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BRANFORD TOWN CLERK



## Representative Town Meeting

### Meeting Minutes

April 14, 2020 7:00 p.m.

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

The RTM held a Zoom meeting on Wednesday, April 14, 2021 at 7:00 p.m. to consider and act upon the following matters. Moderator Flanigan reviewed the rules of Zoom meetings. On behalf of the RTM, he thanked the police and first responders for their great work in Tuesday's active shooter incident.

- 1. Roll Call: Representatives Present:** Adelman, Aitro, Alfone, Anderson (arrived 7:25), Black, Brockett, Conklin, Everson, Erlanger, Flanigan, Greenberg, Hakun, Healy, Hentschel (arrived 7:35), Hynes, Ingraham, Jackson, Laich, Prete, Riccio, Sember, Shrestha, Sires, Soomro, Sullivan, Twohill, Verderame and Wells  
**Representatives Absent:** Stepanek, Torelli  
**Ex Officios Present;** Selectman Dunbar, Town Clerk Arpin.

- 2. Approval of minutes of previous meeting:**

Motion to approve by Rep. Brockett second by Rep. Ingraham. Minutes unanimously approved.

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

After thanking RTM members for recent well wishes, Citizen Wayne Cooke discussed items related to letters and petitions. The moderator directed him to bring them up under "other business".

- 4. To consider, and if appropriate create a Blight Ordinance for the Town of Branford:**

Rep. Black reported the Rules and Ordinances Committee voted to re-refer this item. A number of Representatives and Citizens made comments. The moderator suggested that citizens can attend committee meetings for additional information. The motion passed unanimously.

- 5. Letters and Petitions: R&O Letter-Request to review Code of Ethics:**

The R/O committee voted to re-refer this matter. Rep. Black put forward a motion, which was unanimously approved.

- 6. To consider, and if appropriate, create an Ordinance pertaining to Unused Capital Funds:**

The R/O committee voted to re-refer this matter. Rep. Black put forward a motion, which was unanimously approved.

**7. To consider, and make a recommendation to the full RTM regarding disestablishment of the water commission. Sec. 105-1 et seq:**

The R/O committee voted to take no action. Rep. Black put forward a motion, which was unanimously approved.

**8. To consider, and make a recommendation to the full RTM regarding repeal of Ordinances regarding piggeries. Sec. 118-4 This Ordinance is duplicative of zoning regulations regulating large animals, Zoning Regulation 37-A (2):**

The R/O committee voted to re-refer this matter. After a brief discussion, Rep. Black put forward a motion, which was unanimously approved.

**9. Fund 720 Municipal Facilities Fund:**

This item was heard by the Public Services Committee and Ways and Means Committee. The Public Services Committee voted 6-1 to approve all transfers and resolution under item 9. The Ways and Means Committee, at the recommendation of the Finance Director, amended two-line item transfers as they applied to Information Technology. Ways and Means voted 4-0 to approve the transfers as amended and the resolution under Item 9 and put that in the form of a motion. Rep. Brockett made a motion to amend that motion to change the amount being transferred from contingency to reflect 2,895 instead of 32,895 because IT cannot make purchases required by these funds this fiscal year. The motion was seconded by Rep. Black. The motion as amended passed unanimously and the correct amounts and corrected line items are reflected in these minutes.

<b>From:</b>		
72041170-579410-17317	Police Lighting Upgrades	\$8,300
72041020-579500-15375	Branford Hills Demolition	5,670
	Total	13,970
<b>To:</b>		
72041170-599100-17317	Transfer Out to General Fund	8,300
72041020-599100-15375	Transfer Out to General Fund	5,670
	Total	\$13,970

**Fund 700 Capital Fund**

<b>From:</b>		
70041170-544300-12310	Police Front Walkway	\$8,314
70041170-544300-16321	UST Compliance	50,000
70041170-544300-15321	UST Compliance	50,000
70041170-533280-15302	Consulting	8,250
70041170-533960-09308	Adult Daycare Architectural Services	500
70041170-579410-16313	BELC Boiler Replacement	\$5,837
70041170-544300-19321	Town Hall Counter Replacement	112
70041170-579400-19313	WWML Walkway Repairs	490
70041170-544300-12314	Regional Energy Task Force	10

