

BOARD OF FINANCE

TOWN OF BRANFORD

1019 MAIN STREET, P.O. BOX 150, BRANFORD, CONNECTICUT 06405

JOSEPH W. MOONEY, CHAIRMAN
VICTOR CASSELLA
DEBORAH CONKLIN
HARRY DIADAMO, JR.
PAMELA DeLISE
JEFFREY E. VAILETTE



EX-OFFICIO
JAMES COSGROVE, First Selectman

CLERK
LISA E. ARPIN, Town Clerk

REGULAR MEETING
MONDAY, September 30, 2024 at 7:30 p.m.

AGENDA

Lisa E. Arpin
BRANFORD TOWN CLERK

2024 SEP 27 P 4:35

RECEIVED

There will be a regular meeting of the Board of Finance on Monday, September 30, 2024 at 7:30 p.m. at Fire Headquarters, 45 North Main Street, Branford, CT. The meeting will also be available for remote public viewing via BCTV (Comcast Channel 20) and Facebook Live.

1. To approve the minutes of the August 26, 2024 meeting.
2. Citizen's Communication
3. To hear a presentation of the FY2023 Audit by CliftonLarsonAllen LLP.
4. To discuss ARPA and Contingency appropriations, and, if appropriate, consider the following transfers and resolutions:

ARPA Fund FY2025 Resolution and Transfer

Resolved: That the Board of Finance recommends to the RTM an increase in the ARPA fund budget from \$7,710,500 to \$8,185,500. This appropriation will be used to fund a grant to the Corcoran Sundquist Post 83 of the American Legion.

This transfer appropriates the grants while also transferring funds to the fueling station project.

| | | |
|------------------|--|----------------|
| Increase: | | |
| 260-90000-480296 | Fund Balance Transfer | \$475,000 |
| Increase: | | |
| 260-41020-588xxx | American Legion Post 83 | 50,000 |
| 260-50000-599121 | Transfer Out Municipal Facilities Fund | <u>425,000</u> |
| | Total | \$475,000 |

General Fund FY2024 Transfer

This transfer moves contingency dollars into the fueling station project.

| | | |
|-----------------|--|-----------|
| From: | | |
| 10149040-588802 | Contingency | \$275,000 |
| To: | | |
| 10150000-599212 | Transfer Out-Municipal Facilities Fund | \$275,000 |

Municipal Facilities Fund FY2024 Transfer

This transfer reflects the changes in the fueling station project's revenue sources by reducing the bond authorization and replacing it with the funds that are transferred in pursuant to the previous transfers.

| | | |
|-----------------------|---------------|-----------|
| From: | | |
| 70242040-490040-24314 | Bond Proceeds | \$700,000 |
| To: | | |
| 72090000-490010-24314 | Transfer In | \$700,000 |

5. To discuss appropriations for Fire Department items, and consider and if appropriate the following transfers:

Transfer to hire additional EMT's (FY2025):

| | | |
|-----------------|-----------------------------------|----------------|
| From: | | |
| 10142040-588802 | Contingency Fire | \$517,623 |
| To: | | |
| 10149010-522000 | Social Security | 19,147 |
| 10149010-523110 | Retirement Municipal Employees | 220,773 |
| 10149030-599107 | Transfer Out Workers Compensation | 57,383 |
| 10149020-528100 | Health Insurance | <u>220,320</u> |
| | Total | \$517,623 |

Additional funding to offset budget cuts to the fire apparatus fund (FY2024):

| | | |
|-----------------|------------------------------------|-----------|
| From: | | |
| 10149040-588802 | Contingency | \$500,000 |
| To: | | |
| 10150000-599111 | Transfer Out - Fire Apparatus Fund | \$500,000 |

Additional funding to offset a shortfall in the ambulance replacement fund (FY2024):

| | | |
|-----------------|-------------------------------|-----------|
| From: | | |
| 10149040-588802 | Contingency | \$ 15,000 |
| To: | | |
| 10150000-599113 | Transfer Out - Ambulance Fund | \$ 15,000 |



