

REPRESENTATIVE TOWN MEETING MEETING MINUTES

September 12th, 2018

RECEIVED

2018 SEP 25 A 9:52

TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

MODERATOR

Dennis Flanigan



CLERK

Jessica Everlith

MAJORITY LEADER

Ray Ingraham

MINORITY LEADER

Chris Sullivan

The meeting was called to order by: Moderator Flanigan at 8:03p.m. The Moderator led the body in the Pledge of Allegiance. The Meeting was held at Branford Fire Headquarters, 45 North Main Street.

1. Roll Call

Members Present: Rep. Alfone, Rep. Anderson, Rep. Black, Rep. Brockett, Rep. Conklin, Rep. DiAdamo, Rep. Docknevich, Rep. Dunbar, Rep. Everlith, Rep. Flanigan, Rep. Gordon, Rep. Hall, Rep. Hentschel, Rep. Ingraham, Rep. Jackson, Rep. Kelly, Rep. Lawler, Rep. Lombardi, Rep. Prete, Rep. Stepanek, Rep. Sullivan, Rep. Torelli, Rep. Twohill, Rep. Walker, Rep. Wells

Members Absent: Rep. Adelman, Rep. Comey, Rep. Leonard, Rep. Riccio

Ex Officios Present: Selectman: Cosgrove

Ex Officios Not Present: Town Clerk: Arpin, **Selectman:** Higgins, Ahern

Treasurer: Nardella,

Town Attorney: Aniskovich

(See Attachment)

The Moderator welcomed Rep. Joe Gordon to the 1st District RTM to replace the vacancy left by Rep. Zambrano. The Moderator assigned Rep. Gordon to the Public Services Committee.

2. Reception of communications, reports of committees, and citizen petitions.

Rep. Flanigan read a letter from Lawrence L. Warner, a member of the Thimble Island Association Board of Directors requesting the RTM review town dock ordinance and its execution as it pertains to public spaces. Rep. Flanigan sent this item to the Rules and Ordinances Committee.

3. **Approval of the previous meeting.** Rep. Everlith offered an amendment to the June 13, 2018 minutes in which Item 7 incorrectly referenced the James Blackstone Memorial Library when it should have read Friends of the James Blackstone Memorial Library. Rep. Ingraham made a motion to approve the minutes as amended. 2nd by Rep. Prete. No further discussion. Amended minutes are approved unanimously.

4. Rep. Sullivan, speaking on behalf of Rep. Leonard in his absence, made a motion to re-refer the following items, as the Rules and Ordinances committee did not meet in August to discuss the items:

(Item 4) To consider, and if appropriate, create Ordinance that enables Tax exemptions for Gold Star Parents and Spouses.

(Item 5) To consider, and if appropriate, create Ordinance for Tax exemption for Handicap equipped vehicles.

(Item 6) To consider, and if appropriate, approve the creation of an advisory committee regarding sustainability.

(Item 8) To consider, review and propose changes to the Town of Branford Noise Ordinance.

Rep. Ingraham 2nd the motion. The items were unanimously re-referred.

7. Rep. Alfone moved to approve a contract between Town of Branford and AFSCME, AFL-CIO Council 4 Local 818-60 the Town of Branford Supervisors Union Tentative Agreement (Administrative Services). The motion was approved unanimously through a roll call vote (See attachment).
8. See item 4.
9. Rep. Conklin made a motion to approve a request from the Board of Police Commissioners for the following budget transfers for FY2018. The motion was approved unanimously.

From:	10142010-518200	Sick	(\$12,378)
	10142010-555300	Communications	(541)
	10142010-566650	Safety Supplies	(1,458)
		Total	(\$14,377)
To:	10142010-519030	Accumulated Sick	\$12,378
	10142010-544340	Radio Communications	541
	10142010-579250	Equipment	1,458
		Total	\$14,377

10. Rep. Alfone made a motion to approve a request from the Senior Center Director for the following budget transfers for FY2018. The motion was approved unanimously.

