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2022 SEP 19 P 5:23

*Naë Etapin*  
BRANFORD TOWN CLERK

Representative Town Meeting  
September 14, 2022  
Meeting Minutes

Moderator: Dennis Flanigan	Clerk: Donna Laich
Majority Leader: Ray Ingraham	Minority Leader: Tracy Everson

The RTM convened on Wednesday, September 14, 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, Bonenberger, Brooks, Everson, Erlanger (virtual), Flanigan, Greenberg (virtual), Healy, Hentschel, Hynes, Ingraham, Laich, Maresca, Prete, Shrestha, Sires, Stepanek, Sullivan, Torelli (Virtual), Twohill, Verderame, Wells.

**Representatives absent:** Conklin, Kelly, Riccio, Witkowski,

**Ex Officios present:** 1<sup>st</sup> Selectman Cosgrove, Selectman Higgins

2. Approval of the minutes of the 6/8/22 and 7/27/22 meetings:

Representative Ingraham motioned to approve the minutes of the 6/8/22 and 7/27/22 meetings, 2<sup>nd</sup> by Rep. Verderame. The minutes were approved unanimously in a voice vote

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

The moderator read an email from Rep. Ingraham regarding the use of golf carts. Moderator Flanigan referred this item to the Rules and Ordinances Committee.

Moderator Flanigan read a letter from Rep. Everson regarding the lack of public notice for agenda item #4 on tonight's agenda (see attached). Rep. Everson asked for this to be re-referred to Rules and Ordinances. Moderator Flanigan stated he does not have the authority to send the item back to committee.

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

Rep. Black gave a brief summary of the recent Rules and Ordinances committee meeting, stating the committee worked diligently to create this ordinance. He reported there were several meetings (open to the public) and that the ordinance was distributed to RTM members at least 5 days prior to this meeting, as required. Rep. Black put the item forward to the RTM for approval. Rep. Erlanger stated her concerns with this ordinance and the lack of sufficient public notice. Rep. Erlanger made a motion to table this item for the public to gain an understanding of the proposed ordinance. Rep. Erlanger's motion was not seconded and therefore defeated. Rep. Twohill provided historical context, stating this idea was on the table for discussion in 2005. After a brief discussion, and comments from several RTM representatives, the ordinance was unanimously approved in a voice vote.

- 5. **To consider, and if appropriate, approve the recommendation of the Board of Finance that the RTM evaluate the request to fund the positions of Registrar of Voters on a full-time basis beginning January 1, 2023 for each year of their two-year term of office at a rate of pay recommended by the Human Resources Department and approved by the RTM. This recommendation will be made pursuant to an analysis of the department’s operations and staffing requirements:**

Rep. Verderame gave a brief report stating that the Administrative Services Committee voted 6-1 to re-refer this item. The item was unanimously re-referred in a voice vote.

- 6. **To consider, and if appropriate, adopt a policy for virtual meetings into our Town Meeting Rules:**  
Rep. Black stated that this was not heard yet at a Rules and Ordinances committee meeting and motioned to re-refer this item, 2<sup>nd</sup> by Rep. Sullivan. The item was unanimously re-referred in a voice vote.
- 7. **To consider and if appropriate, approve a transfer request from the Tax Collector for FY22 as follows:**  
Rep. Verderame stated this passed the Administrative Services committee unanimously and motioned for approval from the RTM. The item passed unanimously in a voice vote.

<b>From:</b>	
10141070-588620 Tax Refunds	(\$8,403)
10141070-533280 Consulting	(1,550)
<b>Total</b>	<b>(\$9,953)</b>
<b>To:</b>	
10141070-518000 Overtime	\$8,403
10141070-544300 Repair & Maintenance	600
10141070-588200 Memberships, Conf. & Meetings	430
10141070-555320 Postage 520	
<b>Total</b>	<b>\$9,953</b>

- 8. **To consider and if appropriate, approve a transfer request for FY22 from the First Selectman as follows:**

Rep. Healy stated the Ways and Means committee discussed this at their last meeting where it passed 3-0. He moved the item forward to the RTM for approval. The item passed unanimously in a voice vote.

<b>Fund 700</b>	
<b>From: 70090000-490010 Transfer In</b>	<b>(\$25,000)</b>
<b>To: 70041020-579350-22301 EV Charging Stations/Vehicles</b>	<b>25,000</b>
<b>General Fund (Executive)</b>	
<b>From: 10149040-588802 Contingency</b>	<b>(\$25,000)</b>
<b>To: 10150000-599110 Transfer Out 700 Fund</b>	<b>25,000</b>

- 9. **To consider and if appropriate, approve a transfer request from the Board of Fire Commissioners for the following end of year transfers to close out the FY21-22 budget:**

Rep. Sullivan reported on the results of the Public Services Committee meeting. The committee approved the transfers 4-0 and he put it forward to the RTM for approval. This was also heard at the Ways and Means committee meeting where Rep. Healy reported the item passed 3-0. After a brief discussion the item passed unanimously in a voice vote.

<b>From:</b>	
10142040-579250 Equipment	(200)
10142040-588030 Misc. Vol. Expenses	(200)

10142040-517000 Regular Wages & Salaries	(127,500)
10142040-517670 Medic Shift PT	(19,700)
10142040-518010 Overtime Public Events	(8,100)
10142040-518050 Vacation	(10,500)
10142040-518150 Holiday Pay	(17,600)
10142040-518500 Special Detail	(1,016)
10142040-519040 Accrued Payroll Expense	(4,200)
10142040-519050 Stipends	(19,300)
10142040-533300 Professional Development	(2,500)
10142040-533520 Ambulance Billing	(14,200)
10142040-533530 Employment Testing	(13,000)
10142040-544300 Purchased Services – R & M	(7,410)
10142040-566900 Other Supplies	(295)
10142040-533600 Fire Prevention/Investigation	(815)
10142040-555320 Postage	(500)
10142040-588050 CMED	(840)
10142040-578000 Equipment Replacement	(432)
10142040-578010 Volunteer Equipment	(8,069)
10142040-566600 Medical Supplies	(7,200)
10142040-544130 Other Fuel	(2,319)
10142040-555300 Communications	(6,500)
10142040-588200 Memberships-Conf. & Meetings	(319)
10149040-588802 Contingency (40,148)	
<b>Total</b>	<b>(\$312,863)</b>
<b>To:</b>	
10142040-517600 Deputy Fire Marshal Stipend	400
10142040-518000 Overtime	245,026
10142040-519020 Longevity	295
10142040-526100 Uniform and Clothing	2,155
10142040-566650 Safety Supplies	432
10142040-579300 Furniture and Fixtures	5,969
10142040-519025 Educational Incentive	2,245
10142040-519030 Accumulated Sick Pay	7,774
10142040-544170 Hydrants	8,419
10142040-518200 Replace Sick	40,148
<b>Total:</b>	<b>\$312,863</b>

**10. To consider and if appropriate, approve a request from the Emergency Management Director for the following FY22 transfers:**

Rep. Healy reported briefly stating these transfers passed 3-0 at the Ways & Means committee meeting and motioned for approval from the RTM. The item passed unanimously in a voice vote.

