

Branford RTM Rules & Ordinances Committee Regular Meeting

September 21, 2021

Seven o'clock p.m.

Community House

All attendees must follow "Town Meeting Rules" as cited in Chapter A236 of the "Code of the Town of Branford," and Robert's Rules of Order as adopted by the RTM. Speak when recognized by the Chair, and "speak on the subject under discussion or debate."

The RTM Rules & Ordinances Committee will meet Tuesday, September 21, 2021, at 7:00 p.m., at the Community House at 46 Church St, Branford, CT.

1. To review and consider, recommending appropriate action, if any, to the full RTM regarding revision to Code of Ethics, particularly adoption of a Code of Conduct.
2. To review and consider adoption of an ordinance creating time-limits for capital fund expenditures. Proposed draft:

Sec 47-4. (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 unbonded appropriations for capital 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 unexpended funds will be transferred to the undesignated general fund, unless specifically extended by the Board of Finance and RTM.**

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 shall expire at five years after authorization and returned to the undesignated general fund, unless such time is extended by the Board of Finance and

approved by the RTM. **At the end of the fourth-year fiscal year after their appropriation, any unexpended funds will be transferred to the undesignated general fund, unless specifically extended by the Board of Finance and RTM.**

Example: funds appropriated for or in year “x” shall expire and be transferred to the undesignated fund balance when year “x + 4” 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+4 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 + 4 is closed out.

(d) Capital Funds List report – The Finance Director shall generate a List of all capital funds maintained by the town including the following information: the account number, the account name, and a brief description of the purpose of each fund. This Funds List shall be posted on the Town website and updated immediately as new funds are added and existing funds are retired. The fund balance of each fund shall not be part of this report but rather reported annually in the Capital Funds Balance Report. Nothing in this section shall preclude a request at any time for timely provision of this information.

(e) Capital Funds Balance report – at least once per year on a recurring schedule to be established by the Finance Director a Report will be generated listing the current balances in all of the Town’s capital accounts including the current balance in the General Fund. The Report shall include the account number, account name, and current balance. The Funds 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.

3. Any other business may be added by 2/3 vote of committee members.

Respectfully submitted,

Peter Black, Chair