From:	10144020-566100	Office Supplies	(\$1,246)
To:	10144020-579250	Equipment	1,246

From:	10144020-544300	Purchased Services & Repairs	(\$3,000)
To:	10144020-579300	Furniture & Fixtures	3,000

11. Rep. Twohill made a motion to waive Rule 441, as there was no quorum during the Education Committee on 9/10/2018, 2nd by Rep. Sullivan. Motion is approved unanimously.

Rep. Twohill made a motion to approve a request from ERACE/Branford Adult Education for the following budget transfers. 2nd by Rep. Ingraham. Motion was approved unanimously.

FY2018

From:	25448100-579250	Equipment	(\$2,618)
To:	25448100-512000	Salaries—Non-Certified	2,580
	25448100-520000	Benefits	38

FY2019

From:	25448100-533500	Purchased Services	(\$2,577)
	25448100-555400	Advertising, Printing, Binding	3,000
	25448100-579250	Equipment	3,000
		Total	(\$8,577)

To:	25448100-512000	Salaries—Non-Certified	\$6,975
	25448100-520000	Benefits	102
	25448100-566100	Office Supplies	500
	25448100-588200	Memberships, Conferences & Meetings	1,000
		Total	\$8,577

12. Rep. Alfone made a motion to approve a request from the Tax Collector for the following budget transfer for FY2018. The motion was approved unanimously.

From:	10141070-555320	Postage	(\$1,330)
To:	10141070-588285	Tax Bill Processing	1,330

13. Rep. Conklin made a motion to approve a request from the Board of Fire Commissioners for the following FY2018 budget transfers. Motion was approved unanimously.

From:	10142040-517000	Regular Wages & Salaries	(\$48,000)
	10142040-517530	Utility Personnel	(2,723)
	10142040-517670	Medic 2 Shifts	(22,000)
	10142040-518010	Overtime-Public Events	(13,500)
	10142040-518050	Vacation	(2,000)
	10142040-518150	Holiday Pay	(16,000)
	10142040-518500	Special Detail	(1,000)
	10142040-519000	Vol. Officer Stipend	(2,240)

	10142040-519050	Stipends	(12,300)
	10142040-533300	Professional Development	(2,000)
	10142040-533520	Ambulance Billing	(8,900)
	10142040-533530	Employment Testing	(15,497)
	10142040-533600	Fire Prevention/Investigations	(2,118)
	10142040-544130	Other Fuel	(3,500)
	10142040-544170	Hydrants	(48,000)
	10142040-544300	Purch. Serv. Repairs/Maint.	(8,903)
	10142040-544410	Building Rental	(1000)
	10142040-555300	Communications	(6,000)
	10142040-555320	Postage	(400)
	10142040-566650	Safety Supplies	(662)
	10142040-566900	Other Supplies	(2,400)
	10142040-578000	Equipment Replacement	(1,800)
	10142040-578010	Vol. Fire Equipment Replacement	(378)
	10142040-588050	CMED	(460)
	10149040-588802	Contingency Transfer	(39,425)
		Total	(\$261,206)
To:	10142040-517600	Asst. Chief - Fire Marshal	\$2400
	10142040-518000	Overtime	156,223
	10142040-518200	Sick	78,325
	10142040-519010	Stewards	378
	10142040-519025	Education Incentive	7,651
	10142040-526100	Uniform/Clothing Allowance	2,118
	10142040-566600	Medical Supplies	8,306
	10142040-579300	Furniture & Fixtures	662
	10142040-588030	Misc. Volunteer Fire Expenses	2,240
	10142040-599102	Transfer to Fund 203	2,903
		Total	\$261,206

14. Rep. Conklin made a motion to approve a request from the Fire Chief for the following transfer to fulfill the Town's obligation pursuant to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant. (Follow-up to the 3/26/18 and 4/9/18 Board of Finance meetings.). After some discussion in favor of the item by several members of the RTM, the motion was approved unanimously with a roll call vote (see attached)

From:	10149040-588802	Contingency	(\$279,630)
To:	1042040-517000	Regular Wages & Salaries	\$205,380
	10142040-518050	Vacation	19,300
	10142040-518200	Sick Pay	12,850
	10142040-518150	Holiday Pay	16,100
	10142040-519050	Stipends	20,000
	10142040-526100	Uniform/Clothing Allowance	6,000

	Total	\$279,630
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15. Rep. Black made a motion to approve a request from the Finance Director, departmental budget transfers as part of the FY2018 closeout process. The motion was approved unanimously.

