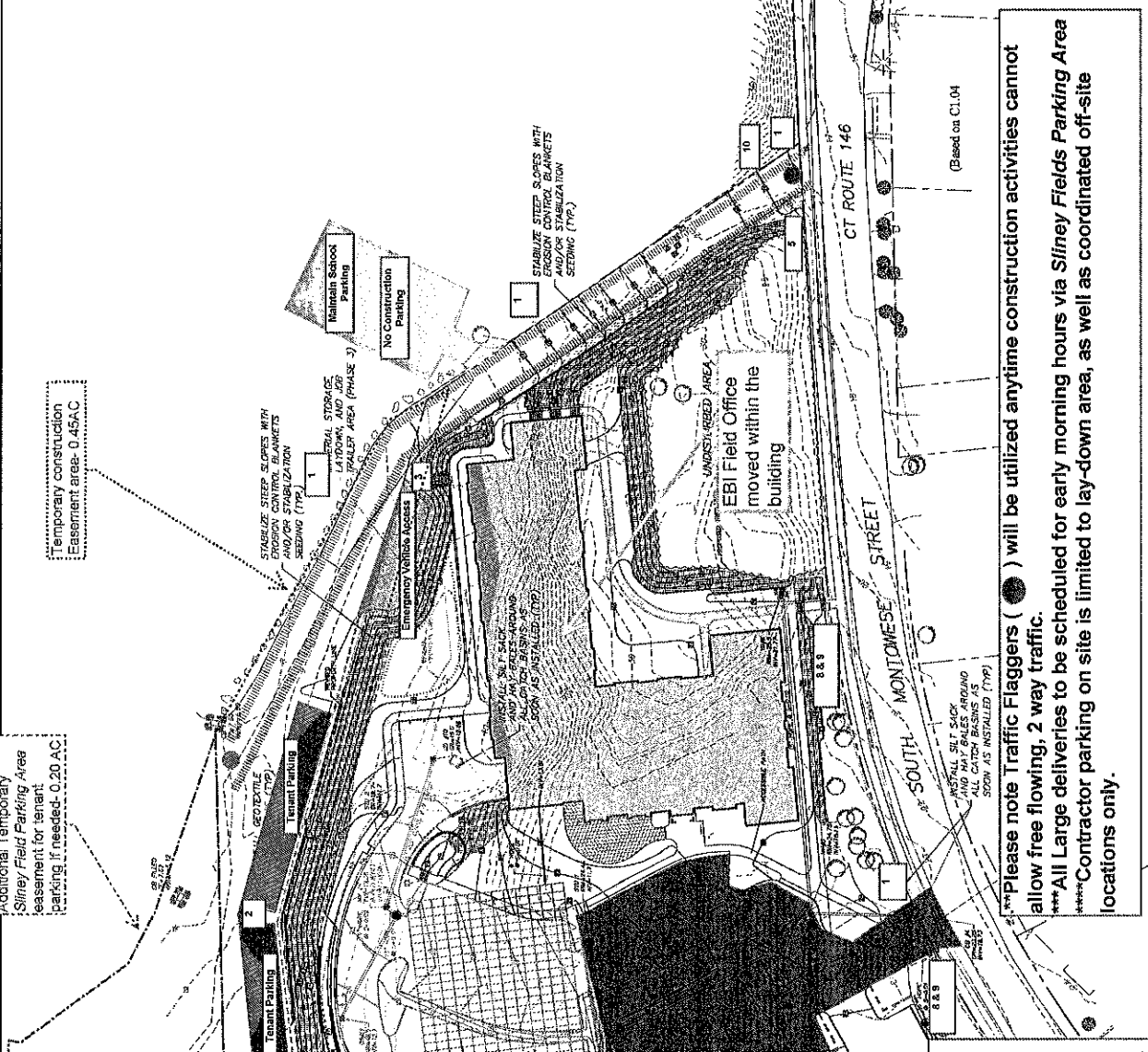


**Parkside Village I  
Construction Phase #3  
Traffic Management Plan**

Plan by EBI: Rev. 06.24.21  
Rev. 06.28.21  
BRIAN HARTWELL

Additional Temporary  
Slinley Field Parking Area  
Leasement for tenant  
parking if needed: 0.20 AC

Temporary construction  
Easement area: 0.45 AC



- Key: Signage**
- #1: Tenant Parking w/ Direction Arrow
  - #2: Tenant Parking Only
  - #3: Emergency Vehicle Access Only
  - #4: Contractor Parking Only
  - #5: EBI Field Office w/ Direction Arrow
  - #6: EBI Field Office
  - #7: Construction Lay-down Area Only
  - #8: Project ID Sign
  - #9: EBI Sign
  - #10: Construction Deliveries w/ Direction Arrow

Please note Traffic Flaggers (●) will be utilized anytime construction activities cannot allow free flowing, 2 way traffic.  
 \*\*\* All Large deliveries to be scheduled for early morning hours via Slinley Fields Parking Area  
 \*\*\*\*\* Contractor parking on site is limited to lay-down area, as well as coordinated off-site locations only.