BRANFORD BOARD OF FIRE COMMISSIONERS



Branford Fire Department
45 North Main Street, Branford, CT 06405

Robert J. Massey, Jr., Chairman
Kathy Fox
David LaCroix
Paul Ricco
Jack Ahern
Donald Conklin

September 27, 2024

Lisa Arpin
BRANFORD TOWN CLERK

2024 SEP 27 P 4:12

RECEIVED

Mr. Joseph Mooney, Chairman
Board of Finance
c/o Lisa Arpin, Town Clerk
Town Hall
Branford, CT 06405

Dear Chairman Mooney,

The Board of Fire Commissioners unanimously approved the following transfers at their meeting held on September 26, 2024. Please include these transfers on the agenda of the Board of Finance meeting scheduled for September 30, 2024.

| | | |
|-----------------|----------------------------|---------------|
| FROM: | | |
| 10142040-588802 | Contingency | (\$1,320,481) |
| TO: | | |
| 10142040-517000 | Regular Wages & Salaries | \$959,009 |
| 10142040-518000 | Overtime | \$96,000 |
| 10142040-518050 | Vacation | \$96,768 |
| 10142040-518150 | Holiday Pay | \$91,392 |
| 10142040-518200 | Replace Sick | \$64,512 |
| 10142040-526100 | Uniform/Clothing Allowance | \$12,800 |

Thank you for your consideration.

Very truly yours,

Robert J. Massey, Jr., Chairman
Board of Fire Commissioners

6. To consider, and if appropriate approve a request from the Board of Fire Commissioners for the following FY2025 transfer:

| | | |
|-----------------|----------------------------|---------------|
| From: | | |
| 10142040-588802 | Contingency | (\$1,320,481) |
| To: | | |
| 10142040-517000 | Regular Wages & Salaries | \$ 959,009 |
| 10142040-518000 | Overtime | 96,000 |
| 10142040-518050 | Vacation | 96,768 |
| 10142040-518150 | Holiday Pay | 91,392 |
| 10142040-518200 | Replace Sick | 64,512 |
| 10142040-526100 | Uniform/Clothing Allowance | 12,800 |
| | Total | \$ 1,320,481 |

7. To consider, and if appropriate approve the following funding request pursuant to the Recreation Department's required repairs at Veteran's Memorial Park and Foote Memorial Park repairs:

General Fund (FY2024):

| | | |
|-----------------|---------------------------------|-----------|
| From: | | |
| 10149040-588802 | Contingency | \$ 70,000 |
| To: | | |
| 10150000-599110 | Transfer Out - Capital Projects | \$ 70,000 |

Fund 700 (FY2024):

| | | |
|-----------------------|-----------------------------|-----------|
| Increase: | | |
| 70090000-490010-24xxx | Transfer In | \$ 70,000 |
| Increase: | | |
| 70045010-579400-24xxx | Capital Outlay Improvements | \$ 70,000 |

Closeout Project 18503 Energy Performance Contract (FY2025):

To discuss and if appropriate, consider the following resolution:

Resolved: That the Board of Finance recommends to the RTM that Project 18503 Energy Conservation be closed out and all surplus funds remaining in the project be returned to the General Fund.

8. To consider, and if appropriate, approve the following transfer from the Finance Director as follows:

Fiscal Services (FY2024):

| | | |
|-----------------|-------------|------------|
| From: | | |
| 10149040-588802 | Contingency | (\$ 5,984) |
| To: | | |
| 10141040-518000 | Overtime | \$ 5,984 |

9. To consider a request from the Assistant Finance Director to implement a purchasing card program for the Town and BOE through Bank of America, and to approve the following resolutions:

Resolved: That the Board of Finance authorizes the Finance Director to enter into an agreement with Bank of America to provide p-card services to the Town of Branford with a maximum spending limit of \$90,000. This program will be administered by the Finance Department.

Resolved: That the Board of Finance authorizes the Chief Operating Officer to enter into an agreement with Bank of America to provide p-card services to the Branford Board of Education with a maximum spending limit of \$50,000. This program will be administered by the BOE Finance Department.