Cable TV

<u>From:</u>		
10149040-588802	Contingency	(\$250)
<u>To:</u>		
10141080-533605	Subcontracting	250

16. Rep. Conklin made a motion to approve a request from the Finance Director, departmental budget transfers as part of the FY2018 closeout process. The motion was approved with one (1) NO vote.

Public Works

<u>From:</u>		
10143010-517000	Regular Wages	(\$18,325)
<u>To:</u>		
10143010-519030	Accumulated Sick	18,325

17. Rep. Alfone made a motion to approve a request from the Finance Director, departmental budget transfer as part of the FY2018 closeout process. Rep. Sullivan asked the status of hiring a full-time Human Resources employee. First Selectman Cosgrove responded that a job has been advertised and the Town has hired a recruiting firm to help identify potential candidates. The motion was approved unanimously.

Human Resources

<u>From:</u>		
10141200-517000	Wages and Salaries	(\$38,515)
<u>To:</u>		
10141200-518250	Seasonal and Part-time Help	38,200
10141200-518200	Overtime	315
	Total	\$38,515

18. Rep. Black made a motion to approve a request from the Finance Director, departmental budget transfers as part of the FY2018 closeout process. Motion was approved unanimously.

Tax Appeals and Other Legal

<u>From:</u>		
10149040-588802	Contingency	(\$177,000)
10141090-529420	Expenses & Claims	(13,000)
	Total	(190,000)

To:		
10141090-533550	Legal	\$168,000
10141090-533660	Tax Appeals	22,000
	Total	\$190,000

19. Rep. Black made a motion to approve a request from the Finance Director, departmental budget transfers as part of the FY2018 closeout process. The motion was approved unanimously

Debt Service

From:		
10147020-588960	Bond Payments Interest	(\$228,500)
To:		
10147020-589500	Interest General Purpose	\$75,050
10147020-589520	Interest Schools	140,050
10147020-589540	Interest Sewers	13,400
	Total	\$228,500

20. Rep. Black made a motion to approve a request from the Finance Director, departmental budget transfers as part of the FY2018 closeout process. The motion was approved unanimously.

Finance and Board of Finance

From:		
10141040-518000	Overtime	(\$1,000)
10141040-588200	Membership Conference Meetings	(1,000)
10141040-566100	Office Supplies	(2,000)
10141030-533270	Audit (Board of Finance)	(2,830)
	Total	(\$6,830)
To:		
10141030-533260	Actuarial Service (Board of Finance)	\$5,980
10141030-555400	Advertising (Board of Finance)	150
10141040-544300	Equipment Leased	50
10141040-579250	Equipment	650
	Total	\$6,830

21. Rep. Black spoke to the item and referenced a memorandum from Finance Director, Jim Finch, that included the full resolution that detailed the repeal of bond authorizations for several projects. Rep. Black made a motion to waive the reading of the full resolution (attached), 2nd by Rep. Ingraham. Rep. Black made a motion to approve a request from the Finance Director to reduce existing debt authorizations and offset some of the reductions through a general fund transfer. The motion was approved unanimously.

Debt Reduction \$181,106 for various capital improvements

From		
10147010 589110	Principal Schools	(\$181,106)
To:		
10150000 599133	Transfer Out – BOE Facilities Fund	\$51,106
10150000 599121	Transfer Out – Municipal Facilities Fund	130,000
	Total	\$181,106

Corresponding Fund Transfers

From		
72090000 490040 14354	Bond Proceeds – Counseling Center Windows	(\$2,000)
72090000 490040 14357	Bond Proceeds – PD Pitched Roof Replacement	(1,000)
72090000 490040 14358	Bond Proceeds – PD Exterior Stucco Repairs	(28,265)
72090000 490040 14361	Bond Proceeds – Town Hall Boiler Replacement	(16,000)
72090000 490040 14364	Bond Proceeds – Town Hall Generator Replace	(1,000)
72090000 490040 14366	Bond Proceeds – TS Overhead Door Replace	(6,735)
72090000 490040 14369	Bond Proceeds – VNA Building Roof Replace	(5,000)
72090000 490040 17322	Bond Proceeds – Restroom Trailer	(70,000)