<b>From:</b>	
10149040-588802 Contingency	(1,824)
<b>To:</b>	
10142030-518000 Overtime	247
10142030-544300 Purchased Services – R & M	1,577

<b>Total:</b>	<b>\$1,824</b>
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**11. To consider and if appropriate, approve a request from the Board of Police Commissioners for the following FY22 transfers:**

Rep. Sullivan reported on the Public Services committee meeting regarding this item. The committee voted 4-0 to approve these transfers, he put it forward for approval. The item passed unanimously in a voice vote.

<b>From:</b>	
10142010-517000 Regular Wages & Salaries	(88,471)
10142010-566960 Parts	(7,208)
10142010-544340 Radio Comm. System Exp.	(21,800)
<b>Total:</b>	<b>(\$117,479)</b>
<b>To:</b>	
10150000-599102 Transfer to Capital Fund	90,008
10142010-519030 Accumulated Sick Pay	13,745
10142010-517580 Board Clerks	257
10142010-519025 Education Incentive	175
10142010-519050 Stipends	175
10142010-544130 Other Fuel	8,808
10142010-555300 Communications	3,864
10142010-588200 Memberships, Conf.	447
<b>Total:</b>	<b>\$117,479</b>
<b>Increase:</b>	
70090000-400010      Transfer In	90,008
<b>Increase:</b>	
70042010-579350-22221      Vehicles	40,000
70042010-579250-22239      PD Vehicle Equipment	42,800
70042010-579250-22307      Portable Radio Replacement	7,208
<b>Total:</b>	<b>\$90,008</b>

**12. To consider and if appropriate, approve a transfer request from the Registrar of Voters for a transfer for FY22:**

Rep. Verderame reported Administrative Services passed this item unanimously in committee, she put it forward to the RTM for approval. The transfer was unanimously approved in a voice vote.

<b>From:</b>	
10141120-517630 Election Workers	(4,300)
<b>To:</b>	
10141120-517750 Deputy Registrars	3,107
10141120-518250 Seasonal & Part-Time Help	318
10141120-566900 Other Supplies	875
<b>Total:</b>	<b>\$4,300</b>

**13. To consider and if appropriate, approve a transfer request from Public Works for FY22:**

Rep. Sullivan reported briefly on the Public Services Committee meeting stating the transfer was approved unanimously in committee and put it forward for approval. The item passed unanimously in a voice vote.

<b>From:</b>
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10143010-545000 Road Materials	(6,865)
10143010-544190 Street Lights	(41,932)
<b>Total:</b>	<b>(\$48,797)</b>
<b>To:</b>	
10143010-545010 Road Painting & Signs	6,865
10143010-544100 Utilities	5,190
10143010-544130 Other Fuel	36,742
<b>Total:</b>	<b>48,797</b>

**14. To consider and if appropriate, approve a transfer request from the Town Planner for FY2:**

Rep. Black moved to waive rule 4.4.1 since the item was not heard in committee, 2<sup>nd</sup> by Rep. Brooks. Rule 4.4.1 was waived in a unanimous voice vote.

Rep. Black made a motion for approval, 2<sup>nd</sup> by Rep. Hentschel. The transfer passed unanimously in a voice vote.

<b>From:</b>	
10141130-518250 Seasonal Part-Time Help	(3,114)
<b>To:</b>	
10141130-518000 Overtime	1,674
10141130-555400 Advertising	1,440
<b>Total:</b>	<b>\$3,114</b>

**15. To consider and if appropriate, approve a transfer request from the Zoning Board of Appeals for FY22 as follows:**

Rep. Black moved to waive rule 4.4.1, 2<sup>nd</sup> by Rep. Brooks and waived in a unanimous voice vote. Rep. Black motioned for approval of this transfer, 2<sup>nd</sup> by Rep. Ingraham. The transfer was unanimously approved in a voice vote.

<b>From:</b>	
10141140-566100 Office Supplies	(400)
10141140-588090 Travel	(155)
10141140-588200 Memberships	(200)
<b>Total:</b>	<b>(\$755)</b>
<b>To:</b>	
10141140-555400 Advertising	\$755

**16. To consider, and if appropriate, approve a request from the Lead Tradesman for the following FY22 transfer for General Government Buildings (GGB):**

Rep. Sullivan reported briefly on the Public Services Committee meeting where this transfer passed 5-1. He put it forward to the RTM for approval. After a brief discussion, questions from the RTM, and a response from 1<sup>st</sup> Selectman Cosgrove, the item passed unanimously in a voice vote.

<b>From:</b>	
10141170-517000 Regular Wages & Salaries	(41,026)
10141170-519040 Accrued Payroll Expense	(170)
10141170-526100 Uniform & Clothing	(2,853)
10141170-544300 Purchased Services – R & M	(41,026)
10141170-566100 Office Supplies	(800)
10141170-566900 Other Supplies	(2,141)
10141170-566920 Meal Supplies	(490)

10141170-579250 Equipment	(733)
10141170-579930 Furniture & Fixtures	(250)
10141170-588200 Memberships & Conferences	(1,200)
Total:	(\$90,689)
To:	
10141170-518000 Overtime	2,139
10141170-544100 Utilities-Water, Electric & Gas	81,302
10141170-544110 Fuel Oil	7,248
Total:	\$90,689

17. To consider, and if appropriate, approve a request from the Building Department for the following transfers:

Rep. Healy reported Ways and Means met on this item stating it passed in committee 3-0, he put it forward to the RTM for approval. The item passed unanimously in a voice vote.

<b>FY2022</b>	
<b>From:</b>	
10149040-588802 Contingency	(4,484)
<b>To:</b>	
10142050-519050 Stipends	4,484
<b>FY2023</b>	
<b>From:</b>	
10149040-588802 Contingency	(4,484)
<b>To:</b>	
10142050-519050 Stipends	4,484
<b>FY2022</b>	
<b>From:</b>	
10142050-566900 Other Supplies	(500)
10142050-588090 Travel	(400)
Total:	(900)
<b>To:</b>	
10142050-555305 Online Services	900

18. To consider, and if appropriate, approve a request from the Town Clerk for the following budget transfer for FY22:

Rep. Verderame reported this item passed Administrative Services Committee unanimously. She put it forward to the RTM for approval. The transfer passed unanimously in a voice vote.

<b>From:</b>	
10141080-533570 Computer Indexing	(128)
10141080-555400 Advertising, Printing, Binding	(443)
10141080-566100 Office Supplies	(23)
10141080-588630 Vital Statistics	(212)
Total:	(\$806)
<b>To:</b>	
10141080-533300 Professional Development	\$806

19. To consider, and if appropriate, approve the following FY22 transfers from the Finance

**Director:**

Rep. Healy gave a brief report from the Ways and Means Committee meeting. He stated this passed committee 3-0 and put it forward to the RTM for approval. The item passed unanimously in a voice vote. Public Services also heard this item as summarized by Rep. Sullivan. Public Services voted unanimously in favor of this item and put it forward to the RTM for approval. This vote includes the Resolution below. The transfers were approved unanimously in a roll call vote.

