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2023 SEP 22 P 1:43

Donna Laich
BRANFORD TOWN CLERK

**Representative Town Meeting
September 13, 2023
Meeting Minutes**

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

The RTM convened on Wednesday, September 13, 2023, 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, Conklin, Everson, Erlanger, Flanigan, Greenberg, Healy, Hentschel, Hesse, Hynes, Ingraham, Laich, Maresca, Prete, Riccio, Shrestha, Sires, Stepanek, Sullivan, Twohill, Verderame.

Representatives Absent: Brooks, Neupane, Torelli, Wells

Ex Officios Present; 1st Selectman Cosgrove, Selectman Higgins, and Town Clerk Arpin.

2. Approval of the minutes of the June 14th regular meeting and July 26th special meeting.

Motion to approve made by Rep. Ingraham, 2nd by Rep. Everson. The minutes approved unanimously in a voice vote.

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

- a. Moderator Flanigan read a letter from Ms. Christina, Ms Ciarra, and Ms. Rachel's Pre-K class regarding the establishment of a Branford Zoo. The moderator forwarded the letter to the Board of Selectman for review.

4. To consider, and if appropriate, establish a harbor management commission as set forth in CGS Sec. 22a-113k.

Rep. Black stated Rules and Ordinances did not meet over the summer and made a motion to re-refer items 4 & 5, 2nd by Rep. Amore. The items were re-referred unanimously in a voice vote.

5. To consider, and if appropriate, establish a Fair Rent Commission as required by State Statute:

Item re-referred (see above item #4)

6. To consider, and if appropriate, approve the following transfer for the Tax Collector for FY 2023.

| | | |
|-----------------|-------------|------------|
| From: | | |
| 10149040-588802 | Contingency | (\$87,949) |
| To: | | |
| 10141070-588620 | Tax Refunds | \$87,949 |

Rep. Healy reported Ways and Means met to hear this transfer. He gave a brief report stating this passed in committee 5-0 and he put it forward for approval. The item passed unanimously in a voice vote.

7. To consider, and if appropriate, approve the following transfer for Information Technology for FY2023:

| | | |
|-----------------|--------------------------|------------|
| From: | | |
| 10141190-555300 | Communications | (\$ 6,104) |
| To: | | |
| 10141190-517000 | Regular Wages & Salaries | \$6,104 |

Rep. Anderson stated that Administrative Services met on this item, it passed unanimously in a committee vote. She motioned for approval from the RTM. The item passed unanimously in a voice vote.

8. To consider, and if appropriate, approve the following transfer for Information Technology for FY2024:

| | | |
|-----------------|-------------------------|-------------|
| From: | | |
| 10149040-588802 | Contingency | (\$ 28,000) |
| To: | | |
| 10141190-579150 | Technology Acquisitions | \$23,000 |
| 10141190-544300 | Purchased Services | \$5,000 |
| Total | | \$28,000 |

Rep. Healy gave a brief report stating this was heard by Ways and Means where it passed 5-0. He asked for approval from the RTM. The item passed unanimously in a voice vote.

9. To consider, and if appropriate, approve the following transfer for Elections for FY2023:

| | | |
|-----------------|--------------------|------------|
| From: | | |
| 10141120-517700 | Registrars | (\$13,485) |
| To: | | |
| 10141120-517100 | Part-Time Clerical | \$2,018 |
| 10141120-517705 | Deputy Registrars | \$7,102 |
| 10141120-533900 | Other Purchases | \$296 |
| 10141120-566900 | Other Supplies | \$546 |
| 10141120-579150 | Technology | \$3,000 |
| 10141120-588090 | Travel | \$523 |
| Total | | \$13,485 |

Rep. Conklin recused himself from this vote as he is one of the deputy registrars. Rep. Anderson gave a brief report stating Administrative Services voted unanimously to approve this item. Rep. Anderson motioned for approval of this transfer. Several questions were raised by RTM representatives and answered by the Democratic Registrar of Voters (Jeff Rowan). A brief discussion

continued, including questions regarding the recent Republican Primary. The primary was not part of the 2023 budget. A voice vote was held to approve the motion for this transfer. The transfer passed with 5 abstentions.

10. To consider, and if appropriate, approve the following transfer for the Recreation Department for FY2023:

| | | |
|-----------------|--------------------------------|------------|
| From: | | |
| 10145010-517000 | Regular Wages & Salaries | (\$13,500) |
| To: | | |
| 10145010-518000 | Overtime | \$5,000 |
| 10145010-526100 | Uniforms/Clothing Allowance | \$500 |
| 10145010-544100 | Utilities-Water, Gas, Electric | \$6,000 |
| 10145010-588200 | Memberships, Conf. & Meetings | \$2,000 |
| Total | | \$13,500 |

Rep Healy reported that Ways and Means reviewed this item where it passed committee 5-0. Rep. Healy moved for approval of this item. After a brief discussion, the item passed unanimously in a voice vote.

11. To consider, and if appropriate, approve the following transfer for Willoughby Wallace Memorial Library for FY2023:

| | | |
|-----------------|---------------|---------|
| From: | | |
| 10146020-517660 | Library Staff | (\$250) |
| To: | | |
| 10146020-519020 | Longevity | \$250 |

Rep. Verderame stated the Education committee did not meet on this item and motioned to waive rule 4.4.(1), 2nd by Rep. Ingraham and unanimously approved in a voice vote. Rep. Verderame gave a brief report on this item and motioned for approval, 2nd by Rep. Ingraham. The transfer passed unanimously in voice vote.

12. To consider, and if appropriate, approve the following transfer for Solid Waste Management & Recycling for FY2023:

| | | |
|-----------------|-------------------------------|------------|
| From: | | |
| 10143040-517000 | Regular Wages and Salaries | (\$64,750) |
| To: | | |
| 10143040-544353 | Material Handling | \$62,400 |
| 10143040-544500 | Refuse & Recycling Collection | \$2,000 |
| 10143040-518000 | Overtime | \$350 |
| Total | | \$ 64,750 |

Rep. Conklin stated that Public Services did not meet on the item, and he made a motion to waive rule 4.4(1) for items 12,13, 14,15 & 17, 2nd by Rep. Healy. A brief discussion followed with some RTM members opposed to waiving rule 4.4(1). The moderator stated the motion to waive rule 4.4(1) passed with a raise of hands. Rep. Conklin made a motion to approve item 12, 2nd by Rep. Ingraham. A brief discussion followed, with clarification of questions by 1st Selectman Cosgrove. Before the vote, there was a request to re-do the vote to waive rule 4.4.(1). Discussion continued and a 5-minute recess was granted. The vote count demonstrated we did not meet the 2/3 required votes to approve the waiving of 4-4(1). Rep. Black

made a motion to re-refer items 12,13, 14, 15, and 17, 2nd by Rep. Erlanger. The motion was approved in a voice vote.