To:		
72090000 490010 14354	Transfer In – Counseling Center Windows	\$2,000
72090000 490010 14357	Transfer In – PD Pitched Roof Replacement	1,000
72090000 490010 14358	Transfer In – PD Exterior Stucco Repairs	28,265
72090000 490010 14361	Transfer In – Town Hall Boiler Replacement	16,000
72090000 490010 14364	Transfer In – Town Hall Generator Replace	1,000
72090000 490010 14366	Transfer In – TS Overhead Door Replacement	6,735
72090000 490010 14369	Transfer In – VNA Building Roof Replacement	5,000
72090000 490010 17322	Transfer In – Restroom Trailer	\$70,000

From		
72590000 490040 15415	Bond Proceeds – BHS Track & Field	(\$51,106)
To:		
72590000 490010 15415	Transfer In – BHS Track & Field	\$51,106

22. Rep. Prete informed the body that he would be recusing himself to avoid conflict of interest and left the room. Rep. Black made a motion to approve a request from the First Selectman to fund the purchase of the Zuwalick Tabor Drive property. Motion approved unanimously. See attached memorandum from Finance Director, Jim Finch, for details of the expenditures.

23. Rep. Alfone made a motion to approve the acquisition of the ZuWalick property at 0 Tabor Drive. The motion was passed unanimously.

24. Other Business

Rep. Brockett asked First Selectman Cosgrove to provide an update on the status of the Community House project. First Selectman Cosgrove spoke to a permitting delay and new sewer drain installments. The project may finish after the originally projected January completion date.

Rep. Ingraham expressed gratitude for Rep. Sandler's service to the RTM in light of his recent resignation.

Rep. Diadamo spoke to the 9/11 Memorial Service at the Firehouse and thanked everyone who attended.

Rep. Stepanek inquired about the Harbor Street Bridge Project. First Selectman Cosgrove said the contractor ran into delays and the Town is waiting for an updated schedule from the contractor.

Rep. Hentschel reminded the body and attendees that the individuals involved with the Plan of Conservation and Development would be sharing a draft of the plan at the Firehouse on 9/13.

25. Motion by Rep. Torelli to adjourn the meeting. 2nd by Rep. Dunbar, motion passed unanimously. The meeting was adjourned at 9:01pm.

Dated this 24th Day of September, 2018
Respected Submitted,

Jessica L. Everlith
Clerk- Branford RTM

Aug. 1, 2018

Dennis Flanigan Branford RTM Moderator
Branford Town Hall
1019 Main St
Branford ct, 06405


RECEIVED

2018 AUG 29 A 9:23

TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

Dear Moderator Flanigan

Please place on RTM agenda an item for Review of towns dock ordinance and its execution as it pertains to public spaces, paying specific attention to amount of time allotted for any boat tied to dock. If appropriate make adjustments that will ensure fair usage by all residents. If you could also correct an oversight of which there is no right of appeal. This currently means the ordinance is unenforceable.


Lawrence L. Warner
Member of Board of Directors
Thimble Island Association

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

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

Date: August 24, 2018
To: Joseph Mooney
Board of Finance
From: James P. Finch
Finance Director
Re: Transfers to deauthorize bonding requirements.

RECEIVED
2018 AUG 24 P 12: 51
TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

I attach for your review and consideration a resolution from bond counsel to reduce existing debt authorizations. Additionally, I have a request to offset some of the reductions through a general fund transfer. I have outlined the transfer request below and will provide additional back up for discussion at the meeting.

Debt Reduction \$181,106 for various capital improvements

As the board may recall the budget contemplated a pay-down against the outstanding bond anticipation notes, however, since that ship has sailed due to delays in the state budget adoption I ask the Board consider using budgeted debt service funds to offset the need to borrow for the projects on the attached page.