10. To consider, and if appropriate, approve a transfer from the Town Clerk for the FY2024 Legislative budget:

| | | |
|-----------------|-----------------------------------|------------|
| From: | | |
| 10141010-558150 | Legislative-Update Law Ordinances | (\$ 600) |
| 10141080-555400 | Town Clerk-Advertising, Printing | (570) |
| | Total | (\$ 1,170) |
| To: | | |
| 10141010-555400 | Legislative-Advertising | \$ 1,170 |

11. Adjournment

Dated this 27th day of September, 2024



Lisa E. Arpin, MMC MCTC
Board of Finance Clerk

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #4

1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405



TEL: (203) 488-8394
FAX: (203) 315-3736
www.branford-ct.gov

Date: September 24, 2024
To: Joseph Mooney
Board of Finance
From: James Finch
Finance Director
Re: ARPA and Contingency Appropriations

Mai Espinosa
BRANFORD TOWN CLERK

2024 SEP 21 A 9:01

RECEIVED

I am writing on behalf of the First Selectman for appropriations from the ARPA Fund to fulfill previously identified needs combined with my thoughts on using ARPA and general fund dollars to reduce future bonding requirements.

Previously Identified Needs:

Last May the Board heard a presentation from the Corcoran Sundquist Post 83 of the American Legion. Additionally, the board received a letter from the Branford Interfaith Housing Corporation. Both organizations identified how their financial constraints prevented them from making improvements to their facilities. As of the time of this writing the Branford Interfaith Housing Corporation has asked us to put their request on hold as they explore other avenues.

Reduce Future Bonding:

As you may recall upon receiving the ARPA award, the board expressed a preference for using the bulk of the allocation to fund items related to government services which for practical purposes translates to items in the town's operating budget and pay as you go capital items. While the fueling station project could be considered a large pay as you go capital project or a small, bonded project I believe the proposed funding approach combining ARPA, general fund and bond proceeds (attached) is reflective of the project's size and components. Finally, it is worth noting that in the past we have used bond authorizations to allow a project to move forward while ultimately funding the project with non-debt resources. This approach was used for the Indian Neck Fire Station.

Other Considerations:

Please note that ARPA dollars must be obligated by December 31, 2024. As a result, eligible expenditures must either be spent by December 31, 2024, or

obligated by contract or purchase order. Branford has until December 31, 2026, to fully expend all previously obligated dollars.

Required Actions:

If the Board concurs with the recommendations to fund these requests, then the following actions are required:

- Amend (increase) the ARPA fund budget and create appropriations in the fund.
- Amend the revenue sources originally appropriated for the fueling station project.

ARPA Fund FY 2025 Resolution and Transfer

Resolved: The Board of Finance recommends to the RTM an increase in the ARPA fund budget from \$7,710,500 to \$8,185,500. This appropriation will be used to fund a grant to the Corcoran Sundquist Post 83 of the American Legion.

This transfer appropriates the grants while also transferring funds to the fueling station project

| | | |
|------------------|--|-----------|
| Increase | | |
| 260-90000-480296 | Fund Balance Transfer | \$475,000 |
| | | |
| | | |
| Increase | | |
| 260-41020-588xxx | American Legion Post 83 | \$50,000 |
| 260-50000-599121 | Transfer Out Municipal Facilities Fund | 425,000 |

General Fund FY 2024 Transfer

This transfer moves contingency dollars into the fueling station project.

| | | |
|------------------|--|---------|
| <u>From</u> | | |
| 101-49040-588802 | Contingency | 275,000 |
| | | |
| <u>To:</u> | | |
| 101-50000-599121 | Transfer Out – Municipal Facilities Fund | 275,000 |

Municipal Facilities Fund FY 2024 Transfer

This transfer reflects the changes in the fueling station project's revenue sources by reducing the bond authorization and replacing it with the funds that are transferred in pursuant to the previous transfers.