13. To consider, and if appropriate, approve the following transfer for General Government Buildings (GGB) FY2023:

| | | |
|-----------------|-------------------------|-----------|
| From: | | |
| 10141170-519040 | Accrued Payroll Expense | (\$49) |
| 10141170-566100 | Office Supplies | (\$742) |
| 10141170-566900 | Other Supplies | (\$2,711) |
| 10141170-566920 | Meal Supplies | \$550) |
| 10141170-579250 | Equipment | (\$3,933) |
| 10141170-579930 | Furniture & Fixtures | \$250) |
| Total | | (\$8,235) |
| To: | | |
| 10141170-544110 | Fuel Oil | \$8,235 |

This item was re-referred in a voice vote (see discussion under item # 12)

14. To consider, and if appropriate, approve the following transfer for Police Services for FY2023:

| | | |
|-----------------|----------------------------|------------|
| From: | | |
| 10142010-517000 | Regular Wages and Salaries | (\$29,202) |
| 10142010-544300 | Purchase Services | (17,287) |
| Total | | (\$46,489) |
| To: | | |
| 10142010-518000 | Overtime | \$28,448 |
| 10142010-519030 | Accumulated Sick Pay | 754 |
| 10142010-544130 | Other Fuel | 12,230 |
| 10142010-555300 | Communications | 5,057 |
| Total | | \$46,489 |

This item was re-referred in a voice vote (see discussion under item # 12)

15. To consider, and if appropriate, approve the following transfer for Fire Services for FY2023:

| | | |
|-----------------|-------------------------------|-------------|
| From: | | |
| 10142040-517000 | Regular Wages and Salaries | (\$ 84,169) |
| 10142040-518010 | Overtime Public Events | (3,900) |
| 10142040-519040 | Accrued Payroll Expense | (9,600) |
| 10142040-519050 | Stipends | (9,900) |
| 10142040-517670 | Medic Shift PT | (65,900) |
| 10142040-518150 | Holiday Pay | (11,600) |
| 10142040-518500 | Special Detail | (1,000) |
| 10142040-533600 | Fire Prevention/Investigation | (1,100) |
| 10142040-578000 | Equipment | (1,089) |
| 10149040-588802 | Contingency | (84,576) |
| 10142040-544300 | Purchased Services - R&M | (7,650) |
| 10142040-533530 | Employment Testing | (462) |
| 10142040-526100 | Uniform and Clothing | (105) |
| 10142040-588050 | CMED | (433) |
| Total | | (\$281,484) |

| | | |
|-----------------|------------------------------|-----------|
| To: | | |
| 10142040-518000 | Overtime | \$77,615 |
| 10142040-518050 | Vacation | \$1,354 |
| 10142040-518200 | Replace Sick | \$109,289 |
| 10142040-519025 | Educational Incentive | \$27,924 |
| 10142040-533300 | Professional Development | \$7,650 |
| 10142040-533520 | Ambulance Billing | \$18,352 |
| 10142040-544170 | Hydrants | \$33,577 |
| 10142040-566600 | Medical Supplies | \$4,723 |
| 10142040-566900 | Other Supplies | \$462 |
| 10142040-588030 | Misc. Volunteer Expenses | \$105 |
| 10142040-588200 | Memberships, Conf., Meetings | \$433 |
| Total | | \$281,484 |

This item was re-referred in a voice vote (see discussion under item # 12)

16. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney to appropriate \$250,000 earmarked in the FY2024 Contingency to staff the Indian Neck Fire Station with two firefighters M-F 0800 to 1800:

| | | |
|-----------------|-------------|-------------|
| From: | | |
| 10142040-000000 | Contingency | (\$250,000) |
| To: | | |
| 10142040-518000 | Overtime | \$250,000 |

Rep. Healy reported that Ways and Means met and heard this item. It passed in committee 4-0 and he forwarded it to the RTM for approval. After brief comments of approval from RTM members, the item passed unanimously in a voice vote.

17. To consider, and if appropriate, approve the following FY23 transfer for Public Works:

| | | |
|-----------------|----------------------|------------|
| From: | | |
| 10143010-544190 | Street Lights | (\$32,416) |
| 10143010-544300 | Repair & Maintenance | (\$326) |
| Total | | (\$32,742) |
| To: | | |
| 10143010-544100 | Utilities | \$4,848 |
| 10143010-544130 | Other Fuel | \$27,568 |
| 10143010-526100 | Uniforms & Clothing | \$326 |
| Total | | \$32,742 |

This item was re-referred in a voice vote (see discussion under item # 12)

18. To consider, and if appropriate, approve the following transfer for the Director of Human Resources for FY2023:

| | | |
|-----------------|-------------|------------|
| From: | | |
| 10149040-588802 | Contingency | (\$53,155) |

To:

| | | |
|------------------|-----------------|----------|
| 101411000-533670 | Labor Relations | \$53,155 |
|------------------|-----------------|----------|

Rep. Healy provided a brief explanation and stated this item was heard by Ways and Means, passing 5-0 in committee. He put it forward for approval from the RTM. After a question, the item passed unanimously in a voice vote.

19. To consider, and if appropriate, approve the following transfer for the Tax Collector for FY2023:

| | | |
|-----------------|------------------|------------|
| From: | | |
| 10149040-588802 | Contingency | (\$13,141) |
| To: | | |
| 10141070-518000 | Overtime | \$9,235 |
| 10141070-533285 | Tax Processing | \$3,006 |
| 10141070-579300 | Office Furniture | \$900 |
| Total | | \$13,141 |

Rep. Healy gave a brief description of this item stating it was heard by Ways and Means. It passed unanimously in committee, and he motioned to the RTM for approval. The item passed unanimously in a voice vote.

20. To consider, and if appropriate, approve the following transfer for the Town Clerk for FY2023:

| | | |
|-----------------|---|------------|
| From: | | |
| 10141080-517000 | Regular Wages and Salaries | (\$ 3,275) |
| To: | | |
| 10141080-533300 | Professional Development | \$1,809 |
| 10141080-533900 | Other Purchased Services | \$459 |
| 10141080-544300 | Purchase Services-Repairs & Maintenance | \$258 |
| 10141080-588200 | Memberships, Conf. & Meetings | \$749 |
| Total | | \$3,275 |

Rep. Anderson stated that Administrative Services gave a brief description of this item stating that it passed unanimously in committee. It was forwarded to the RTM for approval and passed unanimously in a voice vote.

21. To consider, and if appropriate, approve the following transfer relating to Parks and Open Space Improvements for FY2023:

General Fund Contingency Transfer

| | | |
|-----------------|-------------------------------|------------|
| From: | | |
| 10149040-588802 | Contingency | (\$66,000) |
| To: | | |
| 10150000-599110 | Transfer Out-Capital Fund 700 | \$66,000 |

Transfers Capital Fund 700

| | | |
|-----------------|-------------|----------|
| Increase: | | |
| 70090000-490010 | Transfer In | \$66,000 |

Increase:

70070045050-579480-23310 Parks and Open Space Improvements \$66,000

Rep. Healy gave a brief description of this item stating that it passed in Ways and Means Committee 5-0. He made a motion to the RTM for approval. The transfer passed unanimously in a voice vote.

22. To consider, and if appropriate, approve the following transfers from the Finance Director:

Board of Finance-FY23

From:

10149040-588802 Contingency (\$32,500)

To:

10141030-533260 Audit \$32,500

Fiscal Services-FY23

From:

10141040-518000 Overtime (\$100)

To:

10141040-519020 Longevity \$100

Public Celebration-FY23

From:

10145080-566900 Other Supplies (\$78)

To:

10145080-518250 Seasonal and Part Time Help \$78

Public Celebration-FY24

From:

10145080-566900 Other Supplies (\$80)

To:

10145080-518250 Seasonal and Part Time Help \$80

Cable TV-FY23

From:

10149040-588802 Contingency (\$204)

10141180-518250 Seasonal & Part-Time Help \$204

Rep. Healy gave a brief description of this item stating it was heard by the Ways and Means Committee where it passed unanimously 5-0. He put it in the form of a motion for approval. The item passed unanimously in a voice vote.