<b>Probate Court</b>	
<b>From:</b>	
10141110-555300 Communications	(205)
<b>To:</b>	
10141110-555200 Property, Auto, Gen. Liability Ins.	205
<b>Board of Finance</b>	
<b>From:</b>	
10141030-533260 Audit	(1,435)
<b>To:</b>	
10141030-555400 Advertising, Printing & Binding	1,435
<b>Municipal Insurance</b>	
<b>From:</b>	
10149030-588140 Insurance Damage	(14,202)
<b>To:</b>	
10149030-555200 Property Insurance	14,202

**Special Detail**

To consider, and if appropriate, approve the resolution below to increase the FY22 budget to cover police special detail costs, offset through higher than budgeted revenues.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2022 General Fund Budget from \$120,965,315 to \$121,239,315. This increase will be funded through increased estimated revenue resulting from special detail receipts.

<b>Increase:</b>	
10142010-420450 Special Wages Police	274,000
<b>Increase:</b>	
10142020-518500 Police Special Detail	274,000
<b>Expenses and Claims and Legal Fees</b>	
<b>From:</b>	
10149040-588802 Contingency	(\$44,000)
10141070-588620 Tax Appeals	(37,000)
<b>Total:</b>	<b>(\$81,000)</b>
<b>To:</b>	
10141090-533550 Legal	23,000
10141090-533660 Expenses & Claims	58,000
<b>Total:</b>	<b>\$81,000</b>

20. Any other business to come before the RTM:

Rep. Amore reminded the RTM and the public that the annual "Friends of the Library" book sale will be held next weekend. She encouraged attendance and also membership in the group called "Friends of the Library".

Rep. Black stated his committee will meet to hear the proposed ordinance re: the use of golf carts before the next full RTM meeting.

Rep. Everson asked the 1<sup>st</sup> Selectman to update us on the Blight Ordinance. Selectman Cosgrove stated Board of Selectman plans to appoint a Blight officer at the next meeting. A brief discussion continued.

**21. Adjournment: 9:15**

Rep. Torelli motioned for adjournment, 2<sup>nd</sup> by Rep. Erlanger.

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

**Donna Laich, RTM Clerk**

**Dated this 19<sup>th</sup> day of September 2022**



2022 SEP 19 P 5:23

**RTM Roll Call List ~ Date: 9-14-2022**

	<b>NAME</b>	<b>ATTENDANCE</b>	<b>Ordinance re: Tax Collector</b>	<b>Item # 19 Resolution</b>
1	ALFONE	Present	Yes	Yes
2	AMORE	Present	Yes	Yes
3	ANDERSON	Present	Yes	Yes
4	BARRON	Present	Yes	Yes
5	BLACK	Present	Yes	Yes
6	BONENBERGER	Present	Yes	Yes
7	BROOKS	Present	Yes	Yes
8	CONKLIN	Absent		
9	EVERSON	Present	Yes	Yes
10	ERLANGER	Virtual	Yes	Yes
11	FLANIGAN	Present		
12	GREENBERG	Virtual	Yes	Yes
13	HEALY	Present	Yes	Yes
14	HENTSCHEL	Present	Yes	Yes
15	HYNES	Present	Yes	Yes
16	INGRAHAM	Present	Yes	Yes
17	KELLY	Absent		
18	LAICH	Present	Yes	Yes
19	MARESCA	Present	Yes	Yes
20	PRETE	Present	Yes	Yes
21	RICCIO	Absent		
22	SHRESTHA	Present	Yes	Yes
23	SIRES	Present	Yes	Yes
24	STEPANEK	Present	Yes	Yes
25	SULLIVAN	Present	Yes	Yes
26	TORELLI	Virtual	Yes	Yes
27	TWOHILL	Present	Yes	Yes
28	VERDERAME	Present	Yes	Yes
29	WITKOWSKI	Absent		
30	WELLS	Present	Yes	Yes
	<b>Total</b>	<b>26</b>	<b>25</b>	<b>25</b>
	Ex Officios			
	1st Selectman Cosgrove	Present		
	Selectman Higgins	Present		
	Selectman Dunbar			
	Town Clerk Arpin			
	Treasurer Conklin			
	Attorney Aniskovich			

*Mae Arpin*  
BRANFORD TOWN CLERK

RECEIVED

2022 AUG 30 P 12: 10

BRANFORD REPRESENTATIVE TOWN MEETING  
LEGAL NOTICE AND CALL  
September 14, 2022

*W. E. Arpin*  
BRANFORD TOWN CLERK

The RTM will be convened on Wednesday, September 14, 2022 at 8:00 p.m. at Branford Fire Headquarters, 45 North Main Street to consider and act upon the following matters:

Pledge of Allegiance

1. Roll Call
2. Approval of the minutes of the 6/8/22 and 7/27/22 meetings.
3. Reception of communications, reports of committees, and citizen petitions.
4. To consider, and if appropriate, approve changing the position of Branford Tax Collector from an elected official to a hired appointment.
5. To consider, and if appropriate, approve the recommendation of the Board of Finance that the RTM evaluate the request to fund the positions of Registrar of Voters on a full-time basis beginning January 1, 2023 for each year of their two-year term of office at a rate of pay recommended by the Human Resources Department and approved by the RTM. This recommendation will be made pursuant to an analysis of the department's operations and staffing requirements.
6. To consider, and if appropriate, adopt a policy for virtual meetings into our Town Meeting Rules.
7. To consider and if appropriate, approve a transfer request from the Tax Collector for FY22 as follows:

**From:**

10141070-588620	Tax Refunds	(\$8,403)
10141070-533280	Consulting	<u>(1,550)</u>
		(\$9,953)

**To:**

10141070-518000	Overtime	\$8,403
10141070-544300	Repair & Maintenance	600
10141070-588200	Memberships, Conf. & Meetings	430
10141070-555320	Postage	<u>520</u>
		\$9,953

8. To consider and if appropriate, approve a transfer request for FY22 from the First Selectman as follows:

**Fund 700**

<b>From:</b>		
70090000-490010	Transfer In	(\$25,000)
<b>To:</b>		
70041020-579350-22301	EV Charging Stations/Vehicles	25,000

**General Fund (Executive)**

<b>From:</b>		
10149040-588802	Contingency	(\$25,000)
<b>To:</b>		
10150000-599110	Transfer Out 700 Fund	25,000

9. To consider and if appropriate, approve a transfer request from the Board of Fire Commissioners for the following end of year transfers to close out the FY21-22 budget:

<b>From:</b>		
10142040-579250	Equipment	(\$200)
10142040-588030	Misc. Vol. Expenses	(200)
10142040-517000	Regular Wages & Salaries	(127,500)
10142040-517670	Medic Shift PT	(19,700)
10142040-518010	Overtime Public Events	(8,100)
10142040-518050	Vacation	(10,500)
10142040-518150	Holiday Pay	(17,600)
10142040-518500	Special Detail	(1,016)
10142040-519040	Accrued Payroll Expense	(4,200)
10142040-519050	Stipends	(19,300)
10142040-533300	Professional Development	(2,500)
10142040-533520	Ambulance Billing	(14,200)
10142040-533530	Employment Testing	(13,000)
10142040-544300	Purchased Services – R & M	(7,410)
10142040-566900	Other Supplies	(295)
10142040-533600	Fire Prevention/Investigation	(815)
10142040-555320	Postage	(500)
10142040-588050	CMED	(840)
10142040-578000	Equipment Replacement	(432)

**From: (continued)**

10142040-578010	Volunteer Equipment	(8,069)
10142040-566600	Medical Supplies	(7,200)
10142040-544130	Other Fuel	(2,319)
10142040-555300	Communications	(6,500)
10142040-588200	Memberships-Conf. & Meetings	(319)
10149040-588802	Contingency	<u>(40,148)</u>
		(\$312,863)

**To:**

10142040-517600	Deputy Fire Marshal Stipend	\$ 400
10142040-518000	Overtime	245,026
10142040-519020	Longevity	295
10142040-526100	Uniform and Clothing	2,155
10142040-566650	Safety Supplies	432
10142040-579300	Furniture and Fixtures	5,969
10142040-519025	Educational Incentive	2,245
10142040-519030	Accumulated Sick Pay	7,774
10142040-544170	Hydrants	8,419
10142040-518200	Replace Sick	<u>40,148</u>
		\$312,863

10. To consider and if appropriate, approve a request from the Emergency Management Director for the following FY22 transfers:

**From:**

10149040-588802	Contingency	(\$1,824)
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**To:**

10142030-518000	Overtime	\$247
10142030-544300	Purchased Services – R & M	<u>1,577</u>
		\$1,824

11. To consider and if appropriate, approve a request from the Board of Police Commissioners for the following FY22 transfers:

**From:**

10142010-517000	Regular Wages & Salaries	(\$88,471)
10142010-566960	Parts	(7,208)
10142010-544340	Radio Comm. System Exp.	<u>(21,800)</u>
		(\$117,479)

**To:**

10150000-599102	Transfer to Capital Fund	\$90,008
10142010-519030	Accumulated Sick Pay	13,745
10142010-517580	Board Clerks	257
10142010-519025	Education Incentive	175
10142010-519050	Stipends	175
10142010-544130	Other Fuel	8,808
10142010-555300	Communications	3,864
10142010-588200	Memberships, Conf.	<u>447</u>
		\$117,479

**Increase:**

70090000-400010	Transfer In	\$90,008
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**Increase:**

70042010-579350-22221	Vehicles	\$40,000
70042010-579250-22239	PD Vehicle Equipment	42,800
70042010-579250-22307	Portable Radio Replacement	<u>7,208</u>
		\$90,008

12. To consider and if appropriate, approve a transfer request from the Registrar of Voters for a transfer for FY22:

**From:**

10141120-517630	Election Workers	(\$4,300)
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**To:**

10141120-517750	Deputy Registrars	\$3,107
10141120-518250	Seasonal & Part-Time Help	318
10141120-566900	Other Supplies	<u>875</u>
		\$4,300

13. To consider and if appropriate, approve a transfer request from Public Works for FY22:

**From:**

10143010-545000	Road Materials	(\$6,865)
10143010-544190	Street Lights	<u>(\$41,932)</u>
		(\$48,797)

**To:**

10143010-545010	Road Painting & Signs	\$ 6,865
10143010-544100	Utilities	5,190
10143010-544130	Other Fuel	<u>\$36,742</u>
		\$48,797

14. To consider and if appropriate, approve a transfer request from the Town Planner for FY22:

**From:**

10141130-518250	Seasonal Part-Time Help	(\$3,114)
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**To:**

10141130-518000	Overtime	
\$1,67410141130-555400	Advertising	<u>1,440</u>
		\$3,114

15. To consider and if appropriate, approve a transfer request from the Zoning Board of Appeals for FY22 as follows:

<b>From:</b>		
10141140-566100	Office Supplies	(\$400)
10141140-588090	Travel	(\$155)
10141140-588200	Memberships	(\$200)
		(\$755)
<b>To:</b>		
10141140-555400	Advertising	\$ 755

16. To consider, and if appropriate, approve a request from the Lead Tradesman for the following FY22 transfer for General Government Buildings (GGB):

<b>From:</b>		
10141170-517000	Regular Wages & Salaries	(\$41,026)
10141170-519040	Accrued Payroll Expense	(170)
10141170-526100	Uniform & Clothing	(2,853)
10141170-544300	Purchased Services – R & M	(41,026)
10141170-566100	Office Supplies	(800)
10141170-566900	Other Supplies	(2,141)
10141170-566920	Meal Supplies	(490)
10141170-579250	Equipment	(733)
10141170-579930	Furniture & Fixtures	(250)
10141170-588200	Memberships & Conferences	(1,200)
		(\$90,689)
<b>To:</b>		
10141170-518000	Overtime	\$2,139
10141170-544100	Utilities-Water, Electric & Gas	81,302
10141170-544110	Fuel Oil	7,248
		\$90,689

17. To consider, and if appropriate, approve a request from the Building Department for the following transfers:

**FY2022**

<b>From:</b>		
10149040-588802	Contingency	(\$4,484)
<b>To:</b>		
10142050-519050	Stipends	4,484

**FY2023**

<b>From:</b>		
10149040-588802	Contingency	(\$4,484)
<b>To:</b>		
10142050-519050	Stipends	4,484

**FY2022**

<b>From:</b>		
10142050-566900	Other Supplies	(\$500)
10142050-588090	Travel	(400)
<b>To:</b>		
10142050-555305	Online Services	\$900

18. To consider, and if appropriate, approve a request from the Town Clerk for the following budget transfer for FY22:

**From:**

10141080-533570	Computer Indexing	(\$128)
10141080-555400	Advertising, Printing, Binding	(443)
10141080-566100	Office Supplies	(23)
10141080-588630	Vital Statistics	(212)
		(\$ 806)

**To:**

10141080-533300	Professional Development	\$ 806
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19. To consider, and if appropriate, approve the following FY22 transfers from the Finance Director:

**Probate Court**

**From:**

10141110-555300	Communications	(\$205)
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**To:**

10141110-555200	Property, Auto, Gen. Liability Ins.	205
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**Board of Finance**

**From:**

10141030-533260	Audit	(\$1,435)
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**To:**

10141030-555400	Advertising, Printing & Binding	\$1,435
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**Municipal Insurance**

**From:**

10149030-588140	Insurance Damage	(\$14,202)
-----------------	------------------	------------

**To:**

10149030-555200	Property Insurance	14,202
-----------------	--------------------	--------

**Special Detail**

To consider, and if appropriate, approve the resolution below to increase the FY22 budget to cover police special detail costs, offset through higher than budgeted revenues.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2022 General Fund Budget from \$120,965,315 to \$121,239,315. This increase will be funded through increased estimated revenue resulting from special detail receipts.