| | | |
|-----------------------|---------------|---------|
| <u>From</u> | | |
| 72042040-490040-24314 | Bond Proceeds | 700,000 |
| | | |
| <u>To:</u> | | |
| 72090000-490010-24314 | Transfer In | 700,000 |

Project 24314 Fueling Station

Original Sources of Revenue

Amount

| | |
|-------------------------------|-----------|
| Bond Proceeds/Authorization * | 1,100,000 |
|-------------------------------|-----------|

Revised Sources of Revenue

| | |
|-----------------|------------------|
| Bond Proceeds * | 300,000 |
| ARPA | 425,000 |
| Contingency | 275,000 |
| Total | <u>1,000,000</u> |

| | |
|--|---------|
| It is anticipated the project will close with an unexpended balance of | 100,000 |
|--|---------|

* Debt will be issued in October

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150

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

Date: September 24, 2024
To: Joseph Mooney
Board of Finance
From: James Finch
Finance Director
Re: Appropriations for Fire Department Items

RECEIVED
 2024 SEP 27 A 9:01
 Mai Shapiro
 BRANFORD TOWN CLERK

I am writing to supplement transfers and address challenges identified by the Fire Commission. Specifically, this letter will focus on the following 1) transfers to implement the hiring of 16 additional EMT's pursuant to the department staffing plan, 2) additional sinking fund transfers to cover a shortfall in the ambulance fund and to offset the reduction to the department's request in the FY 2025 budget for the apparatus fund, 3) consider the use of bond authorizations as a strategy to execute contracts in response to higher prices and increased lead times.

Transfer to hire additional EMT's: (FY 2025)

| | | |
|------------------|-----------------------------------|-----------|
| From | | |
| 101-42040-588802 | Contingency Fire | \$517,623 |
| To | | |
| 101-49010-522000 | Social Security | \$19,147 |
| 101-49010-523110 | Retirement Municipal Employees | 220,773 |
| 101-49030-599107 | Transfer Out Workers Compensation | 57,383 |
| 101-49020-528100 | Health Insurance | 220,320 |
| | Total | 517,623 |

Additional funding to offset budget cuts to the fire apparatus fund. (FY 2024)

During the FY 2025 budget deliberations last March the board cut the fire department request of \$1,000,000 for the fire apparatus fund. The board funded \$500,000 with an understanding that they could revisit the item in the future. Additionally, per the fire chief's memo action on this item will enable the town to purchase a truck for the Indian Neck station.

| | | |
|------------------|------------------------------------|---------|
| <u>From</u> | | |
| 101-49040-588802 | Contingency | 500,000 |
| | | |
| <u>To:</u> | | |
| 101-50000-599111 | Transfer Out – Fire Apparatus Fund | 500,000 |

Additional funding to offset a shortfall in the ambulance replacement fund: (FY 2024)

| | | |
|------------------|-------------------------------|--------|
| <u>From</u> | | |
| 101-49040-588802 | Contingency | 15,000 |
| | | |
| <u>To:</u> | | |
| 101-50000-599113 | Transfer Out – Ambulance Fund | 15,000 |

The ambulance fund experienced a shortfall in FY 2024 as the final costs for the ambulance remount exceeded the original purchase order. This transfer will cover the overage with a small margin going forward.

Should the town consider using bond authorizations in the future to acquire large apparatus purchases?

Over the last two decades the town typically funded large apparatus purchases through sinking funds. These sinking funds accumulated dollars to make future purchases in accordance with a vehicle replacement schedule. This arrangement worked reasonably well when prices were stable and product lead times were comparatively short. Unfortunately, we are in an environment in which prices are escalating and lead times are expanding.

As a result, I am recommending the use of bond authorizations for apparatus purchases in the near future. Since the town's bond authorizations are written in a way that combines an appropriation (legal authority to spend) with the authority to borrow it allows the town to enter contracts with manufacturers prior to having the dollars (cash) in place to meet the payment obligations. Under this scenario appropriations would still flow into the apparatus fund and reduce the actual bonding required and the longer lead time allows for more appropriations.

CAPITAL IMPROVEMENT PLAN FY 2025

BOF RECOMMENDED CAPITAL BY FUNDING SOURCE

| Department/Request Title | Requested | General Fund | ARPA Fund | CBF Fund | Lease Fund | Redesignation | Other | Debt | Grant | Total |
|---|------------------|----------------|----------------|----------|------------|---------------|---------------|------|-------|----------------|
| Fire Protection | | | | | | | | | | |
| FD Self Contained Breathing Apparatus (SCBA) Sinking Fund | 125,000 | 125,000 | | | | | | | | 125,000 |
| Radio Upgrade Sinking Fund | 60,000 | 60,000 | | | | | | | | 60,000 |
| Ambulance Sinking Fund | 75,000 | 75,000 | | | | | | | | 75,000 |
| Fire Apparatus Sinking Fund | 1,000,000 | 500,000 | | | | | | | | 500,000 |
| Total Fire Protection | 1,260,000 | 760,000 | | | | | | | | 760,000 |
| Information Technology | | | | | | | | | | |
| OpenGov Public Works Module | 129,000 | | 129,000 | | | | | | | 129,000 |
| OpenGov Permitting SAAS | 143,000 | | 143,000 | | | | | | | 143,000 |
| Verifint Audiolog Upgrade | 18,170 | 18,170 | | | | | | | | 18,170 |
| Axon Fleet3 Vehicle Cams | 59,441 | 59,441 | | | | | | | | 59,441 |
| Desktop Computers | 30,000 | 30,000 | | | | | | | | 30,000 |
| Town Website Rebuild | 45,000 | | 45,000 | | | | | | | 45,000 |
| Total Information Technology | 424,611 | 77,611 | 347,000 | | | | | | | 424,611 |
| James Blackstone Memorial Library | | | | | | | | | | |
| Blackstone Library Sinking Fund | 30,000 | 30,000 | | | | | | | | 30,000 |
| Total Blackstone Library | 30,000 | 30,000 | | | | | | | | 30,000 |
| Parks & Open Space | | | | | | | | | | |
| Parks and Open Space Improvements | 30,000 | | | | | | 30,000 | | | 30,000 |
| Total Parks & Open Space | 30,000 | | | | | | 30,000 | | | 30,000 |

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150

(203) 315-0663
FAX (203) 315-3736
WWW.BRANFORD-CT.GOV

Date: September 26, 2024
To: Joseph Mooney
Chairman, Board of Finance
From: James P. Finch
Finance Director
Re: Park Lighting/Electrical Projects

RECEIVED
 2024 SEP 21 A 9:01
 Wai Estepin
 BRANFORD TOWN CLERK

I submit for your review and consideration a funding request pursuant to the Recreation Department's required repairs at Veteran's Memorial Park and Foote Memorial Park. The Recreation Department will present the scope of work contemplated under this request.

General Fund (FY 2024)

| | | |
|------------------|---------------------------------|--------|
| <u>From</u> | | |
| 101-49040-588802 | Contingency | 70,000 |
| <u>To</u> | | |
| 101-50000-599110 | Transfer Out - Capital Projects | 70,000 |

Fund 700 (FY 2024)

| | | |
|-----------------------|-----------------------------|--------|
| <u>Increase</u> | | |
| 70090000-490010-24xxx | Transfer In | 70,000 |
| <u>Increase</u> | | |
| 70045010-579400-24xxx | Capital Outlay Improvements | 70,000 |

Closeout Project 18503 Energy Performance Contract (FY 2025)

The second item for your consideration is a request to closeout project 18503 which was initially created six years ago to fund a series of energy conservation measures at the Town and Board of Education. Project 18503 was then amended approximately four years ago to include lighting projects at Branford High School and Veteran's Memorial Park.

This project was funded through bonds, general fund transfers as well as loans and grants from the utility companies. The appropriation as amended for the lighting projects totaled \$6.2 million. We are fortunate that total expenditures were marginally under budget and that revenues were marginally over budget resulting in approximately \$50,000 coming back to the general fund in FY 2025.