**PHASE 3 ACTIVITIES**

1. RELOCATE RESIDENTS FROM EXISTING BUILDINGS TO NEW BUILDINGS AND OCCUPANCY IS LIMITED TO CURRENT PARKSIDE RESIDENTS ONLY.
2. MAINTAIN ACCESS TO EXISTING ON-SITE PARKING AREA AND DRIVEWAY TO SOUTH MONTWESSE STREET UNTIL NEW PARKING AREA IS READY FOR USE.
3. MAINTAIN PEDESTRIAN AND VEHICULAR ACCESS FROM NEW BUILDINGS TO EXISTING PARKING AREAS UNTIL NEW PARKING AREA IS READY FOR USE.
4. ADJUST TEMPORARY FENCING TO NEW YORK AREA.
5. INSTALL EROSION CONTROL MEASURES.
6. INSTALL TREE PROTECTION MEASURES PER ARBORIST RECOMMENDATIONS TO REDUCE EROSION, ROOT ARBORIST DIRECTION, ROOT PRUNING, IF REQUIRED, SHALL BE PERFORMED BY ARBORIST.
7. MARK CLEARING LIMITS WITH STAKES AND FLAGGING FOR REVIEW AND APPROVAL BY ENGINEER, ZONING ENFORCEMENT OFFICER AND TOWN TREE WARDEN.
8. DEMOLISH BUILDINGS B, C AND D AND REMOVE ALL REMAINING ANY NECESSARY UTILITY WORK.
9. CLEAR AND GRUB SITE TO CLEARING LIMITS.
10. CONSTRUCT REMAINING STORM DRAINAGE SYSTEM INCLUDING STORMWATER RETENTION SYSTEM.
11. CONSTRUCT NEW PARKING LOT, PATIO AND PERMANENT WALKS.
12. INSTALL LANDSCAPING, STUMPING, SIGNAGE, AND ORNAMENTAL LIGHTING.

REVISIONS
10/28/17: CONSTRUCTION PHASING
2/16/20: REVISED SITE PLAN
4/12/20: TOWN REVIEW COMMENTS
5/7/20: ISSUED FOR BID

**PROPOSED SITE PLAN REVISION**

115 SOUTH MONTWESSE STREET  
BRANFORD, CT  
PROJECT NUMBER: 20190006

Construction Phase #3  
Traffic Management Plan

DATE: 6/25/21  
DRAWN BY: O.G.  
SCALE: 1"=50'

**OPERATIONS**

**PH 3**



**Attachment 2**

FAQs Re: Parkside Construction and Temporary Access Easement and Agreement  
(attached)

## FAQs Re: Parkside Construction and Temporary Access Easement and Agreement

### (“Temporary Agreement”)

1. What is the “Construction and Temporary Access Easement and Agreement”?

*Answer: An agreement between the Housing Authority and the Town that permits the temporary use of certain portions of Town-owned land, during the redevelopment of Parkside Village, for construction-related purposes, including the widening and improvement of Sliney Road, from which the Town will benefit as a result of the access easement accepted by the RTM in February.*

2. Why is the Temporary Agreement required here?

*Answer: The Planning and Zoning Commission’s April 2021 resolution, Condition 2.c, required the execution of a “construction easement or alternative legal instrument” to allow the temporary use of Town property for these purposes.*

3. What area(s) will be affected by the Temporary Agreement? How will Beacon and the Housing Authority assure public safety during pendency of construction?