70041170-544300-20303	Counseling Center Water Mitigation	50,000
	Total	173,513
<u>To:</u>		
70041170-599100-Misc	Transfer Out to General Fund	\$173,513

Fund 730 Infrastructure Enhancement Fund

<u>From:</u>		
73043050-533960-15373	Stony Creek Dredging	\$422
<u>To:</u>		
73043050-599100-15373	Transfer Out to General Fund	\$422

Fund 101 General Fund

<u>From:</u>		
10149040-588802	Contingency	\$2,895
<u>To:</u>		
10141190-579150	Technology Acquisitions (PD Tough Tablets)	2,895
	Total	\$2,895

General Fund – Appropriation Increase

<u>Increase:</u>		
10190000-490015	Transfer In (Fund 700)	\$173,513
10190000-xxxxxx	Transfer In (Fund 720)	13,970
10190000-xxxxxx	Transfer In (Fund 730)	422
	Total	\$187,905
<u>Increase:</u>		
10150000-599116	Transfer Out Capital Fund (BOE Cafeteria)	\$120,000
10150000-599110	Transfer Out Capital Fund (Open Space)	40,300
10150000-599110	Transfer Out Capital Fund (PD Veneer Repairs)	6,500
10141190-555300	Technology Acquisitions (PD Tough Tablets)	21,105
	Total	\$187,905

**Resolved:** That the RTM approves an appropriation from increased estimated revenues resulting from the closeout of capital balances in the amount of \$187,905. This transfer will increase the Fiscal year 2021 General Fund budget from \$118,242,243 to \$118,430,148.

**10. Capital Fund – Appropriation Increase:**

Rep. Conklin stated that item 10 was approved in committee. Rep. Black stated Ways and Means also heard these items and voted 4-0 in favor. The items were put forward as a motion that passed unanimously.

<u>Increase:</u>		
70090000-490010	Transfer In	\$166,800
<u>Increase:</u>		
70048000-579250-xxxxx	BHS Cafeteria Improvements	120,000
70045050-579480-xxxxx	Parks & Open Space Repairs/Improvements	40,300
70041170-544300-xxxxx	Police Dept Veneer Repairs	6,500
	Total	\$166,800

### **11. Fund 700 Capital Fund**

Rep. Conklin reported that this was approved in committee 6-1. Rep Conklin put forward a motion that passed unanimously.

<u>From:</u>		
70041170-579410-21310	Police Department Roof Replacement	\$75,000
<u>To:</u>		
70041170-533960-21xxx	Needs Assessment Police Headquarters	\$75,000

### **12. Fund 700 Capital Fund:**

- a. Rep. Conklin reported that this was approved in the Public Services committee 6-1. Ways and Means also reviewed this item and approved it 4-0. A motion to approve was put forward.
- b. The motion and the resolution were unanimously approved.

<u>From:</u>		
70041170-579250-17313	Generator replacement Volunteer Service Ctr.	\$43,000
70041170-579250-17320	Police Department Generator	17,025
70041170-579250-18301	Police Department Generator	13,000
70041170-579410-18302	Police Department - Roof	75,000
70041170-579300-19308	Police Cell Block	31,807
70041170-579410-19309	Police Department Roof	75,000
70041170-579410-19310	Police Department Roof	50,000
70041170-579410-20304	Police Cell Block	32,750
70041170-579410-20305	Police Roof Replacement	50,000
70041170-579411-21311	Police Garage Roof Replacement	50,000
	Total	\$437,582
<u>To:</u>		
70041170-599100-Misc	Transfer Out to General Fund	\$437,582

General Fund – Appropriation Increase

<u>Increase:</u>		
10190000-490015	Transfer In (Fund 700)	\$437,582
<u>Increase:</u>		
10149010-523120	Police Pension Contribution	\$437,582

This current year transfer will supplement the assets in the pension fund and improve the funding status of the plan. A resolution for an additional increase to the budget is below:

**Resolved:** That the RTM approves an appropriation from increased estimated revenues resulting from the closeout of capital balances in the amount of \$437,582. This transfer will increase the Fiscal year 2021 General Fund budget from \$118,430,148 to \$118,867,730 and will be used to fund the pension requirements.