23. To consider, and if appropriate, approve the following transfers from the Finance Director:

Legal Services-FY23

From:

10141090-533660 Tax Appeals (\$16,420)

To:

10141090-529420 Expenses and Claims \$16,420

Probate Court-FY23

From:

10141110-555300 Communications (\$55)

To:

10141110-533580

Microfilming

\$55

Rep. Anderson stated this item was heard at the Administrative Services committee meeting where it passed unanimously. She motioned for approval; the item was unanimously approved in a voice vote.

24. To consider, and if appropriate, approve the following transfers from the Finance Director:

Zoning Board of Appeals (ZBA)-FY23

From:

| | | |
|-----------------|--------|---------|
| 10141140-588090 | Travel | (\$350) |
|-----------------|--------|---------|

| | | |
|-----------------|-------------|---------|
| 10141140-588200 | Memberships | (\$200) |
|-----------------|-------------|---------|

| | | |
|-----------------|-----------------------------------|---------|
| 10141130-517000 | Regular Wages (Planning & Zoning) | (\$515) |
|-----------------|-----------------------------------|---------|

| | | |
|-------|--|---------|
| Total | | \$1,065 |
|-------|--|---------|

To:

| | | |
|-----------------|----------------------------------|---------|
| 10141140-555400 | Advertising Printing and Binding | \$1,065 |
|-----------------|----------------------------------|---------|

Rep. Black stated Rules and Ordinances did not meet on this and he made a motion to waive rule 4.4(1), 2nd by Rep. Hentschel. Rule 4.4(1) was unanimously waived with a show of hands. Rep. Black gave a brief description of the item and motioned for approval from the RTM, 2nd by Rep. Laich. The item passed unanimously in a voice vote.

25. Other Business

- 1) Rep. Riccio congratulated all the republicans who participated in the recent district 5 primary. He explained why a primary was held and praised the winners of this primary.
- 2) Rep. Twohill brought attention to the passing of two notable Branford Citizens (Kevin O'Donnell) and (Joan Berdik) who will be missed. He asked the RTM for a moment of silence in their honor.
- 3) Rep. Twohill congratulated Moderator Flanigan for his letter of commendation from the police department.
- 4) Resident Gregg Jerolman asked to speak about an incident that occurred in this room during a past RTM meeting. He described the incident he came to speak about and voiced his concerns regarding the incident.

25. Adjournment: 9:22

Rep. Ingraham made a motion to adjourn, 2nd by Rep. Stepanek

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

Donna Laich, RTM Clerk

Dated this 20th day of September 2023

BRANFORD RTM RECORDED VOTES

RECEIVED

| RTM Roll Call List ~ Date: 9-13-2023 | | | 2023 SEP 22 P 1:14 | |
|--------------------------------------|------------------------|------------|--------------------|--|
| | NAME | ATTENDANCE | | |
| 1 | ALFONE | Present | | |
| 2 | AMORE | Present | | |
| 3 | ANDERSON | Present | | |
| 4 | BARRON | Present | | |
| 5 | BLACK | Present | | |
| 6 | BONENBERGER | Present | | |
| 7 | BROOKS | A | | |
| 8 | CONKLIN | Present | | |
| 9 | ERLANGER | Present | | |
| 10 | EVERSON | Present | | |
| 11 | FLANIGAN | Present | | |
| 12 | GREENBERG | Present | | |
| 13 | HEALY | Present | | |
| 14 | HENTSCHEL | Present | | |
| 15 | HESSE | Present | | |
| 16 | HYNES | Present | | |
| 17 | INGRAHAM | Present | | |
| 18 | LAICH | Present | | |
| 19 | MARESCA | Present | | |
| 20 | NEUPANE | A | | |
| 21 | PRETE | Present | | |
| 22 | RICCIO | Present | | |
| 23 | SHRESTHA | Present | | |
| 24 | SIRES | Present | | |
| 25 | STEPANEK | Present | | |
| 26 | SULLIVAN | Present | | |
| 27 | TORELLI | A | | |
| 28 | TWOHILL | Present | | |
| 29 | VERDERAME | Present | | |
| 30 | WELLS | A | | |
| | Total | 26 P; 4 A | | |
| | Ex Officios | | | |
| | 1st Selectman Cosgrove | Present | | |
| | Selectman Higgins | Present | | |
| | Selectman Dunbar | | | |
| | Town Clerk Arpin | Present | | |
| | Treasurer Conklin | | | |
| | Attorney Aniskovich | | | |

RECEIVED

2023 JUL 21 A 7:57

Lisa Arpin
BRANFORD TOWN CLERK

Branford RTM
Branford Town Hall
1019 Main Street
Branford, CT, 06405

Attn: Town Clerk Lisa Arpin

Dear Ms. Arpin,

Attached please find a letter to the RTM for consideration at its next meeting.

To: Dennis Flanigan, RTM Moderator

Dear Branford RTM,

Please consider funding and establishing a zoo in Branford. Our class would like to request the following animals:

- A cobra (for Jacob)
- Sonic the Hedgehog, or just some doggies if he's unavailable (for Oliver)
- A dinosaur, or a mako shark (for Dominick)
- Zebras (for Mia)
- Lambs (for Olivia)
- Jaguars (for Rylee)
- A horsey (for Evan)
- A baby deer (for Pamina)
- A tiger (for Anthony)
- A really dangerous shark that eats teachers (for Giovanni)

The class as a whole would also like to request a family of sixty-one cheetahs.

Thank you for your consideration, and we look forward to your response!

Sincerely,

Ms. Christina, Ms. Ciarra, and Ms. Rachel's Pre-K class
Learn & Play Christian Early Learning Center
811 East Main Street
Branford, CT, 06405p

RECEIVED

2023 JUN 19 P 12:12

Town of Branford
Proposed Fair Rent Commission Ordinance
May 16, 2023

Mark E. Arpin
BRANFORD TOWN CLERK

§ __-1. Establishment; Authority.

Pursuant to and in conformity with Connecticut General Statutes §§ 7-148b through 7-148f, 47a-20, and 47a-23c, there is hereby created a Town of Branford (the "Town") Fair Rent Commission (the "Commission") for the purpose of controlling and eliminating excessive rental charges for housing accommodations within the Town, and to carry out the purposes, duties, responsibilities and all provisions of the Connecticut General Statutes ("C.G.S.") pertaining to fair rent commissions, as the same may be amended from time to time.

§ __-2. Appointment; Terms; Membership; Vacancies.

- A. The Commission shall consist of seven regular and three alternate members, appointed by the Board of Selectmen, each of whom shall be residents and electors of the Town and who shall serve for a term of (4) four years; provided, however, that three of the initial members shall be appointed to serve a term of four (4) years, three of the initial members shall be appointed to serve a term of three (3) years, and one of the initial members shall be appointed to serve a term of two (2) years.
- B. Members shall serve without compensation.
- C. Of the seven (7) regular members, at least two (2) shall be landlords, and two (2) shall be tenants. Among the alternate members, at least one (1) shall be a landlord, and one (1) shall be a tenant.
- D. In the event that a vacancy occurs during the term of any member, the Board of Selectmen shall fill said vacancy. Any member so appointed shall serve until the expiration of such term.
- E. The First Selectman shall serve on the Commission as an ex-officio member, without voting power.
- F. Members of the Commission shall elect a Chairperson, a Vice-Chairperson, and a Secretary for a term to be determined by vote of the Commission. The Commission shall have the power to adopt rules and regulations for its governance and the conduct of its business and shall keep a record of its proceedings.

§ __-3. Powers and duties.

