

# TOWN OF BRANFORD, CONNECTICUT



## REPRESENTATIVE TOWN MEETING WAYS & MEANS COMMITTEE

### SPECIAL MEETING AGENDA

April 7, 2020

#### **REVISED FOR UPDATED REMOTE SECURITY PASSWORD INFO**

There will be a special meeting of the Branford RTM Ways & Means Committee on Tuesday, April 7, 2020 at 7:00 p.m. via remote access.

**Members of the public may attend the meeting via by telephone or by other technology by clicking the Zoom hyperlink. Choose your option below and you will be prompted to enter the meeting I.D. 122 804 652. There is no “participant I.D.”—when asked, press the pound sign “#” to enter the remote meeting.**

Join Zoom Meeting

<https://zoom.us/j/122804652>

**Meeting ID: 122 804 652**

**PASSWORD IS 015200**

One tap mobile

+13126266799,,122804652# US (Chicago)

+16465588656,,122804652# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

**+1 646 558 8656 US (New York)**

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 122 804 652

Find your local number: <https://zoom.us/u/adhRjhKIWd>

1. To receive communications with respect to and consider and act upon a resolution entitled:

“RESOLUTION WITH RESPECT TO THE AUTHORIZATION, ISSUANCE AND SALE OF NOT EXCEEDING \$6.8 MILLION TOWN OF BRANFORD GENERAL OBLIGATION REFUNDING BONDS, AUTHORIZING COMBINING INTO ONE ISSUE AND MAKING DETERMINATIONS WITH THE REFUNDING BONDS ANY OTHER AUTHORIZED BUT UNISSUED BONDS OF THE TOWN, AND AUTHORIZING AGREEMENTS FOR THE INVESTMENT OF REFUNDING ESCROW AND ITS REINVESTMENT OVER ITS TERM.”

*The full text of the Resolution is attached and is on file in the office of the Town Clerk.*

2. To consider, and if appropriate, approve a request from the Board of Recreation for the following budget transfer:

<b>From:</b>	10145010-544100	Utilities-Water, Gas, Electric	(\$6,000)
<b>To:</b>	10145010-544300	Purchase Services – R & M	6,000

3. To receive communications with respect to and consider and act upon a resolution entitled:

“RESOLUTION APPROPRIATING \$500,000 FOR TOWN WIDE DRAINAGE IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE”

*The full text of the Resolution is attached and is on file in the office of the Town Clerk.*

4. To receive communications with respect to and consider and act upon a resolution entitled:

“RESOLUTION APPROPRIATING \$350,000 FOR STONY CREEK WHARF RECONSTRUCTION (2020) AND AUTHORIZING THE ISSUE OF \$350,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE”

*The full text of the Resolution is attached and is on file in the office of the Town Clerk.*

5. To receive communications with respect to and consider and act upon a resolution entitled:

“RESOLUTION AMENDING A RESOLUTION APPROPRIATING \$5,245,000 FOR THE BLACKSTONE MEMORIAL LIBRARY RENOVATION (2018) AND AUTHORIZING THE ISSUE OF \$5,245,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE”

(The purpose of the amendment is to increase the appropriation and bond authorization from \$5,245,000 to \$5,745,000, and ratify, confirm and adopt all prior authorizations and resolutions in connection therewith).

The full text of the Resolution is attached and is on file in the office of the Town Clerk.

6. To receive communications with respect to and consider and act upon a resolution entitled:

“RESOLUTION AMENDING A RESOLUTION APPROPRIATING \$6,000,000 FOR THE TOWN OF BRANFORD TOWN-WIDE ENERGY CONSERVATION AND MODERNIZATION PROGRAM AND AUTHORIZING THE ISSUE OF \$6,000,000 BOND, LEASE OR OTHER FINANCING OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE”

(The purpose of the amendment is to increase the appropriation and bond authorization from \$6,000,000 to \$6,200,000, and ratify, confirm and adopt all prior authorizations and resolutions in connection therewith).

The full text of the Resolution is attached and is on file in the office of the Town Clerk.

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

**General Fund**

<b>From:</b>	10190000-480296	Fund Balance	(\$79,607)
<b>To:</b>	10150000-599121 (New Account)	Transfer Out Municipal Facilities Fund	79,607

**Municipal Facilities Fund**

<b>From:</b>	72090000-480296-18503	Transfer In	(\$79,607)
<b>To:</b>	72041020-579400-18503 (New Account)	Energy Performance Contracts	79,607

**RESOLVED:** That the RTM approves transfers out \$79,607 to the Municipal Facilities Fund to fund turf field lighting projects through the energy conservation project. This transfer out will be funded from undesignated fund balance and increase the Fiscal year 2020 General Fund budget from \$115,519,387 to \$115,598,994.