**Increase:**

10142010-420450	Special Wages Police	\$274,000
-----------------	----------------------	-----------

**Increase:**

10142020-518500	Police Special Detail	\$274,000
-----------------	-----------------------	-----------

**Expenses and Claims and Legal Fees**

**From:**

10149040-588802	Contingency	(\$44,000)
-----------------	-------------	------------

10141070-588620	Tax Appeals	<u>(37,000)</u>
-----------------	-------------	-----------------

(\$81,000)

**To:**

10141090-533550	Legal	\$23,000
-----------------	-------	----------

10141090-533660	Expenses & Claims	<u>58,000</u>
-----------------	-------------------	---------------

\$81,000

20. Any other business to come before the RTM.

21. Adjournment

Dennis T. Flanigan, Moderator

Dated this 30<sup>th</sup> day of August, 2022



Lisa Arpin

---

**From:** ingradad@gmail.com  
**Sent:** Monday, August 1, 2022 1:03 PM  
**To:** Dennis Flanigan  
**Cc:** Lisa Arpin; Donna Laich; 'Peter Black'  
**Subject:** Branford RTM - Proposed Ordinance - Golf Carts

**[EXTERNAL EMAIL]** This email originated from outside of the Town of Branford's Email System. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Dear Moderator Flanigan,

I would like to have placed on the R&O call.

Discuss and if appropriate approve a golf cart usage ordinance for the town of Branford.

I will provide a sample ordinance to R&O once the item is accepted and scheduled for hearing.

Respectfully,

Ray Ingraham  
Branford RTC – Chair  
203-627-3022

Lisa Arpin

---

**From:** Tracy Everson <everson5rtm@gmail.com>  
**Sent:** Thursday, September 8, 2022 11:03 AM  
**To:** Dennis Flanigan  
**Cc:** Donna Laich; Raymond Ingraham; Lisa Arpin  
**Subject:** Letter to the Moderator re: Tax Collector Ordinance

**[EXTERNAL EMAIL]** This email originated from outside of the Town of Branford's Email System. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Dennis Flanigan  
Moderator  
Representative Town Meeting  
Town of Branford

September 8, 2022

Dear Mr. Moderator:

I am concerned about the lack of proper public notice regarding item number 4 on the call for September 14, 2022, "*To consider, and if appropriate, approve changing the position of Branford Tax Collector from an elected official to a hired appointment.*" The RTM is considering whether to remove the ability of the voters in town to choose a Tax Collector every two years, as has been the case for decades, and instead allow a Tax Collector to be appointed by the Board of Selectmen. The Town Clerk distributed a draft of the ordinance via email today, Thursday September 8, 2022 at 9:20 am. The 9/14 RTM meeting call was distributed via email to RTM members on Tuesday August 30th.

In addition, according to the Town Meeting Rules, RTM committee reports are to be filed in advance of RTM meetings. While the agenda of the Rules and Ordinance Committee (R & O) dated June 28, 2022 is posted online, the subsequent minutes of that meeting have not been posted. As of this writing, the town website contains only a proposed draft ordinance discussed at R & O's special meeting June 28, 2022, and not the outcome.

As you are aware, ordinances that come before the RTM are also subject to public hearings.

In the interest of transparency and good government, and in order to properly notify the public of the matter and the ordinance under consideration, I request that this matter be re-referred to R & O.

Thank you.

Tracy Everson  
Minority Leader  
Branford Representative Town Meeting

Cc: Ray Ingraham, Majority Leader  
Donna Laich, RTM Clerk  
Lisa Arpin, Town Clerk

--

Tracy Everson

Minority Leader

5th District Representative

Branford Representative Town Meeting

Member, RTM Administrative Services Committee

Member, Branford Coastal Vulnerability ad hoc Committee

# Item #4 RECEIVED

(Final RTM Rules & Ordinances Committee Version 9/8/2022)

2022 SEP -8 | A 9:17

  
BRANFORD TOWN CLERK

## **AN ORDINANCE AUTHORIZING THE APPOINTMENT OF A MUNICIPAL COLLECTOR OF TAXES FOR THE TOWN OF BRANFORD**

### 1. CHAPTER 110

#### **§ \_\_\_-1. Authorization to Appoint**

Pursuant to C.G.S. Section 9-189, the Board of Selectmen of Branford is hereby authorized and empowered to appoint a Tax Collector, who shall have all rights, powers, and duties conferred and imposed upon such Tax Collector under state law. Such appointment must be by unanimous vote of the Board of Selectmen.

#### **§ \_\_\_-2. Term and Qualifications**

The Tax Collector shall be appointed for a term of four (4) years. The tax collector shall become certified by the State of Connecticut to perform all duties of the Tax Collector within four years of the date of appointment and shall remain certified for the duration of his/her tenure. Failure to become certified within four years of appointment, or failure to maintain certification after initial certification, may be cause for removal or non-reappointment.

#### **§ \_\_\_-3. Performance of Duties**

In the performance of the duties required of the Tax Collector, the Tax Collector shall be responsible to the First Selectman, or his/her designee.

#### **§ \_\_\_-4. Effective Date; Effect of Enactment**

The Tax Collector in office on the effective date hereof shall continue in office until the expiration of the term for which he was elected. After said expiration, a tax collector appointed per this ordinance shall take and begin his or her first four year term.

Item #7

Office of Tax Collector

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

ROBERT M. IMPERATO  
Tax Collector



TEL: (203) 315-0672  
FAX: (203) 315-3334  
www.branford-ct.gov  
Email: rimperato@branford-ct.gov

Date: August 23, 2022  
To: Joseph Mooney  
Board of Finance  
  
From: Robert M. Imperato  
Tax Collector  
  
Re: Budget Transfers FY 2021-2022 Tax Office  
  
2021-2022 Transfer Request

*Wai S. Spinn*  
BRANFORD TOWN CLERK

2022 AUG 24 A 9:51

RECEIVED

I am requesting the following transfers be placed on the agenda for the Board of Finance August 29, 2022 meeting:

Overtime

Over the past fiscal year 2021-2022, the Tax Office has been met with a number of staffing issues and operational challenges. This resulted in the Tax Office requiring overtime from various staff members to maintain service levels as well as daily operational functions.

From		
10141070-588620	Tax Refunds	(\$8,403)
To		
10141070-518000	Overtime	\$8,403

Vault

Repairs needed to the Tax Office cash vault due to a malfunction within the combination dial. As a result, a line item for \$300.00 has been established within fiscal year 2023 – 2024 Repair & Maintenance

From		
10141070-533280	Consulting	(\$600)
To		
10141070-544300	Repair & Maintenance	\$600

Membership

Cost overruns were due to the number of staff members enrolled in the Tax Collector's educational program for fiscal year 2021-2022. This triggered a shortfall within the scheduled line item.

From		
10141070-533280	Consulting	(\$430)
To		
10141070-588200	Miscellaneous Expenses	\$430

Postage

Tax Office engaged QDS for additional direct mailing of tax bills causing a shortfall within the Postage line item.