The Commission shall have all such powers and duties within the authority granted in § __-1, including without limitation the following:

- A. Receive complaints, inquiries, and other communications concerning alleged excessive rental charges and alleged violations, including retaliation, of C.G.S. §§ 7-148b to 7-

148f, inclusive, C.G.S. § 47a-20, C.G.S. 21-80a and C.G.S. § 47a-23c in housing accommodations, except those accommodations rented on a seasonal basis, within its jurisdiction, which jurisdiction shall include mobile manufactured homes and mobile manufactured home park lots.

- i. "Seasonal basis" means housing accommodations rented for a period or periods aggregating not more than 120 days in any one calendar year.
 - ii. "Rental charge" includes any fee or charge in addition to rent that is imposed or sought to be imposed upon a tenant by a landlord and includes any charge that is already in effect;
- B. Make such studies and investigations regarding rental housing within the Town as are appropriate to carry out the duties and responsibilities delegated hereunder and subject to the terms, limitations, and conditions set forth herein;
- C. Conduct hearings on complaints or requests for investigation submitted to it by any person, subject to the terms, limitations, and conditions as set forth herein;
- D. Compel the attendance of persons at hearings, issue subpoenas and administer oaths, issue orders and continue, review, amend, terminate or suspend any of its orders and decisions;
- E. Determine, after a hearing as set forth herein, whether or not the rent for any housing accommodation is so excessive as to be harsh and unconscionable;
- F. Determine, after a hearing as set forth herein, whether the housing accommodation in question fails to comply with any municipal ordinance or state statute, or regulation relating to health and safety;
- G. Determine, after a hearing as set forth herein, whether a landlord has engaged in retaliation in violation of this ordinance and make such orders as are authorized herein;
- H. Order a reduction of any excessive rent to an amount that is fair and equitable, and make such other orders as are authorized herein;
- I. Order the suspension or reduction of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs, or installations so as to bring such housing accommodation into compliance with any municipal ordinance or state statute or regulation relating to health and safety;
- J. Establish an escrow account with a local bank or financial institution into which it shall deposit all rent charges or other funds paid to it pursuant to the exercise of its powers as set forth herein; and

- K. Carry out all other provisions of C.G.S. §§ 7-148b to 7-148f, inclusive, C.G.S. § 47a-20, 21- 80a and C.G.S. § 47a-23c as now existing and as hereinafter amended, as they apply to fair rent commissions.

§ __-4. Determination of Excessive Rent.

- A. In determining whether a rental charge or a proposed increase in a rental charge is so excessive as to be harsh and unconscionable, with due regard to all the circumstances, the Commission shall consider any and all relevant information, including without limitation:
- i. the rents charged for the same number of rooms in other housing accommodations in the same and in other areas of the municipality
 - ii. the sanitary conditions existing in the housing accommodations in question
 - iii. the number of bathtubs or showers, flush waste closets, kitchen sinks, and lavatory basins available to the occupants thereof
 - iv. services, furniture, furnishings, and equipment supplied therein
 - v. the size and number of bedrooms contained therein
 - vi. repairs necessary to make such accommodations reasonably livable for the occupants accommodated therein
 - vii. the amount of taxes and overhead expenses thereof
 - viii. whether the accommodations are in compliance with the ordinances of the Town and/or state laws and regulations relating to health and safety
 - ix. the income of the petitioner and the availability of accommodations
 - x. the availability of utilities
 - xi. damages done to the premises by the tenant, caused by other than ordinary wear and tear
 - xii. the amount and frequency of increases in rental charges
 - xiii. whether and the extent to which the income from an increase in rental charges has been or will be reinvested in improvements to the accommodations
- B. The rent of a tenant protected by C.G.S. § 47a-23c who files a complaint with the Commission pursuant to C.G.S. § 47a-23c(c)(2) may be increased only to the extent that such increase is fair and equitable, based on the criteria set forth in C.G.S. § 7-148c.

§ __-5. Complaint Procedures.

- A. Upon the filing of a complaint, the Commission shall promptly notify all parties in writing of the receipt of the complaint. Such notice shall also inform the parties that the landlord is prohibited from retaliating against the tenant due to the filing of the complaint. It shall also inform the parties that, until a decision on the complaint is made by the Commission, the tenant's liability shall be for the amount of the last rent prior to

the increase complained of or, if there is no such increase, the last agreed-upon rent, and that an eviction based upon non-payment of rent cannot be initiated against a tenant who continues to pay the last agreed-upon rent during the pendency of the fair rent commission proceeding.

- B. If a complaint alleges housing conditions that violate a housing, health, building, or other code or state law or regulation, the Commission shall notify the appropriate municipal office or agency, which may then concurrently exercise its own powers. In addition, the Commission may request that the appropriate municipal official or agency promptly investigate and provide a report to the Commission.
- C. If two or more complaints are filed against the same landlord by tenants occupying different rental units in the same building, complex, or mobile home park that appear to raise the same or similar issues, the Commission may consolidate such claims for hearing.
- D. The Commission or municipal staff may, to the extent practicable, encourage the parties to the complaint to reach a mutually satisfactory resolution through informal conciliation. Municipal staff or town counsel may serve as informal conciliators. Any agreement to resolve the complaint shall be in writing and signed by the parties.
- E. A hearing on the complaint shall be scheduled no later than thirty (30) days after the receipt of the written complaint by the Commission, unless impracticable, in the reasonable opinion of the Commission Chair. Written notice of the date, time, and place of the hearing shall be given to the parties to the complaint at least ten (10) days prior to the hearing by first class and certified mail.
- F. All parties to a hearing shall have the right to be represented by counsel, to cross-examine witnesses, to examine documents introduced into evidence, and to call witnesses and introduce evidence. The testimony taken at a hearing shall be made under oath. Hearings shall be recorded.
- G. In the event that there is insufficient time to complete a hearing, the Commission shall have the power to adjourn the hearing to another time and date, provided, however, that no such continuation shall last longer than 60 days from the date of the original hearing date. The Commission shall have thirty (30) days from the date that it closes a hearing on a complaint to render its decision.
- H. No sale, assignment, transfer of the housing accommodation in question, or attempt to evict the tenant shall be cause for discontinuing any pending proceeding, nor shall it affect the rights, duties, and obligations of the Commission or the parties.

§ __-6. Rent Reduction; Repair Orders.

- A. In accordance with the state Freedom of Information Act, both the hearing itself and the deliberation by the Commission shall be open to observation by the public. Until a decision on the complaint is made by the Commission, the tenant's liability shall be for the amount

of the last rent prior to the increase complained of or, if there is no such increase, the last agreed-upon rent.

- B. If the Commission determines after a hearing that the rental charge or proposed increase in the rental charge for any housing accommodation is so excessive as to be harsh and unconscionable, based on the standards and criteria set forth in § __-4, it may order that the rent be limited to such an amount as it determines to be fair and equitable, effective the month in which the tenant filed the complaint. A Commission's orders may include, but are not limited to, a reduction in a rental charge or proposed rent increase; a delay in an increased rental charge until specified conditions, such as compliance with municipal code enforcement orders, have been satisfied; or a phase-in of an increase in a rental charge, not to exceed a fair and equitable rent, in stages over a period of time. Commission orders shall be effective for at least one (1) year from the date of issuance unless the Commission otherwise orders.
- C. If the Commission determines after a hearing that a housing accommodation fails to comply with any municipal ordinance or state statute or regulation relating to health and safety, the Commission may order the suspension or reduction of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs or installations so as to bring the housing accommodation into compliance with such laws, statutes, or regulations. If the Commission's order constitutes a complete suspension of all rent, the rent during such period shall be paid to the Commission to be held in escrow subject to such ordinances or provisions as may be adopted by the town, city, or borough. Upon the landlord's full compliance with such ordinance, statute, or regulation for which payments were made into such escrow, the Commission shall determine after hearing such distribution of the escrowed funds as it deems appropriate.

§ __-7. Retaliatory conduct of landlord.

No landlord shall engage in retaliatory actions, as defined in C.G.S. 7-148d(b). If the Commission determines after a hearing that a landlord has retaliated in any manner against a tenant, the Commission may order the landlord to cease and desist from such conduct and/or order the landlord to withdraw or remediate such retaliation as has already occurred.

§ __-8. Appeals.

Any person aggrieved by any order or decision of the Commission may appeal to the Superior Court within thirty (30) days of the issuance of the written notice of the decision to the parties. Such notice shall include notice of the right to appeal, the court to which an appeal may be taken, and the time in which an appeal must be filed. Unless otherwise directed by the Commission or the court, the filing of an appeal shall not stay any order issued by the Commission.

§ __-9. Enforcement of Orders.

- A. Any person who violates any order of rent reduction or rent suspension by demanding, accepting or receiving an amount in excess thereof while such order remains in effect, and no appeal pursuant to § 7-148e is pending, or who violates any other provision of this chapter or C.G.S. § 47a-20 or 21-80a or who refuses to obey any subpoena, order or decision of the Commission pursuant thereto shall be fined not less than \$25 nor more than \$100 for each offense. If such offense continues for more than five days, it shall constitute a new offense for each day it continues to exist thereafter.

- B. The Commission, in its own name or through the municipality, may bring a civil action to any court of competent jurisdiction or take any other action in such a court to enforce any order of the Commission made pursuant to this Chapter or to enjoin a violation or threatened violation of any order of the Commission.

§ __-10. Severability; Effective Date.

The invalidity of any word, clause, section or provision of this article shall not affect the validity of any other part which can be given effect without such invalid part or parts. This article shall take effect upon passage and publication in accordance with the Branford Charter.

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT

Item #4

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

May 8, 2023

Moderator Flanigan,

I respectfully request the RTM consider the establishment of a harbor management commission as set forth in CGS Sec. 22a-113k. Proper stewardship of Branford's navigable waterways is instrumental in order to maintain the economic, environmental, and recreational vitality of these natural resources. Harbor Master Vin Suppa and I look forward to an opportunity to discuss the merits of a harbor management commission.

Sincerely,

A handwritten signature in black ink, appearing to read "James B. Cosgrove".

James B. Cosgrove

Cc:

Donna Laich, RTM Clerk

Ray Ingraham, Majority Leader

Tracy Everson, Minority Leader

Lisa Arpin, Town Clerk

Vin Suppa, Harbor Master

Office of Tax Collector


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

Item #6

ROBERT M. IMPERATO
Tax Collector



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

Date: July 31, 2023
To: Joseph Mooney Chairman Board of Finance
From: Robert M. Imperato 
Tax Collector
Re: Tax Refunds Transfer- Budget Transfers FY 2022-2023 Tax Office

RECEIVED
2023 JUL 28 P 1:26
Wesley S. Imperato
BRANFORD TOWN CLERK

Dear Chairman Mooney

I am requesting the following transfer be placed on the agenda for the Board of Finance Meeting of July 31, 2023.

Tax Refunds

Over the past fiscal year 2022-2023, the Tax Office has entertained a higher number of tax refunds than initially budgeted within the designated line item. This resulted in the Tax Office requiring a transfer to cover the shortfall.

| | | |
|-----------------|-------------|---------------|
| From | | |
| 10149040-588802 | Contingency | (\$87,948.88) |
| To | | |
| 10141070-588620 | Tax Refunds | \$87,948.88 |

Respectfully requested,
Robert M. Imperato
Tax Collector

Items #7 & 8

RECEIVED

2023 AUG 14 A 11:07

To: Members of the Board of Finance
cc: Jim Finch, First Selectman Cosgrove, Lisa Arpin

Date: August 8, 2023

Lisa Arpin
BRANDFORD TOWN CLERK

Request:

The Information Technology Director would like to request the following transfer of funds:

For the Previous Fiscal Year (2022-23)

- For funds used to pay out vacation time for a retiring employee in August of 2022.

| | | |
|-----------------|------------------------|-----------|
| From: | | |
| 10141190-555300 | Communications | (\$6,104) |
| To: | | |
| 10141190-517000 | Regular Salary & Wages | \$6,104 |

For the Current Fiscal Year (2023-24)

- For funds used (not budgeted) and taken from the Technology Acquisitions account to pay for our current O365 licenses due to an increase in pricing from Microsoft since initial budget quote.

| | | |
|-----------------|-------------------|------------|
| From: | | |
| 10149040-588802 | Contingency | (\$23,000) |
| To: | | |
| 10141190-579150 | Tech Acquisitions | \$23,000 |

For the Current Fiscal Year (2023-24)

- To cover the purchase of additional O365 licenses that will be needed as we add new employees or additional features to a user license.

| | | |
|-----------------|--------------------|-----------|
| From: | | |
| 10149040-588802 | Contingency | (\$5,000) |
| To: | | |
| 10141190-544300 | Purchased Services | \$5,000 |

Respectfully yours,
Debi Mirto

TOWN OF BRANFORD

REGISTRAR OF VOTERS
P.O. BOX 150, BRANFORD, CONNECTICUT, 06405

Democrat
Jeffrey Rowan



Republican
Darren A. Lawler
Phone:(203) 483-3998
www.branford-ct.gov

To: Mr. Joseph Mooney, Chairman Board of Finance
From: Darren Lawler and Jeffrey Rowan
Registrars of Voters
Re: 2022-2023 Budget Transfers
Date: August, 2023

| | | |
|------------------------|-----------------|-----------|
| From: Registrars | 10141120 517700 | \$ 13,485 |
| To: Part-Time Clerical | 10141120 517100 | \$ 2018 |
| To: Deputy Registrars | 10141120 517705 | \$ 7102 |
| To: Other Purchases | 10141120 533900 | \$ 296 |
| To: Other Supplies | 10141120 566900 | \$ 546 |
| To: Technology | 10141120 579150 | \$ 3000 |
| To: Travel | 10141120 588090 | \$ 523 |
| <hr/> | | |
| <u>Total:</u> | | \$ 13,485 |

This request is an intra department transfer to move money into the proper cost center and eliminate negative line item totals. The shortfall in Part-Time Clerical and Deputy Registrars lines was due to a change in the method of paying this staff for election days and coverage during medical leaves. The Other Purchase Services shortfall was for training for a new electronic voter checking system which also necessitated the purchase of additional laptops for each district and the shortfall in the technology line. The extra travel cost was for new staff to attend ROVAC conferences. Thank you in advance for the board's help in this transfer.

Cc: Jamie Cosgrove First Selectman
 Lisa Arpin Town Clerk
 James Finch Finance Director

RECEIVED
2023 AUG 14 P 2:20
Lisa Arpin
BRANFORD TOWN CLERK

RECEIVED

2023 AUG 15 P 3:00

Wes E. Arpin
BRANFORD TOWN CLERK



8-14-2023

Board of Recreation

Paul Criscuolo
Chairman

Helen "Bimmie" Herget
Clerk

Deborah Conklin
Jeanne Crowley
William T. O'Brien

Parks & Recreation Staff

Alex A. Palluzzi, Jr.
Director

Dale B. Izzo
Assistant Director

Victor Amatori, Jr.
Program Supervisor

Colin Sheehan
Arts, Culture, &
Special Events Coordinator

Monica Sullivan
Administrative Assistant

Marissa Dugan
Administrative Assistant

Marcel "Butch" Cote
Lead Maintainer

Nicholas Polastri
Jeffrey Sitz
Colin Tracy
Maintainers

Dear Chairman Joe Mooney and Board of Finance members,

We are asking you to consider the following transfers within the Parks & Recreation Department general fund operating budget to close out fiscal **2022-2023**.

Overtime increases due to spring, summer & fall weekly events on Town Green, along with weekend maintenance to Town Green, Branford Point Beach- Parker Park & Stony Creek Restroom Trailer.

Uniforms/Clothing Allowance due to inflationary costs. Will be addressed in new union contract negotiations.

Utilities - Water, Gas, Electric increase due to inflationary costs. Adjusted in current 2023-2024 budget.

Memberships, Conf., & Meetings – Increase due to mandatory seasonal training. Adjusted in current 2023-2024 budget.

Sincerely,

[Signature]
Alex Palluzzi, Jr., MS/APRP
Director of Parks & Recreation

FY: 2022-2023

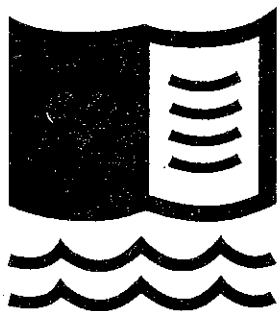
From:

Regular Wages & Salaries 10145010-517000 13,500

To:

Overtime: 10145010-518000 5,000
Uniforms/Clothing Allowance 10145010-526100 500
Utilities – Water, Gas, Electric 10145010-544100 6,000
Memberships, Conf. & Meetings 10145010-588200 2,000

APJR/apjr



WILLOUGHBY WALLACE MEMORIAL LIBRARY

Date: August 15, 2023

To: Joseph Mooney
Board of Finance

From: Alice Pentz
Willoughby Wallace Memorial Library

Handwritten signature
DIRECTOR OF FINANCE

2023 AUG 17 P 1:26

RECEIVED

I am requesting a transfer in the amount of \$250.00 to cover the cost of a shortage in the FY 2023 budget for staff longevity costs that had increased due to a change in years of service.

| | | | |
|-----------------|---------------|--|----------|
| From: | | | |
| 10146020-517660 | Library Staff | | \$250.00 |
| To: | | | |
| 10146020-519020 | Longevity | | \$250.00 |

Thank you,

Handwritten signature of Alice Pentz

Alice Pentz
Willoughby Wallace Memorial Library

Handwritten: Noted
 BRANFORD TOWN CLERK

2023 AUG 22 A 8:40

RECEIVED

Date: August 15, 2023
 To: Joseph Mooney, Chairman
 Board of Finance
 From: Tyler Bowne, Sustainability and Compliance Manager
 Re: Budget Transfers FY 2023

I am requesting the following transfers be placed on the agenda for the Board of Finance August 28, 2023 meeting:

Solid Waste and Recycling

| From: | | Amount |
|-----------------|---------------------------------|--------|
| 10143040-517000 | Regular Wages and Salaries | 64,750 |
| To: | | |
| 10143040-544353 | Material Handling | 62,400 |
| 10143040-544500 | Refuse and Recycling Collection | 2,000 |
| 10143040-518000 | Overtime | 350 |
| | Total | 64,750 |

The request to increase the Material Handling and Refuse and Recycling Collection line items is related partly to a fluctuation of Solid Waste and Recycling material collected and transported. The original Solid Waste and Recycling items are budgeted based on a projected amount which did not cover the total amount in FY23. Additionally, the Material Handling line item increase is also due to a portion of invoices from FY23 being challenged by the vendor, stating a portion of invoices were not paid. The potential payment needed, for the said to be unpaid invoices, is captured in this increase request. The request to increase the Overtime line item is related to Overtime hours worked being more than originally budgeted for in FY23.

TOWN OF BRANFORD
Department of General Government Buildings

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

Brian J. Droney
Lead Tradesman



Cell: 203 627-3304
bdroney@branford-ct.gov

Date: 8/21/2023

****FISCAL YEAR 2022-2023****

To: Mr. Joseph Mooney, Chairman
Board of Finance

From: Brian J. Droney
Lead Tradesman

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

RECEIVED
2023 AUG 21 P 1:23
W. J. Droney
BRANFORD TOWN CLERK

| | | | |
|-------|-------------------|-------------------------|------------|
| From: | 10141170 – 519040 | Accrued Payroll Expense | (\$ 49) |
| | 10141170 – 566100 | Office Supplies | (\$ 742) |
| | 10141170 – 566900 | Other Supplies | (\$ 2,711) |
| | 10141170 – 566920 | Meal Supplies | (\$ 550) |
| | 10141170 – 579250 | Equipment | (\$ 3,933) |
| | 10141170 – 579930 | Furniture & Fixtures | (\$ 250) |
| | | | (\$ 8,235) |
| To: | 10141170 – 544110 | Fuel Oil | \$ 8,235 |
| | | | \$ 8,235 |

This request is to cover the additional over run in the Fuel Oil account due to the rising costs of the fuel prices.

Thank you,

Brian J. Droney

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

Item #14

John Sousoulas (Chair)
Patricia Austin
Christine J. Ciociola
Janice Heggie Margolis
Robert Nash
Valerie Wiel-Wilkins



James B. Cosgrove
First Selectman

Jonathan R. Mulhern
Chief of Police

8/21/2023

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 meeting on 8/28/2023. At that meeting, we will seek your approval for the following transfers in our FY 2022-23 Budget. .

| From | Account | Description | To | Account | Description | Amount |
|------|-----------------|-------------------|----|-----------------|-----------------|----------|
| | 10142010-517000 | Reg.Wages&Salary | | 10142010-518000 | Overtime | \$28,448 |
| | 10142010-517000 | Reg.Wages&Salary | | 10142010-519030 | Accum. Sick Pay | \$754 |
| | 10142010-544300 | Purchase Services | | 10142010-544130 | Other Fuel | \$12,230 |
| | 10142010-544300 | Purchase Services | | 10142010-555300 | Communications | \$5057 |

The transfer request summary:

- Overtime exceeded budgeted amount due to new Risk Protection laws that resulted in significant officer overtime for court appearances.
- Accumulated Sick Pay is contractually driven.
- Other Fuel line overage was result of spike in fuel costs.
- Communications line exceeded because of additional expenses associated with fiber upgrade to public safety radio sites and purchase of some wireless technology components.