From		
10147010 589110	Principal Schools	181,106
To:		
10150000 599133	Transfer Out - BOE Facilities Fund	51,106
10150000 599121	Transfer Out - Municipal Facilities Fund	130,000
	Total	181,106

Corresponding Fund Transfers

From		
72090000 490040 14354	Bond Proceeds – Counseling Center Windows	2,000
72090000 490040 14357	Bond Proceeds – PD Pitched Roof Replacement	1,000
72090000 490040 14358	Bond Proceeds – PD Exterior Stucco Repairs	28,265
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72090000 490040 17322	Bond Proceeds – Restroom Trailer	70,000
To:		
72090000 490010 14354	Transfer In – Counseling Center Windows	2,000
72090000 490010 14357	Transfer In – PD Pitched Roof Replacement	1,000
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72090000 490010 14369	Transfer In – VNA Building Roof Replacement	5,000
72090000 490010 17322	Transfer In – Restroom Trailer	70,000

From		
72590000 490040 15415	Bond Proceeds – BHS Track & Field	51,106
To:		
72590000 490010 15415	Transfer In – BHS Track & Field	51,106

Indian Neck Firehouse

The Firehouse transfer was approved by the Board at a previous meeting.

RECEIVED

**RESOLUTION REPEALING BOND
AUTHORIZATIONS FOR CERTAIN PROJECTS**

2018 AUG 24 P 12: 51

TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

Section 1. The Town of Branford at Representative Town Meeting has approved the following Projects to be undertaken and financed by the issuance of Bonds, for which an authorized but unissued bond authorization remains:

Project	Representative Town Meeting Resolution	Authorized	Bonds Issued	Authorized but Unissued	Status
Town Capital Improvements (2013)	7/10/13	\$1,020,000	\$760,000	\$260,000	Project Complete Or Other Sources
Board of Education Capital Projects (2015-2016)	9/14/16	\$1,625,000	\$1,573,894	\$51,106	Project Complete Or Other Sources
Restroom Trailer	3/8/17	\$100,000	\$30,000	\$70,000	Project Complete Or Other Sources
Indian Neck Firehouse	3/14/18	\$1,500,000	\$ - 0 -	\$1,500,000	Other Sources

Section 2. It is hereby found and determined that the Projects identified in Section 1 and are hereby complete or will be funded from other sources. Bond's or notes will not be required to be issued for such purposes.

Section 3. NOW, THEREFORE, it is hereby ordered that the bond authorizations are no longer required, and any remaining unissued bonds, notes or other obligations of the Town authorized to be issued pursuant to the authorizing resolutions, are hereby repealed and withdrawn.

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

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

Date: August 27, 2018
To: Joseph Mooney
Board of Finance
From: James Finch
Finance Director
Re: Land Acquisition

RECEIVED
2018 AUG 27 P 3:15
TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

I am writing to supplement First Selectman's request for an appropriation to purchase 14.5 acres at the end of Tabor Drive. This property, which is owned by the Zuwalick family, was endorsed by Selectman's Committee on Open Space Acquisitions and received a favorable 8-24 review by the Planning and Zoning Commission in October.

I anticipate the Selectman will outline the benefits of the purchase. My letter will focus exclusively on the funding requirements and the mechanical aspects of the appropriations.

Estimated Purchase Price and Other Incidentals:

The purchase price and estimated incidentals is as follows:

Purchase Price	245,000
Other	<u>5,000</u>
	250,000

Funding Sources:

The revenue source for this project will be derived from a transfer out of the general fund. I propose using the balance of funds previously allocated to cover an anticipated contribution to the Teachers Retirement Board (TRB). The balance in the line item is \$377,784 after the Board moved \$1,000,000 out of the account to augment the pension fund.

Required Actions:

If the Board fulfills the First Selectman's request the following actions are required:

- Create a transfer out line item in the General Fund for transfer into the Land Acquisition Fund
- Create an appropriation in the Land Acquisition Fund

Land Acquisition Fund

Resolved: The Board of Finance recommends to the RTM an appropriation of \$250,000 in the Land Acquisition Fund. This appropriation will be funded through a transfer from the general fund.

Land Acquisition Fund

Increase		
73541020-490010-19701	Transfer In	\$250,000
Increase		
73541020-579610-19701	Land	\$250,000

General Fund Transfer

From		
10149010-523135	Retirement Board of Education	\$250,000
To		
10150000-599123	Transfer Out Land Acquisition	\$250,000