From		
10141070-533280	Consulting	(\$520)
To		
10141070-555320	Postage	\$520

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

August 26, 2022

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

Dear Mr. Mooney:

As you are aware the Town of Branford along with other communities have taken a measured approach to installing electric vehicle charging stations. As evidence of this effort the town appropriated funds in FY 2021 and FY 2022 with a gap year in FY 2023 to provide time for our Sustainability Manager to work with Clean Energy Task Force members to identify potential locations for additional stations and incentive opportunities. To date we have a charging station at Police Headquarters, which is primarily dedicated to public safety uses. Additionally, the town has plans to install stations at the Animal Shelter, Foote Park and Fire Headquarters.

Presently the incentive climate is very generous which presents Branford with a timely opportunity to continue this measured approach and leverage local tax dollars through incentives. Therefore, I respectfully ask for a transfer request of \$25,000 to support this effort.

Fund 700

<u>From</u>		
70090000-490010	Transfer In	(25,000)
<u>To:</u>		
70041020-579350-22301	EV Charging Stations/Vehicles	25,000

General Fund (Executive)

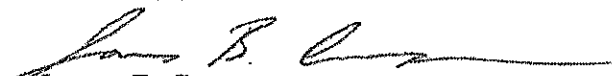
<u>From</u>		
101-49040-588802	Contingency	(25,000)
<u>To:</u>		
101-50000-599110	Transfer Out 700 Fund	25,000

RECEIVED  
2022 AUG 26 P 2:22  
Moi Estepin  
BRANFORD TOWN CLERK

Letter to J. Mooney  
Dated August 26, 2022  
Page Two

Thank you for your consideration.

Very truly yours,

A handwritten signature in black ink, appearing to read "James B. Cosgrove", with a long horizontal flourish extending to the right.

James B. Cosgrove  
First Selectman



# Item #9

RECEIVED

2022 AUG 26 AM 11:17

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

*Maë Expirin*  
BRANFORD TOWN CLERK

August 28, 2022

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

Dear Chairman Mooney,

At their special meeting held August 16, 2022, the Board of Fire Commissioners unanimously approved the following resolution:

1. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney for the following end of year transfers to close out the 2021/2022 budget year, as may be amended by the Finance Department:

**From:**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-579250	Equipment	\$200.00
10142040-588030	MISC Vol Expenses	\$200.00

**TO:**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-517600	Deputy Fire Marshal Stipend	\$400.00

**From:**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-517000	Regular Wages & Salaries	\$127,500.00
10142040-517670	Medic Shift PT	\$19,700.00
10142040-518010	Overtime Public Events	\$8,100.00
10142040-518050	Vacation	\$10,500.00
10142040-518150	Holiday Pay	\$17,600.00
10142040-518500	Special Detail	\$1,016.00
10142040-519040	Accrued Payroll Expense	\$4,200.00
10142040-519050	Stipends	\$19,300.00
10142040-533300	Professional Development	\$2,500.00
10142040-533520	Ambulance Billing	\$14,200.00
10142040-533530	Employment Testing	\$13,000.00
10142040-544300	Purchased Services – R&M	\$7,410.00

**TO:**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518000	Overtime	\$245,026.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-56900-566900	Other Supplies	\$295.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-519020	Longevity	\$295.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-533600	Fire Prevention/ Investigation	\$815.00
10142040-555320	Postage	\$500.00
10142040-588050	CMED	\$840.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-526100	Uniform and Clothing	\$2,155.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-578000	Equipment Replacement	\$432.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-566650	Safety Supplies	\$432.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-578010	Volunteer Equipment	\$5,969.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-579300	Furniture and Fixtures	\$5,969.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-578010	Volunteer Equipment	\$2,100.00
10142040-544130	Other Fuel	\$145.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-519025	Educational Incentive	\$2,245.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-566600	Medical Supplies	\$7,200.00
10142040-544130	Other Fuel	\$574.00
<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-519030	Accumulated Sick Pay	\$7,774.00

PHONE (203) 488-7266

FAX (203) 315-3349

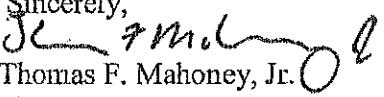
<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-555300	Communications	\$6,500.00
10142040-544130	Other Fuel	\$1,600.00
10142040-588200	Memberships-Conf. & Meetings	\$319.00

<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-544170	Hydrants	\$8,419.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10149040-588802	Contingency	\$40,148.00

<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142040-518200	Replace Sick	\$40,148.00

The overages in these accounts result primarily from replacement overtime costs for personnel due to vacancies and COVID-19 related illness. Replacement of vacant positions is necessary to meet the minimum staffing needs of the department and the bargaining agreement. There was also a 6% increase in the cost of hydrants and mains from the regional water authority. We had one member retire who earned an accumulated sick payout. I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 29, 2022.

Sincerely,  
  
 Thomas F. Mahoney, Jr.  
 Fire Chief/ Emergency Management Director

Cc: Jim Finch, Robert Massey, James Cosgrove

**Item #10**

**RECEIVED**

2022 AUG 26 (A 11:17)

*Noel Espino*  
BRANFORD TOWN CLERK

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

August 28, 2022

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

Dear Chairman Mooney,

I respectfully request that the following resolution be added to the agenda of your meeting to be held Monday August 29, 2022:

- To consider, and if appropriate, approve a request from Emergency Management Director Thomas Mahoney for the following end of year transfers to close out the 2021/2022 budget year, as may be amended by the Finance Department:

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10149040-588802	Contingency	\$247.00

<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142030-518000	Overtime	\$247.00

<b>From:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10149040-588802	Contingency	\$1,577.00

<b>TO:</b>		
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
10142030-544300	Purchased Services – Repairs &	\$1,577.00

Sincerely,

*Thomas F. Mahoney, Jr.*

Thomas F. Mahoney, Jr.  
Fire Chief/ Emergency Management Director

Cc: Jim Finch, James Cosgrove

**BRANFORD BOARD OF POLICE COMMISSIONERS  
33 LAUREL STREET  
BRANFORD, CONNECTICUT 06405**

**Item #11**

Jill Marcus (Chair)  
Richard Goodwin  
Patty Austin  
Janice Heggie Margolis  
John Sousoulas  
Valerie Wiel-Wilkins

James B. Cosgrove  
First Selectman

Jonathan R. Mulhern  
Chief of Police



**RECEIVED**  
 2022 AUG 26 A 10:40  
*Lois Stappin*  
 BRANFORD TOWN CLERK

8/10/2022

Mr. Joseph Mooney  
Chair, Board of Finance  
Town of Branford  
1019 Main St.  
Branford, CT 06405

The Board of Police Commissioners respectfully requests an appearance before your board at your August 29, 2022 meeting. At that meeting, we will seek your approval for the following transfers in our FY 2021-2022.

**General Fund**

From	Account	Description	To	Account	Description	Amount
	10142010-517000	Reg. Wages&Salary		10150000-599102	Transfer to Capital Fund	\$40,000.00
	10142010-517000	Reg. Wages&Salary		10150000-599102	Transfer to Capital Fund	\$21,000.00
	10142010-517000	Reg. Wages&Salary		10142010-519030	Accum. Sick Pay	\$13,745.00
	10142010-517000	Reg. Wages&Salary		10142010-517580	Board Clerks	\$257.00
	10142010-517000	Reg. Wages&Salary		10142010-519025	Education Incentive	\$175.00
	10142010-517000	Reg. Wages&Salary		10142010-519050	Stipends	\$175.00
	10142010-517000	Reg. Wages&Salary		10142010-544130	Other Fuel	\$8,808.00
	10142010-517000	Reg. Wages&Salary		10142010-555300	Communications	\$3,864.00
	10142010-517000	Reg. Wages&Salary		10142010-588200	Memberships, Conf.	\$447.00
	10142010-566960	Parts		10150000-599102	Transfer to Capital Fund	\$7,208.00
	10142010-544340	Radio Comm. System Exp.		10150000-599102	Transfer to Capital Fund	\$21,800.00

**700 Fund**

<b>Increase</b>	<b>Account</b>	<b>Description</b>	<b>Increase</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
	70090000-400010	Transfer In		70042010-579350-22221	Vehicles	\$40,000.00
	70090000-400010	Transfer In		70042010-579250-22239	PD Vehicle Equipment	\$21,000.00
	70090000-400010	Transfer In		70042010-579250-22307	Portable Radio Replacement	\$7,208.00
	70090000-400010	Transfer In		70042010-579250-22239	PD Vehicle Equipment	\$21,800.00

**Summary**

- The transfer to Vehicles and Vehicle Equipment is to purchase and outfit one police vehicle not funded in FY 22-23 budget.
- Accumulated Sick Pay transfer is to cover sick time pay out to retirees pursuant to Collective Bargaining Agreement.
- Other Fuel Account requires transfer as a direct result of the historic gas prices.
- Overage of \$3863.53 in Communications line resulted from needed upgrade to data lines to radio sites.
- Transfer from Parts to Portable Radio Replacement will cover cost to purchase (5) five portable radios for additional Supernumerary Officers.
- Transfer from Radio System Expense to PD Vehicle Equipment is for the purchase of radios for the new Regional Command Vehicle. Each participating town contributed for vehicle purchase; cost distribution assigned Branford to cover radio expenses.
- Total transfer amount \$117,479.00

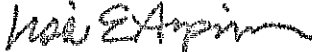
Respectfully Submitted,

Jill Marcus  
Chair -Branford Police Commission

# Item #12

RECEIVED

2022 AUG 23 A 11:03

  
BRANFORD TOWN CLERK

To: The Board of Finance

From: The Registrars of Voters

Re: Budget Transfer Request due to Aug. 9<sup>th</sup> Primary Preparation

From: 10141120-517630 Election Workers \$3,425.35

To: 10141120-517750 Deputy Registrars \$3,107.50

To: 10141120-518250 Seasonal & Part-time Help \$317.85

From: 10141120-555400 Advertising \$874.75

To: 10141120-566900 Other Supplies \$874.75

Darren Lawler & Daniel J. Hally

Registrars of Voters

August 23, 2022



Town of Branford

DEPARTMENT OF PUBLIC WORKS  
POST OFFICE BOX 150 • BRANFORD, CT 06405  
(203) 488-4156

August 18, 2022

Mr. Joseph Mooney, Chairman  
Board of Finance

Dear Mr. Mooney:

RECEIVED  
2022 AUG 19 A 10:52  
Major Stephen  
BRANFORD TOWN CLERK

The Department of Public Works requests the following budget transfers for F/Y 2022:

From Account#	10143010 - 545000	Road Materials	(\$6,865.00)
To Account#	10143010 - 545010	Road Painting & Signs	\$6,865.00

Road Painting & Signs

The shortfall in this account is due to the extensive road/paving work completed in 2022 as new lines needed to be added to the roads. The lines on the newly paved roads were double center and fog lines that are required to meet standard highway conditions on all newly paved roads. Another contributing factor was that we decided to use epoxy paint for the lines instead of latex as it is more durable and will last approximately 7 years as opposed to the normal 2 years we see with the latex paint.

From Account#	10143010 - 544190	Streetlights	(\$41,932.00)
To Account #'s	10143010 - 544100	Utilities	\$5,190.00
	10143010 - 544130	Other Fuel	\$36,742.00

Utilities & Other Fuel

The shortfall in both utilities and other fuel, is due to rising economic costs.

Respectfully submitted,

Gary Zielinski, Highway Supervisor





# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

# Item #14

1019 Main Street, Branford, CT 06405 ☉ Tel: (203) 488 - 1255, Fax: (203) 315 - 2188

August 23, 2022

Joseph Mooney, Chair  
Board of Finance

Re: Budget Transfer FYE 2022

I am requesting the following transfer to be placed on the agenda for the Board of Finance August 29, 2022 meeting.

From:

10141130-518250	Seasonal Part-time Help	\$ 3,114
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To:

10141130-518000	Overtime	\$ 1,674
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10141130-555400	Advertising	\$ 1,440
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The proposed line item transfers will cover the costs of the changes made after the start of the fiscal year in how the costs of the attendance at and drafting of minutes for meetings of the Planning and Zoning Commission are to be paid and additional newspaper legal advertising costs for Public Hearings due to an unusually high number of applications submitted and reviewed during the FY 2022 fiscal year.

Sincerely,

Harry A. Smith, AICP  
Town Planner

*Mai Estepin*  
BRANFORD TOWN CLERK

2022 AUG 23 P 3:52

RECEIVED



# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

# Item #15

1019 Main Street, Branford, CT 06405 ○ Tel: (203) 488 – 1255, Fax: (203) 315 – 2188

August 24, 2022

Joseph Mooney, Chair  
Board of Finance

Re: Budget Transfer FYE 2022

On behalf of Zoning Board of Appeals Chairman James Sette (and with his approval) I am requesting the following transfers to be placed on the agenda for the Board of Finance August 29, 2022 meeting.

From:

10141140-566100	Office Supply	\$ 400
10141140-588090	Travel	\$ 155
10141140-588200	Membership	\$ 200

To:

10141140-555400	Advertising	\$ 755
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The proposed line item transfers will cover the costs of additional newspaper legal advertising costs for Public Hearings due to an unusually high number of applications submitted and reviewed during the FY 2022 fiscal year.

Sincerely,

Harry A. Smith, AICP  
Town Planner

*Maia Thompson*  
BRANFORD TOWN CLERK

2022 AUG 24 P 2:06

RECEIVED

TOWN OF BRANFORD  
Department of General Government Buildings

1019 Main Street  
P.O. BOX 150,  
BRANFORD, CT 06405

Brian J. Droney  
Lead Tradesman



Tel: 203-315-3365  
Fax: 203-315-5278  
Cell: 203 627-3304  
bdroney@branford-ct.gov

Date: 8/1/2022

To: Mr. Joseph Mooney, Chairman  
Board of Finance

From: Brian J. Droney  
Lead Tradesman

*Mai Stephen*  
BRANFORD TOWN CLERK

2022 AUG 26 AM 10:23

RECEIVED

I am requesting the following request for transfer of funds be placed on the agenda for the next Board of Finance meeting:

From:	10141170 – 517000	Regular Wages & Salaries	\$ 41,026
	10141170 – 519040	Accrued Payroll Expense	\$ 170
	10141170 – 526100	Uniform & Clothing	\$ 2,853
	10141170 – 544300	Purchased Services – R & M	\$ 41,026
	10141170 – 566100	Office Supplies	\$ 800
	10141170 – 566900	Other Supplies	\$ 2,141
	10141170 – 566920	Meal Supplies	\$ 490
	10141170 – 579250	Equipment	\$ 733
	10141170 – 579930	Furniture & Fixtures	\$ 250
	10141170 – 588200	Memberships & Conferences	\$ 1,200
To:	10141170 – 518000	Overtime	\$ 2,139
	10141170 – 544100	Utilities – Water – Elect. & Gas	\$ 81,302
	10141170 – 544110	Fuel Oil	\$ 7,248

This request is to cover the additional over run in the Utilities – Water – Elect. & Gas account due to the rising costs of utility supplier charges.

Thank you,

Brian J. Droney

TOWN OF BRANFORD  
1019 MAIN ST.  
POST OFFICE BOX 150  
BRANFORD, CT 06405

Item #17



Building Department  
Anthony B. Cinicola  
Building Official

Tel. 203-315-0674  
Fax. 203-315-2188  
www.branford-ct.gov

August 26, 2022

Joseph Mooney, Chairman  
Board of Finance

Dear Chairman Mooney,

The Building Department respectfully requests the Board of Finance to consider and, if appropriate, hear a request from the Building Department for the following transfers.

**FY 2022**

From: 10149040-588802	Contingency	4,484
To: 10142050-519050	Stipends	4,484

**FY 2023**

From: 10149040-588802	Contingency	4,484
To: 10142050-519050	Stipends	4,484

The purpose of these transfers are to fund and reflect a stipend currently being paid to the Town of Branford's Local Enforcement Official to administer a program for permitting and approval of outdoor dining purposes as defined within Executive order 7mm per Governor Ned Lamont.

**FY 2022**

From: 10142050-566900	Other Supplies	500
10142050-588090	Travel	400
To: 10142050-555305	Online	900

The purpose of this second transfer is to cover processing fee's associated with the acceptance of credit card payments for the collection of permit fees. This processing fee will be necessary in moving forward with the department's online permitting process. Our current contract with our credit card vendor is Invoice Cloud.

Respectively Submitted,

*Anthony B. Cinicola*  
Anthony B. Cinicola

RECEIVED  
2022 AUG 26 A 11:28  
BRANFORD TOWN CLERK  
*Val Chapman*

Office of Town Clerk

TOWN OF BRANFORD
1019 MAIN STREET, P.O. BOX 150, BRANFORD, CONNECTICUT 06405

LISA E. ARPIN, CMC CCTC
Town Clerk



TELEPHONE
(203) 315-0633

Date: August 26, 2022
To: Joseph Mooney, Board of Finance Chairman
From: Lisa E. Arpin [Signature]
RE: Budget Transfers to Closeout FY2022- Town Clerk

RECEIVED
2022 AUG 26 A 9:04
Lisa E. Arpin
BRANFORD TOWN CLERK

Please consider the following FY22 budget transfer at the Board of Finance meeting of August 29, 2022 as follows:

Table with 3 columns: From, Description, Amount. Rows include Computer Indexing (\$128), Advertising, Printing, Binding (443), Office Supplies (23), Vital Statistics (212), Total (\$806), and Professional Development (\$806).

The Professional Development shortfall is due to my attendance in May, 2022 at the IIMC International Annual Conference of Municipal Clerks in Little Rock, AR. Although my application was approved for a \$725 first-time attendee registration grant and multi-class discount, it did not fully cover educational sessions and excluded travel. During the conference, I attended 12 advanced educational sessions to accumulate points toward my Master Municipal Clerk certification. As an aside, I had the honor of carrying the Connecticut flag in the procession of state and international flags during the opening ceremonies for 645 municipal clerks!

## OFFICE OF THE TREASURER BRANFORD, CONNECTICUT

1019 MAIN STREET  
POST OFFICE BOX 150



(203) 315-0663  
Fax: (203) 315-3736  
www.branford-ct.gov

Date: August 25, 2022  
To: Joseph Mooney, Chairman  
Board of Finance  
From: James Finch, Finance Director  
Re: Budget Transfer FY 2022

*Mai Shapiro*  
BRANFORD TOWN CLERK

2022 AUG 26 P 2:22

RECEIVED

I am requesting the following transfers be placed on the agenda for the Board of Finance August 29, 2022 meeting:

### Probate Court

<u>From:</u>		
10141110-555300	Communications	205
<u>To:</u>		
10141110-555200	Property, Auto, Gen Liability Insurance	205

Per State Statute 45a-8 municipalities are required to fund a portion of expenses as it relates to Probate Court facilities. The premium for property and liability insurance came in higher than anticipated.

### Board of Finance

<u>From:</u>		
10141030-533260	Audit	1,435
<u>To:</u>		
10141030-555400	Advertising, Printing & Binding	1,435

This account covers the cost of the publishing of the annual budget notice as well as the cost for the printing of the budget books and the annual report. Increased advertising and printing costs have led to the account having a shortfall.

### **Municipal Insurance**

I am writing to request a transfer to cover a shortfall in the property insurance account. As the Board may be aware the account covers a series of risks including but not limited to automobile, buildings and contents, excess and general liability, law enforcement and public officials.

<u>From:</u>		
10149030-588140	Insurance Damage	14,202
<u>To:</u>		
10149030-555200	Property Insurance	14,202

### **Special Detail**

Please find below a resolution to increase the FY 2022 Budget to cover police special detail costs. Please note that these costs are ultimately offset through higher than budgeted revenues.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2022 General Fund Budget from \$120,965,315 to \$121,239,315. This increase will be funded through increased estimated revenue resulting from special detail receipts.

Increase	Description	Amount
10142010-420450	Special Wages Police	274,000
<u>Increase:</u>		
10142020-518500	Police Special Detail	274,000

**Expenses and Claims and Legal Fees**

<b>From:</b>		
10149040-588802	Contingency	44,000
10141070-588620	Tax Appeals	37,000
	Total	81,000
<b>To:</b>		
10141090-533550	Legal	23,000
10141090-533660	Expenses & Claims	58,000
	Total	81,000

The shortfall in expenses and claims of \$58,000 is largely attributable to consulting expensed related to tax appeals and a settlement payment of \$50,000 made in relation to the Shoreline Shellfish Partnership litigation.

The request to increase the legal line item by \$23,000 is related to the Crescent Bluff Litigation which came in at \$58,000. On a positive note legal fees which totaled \$292,720 (Object 533550) are down for the fourth consecutive year. As noted in the past, legal costs are routinely incurred in our normal operations; examples include the review of contracts, settlements, and insurance/risk management arrangements. These costs represented approximately \$203,000 of the \$292,720.