Respectfully Submitted,

John Sousoulas
Chair -Branford Police Commission

RECEIVED
 2023 AUG 21 P 3:21
 JOHN SOUSOULAS
 BRANFORD TOWN CLERK



BRANFORD FIRE DEPARTMENT
 45 NORTH MAIN STREET
 BRANFORD, CONNECTICUT 06405
 OFFICE OF FIRE CHIEF/EMERGENCY MANAGEMENT DIRECTOR

Items #15 & 16



August 25, 2023

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

RECEIVED

AUG 24 2023

BRANFORD TOWN CLERK

Dear Chairman Mooney,

At their special meeting held August 24, 2023, the Board of Fire Commissioners unanimously approved the following resolutions:

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 2022/2023 budget year, as may be amended by the Finance Department:

| | | |
|-----------------|----------------------------|---------------|
| FROM: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-517000 | Regular Wages & Salaries | \$77,615.00 |
| TO: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-518000 | Overtime | \$77,615.00 |

| | | |
|-----------------|----------------------------|---------------|
| FROM: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-517000 | Regular Wages & Salaries | \$1,354.00 |
| TO: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-518050 | Vacation | \$1,354.00 |

| | | |
|-----------------|--------------------------------|---------------|
| FROM: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-517000 | Regular Wages & Salaries | \$5,200.00 |
| 10142040-518010 | Overtime Public Events | \$3,900.00 |
| 10142040-519040 | Accrued Payroll Expense | \$9,600.00 |
| 10142040-519050 | Stipends | \$9,900.00 |
| 10142040-517670 | Medic Shift PT | \$65,900.00 |
| 10142040-518150 | Holiday Pay | \$11,600.00 |
| 10142040-518500 | Special Detail | \$1,000.00 |
| 10142040-533600 | Fire Prevention/ Investigation | \$1,100.00 |
| 10142040-578000 | Equipment | \$1,089.00 |

| | | |
|----------------|----------------------------|---------------|
| TO: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |

10142040-518200 Replace Sick \$109,289.00

FROM:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10149040-588802 Contingency \$27,924.00

TO:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10142040-519025 Educational Incentive \$27,924.00

FROM:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10142040-544300 Purchased Services – R&M \$7,650.00

TO:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10142040-533300 Professional Development \$7,650.00

FROM:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10149040-588802 Contingency \$18,352.00

TO:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10142040-533520 Ambulance Billing \$18,352.00

FROM:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10149040-588802 Contingency \$33,577.00

TO:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10142040-544170 Hydrants \$33,577.00

FROM:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10149040-588802 Contingency \$4,723.00

TO:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10142040-566600 Medical Supplies \$4,723.00

FROM:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10142040-533530 Employment Testing \$462.00

TO:
ACCOUNT **ACCOUNT DESCRIPTION** **AMOUNT**
10142040-566900 Other Supplies \$462.00

| | | |
|-----------------|----------------------------|---------------|
| FROM: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-526100 | Uniform and Clothing | \$105.00 |
| TO: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-588030 | MISC Volunteer Expenses | \$105.00 |

| | | |
|-----------------|------------------------------|---------------|
| FROM: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-588050 | CMED | \$433.00 |
| TO: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-588200 | Memberships, Conf., Meetings | \$433.00 |

The overages in the Overtime and Sick accounts result primarily from replacement overtime costs for personnel due to retirement, injury vacancies and long-term illness. Hiring replacement personnel on overtime or sick is required to meet the minimum staffing needs of the department as outlined in the bargaining agreement. The overages in Professional Development and Educational Incentive are due to the training needs of our three new recruits hired to replace retired personnel. There was also a 4.1% increase in the cost of hydrants and water supply mains from the Regional Water Authority. The overage in the Ambulance Billing and Medical Supply accounts result from record emergency medical call volume. The department collected \$517,892.00 in additional ambulance billing revenue above the \$1,725,000.00 projection resulting in total FY 2023 collections of \$2,242,892.00.

2. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney to appropriate \$250,000.00 earmarked in the FY-2024 Contingency to staff the Indian Neck Station with two firefighters M-F 0800-1800.

| | | |
|-----------------|----------------------------|---------------|
| FROM: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-000000 | Contingency | \$250,000.00 |
| TO: | | |
| ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT |
| 10142040-518000 | Overtime | \$250,000.00 |

I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 28, 2023.

Sincerely,

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

Cc: Jim Finch, Robert Massey, James Cosgrove



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

RECEIVED
2023 AUG 28 P 1:50
M. S. Thompson
BRANFORD TOWN CLERK

August 23, 2023

Mr. Joseph Mooney, Chairman
Board of Finance

Dear Mr. Mooney:

The Department of Public Works requests the following budget transfers for F/Y 2023:

| | | | |
|----------------|-------------------|--------------|---------------|
| From Account# | 10143010 – 544190 | Streetlights | (\$32,416.46) |
| To Account #'s | 10143010 – 544100 | Utilities | \$4,848.00 |
| | 10143010 – 544130 | Other Fuel | \$27,568.46 |

Utilities & Other Fuel

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

| | | | |
|---------------|-------------------|----------------------|------------|
| From Account# | 10143010 – 544300 | Repair & Maintenance | (\$325.47) |
| To Account# | 10143010 – 526100 | Uniform & Clothing | \$325.47 |

Uniform & Clothing

The shortfall in the uniforms and clothing account is due to the transfer of two DPW employees to the Transfer Station and the hiring of two new employees for DPW. The new employees needed long and short sleeve logo shirts for DPW.

Respectfully submitted,

Gary Zielinski, Highway Supervisor & Acting Director.

RECEIVED

HUMAN RESOURCES DEPARTMENT

2023 AUG 25 A 9:31

BRANFORD, CONNECTICUT



Lisa Arpin
BRANFORD TOWN CLERK

MARGARET LUBERDA
Director of Human Resources

1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405
(203) 315-0629
FAX: (203) 889-3316
www.branford-ct.gov

August 24, 2023

Dear Mr. Mooney,

May I request your approval to transfer for the 2022-23 budget:

From General Fund Transfer

10149040-588802 Contingency (\$53,155)

To

101411000-533670 Labor Relations \$53,155

Thank you for your time and consideration.

Sincerely,

Margaret M. Luberd

Margaret M. Luberd

Copy: Jamie Cosgrove, First Selectman
Jim Finch, Finance Director
Kathryn LaBanca, Assistant Finance Director
Lisa Arpin, Town Clerk

Office of Tax Collector


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

Item #19

ROBERT M. IMPERATO
Tax Collector



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

Date: August 24, 2023
To: Joseph Mooney
Board of Finance
From: Robert Imperato, Tax Collector 
Re: Budget Transfer Tax

Please find below a transfer required to cover shortfalls in the tax office.

- Overtime - Overtime required to complete special projects and additional payment setup & processing
- Tax Processing – Additional tax billing and collection demand correspondence
- Office Furniture – Purchase of a fire proof file draw

Tax Office

| | | |
|-----------------|------------------|--------|
| From: | | |
| 10149040-588802 | Contingency | 13,141 |
| To: | | |
| 10141070-518000 | Overtime | 9,235 |
| 10141070-533285 | Tax Processing | 3,006 |
| 10141070-579300 | Office Furniture | 900 |



OFFICE OF THE TOWN CLERK — TOWN OF BRANFORD

1019 Main Street, P.O. Box 150, Branford, CT 06405-0150

RECEIVED
 2023 AUG 21 P 3:58
 Lisa E. Arpin
 BRANFORD TOWN CLERK

Date: August 21, 2023
 To: Joseph Mooney, Board of Finance Chairman
 RE: Budget Transfer Request – Town Clerk – FY2023

I am requesting consideration at the August 28, 2023 Board of Finance meeting for the following budget transfer for fiscal year 2022-2023 as follows:

| | | | |
|-------|-----------------|--|-----------|
| FROM: | 10141080-517000 | Regular Wages & Salaries | (\$3,275) |
| | | | |
| TO: | 10141080-533300 | Professional Development | \$1,809 |
| | 10141080-533900 | Other Purchased Services | 459 |
| | 10141080-544300 | Purchase Services Repair/ Maintenance | 258 |
| | 10141080-588200 | Memberships/Conferences/ Meetings | 749 |
| | | Total | \$3,275 |

Regular Wages & Salaries: There is an overage of unused wages due to a staff resignation in March, 2023; vacancy was not filled until May, 2023.

