

RTM RULES & ORDINANCES COMMITTEE
Town of Branford



Adrian Bonenberger, Dan Adelman, Susan Dahill, Ray Ingraham, Peter Black, Trish Andersen
Peter Hentschel, Chair

SPECIAL MEETING via ZOOM

December 12, 2023, 7:00 PM

<https://us02web.zoom.us/j/82870223576?pwd=OERHMThqQjZTEs5Qm5OZDRYdkxTQT09>
Meeting ID: 828 7022 3576, Passcode: 498252, Dial in: 1 646 558 8656

RECEIVED
2023 DEC -14 A 9:13
M. H. Hentschel
TOWN CLERK

1. Call to Order, Notice of "Virtual Host", Notice of Clerk
2. Roll Call
3. To consider, and if appropriate, approve the following transfer for Planning & Zoning for FY2023:

From:

10141130-518000 Overtime (\$ 1,275)

To:

10141130-555400 Advertising, Printing, Binding 1,275

4. Pursuant to Chapter 47-4 of Branford Town Code, to consider, and if appropriate approve the Capital Projects transfer request from the Finance Director as follows:

From:

Water Pollution Control 70043030 579250 21229
Generator Restoration Program Transfer/Combine \$3,462.83

To:

Water Pollution Control 70043030 579250 24229
Generator Restoration Program Increase FY24 Project \$3,462.83

Respectfully Submitted
Peter Hentschel
Chair, RTM Rules & Ordinances Committee



TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

Item #3

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

September 14, 2023

Joseph Mooney, Chair
Board of Finance

Re: Line Item Budget Transfer FYE 2023

I am requesting the following transfer to be placed on the agenda for the Board of Finance September 25, 2023 meeting.

From:

10141130-518000 Overtime \$ 1,275

To:

10141130-555400 Advertising \$ 1,275

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 2023 fiscal year.

Sincerely,

Harry A. Smith, MCP AICP
Town Planner

RECEIVED
2023 SEP 26 A 10:25
BRANFORD TOWN CLERK

Capital Projects Transfer Request

Item #4

<u>DEPT</u>	<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>REQUEST</u>	<u>AVAILABLE BUDGET</u>
<u>PUBLIC SERVICES</u>						
FROM:						
Gen Govt Bldgs	70041170	544300	21313	Future Energy Savings Projects	Transfer/Combine	25,000.00
Public Works	70043010	579480	21316	Paving - Town Parking Lots	Transfer/Combine	3,091.84
						28,091.84
TO:						
Public Works	70043010	579480	22329	Paving - Town Parking Lots	Increase FY22 Project	3,091.84
Gen Govt Bldgs	70041170	544300	24304	Future Energy Savings Projects	Increase FY24 Project	25,000.00
						28,091.84

RULES & ORDINANCES

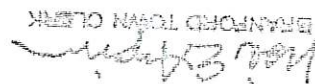
FROM:						
Water Pollution Control	70043030	579250	21229	Generator Restoration Program	Transfer/Combine	3,462.83
TO:						
Water Pollution Control	70043030	579250	24229	Generator Restoration Program	Increase FY24 Project	3,462.83

WAYS & MEANS

FROM:						
Parks & Open Space	70045050	579480	20316	Pisgah Brook Preserve Improvements	Extend	3,500.00
TO:						
Parks & Open Space	70045050	579480	23310	Parks & Open Space Improvements	Increase FY23 Project	3,500.00

EDUCATION COMMITTEE

FROM:						
Board of Education	70048000	544300	20409	BOE - System Wide Roofing Repairs	Extend	3,052.00
Blackstone Library	70046010	579300	21303	JBML - Furniture & Fixtures	Extend	13,535.00
						16,587.00
TO:						
Board of Education	70048000	544300	24xxx	BOE - System Wide Roofing Repairs	New Project	3,052.00
Blackstone Library	70046010	599138	24208	Transfer - JBML Sinking Fund 719	Increase FY24 Project	13,535.00
						16,587.00
FROM:						
Board of Education	70048000	579350	18404	BOE Vehicles	Close	50.00
Board of Education	70048000	579350	21404	BOE Vehicles	Close	285.00
						335.00
TO:						
Board of Education	70048000	599100	18404	Transfer to General Fund	Project Closed	50.00
Board of Education	70048000	599100	21404	Transfer to General Fund	Project Closed	285.00
						335.00



2023 NOV 28 11:08

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #4

1019 MAIN STREET
POST OFFICE BOX 150




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

Date: November 22, 2023

To: Joseph Mooney
Board of Finance

From: James Finch
Finance Director

Re: Capital Projects Transfer Request



As you may recall in last November our office presented to the Board of Finance a series of transfers that were required by ordinance to be extended or closed with the balance being swept to the appropriating fund which in most cases is the general fund. In the case of those projects being combined and/or extended a new FY 2024 project will be established in the financial system unless a FY 2023 project for the same purpose already exists in which case the dollars will increase the budget in that account.

As this is a short week, I anticipate having the transfers available on Monday. As in the past, the transfers and actions are organized by committee and fund to assist the RTM in developing their agendas.

I attach a copy of the ordinance for reference.

Chapter 47. Fiscal Year

§ 47-4. Expiration of funds.

[Added 10-21-2021]

- A. All appropriations for operating funds shall transfer to the undesignated general fund balance when the fiscal year for which they were appropriated is closed.
- B. All funds derived from sources other than the issuance of bonds, notes, or other obligations (such "bonds, notes, or other obligations," hereafter "bonded funds," appropriations for capital funds not derived from bonded funds hereafter "nonbonded funds") shall remain available for two fiscal years beyond the year in which appropriated, unless such time is extended by the Board of Finance and approved by the RTM. At the end of the third fiscal year after their appropriation, where legally possible, any unobligated funds will be transferred to the undesignated general fund, unless specifically extended by the Board of Finance and RTM.
- (1) Example: Funds appropriated for or in year "x" shall expire and be transferred to the undesignated fund balance when year "x + 2" is closed out by the Finance Department, generally by September 30 following the end of the fiscal year on June 30. If funds are appropriated on April 1 of year "x," those funds will expire when year "x + 2" is closed out. If funds are appropriated in the annual budget for year "x" in May of the prior fiscal year, those funds will expire when year "x + 2" is closed out.
- C. All "bonded funds" remaining unobligated at six years after the fiscal year of their authorization shall expire unless those funds had financial activity in the past year, or unless such time is extended by the Board of Finance and approved by the RTM. At the end of the sixth fiscal year after their authorization, any unobligated funds shall be used to pay debt service or, if approved by the Board of Finance and RTM, reallocated to another project.
- (1) Example: Bonded funds authorized in year "x" shall expire and be used to pay down debt when year "x + 6" is closed out by the Finance Department, generally by September 30 following the end of the fiscal year on June 30. If funds are authorized on April 1 of year "x," those funds shall expire and shall be used to pay debt service or, if approved by the Board of Finance and RTM, reallocated to another project when year "x + 6" is closed out.
- D. Capital projects balance report. At least once per year on a recurring schedule to be established by the Finance Department, a report will be generated listing the current balances for all of the Town's capital projects. The report shall include the fund number, project number, project name, and current balance. The report will be posted on the Town website and accessible to the public. Nothing in this section shall preclude a request at any time for timely provision of this information.