

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #3

1019 MAIN STREET
POST OFFICE BOX 150



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

Date: June 20, 2024
To: Joseph Mooney, Board of Finance
From: James Finch, Director of Finance
Re: BOE Lapsing Funds

RECEIVED
 2024 JUN 21 P 3:05
 Mai Espinoza
 BRANFORD TOWN CLERK

I am writing to provide a resolution pursuant to a request from the Superintendent of Schools to establish a non-lapsing account. As you may recall, we discussed this issue in March, and I have attached that letter for reference.

Resolved: The Board of Finance in accordance with Connecticut General Statutes (CGS) 10-248a, will establish a non-lapsing account for unspent Board of Education operating funds from FY 2024 in an amount not to exceed \$437,735. These funds will be used to provide mental health services and substitute staffing which were previously funded through pandemic relief grants.

General Fund FY 2024

<u>Increase:</u>		
10190000-480296	Fund Balance	437,735
<u>Increase:</u>		
10150000-XXXX	Operating Transfers Out Fund - 255	437,735

BOE Non-Lapsing Fund

<u>Increase:</u>		Amount
25590000-490010	Transfer In	437,735
<u>Increase:</u>		
25548000-588040	BOE Non-Personnel	437,735



TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

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

Date: June 19, 2024

To: Joseph Mooney, Chairman,
Board of Finance

From: Harry A. Smith, AICP *HAS*
Town Planner

Re: Transfer Request

RECEIVED
 2024 JUN 19 P 3:54
Mai Stappin
 BRANFORD TOWN CLERK

I am writing to request the following transfer from consulting services to allow this fiscal year's funding to be used for an update to the Basic Standards (Section 6) and several other sections of the Zoning Regulations as a multi-year capital project. The Basic Standards section includes requirements with which applications for new development and re-development must comply (stormwater drainage, parking, lighting, landscaping, etc.). They have not been updated for almost ten years and are outdated.

Therefore, I have drafted the following transfer for your consideration.

From:		
10141130-533280	Consulting	\$12,500
To		
10150000-599110	Transfer to Capital Fund 700	\$12,500

Capital Fund – Appropriation Increase

Increase:		
70090000-490010	Transfer In	\$12,500
Increase:		
70041130-533280-xxxxx	Consulting – Zoning Regulations Update	\$12,500

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #6

1019 MAIN STREET
POST OFFICE BOX 150



(203) 315-0663
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www.branford-ct.gov

Date: June 21, 2024
To: Joseph Mooney
Board of Finance
From: James Finch, Finance Director
Re: Emergency Repairs Police HQ and Community House

RECEIVED
2024 JUN 21 P 1:42
Wai Stephen
BRANFORD TOWN CLERK

Please find below transfers required to cover the cost of emergency repairs to police headquarters and the community center.

GGB

From:		
10149040-588802	Contingency	48,000
To:		
10141170-544300	Purchased Service Repair and Maintenance	48,000

We were recently notified that the system that cools air in the information technology's server room (located at police headquarters) was beginning to fail. As you are all aware heat and computers do not mix. The combination of a failing system with summer upon us required an immediate solution to avert a potential crisis.

Consequently, we encountered a similar dilemma at the Community House with a failed cooling system. In addition to offering senior programming the Community House is utilized as one of Branford's cooling centers during extreme heat events.

Office of Tax Collector

TOWN OF BRANFORD
TOWN HALL DRIVE, P.O. BOX 136, BRANFORD, CONNECTICUT 06405

Item #7

ROBERT M. IMPERATO
Tax Collector



TEL: (203) 315-0672
FAX: (203) 315-3334
www.branford-ct.gov
Email: rimperato@branford-ct.gov

Date: June 21, 2024
To: Joseph Mooney, Chairman Board of Finance
Board of Finance Members
From: Robert M Imperato, Tax Collector *RM*
Re: Additional Overtime Request through June 30, 2024

Mai Stephen
BRANFORD TOWN CLERK

2024 JUN 21 P 1:07

RECEIVED

I am requesting the following transfers be placed on the agenda for the Board of Finance June 24, 2024 meeting:

The Tax Office has been involved in several critical projects that required additional overtime to ensure their successful completion. Please see the attached write-up with the key reasons for the extra hours:

<u>From:</u>		
10141070-588620	Tax Refunds	\$21,000.00
<u>To:</u>		
10141070-518000	Overtime	\$21,000.00

RECEIVED

Office of Tax Collector

Item #7

2024 JUN 21 P 1:03

TOWN OF BRANFORD

TOWN HALL DRIVE, P.O. BOX 136, BRANFORD, CONNECTICUT 06405

ROBERT M. IMPERATO

Tax Collector
BRANFORD TOWN CLERK



TEL: (203) 315-0672

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Email: rimperato@branford-ct.gov

Reasons for Additional Overtime Charged to the Tax Office

The Tax Office has been involved in several critical projects that required additional overtime to ensure their successful completion. The following are the key reasons for the extra hours:

1. Town Financial Audit Report:

- **Collaboration with Finance Group:** Worked closely with the finance team on the town's final audit report as it relates to the Tax Office.
- **Locating Missing Tax Documentation:** Invested significant time in locating and organizing missing tax documents.
- **Reconciling Account Issues:** Addressed and corrected various account discrepancies to ensure accuracy for the fiscal year.

2. Court-Ordered Settlement Reconciliation:

- **Engagement with Finance Group:** Assisted the finance group in reconciling payments to comply with a court-ordered stipulation for a large settlement.
- **Account Adjustments:** Managed adjustments for over 500 accounts, ensuring each conformed to the stipulation.
- **Time-Sensitive Project:** This project was particularly time-sensitive due to its proximity to an audited deadline, necessitating additional overtime to meet the requirements.

3. Implementation of New Lockbox Vendor and Deposit Bank:

- **Startup Issues:** The transition to a new lockbox vendor and deposit bank encountered numerous startup issues that required extra hours to resolve.
- **Process Stabilization:** Ensured the stabilization of processes with the new vendor and bank to maintain smooth operations.

4. Engagement with Third-Party Collection Enforcement Company:

- **Collection of Older Accounts:** Engaged a new third-party collection enforcement company to recover older accounts.
- **Coordination and Adjustments:** Coordinated efforts with the third-party company and made necessary adjustments to account records to facilitate efficient collections.

5. Staff Shortage Due to Illness:

- **Reduced Staff Availability:** The department experienced a staffing shortage due to an illness affecting key team members for 8 weeks.
- **Increased Workload:** The remaining staff had to work additional hours to cover the increased workload and maintain essential operations.

The additional overtime was crucial to meet deadlines, ensure accurate financial reporting, and maintain operational efficiency during transitions, reconciliations, and staff shortages.