*Answer: The area to the immediate west of the Parkside property, where some of the Phase I improvements are being constructed for the benefit of the Town. The area is specifically delineated in a map attached to the Temporary Agreement.*

*The project’s general contractor, Enterprise Builders, will install a construction fence surrounding the perimeter of the construction site. All equipment, materials, etc. will be within the boundaries of this fence and not accessible to the public.*

4. Will the Temporary Agreement impact Sliney Fields? Emergency access? Parking?

*Answer: Access and use of Sliney Fields – including emergency access – will be available at all times during construction. Certain stages of construction will be reserved for off-peak times to further minimize impact.*

*Currently, while there are few formal striped parking spaces off of Sliney Road behind the Little League fields, informally, there are approximately 72 unstriped spaces available in that area and we are aware that this area is regularly used by Little League families. (This count is based on an informal calculation of unobstructed parking spots based on typical sizes, we understand that parking can be more freeform in this area.) Of those spots in this area, 23 are intended for exclusive use by Parkside Village I residents, though in reality some are often used by visitors to the Sliney Fields, leaving approximately 49 available for public use.*

*During construction, approximately 29 of those informal spaces will remain accessible via Sliney Road for public use. An additional 23 spots will remain available for Parkside residents.*

*After construction, all Parkside Village I resident spots will be moved to a separate parking lot. Following construction, 23 properly striped parking spaces will be added to this area and available for use by park-users, including Little League families. Much of the currently unstriped area will remain unstriped. We estimate that this will result in an overall gain of two additional parking spots to this area for the public. It will also remove the conflict and confusion between spots available to the public and spots intended for Parkside residents.*

*The emergency vehicle access area shown on the traffic management plan will ultimately become signed and striped for emergency vehicle use only.*

5. How long will the Temporary Agreement be in place?

*Answer: By its terms, the Temporary Agreement will terminate upon (1) the issuance of a final Certificate of Occupancy for the redeveloped Parkside and (2) the completion of the Sliney Road widening, from which the Town will benefit as a result of the access easement accepted by the RTM in February. The Housing Authority and Beacon expect construction to take approximately 24 months.*

6. Who drafted the Temporary Agreement? Has it been approved by the Town?

*Answer: Counsel for Beacon and the Housing Authority drafted the Temporary Agreement, which was approved as to form and content by Town Counsel and the Town Planner. The "Traffic Management Plan", attached to the Temporary Agreement as an exhibit, was approved by the Town Planner, Police Chief, and Recreation Director. The Temporary Agreement also will be reviewed by the Board of Selectmen on March 23.*

## OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT

MAR 24 REC'D

BRANFORD TOWN CLERK

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405



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

Date: March 2, 2021

To: Brian Devlin  
Superintendent, WWTP

From: James P. Finch  
Finance Director

Re: Transfers and resolutions to support capital needs

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

Transfers to Closeout Projects and Fund Improvements at the Plant

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

Fund 713 Sewer Reserve Fund

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

Transfers to Closeout Projects and Transfer Balance to Sewer Reserve Fund

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

Fund 700 Capital Fund

From		
70043030-09309	Force Main Johnsons Point	100,000
70043030-14309	Septage Receiving Facility	140,000

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

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

Cc J. Cosgrove  
J. Hoefflerle  
K. LaBanca

RECEIVED

ITEM #6

2022 MAR 25 A 10:52

*Richard Shanahan*  
BRANFORD TOWN CLERK

Date: March 25, 2022

To: Joseph Mooney, Chairman  
Board of Finance

From: Richard Shanahan  
Parks & Open Space

Re: Budget Transfers - FY 2021/2022

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

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

Parks & Open Space Budget for 2021-2022

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

Thank you for your consideration of this request.

**ITEM #7**  
**RECEIVED**

2022 MAR 25 A 9:05

*Neil Shapiro*  
BRANFORD TOWN CLERK



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

March 23, 2022

To: Joseph Mooney, Chairman  
Board of Finance

From: Peter Cimino  
Human Services Director

Re: Budget Transfers FY 2021-2022 Human Services

2021-2022 Transfer Request

**Seasonal/Part-time help**

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

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

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



**Uniforms/Clothing**

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

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

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

**Miscellaneous**

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

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

MAR 23 REC'D

BRANFORD TOWN CLERK



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

February 28, 2022

Mr. Joseph Mooney, Chairman  
Board of finance

Dear Mr. Mooney:

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

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

Overtime

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

Professional Development

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

Respectfully submitted,

Gary Zielinski, Highway Supervisor of DPW



ITEM #9  
RECEIVED

MAR 23 REC'D

BRANFORD TOWN CLERK

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

BOARD OF SELECTMEN  
BRANFORD, CONNECTICUT



JAMES B. COSGROVE  
*First Selectman*

ANGELA M. HIGGINS  
RAYMOND E. DUNBAR, JR

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

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

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

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

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

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT



JAMES B. COSGROVE  
First Selectman

ANGELA M. HIGGINS  
RAYMOND E. DUNBAR, JR

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

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

RECEIVED  
2022 MAR 25 P 2:25  
ANGELA M. HIGGINS  
BRANFORD TOWN CLERK

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

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

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

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

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

Thank you for your consideration.