Resolved: That the Board of Finance recommends to the RTM that Project 18503 Energy Conservation be closed out and all surplus funds remaining in the project be returned to the General Fund.

Cc J. Cosgrove
A. Palluzzi
L. Arpin

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

TEL: (203) 488-8394
FAX: (203) 315-3736
www.branford-ct.gov

Date: September 25, 2024
To: Joseph Mooney, Chairman
Board of Finance
From: James Finch, Finance Director
Re: Budget Transfer FY 2024

Wai Stephen
BRANFORD TOWN CLERK

2024 SEP 27 A 9:07

RECEIVED

I am requesting the following transfers be placed on the agenda for the Board of Finance September 30, 2024, meeting:

Fiscal Services (FY 2024)

| | | |
|-----------------|-------------|-------|
| <u>From:</u> | | |
| 10149040-588802 | Contingency | 5,984 |
| | | |
| <u>To:</u> | | |
| 10141040-518000 | Overtime | 5,984 |

As the board likely noted in reviewing the audit, the Finance Department (specifically the Assistant Finance Director) spent considerable time working with the Tax Office and Board of Education to provide and prepare items for the auditors. The Assistant Finance Director, per contract, is entitled to compensatory time off or if the time is unable to be used it is paid out.

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150

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

To: Joseph Mooney, Board of Finance
From: Kathryn LaBanca, Assistant Finance Director
Re: P-Card Program
Date: September 24, 2024

Kathryn LaBanca
BRANFORD TOWN CLERK

RECEIVED
2024 SEP 27 P 4: 16

I am writing to request the approval of two resolutions which will allow the Town and BOE to implement a purchasing card program (p-card) through Bank of America.

Background

At the Board of Finance meeting in February 2006 a resolution was approved allowing the Finance Department to apply for credit cards for certain employees. This program was originally provided by Wachovia Bank but has subsequently been administered through Bank of America and over the years there have been supplemental resolutions increasing the limits of certain cards while adding cards for additional personnel. While the use of credit cards has, at times, had its challenges overall the use of credit cards has proved beneficial to the town through cost savings, ease of making emergency purchases and recurring annual charges for online services.

Our office was contacted by Bank of America a few months ago informing us they are discontinuing the credit card program for municipalities and moving their existing clients with multiple cards to their p-card platform. At the time, I reached out to several banking institutions and was surprised to learn that most banks will not enter into credit card arrangements with municipalities that need multiple cards. Jim and I discussed alternatives and decided it was more beneficial to the town to request approval to implement the program.

P-Card Implementation

The major difference between individual credit cards and p-cards is that an individual card is person and credit limit specific whereas the P-Card program is customizable and administered by the town and BOE's Finance Departments. The resolutions before you seek approval to enter into the program with an aggregate spending cap of \$90,000 for

the Town and \$50,000 for the Board of Education as they are required to have their own agreement due to the fact that they have a different FEIN from the town.

If approved, purchases with p-cards, like with individual credit cards, will continue to follow the same purchasing procedures that have been in place for years. Therefore, I have prepared the following resolutions for your consideration.

Resolved: The Board of Finance authorizes the Finance Director to enter into an agreement with Bank of America to provide p-card services to the Town of Branford with a maximum spending limit of \$90,000. This program will be administered by the Finance Department.

Resolved: The Board of Finance authorizes the Chief Operating Officer to enter into an agreement with Bank of America to provide p-card services to the Branford Board of Education with a maximum spending limit of \$50,000. This program will be administered by the BOE Finance Department.