**13. Any other Business to come before the RTM:**

- a. Citizen Cooke indicated he will forward information regarding letters and petitions that were previously discussed. He will forward this list members of the RTM in the near future.
- b. Citizen Cooke commented on his concerns with the treatment of citizens at meetings. He is disappointed that he and others have been muted at past meetings and believes that freedom of speech rights have been violated at the meetings.
- c. Mr. Cooke also offered sage advice regarding health and medical decisions and urged everyone not to put off important medical tests.
- d. Rep. Riccio spoke about a letter he plans to send to our state representatives regarding the police accountability legislation.
- e. The moderator reminded RTM members that the budget meeting is Tuesday, May 1, 2021 at 7:00 pm.

**14. Adjournment: 8:02**

Motion to adjourn by Rep. Ingraham, 2<sup>nd</sup> by Rep. Conklin and approved.

Dated this 19th day of April, 2021

Donna Laich  
RTM clerk



OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



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BRANFORD TOWN CLERK

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www.branford-ct.gov

1019 MAIN STREET  
POST OFFICE BOX 150

Date: April 14, 2021  
To: RTM Members  
From: James P. Finch  
Finance Director  
Re: Transfers and resolutions related to Information Technology

**Background:**

As the RTM is aware the Board of Finance reduced the Information Technology budget by \$54,000 which included \$30,000 for communications and \$24,000 for technology acquisitions. Alternatively the Board of Finance approved a series of transfers designed to fund both of these items in the current year (FY 2021).

Following the meeting Deb Mirto informed me that the communication line item was a service as opposed to an equipment purchase and as a result she would be unable to make the purchase in the current year (FY 2021). I relayed this information to the Ways and Means Committee and the committee voted to move the \$30,000 previously earmarked for communications to technology acquisitions for a total of \$54,000. Finally it was noted that I would review this with Deb Mirto and submit further adjustments if needed.

**Current Status and Recommendation**

I spoke with Deb Mirto and she informed me that she is finding it difficult to make hardware purchases in the current year due to the impacts of the pandemic on supply and thus it would be difficult to use the full \$54,000.

In light of these developments, I recommend that the RTM vote on an amended transfer which pulls out the communication components. This will restore dollars back into the FY 2021 contingency account. For FY 2022 the RTM may consider reducing the contingency account by \$30,000 and restore the Board of Finance cut in the communications account.

To assist members in following the series of the events I have listed below the original transfer, the Ways and Means Committee recommendation and my recommendation based on my conversation with Deb Mirto, the supply challenges and budgetary impact for FY 2022. Please note while the transfer amounts are changing it does not impact the resolution increasing the general fund budget by \$187,000.

## Original Transfer Request BOF to RTM 3/29/2021

### Fund 101 General Fund

<u>From:</u>		
10149040-588802	Contingency	32,895
<u>To:</u>		
10141190-555300	Communications (Phone VOIP)	8,895
10141190-579150	Technology Acquisitions (PD Tough Tablets)	24,000
Total		32,895

### General Fund – Appropriation Increase

<u>Increase:</u>		
10190000-490015	Transfer In (Fund 700)	173,513
10190000-xxxxxx	Transfer In (Fund 720)	13,970
10190000-xxxxxx	Transfer In (Fund 730)	422
Total		187,905
<u>Increase:</u>		
10150000-599116	Transfer Out Capital Fund (BOE Cafeteria)	120,000
10150000-599110	Transfer Out Capital Fund (Open Space)	40,300
10150000-599110	Transfer Out Capital Fund (PD Veneer Repairs)	6,500
10141190-555300	Communications (Phone VOIP)	21,105
Total		187,905

**Resolved:** That the Board of Finance recommends to the RTM an appropriation from increased estimated revenues resulting from the closeout of capital balances in the amount of \$187,905. This transfer will increase the Fiscal year 2021 General Fund budget from \$118,242,243 to \$118,430,148.



**Ways and Means Committee Recommendation 4/7/2021**

Fund 101 General Fund

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**Recommendation for Vote by Full RTM 4/14/2021**

Fund 101 General Fund

<u>From:</u>		
10149040-588802	Contingency	2,895
<u>To:</u>		
10141190-579150	Technology Acquisitions (PD Tough Tablets)	2,895
	Total	2,895

General Fund – Appropriation Increase

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