

TOWN OF BRANFORD, CONNECTICUT



REPRESENTATIVE TOWN MEETING  
WAYS & MEANS COMMITTEE

REGULAR MEETING AGENDA  
October 6, 2021

*Melissa*  
BRANFORD TOWN CLERK

2021 OCT -4 P 3:28

RECEIVED

There will be a regular meeting of the Branford RTM Ways & Means Committee on Wednesday, October 6, 2020 at 7:00 p.m. at the Community House, Conference Room A, First Floor, 46 Church Street, Branford, CT.

1. To consider, and if appropriate, approve a request from the Sustainability and Compliance Manager for the following budget transfer for the current fiscal year:

<u>From:</u>		
10149040-588802	Contingency	(\$56,000)
<u>To:</u>		
10143040-533280	Consulting Services	56,000

This appropriation will fund a study aimed at optimizing trash and recyclables collection and disposal.

2. To consider, and if appropriate, approve a request from the Finance Director for the following FY22 budget transfer:

<u>From:</u>		
10190000-480296	Fund Balance	(\$450,000)
<u>To:</u>		
10149010-523120	Retirement Police	\$450,000

Together with the following resolution:

Resolved: That the RTM increases appropriations for the Fiscal Year 2022 General Fund Budget from \$120,515,315 to \$120,965,315. This increase will be funded through an appropriation from fund balance and will be used to increase the police pension contributions.

Note, this transfer is uses funds which flowed from FY21 Contingency to the undesignated General Fund at the end of FY21.

3. To consider, and if appropriate, approve a request from the Finance Director for the following FY22 budget transfer:

From:

10149040-58880	Contingency	(\$6,500)
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To:

10141040-579200	Software	\$6,500
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4. Other business may be added to the agenda by a vote of two-thirds of the members.

Dated this 4<sup>th</sup> day of October, 2021.

Peter Black, Chair

SOLID WASTE MANAGEMENT & RECYCLING DEPARTMENT

POST OFFICE BOX 150 / BRANFORD, CONNECTICUT 06405

www.branford-ct.gov

(203) 315-0622

Date: August 26, 2021  
To: Joseph Mooney, Chairman Board of Finance  
CC: James Cosgrove, First Selectman  
From: Diana McCarthy-Bercury, Sustainability and Compliance Manager  
Re: Request for Funding of the Municipal Solid Waste Materials and Recycling Program Consulting Services

2021 AUG 30 A 11:35  
RECEIVED  
BRANFORD TOWN CLERK

Over the past several years the cost of collecting, transporting and disposing of municipal solid waste and recycling has increased steadily. As a result, the cost burden to the Town of Branford has increased and the profitability of recyclables has rapidly declined. In response to the situation, in July 2021 the Municipal Solid Waste Commission released a request for proposal for the Municipal Solid Waste Materials and Recycling Program Consulting Services. There was a selection process established and executed as described in the letter to the Board of Selectmen accompanying this memo. The waste and recycling consulting firm selected through the RFP process was RRT Design and Construction for \$56,000. The services will include stakeholder meetings, interviews, review of the solid waste system evaluation and recommendations, creation of goals for the Action Plan, routine project work meetings and updates and final presentation to the Town of Branford and Solid Waste Management Commission. Additional details are provided in bid submission accompanying this letter.

Currently I am seeking an appropriation, to contract RRT Design and Construction to complete the Municipal Solid Waste Materials and Recycling Program Consulting Services solicited for in the Request for Proposal. I have discussed this need with the First Selectman and Finance Director and they recommend funding this item through a transfer out of Contingency.

Transfer for Consideration:

<u>From</u>		
10149040-588802	Contingency	(56,000)
<u>To:</u>		
10143040-533280	Consulting Services	56,000

Respectfully,

Diana McCarthy-Bercury  
Town of Branford  
Sustainability and Compliance Manager  
203-315-0637  
[dbercury@branford-ct.gov](mailto:dbercury@branford-ct.gov)

SOLID WASTE MANAGEMENT & RECYCLING DEPARTMENT

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(203) 315-0622

DIANA McCARTHY-BERCURY  
*Sustainability & Compliance Manager*

August 26, 2021

To: James B. Cosgrove, First Selectman  
Ray Dunbar, Second Selectman  
Angie Higgins, Third Selectman

CC: Solid Waste Management Commission

From: Diana McCarthy-Bercury, Sustainability and Compliance Manager

Subject: RFP Municipal Solid Waste Materials and Recycling Consulting Services Results

Dear Board of Selectmen,

At its regularly scheduled meeting on July 14, 2021, the Solid Waste Management Commission voted unanimously to approve a scoring criteria matrix for the review of the submissions to the Request for Proposals Municipal Solid Waste Materials and Recycling Consulting Services. A selection committee was established and comprised of members from the SWMC; Diana McCarthy-Bercury, Sustainability and Compliance Manager; Pamela Roach, Southern Connecticut Region Council of Governments Consultant; and Chris Sullivan, Ex. Director of the Southwest Conservation District.

The committee received, reviewed and scored six proposals. Four companies were selected for follow up interviews on August 12, 2021. The interview committee ranked the companies on their presentations/discussion of offerings as they aligned to the Town's needs, responses to questions and relevant experience. At the end of the interviews the selection committee members ranked their choices.

Based on the results of the selection review and interview process, RRT Design and Construction was identified and selected as the best candidate to conduct the MSW and Recycling Consulting Services for \$55,742.00.

The department and the selection committee recommend the Board of Selectmen award the contract to RRT Design and Construction in the amount of \$55,742.00.

If you have any questions regarding this request, please do not hesitate to contact me at any time.

Sincerely,

Diana McCarthy-Bercury  
Sustainability and Compliance Manager  
Town of Branford  
203-315-0637  
[dbercury@branford-ct.gov](mailto:dbercury@branford-ct.gov)

*Ms. Bercury*  
BRANFORD TOWN CLERK

2021 AUG 30 A 11:30

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*RFP Intent Reference: The Town of Branford (the Town) is soliciting proposals for municipal waste and material recycling consulting services, specifically including development of updated recyclable waste material curbside collection methods; determination of updated recyclable waste material curbside segregation methods; presentation of projected recyclable material outlet handling practices and projected capacities; and other related services determined by the Town.*

*The proposal will result in a contract intended to produce a report with conclusions, options, and recommendations in each of the above areas of interest within six months of award. The selected consultant will work with the designated customer (the Town Sustainability and Compliance Manager), the Solid Waste Management Commission, and the First Selectman.*

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



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REVISED 9-27

Date: September 23, 2021  
To: Joseph Mooney, Chairman Board of Finance  
From: James Finch, Finance Director  
Re: Appropriations from Undesignated Fund Balance

I was recently planning to use a large portion of the contingency balance to offset the liability in the police pension fund. However, since the actuary completed our required GASB (Government Accounting Standards Board) disclosure last month I opted for another approach. Therefore, I am seeking an appropriation from unassigned fund balance of \$450,000 in the current year for the amount I was planning to take from the FY 2021 contingency balance. As you are aware, the financial impact to the general fund remains unchanged over the two year period. The added contribution will have a positive effect on the fund while partially offsetting increases in liabilities associated with changes to the mortality tables.

**Transfer and Resolution from Fund Balance**

<u>From</u>		
10190000-480296	Fund Balance	450,000
<u>To:</u>		
10149010-523120	Retirement Police	450,000

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2022 General Fund Budget from \$120,515,315 to \$120,965,315. This increase will be funded through an appropriation from fund balance and will be used to increase the police pension contributions.