OFFICE OF THE TOWN CLERK — TOWN OF BRANFORD

1019 Main Street, P.O. Box 150, Branford, CT 06405-0150

Date: September 27, 2024

To: Joseph Mooney, Board of Finance Chairman

RE: Legislative Budget Transfer Request – FY2024

I am requesting consideration at the September 30, 2024 Board of Finance meeting for the following budget transfer for FY2024 in the Legislative budget as follows:

| | | | |
|-------|-----------------|-----------------------------------|-----------|
| FROM: | 10141010-558150 | Legislative-Update Law Ordinances | (\$600) |
| | 10141080-555400 | Town Clerk—Advertising | (\$570) |
| | | Total | (\$1,170) |
| TO: | 10141010-555400 | Legislative-Advertising | \$1,170 |

Legislative Budget FY2024—Advertising, Printing, Binding:

The Legislative (RTM) advertising budget has a shortfall due to six meeting agendas being published in the New Haven Register in order to meet the five-day advance meeting notice while considering publishing deadlines.

The Town Clerk’s advertising budget is under budget, so I propose \$570 to be transferred to Legislative to cover part of the shortfall.

Lisa E. Arpin MMC, MCTC

Town Clerk

RECEIVED
 2024 SEP 28 A 4: 36
 TOWN CLERK'S OFFICE
 BRANFORD, CONNECTICUT

LEGISLATIVE - Advertising, Printing, Binding FY2024

| POST DATE | PO/REF2 | REF3 | AMOUNT | CHECK NO | VDR NAME/ITEM DESC | COMMENTS |
|------------|----------|--------|-------------|----------|------------------------------|--------------------------------|
| 08/29/2024 | 20240440 | 294317 | \$ 77.00 | 6301 | SHORE PUBLISHING LLC | TOWN CLERK LEGAL NOTICES |
| 06/13/2024 | 20240440 | 289986 | 270.00 | 6223 | SHORE PUBLISHING LLC | TOWN CLERK LEGAL NOTICES |
| 05/09/2024 | | 288290 | 920.58 | 226408 | HEARST MEDIA SERVICES CT LLC | A/C 276687 RTM NOTICE |
| 05/09/2024 | | 287934 | 879.78 | 226408 | HEARST MEDIA SERVICES CT LLC | A/C 276687 RTM NOTICE |
| 04/11/2024 | 20240613 | 286747 | 50.00 | 6161 | SHORE PUBLISHING LLC | TOWN CLERK LEGAL NOTICES |
| 03/07/2024 | 20240613 | 285005 | 50.00 | 6129 | SHORE PUBLISHING LLC | TOWN CLERK LEGAL NOTICES |
| 03/07/2024 | | 284853 | 379.52 | 225423 | HEARST MEDIA SERVICES CT LLC | A/C 276687 RTM MEETING |
| 03/07/2024 | | 284854 | 391.23 | 225422 | HEARST MEDIA SERVICES CT LLC | A/C 289986 RTM MEETING |
| 02/15/2024 | 20241393 | 283871 | 238.00 | 225124 | CUSTOM ENGRAVING | RTM PRINTED NAMEPLATES |
| 02/08/2024 | | 283491 | 269.37 | 225030 | HEARST MEDIA SERVICES CT LLC | A/C 276687 RTM LEGAL NOTICE |
| 01/04/2024 | 20240613 | 281817 | 90.00 | 6060 | SHORE PUBLISHING LLC | TOWN CLERK LEGAL NOTICES |
| 11/09/2023 | | 278844 | 423.85 | 223623 | HEARST MEDIA SERVICES CT LLC | A/C 276687 RTM MEETING NOTICE |
| 11/03/2023 | 20240613 | 278698 | 195.00 | 6005 | SHORE PUBLISHING LLC | TOWN CLERK LEGAL NOTICES |
| 10/26/2023 | 20240613 | 278163 | 45.00 | 5991 | SHORE PUBLISHING LLC | TOWN CLERK LEGAL NOTICES |
| 09/07/2023 | 20240751 | 275348 | 625.00 | 5939 | SHORE PUBLISHING LLC | RTM LEGAL NOTICE FOR 9-13-2023 |
| 08/10/2023 | 20240613 | 274087 | 65.00 | 5895 | SHORE PUBLISHING LLC | TOWN CLERK LEGAL NOTICES |
| | Expensed | | \$ 4,969.33 | | | |
| | Budget | | 3,800.00 | | | |
| | Overage | | \$ 1,169.33 | | | |