RECEIVED

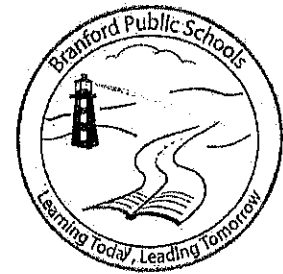
2022 MAR 28 A 11:36

HAMLET M. HERNANDEZ  
*Superintendent of Schools*

RACHEL M. SEXTON  
*Assistant Superintendent of Schools*

DONALD A. NEEL  
*Chief Operating Officer*

*Neil Edgeman*  
 BRANFORD TOWN CLERK



## BRANFORD PUBLIC SCHOOLS

1111 Main Street, Branford, CT 06405-3717  
 203.488.7276 • Fax 203. 315.3505  
[www.branfordschools.org](http://www.branfordschools.org)

March 28, 2022

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

Dear Chairman Mooney,

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

**Project 21411 BHS Cafeteria Improvements - \$120,000**

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

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

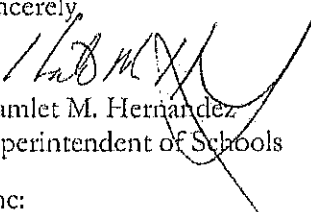
The dugout work for this project is complete. However, due to wetlands restrictions, the pressbox cannot be built on the site. The BOE recommends redesignating these funds to project 22407 Systemwide Door Replacement Project.

**Project 15421 Elevator Upgrades - \$15,312**

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

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

Sincerely,

  
 Hamlet M. Hernandez  
 Superintendent of Schools

Enc:

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

Branford Public Schools  
 Business Services  
 Capital Projects for Redesignation March 2022

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

**OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT**



1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405

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

Date: March 29, 2022  
  
To: Joseph Mooney  
Chairman, Board of Finance  
  
From: James P. Finch  
Finance Director  
  
Re: Transfers

RECEIVED  
 2022 MAR 25 P 3:41  
 BRANFORD TOWN CLERK

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

TRANSFERS TO SUPPORT CUTS IN THE REQUESTED BUDGET

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

**FY23**

CLOSEOUTS

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



TO

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

CONSOLIDATIONS

FROM

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

TO

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

**TOWN OF BRANFORD  
ARPA FUND**

**FISCAL YEARS 2022-2025**

**ITEM #13**

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

Cybersecurity	Information Technology	25,000	0	25,000	0	0	0	25,000
SAN Storage Device	Information Technology	160,000	160,000	0	0	0	0	160,000
<b>Total General Government Services</b>		<b>185,000</b>	<b>160,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>185,000</b>

**PUBLIC SAFETY**

Lucas CPR Device	Fire Department	32,000	0	32,000	0	0	0	32,000
Gear Extractor Dryer	Fire Department	30,000	0	30,000	0	0	0	30,000
Ambulance Equipment	Fire Department	75,000	0	75,000	0	0	0	75,000
Ambulance Purchase	Fire Department	220,000	0	220,000	0	0	0	220,000
<b>Total Public Safety Services</b>		<b>357,000</b>	<b>0</b>	<b>357,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>357,000</b>

**ENGINEERING/PUBLIC WORKS/SEWERS**

Paving	Public Works	1,000,000	0	1,000,000	0	0	0	1,000,000
Street Lining	Public Works	125,000	0	125,000	0	0	0	125,000
Meadow Street Boardwalk - Engineering Services	Engineering	75,000	0	75,000	0	0	0	75,000
Sidewalks	Engineering	550,000	0	550,000	0	0	0	550,000
<b>Total Public Works &amp; Highway Services</b>		<b>1,750,000</b>	<b>0</b>	<b>1,750,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750,000</b>

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

Department	Requested	BOF Recommended FY 2022	BOF Recommended FY 2023	RTM Approved FY 2022	RTM Approved FY 2023	FY 2024	FY 2025	3 YEAR REQ.
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**HEALTH & HUMAN SERVICES**

Basic Needs			100,000	0	100,000	0	0	0	100,000
<b>Total Health &amp; Human Services</b>			<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>

**RECREATION & LIBRARIES**

Showmobile			220,000	220,000	0	0	0	0	220,000
<b>Total Recreation &amp; Library Services</b>			<b>220,000</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>

<b>TOTAL ARPA FUNDING REQUEST</b>			<b>2,612,000</b>	<b>380,000</b>	<b>2,232,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,612,000</b>
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**RECONCILIATION OF ARPA FUNDING**

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