

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

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BRANFORD TOWN CLERK

1019 MAIN STREET
POST OFFICE BOX 150

Date:

March 30, 2020

(203) 315-0663
Fax: (203) 315-3736
www.branford-ct.gov

To: Joseph Mooney
Chairman, Board of Finance

From: James P. Finch
Finance Director

Re Transfers and resolutions to support the budget

As a follow up to our budget hearings, I have worked with the First Selectman to identify current account balances which can be reprogrammed and used to address ongoing capital needs. Additionally, I have identified projects to be funded through an appropriation from fund balance and contingency to reduce FY 2021 tax requirements and address pressing needs.

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	68,953
	Total	309,950

Resolved: That the Board of Finance recommends to the RTM an appropriation 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.

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.

I also reached out to Deb Caron who provided the following support for the phone system request:

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.

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.

Bond Authorizations Stony Creek Wharf and Town Wide Drainage:

The requested budget includes two large capital needs which I believe are suitable candidates for bond authorizations. These items were submitted by the Town Engineer for town wide drainage improvements and reconstruction of the Stony Creek Wharf which includes the "Summer House". I acknowledge the drainage item as requested called for \$100,000 for each year of the five year plan, however after speaking with the First Selectman we recognized that collapsing the years into one debt authorization provided a better opportunity to address the three areas requested and other drainage issues.

The bond authorizations are attached along with additional information from Engineering.

Use of Medical Self Insurance Fund to reduce OPEB Liability

This past January the Board supported taking a portion of the reserves from the Medical Self Insurance Fund and placing them in the OPEB Trust to reduce liabilities in that fund. This move in part acknowledged the strong nexus between the two funds as they were both created to provide and fund contractually obligated benefits to the workforce. The Board may consider this approach again using these balances to reduce the outstanding accrued liability in the OPEB as outlined in the FY 2019 audit report.

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.

Cc J. Cosgrove
Lisa Arpin