Professional Development + Memberships/Conferences/Meetings: I achieved my Master Connecticut Town Clerk Certification (MCTC) from CT Town Clerks Association in April, 2023 and also my Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks in June, 2023. The shortfall in these accounts is due to an aggressive schedule of attendance at academy and certification sessions, including attendance at the IIMC Annual Conference in Minneapolis, MN and CTCA Conferences in Fall, 2022 and Spring, 2023. I now have achieved all my advanced-level certifications!

Other Purchased Services: 3 Part-time election workers @ \$153 assisted with absentee ballot X-offs and reconciliation for the November, 2022 State election.

Purchase Services Repair/Maintenance: The vital records seal receives heavy daily use. The die was sent out for sharpening at the cost of \$175. The remaining \$83 was to shred election materials after approval for destruction was received from CT State Library.

Lisa E. Arpin MMC, MCTC
 Town Clerk

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #21

1019 MAIN STREET
POST OFFICE BOX 150



(203) 315-0663
FAX (203) 315-3736
WWW.BRANFORD-CT.GOV

Date: August 24, 2023
To: Joseph Mooney
Chairman, Board of Finance
From: James P. Finch
Finance Director
Re: Parks and Open Space

RECEIVED
 2023 AUG 25 A 10:19
 W. J. S. [Signature]
 BRANFORD TOWN CLERK

During the budget process the Board identified \$66,000 related to the Parks and Open Space Commission's request for various improvements at the following locations: Supply Ponds, Pisgah Brook, and Farm River Meadows Preserve. The funding code for this request was 'OTHER' which essentially means they were not funded out of the FY 2024 tax levy. The transfers below seek to fund this item through unexpended funds in the contingency account.

FY 2023

General Fund Contingency Transfer

| | | |
|------------------|--------------------------------|--------|
| <u>From</u> | | |
| 101-49040-588802 | Contingency | 66,000 |
| <u>To:</u> | | |
| 101-50000-599110 | Transfer Out- Capital Fund 700 | 66,000 |

Transfers Capital Fund 700

| | | |
|---------------------------|-----------------------------------|--------|
| <u>Increase</u> | | |
| 700-90000-490010 | Transfer In | 66,000 |
| <u>Increase</u> | | |
| 700-70045050-579480-23310 | Parks and Open Space Improvements | 66,000 |

19. To consider, and if appropriate, approve the following transfer for the Tax Collector for FY2023:

| | | | |
|-----------------|------------------|-------|-----------------|
| From: | | | |
| 10149040-588802 | Contingency | | (\$13,141) |
| To: | | | |
| 10141070-518000 | Overtime | | 9,235 |
| 10141070-533285 | Tax Processing | | 3,006 |
| 10141070-579300 | Office Furniture | | 900 |
| | | Total | <u>\$13,141</u> |

20. To consider, and if appropriate, approve the following transfer for the Town Clerk for FY2023:

| | | | |
|-----------------|---|-------|-----------------|
| From: | | | |
| 10141080-517000 | Regular Wages and Salaries | | (\$ 3,275) |
| To: | | | |
| 10141080-533300 | Professional Development | | 1,809 |
| 10141080-533900 | Other Purchased Services | | 459 |
| 10141080-544300 | Purchase Services-Repairs & Maintenance | | 258 |
| 10141080-588200 | Memberships, Conf. & Meetings | | 749 |
| | | Total | <u>\$ 3,275</u> |

21. To consider, and if appropriate, approve the following transfer relating to Parks and Open Space Improvements for FY2023:

General Fund Contingency Transfer

| | | | |
|-----------------|-------------------------------|--|------------|
| From: | | | |
| 10149040-588802 | Contingency | | (\$66,000) |
| To: | | | |
| 10150000-599110 | Transfer Out-Capital Fund 700 | | 66,000 |

Transfers Capital Fund 700

| | | | |
|--------------------------|-----------------------------------|--|----------|
| Increase: | | | |
| 70090000-490010 | Transfer In | | \$66,000 |
| Increase: | | | |
| 70070045050-579480-23310 | Parks and Open Space Improvements | | 66,000 |

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Items #22 & 23

1019 MAIN STREET
POST OFFICE BOX 150



(203) 315-0663
FAX (203) 315-3736
WWW.BRANFORD-CT.GOV

Date: August 24, 2023
To: Joseph Mooney
Board of Finance
From: James P. Finch
Re: Budget Transfers

RECEIVED
2023 AUG 25 A 11: 22
MEL STAPPERT
BRANFORD TOWN CLERK

Please find below a series of transfers required to cover shortfalls in a variety of accounts and departments.

Board of Finance

| | | |
|-----------------|-------------|--------|
| From: | | |
| 10149040-588802 | Contingency | 32,500 |
| To: | | |
| 10141030-533260 | Audit | 32,500 |

This first transfer is to cover costs related to the audits. As the Board may recall, the timing of the audits coupled with the increase in costs contributed to the shortfall.

Fiscal Services

| | | |
|-----------------|-----------|-----|
| From: | | |
| 10141040-518000 | Overtime | 100 |
| To: | | |
| 10141040-519020 | Longevity | 100 |

This transfer is to cover a shortfall in longevity. Longevity payments are determined by labor contracts and these payments will continue to be phased out as the benefit is not generally available to new hires.

Legal Services

| | | |
|-----------------|---------------------|--------|
| From: | | |
| 10141090-533660 | Tax Appeals | 16,420 |
| | | |
| To: | | |
| 10141090-529420 | Expenses and Claims | 16,420 |

This this transfer is to cover costs in the legal services budget for FY 2023. The expenses and claims account was short as a result of collection and foreclosure costs on delinquent accounts. On a positive note a portion of these costs were offset by fees paid by the delinquent account owner and back taxes were collected.

Public Celebration (FY 2023)

| | | |
|-----------------|-----------------------------|----|
| From: | | |
| 10145080-566900 | Other Supplies | 78 |
| | | |
| To: | | |
| 10145080-518250 | Seasonal and Part Time Help | 78 |

Public Celebration (FY 2024)

| | | |
|-----------------|-----------------------------|----|
| From: | | |
| 10145080-566900 | Other Supplies | 80 |
| | | |
| To: | | |
| 10145080-518250 | Seasonal and Part Time Help | 80 |

These two transfers cover a shortfall for FY 2023 and an anticipated shortfall in FY 2024 to cover payments for the town band director

Probate Court

| | | |
|-----------------|----------------|----|
| From: | | |
| 10141110-555300 | Communications | 55 |
| | | |
| To: | | |
| 10141110-533580 | Microfilming | 55 |

This transfer covers a shortfall in microfilming. It may be worth noting the account was increased by \$350 for FY 2024.

Zoning Board of Appeals (ZBA)

| | | |
|-----------------|-----------------------------------|-------|
| From | | |
| 10141140-588090 | Travel | 350 |
| 10141140-588200 | Memberships | 200 |
| 10141130-517000 | Regular Wages (Planning & Zoning) | 515 |
| | | |
| To: | | |
| 10141140-555400 | Advertising Printing and Binding | 1,065 |

This transfer covers a shortfall for public notices related to hearings and decisions. This activity is also reflected in ZBA's fee income which exceeded the budget by \$1,025.

Cable TV

| | | |
|-----------------|---------------------------|-----|
| From: | | |
| 10149040-588802 | Contingency | 204 |
| | | |
| To: | | |
| 10141180-518250 | Seasonal & Part-Time Help | 204 |

To cover a shortfall related to the staff costs associated with recording public meetings.