**8. Transfers from Fund Balance**

<u>From</u>		
101-90000-480296	Fund Balance	\$309,950
<u>To:</u>		
101-50000-599110	Transfer Out Capital Fund (Supply Pond Dam)	20,000
	Transfer Out Capital Fund (Parker Park)	95,000
	Transfer Out Capital Fund (Pisgah Brook)	39,950
101-41190-544300	Purchased Services (IT)	38,394
101-41190-579150	Technology Acquisitions	47,653
101-41190-579200	Software	<u>68,953</u>

	Total	\$309,950
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*(Item #8 continued)*

**Resolved:** That the RTM appropriates from undesignated fund balance of \$309,950 to fund various capital items and technology needs. This appropriation increase the Fiscal year 2020 General Fund budget from \$115,598,894 to \$115,908,944.

## 9. General Fund Contingency Transfer

<u>From</u>		
101-49040-588802	Contingency	\$50,000
<u>To:</u>		
101-50000-599110	Transfer Out Capital Fund (Resource Inventory)	10,000
	Transfer Out Capital Fund ( Phone System)	40,000
	Total	\$50,000

This transfer will enable the town to implement a phone system upgrade and allow the Conservation Commission to initiate a natural resource inventory.

The following is from IT Director, Debi Caron:

*Currently at all our locations, we are using an NEC Aspire phone system that was purchased over 15 years ago. I have not requested an upgrade due to the cost involved and the mix of cell phone usage which seemed to compensate for some employees who work away from their desks. This year the EOC was moved from the Police Department to the Fire department HQ building. Chief Tom Mahoney requested additional functionality from the phone system, which was reasonable and necessary but not available from our current system, (ie: call center seat, conference calling, unified communication, remote plug and play connectivity – plug the phone in anywhere and you get the calls as if you are at the Fire HQ.) We upgraded the Firehouse HQ phone system to a virtual phone system with all those capabilities and more. I suddenly realized how truly outdated our phone system was. My initial thought was to upgrade the phone system a few locations at a time, to stagger the cost. Then, COVID-19 hit and our 15 year old phone system proved to be more inadequate than ever to handle our needs as many became required to work from home. Some of the issues encountered:*

- *Phone cannot follow user- must stay at physical Town building location.*
- *When you forward an extension off-premise, other users working on premise cannot call your extension.*
- *When you forward your phone off-premise, you no longer receive voicemails to that phone*
- *Receiving an email of your Voicemail- limited to 25 users*
- *Forwarding an “hunt group” or auto attendant group off premise (such as departmental main phone numbers)- must be done by programming in the switch and by telephone vendor*
- *Reliance of back end programming for most phone changes that must be carried out by telephone vendor*
- *We can no longer purchase new phones for broken ones- they do not make them anymore.*

*Fortunately, the hardware and recurring costs have tremendously dropped. This is why I am now requesting the full cost to upgrade all the phones at Town hall and other department locations. This initiative will greatly improve productivity and connectivity, especially when faced with the need to work remotely and for business continuity situations.*

**10. Stony Creek Dock**

**Fund 720**

<u>From</u>		
720441020-579500-17322	Restroom Trailer	\$22,079
<u>To:</u>		
New Project	Stony Creek Dock	22,079

This transfer eliminates the request for the Stony Creek Dock replacement in the requested budget.

**11. Miscellaneous Clean Up**

**Fund 700**

<u>From</u>		
70045030-579250-12322	Parker Park Mower	\$200
70043050-579500-07313	DEP Long Island Study (Engineering)	172
70043050-533960-08316	Tabor DPW/Design (Engineering)	1,893
70042040-579410-09311	FD Exhaust (Fire)	3,067
70042040-579250-13301	Generators – (Fire)	1,531
	Total	6,863
<u>To:</u>		
70045010-579400-20231	Field Renovation (Recreation)	200
70043050-579400-17318	Supply Pond Dam Repairs (Engineering)	2,065
70042040-579250-20308	Cardiac Monitors (Fire)	4,598
	Total	6,863

This transfer represents a continuing effort to clean up and reprogram residual balances.

Dated this 6<sup>th</sup> day of April, 2020 AD/CE, in the age of CoVID 19

Peter Black, Chair

Meeting videos are available to view on the Town's website: