

# BOARD OF FINANCE

TOWN OF BRANFORD

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

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



EX-OFFICIO  
JAMES COSGROVE, First Selectman

CLERK  
LISA E. ARPIN, Town Clerk

REGULAR MEETING  
MONDAY, FEBRUARY 24, 2025 at 7:30 p.m.

RECEIVED

MAR 14 2025

## MINUTES

BRANFORD TOWN CLERK

A regular meeting of the Board of Finance was held on Monday, February 24, 2025 at 7:30 p.m. at the Joe Trapasso Community House, 46 Church Street, Branford, CT. The meeting was also available for remote public viewing via BCTV (Comcast Channel 20) and Facebook Live.

Board members seated were Chairman Joseph Mooney, Deborah Conklin, Harry DiAdamo, Pamela DeLise, Yvette Larrieu (via remote) and Jeffrey Vailette. Also present were First Selectman James Cosgrove, Jim Finch, Finance Director, Kathryn LaBanca, Assistant Finance Director and Lisa Arpin, Town Clerk. RTM reps in attendance were Tracy Everson, John Hartwell, Chris Hynes, Ray Ingraham and Alisa Waterman. Also present were Peter Berdon, Janice Kochanowski, Brendan Leddy, Blaize Levitan, Margaret Luberda, Thomas Mahoney, Andrew McKirdy, Katy McNicol and Dr. Christopher Tranberg.

1. The minutes of the January 27, 2025 meeting were approved by motion from Mr. Vailette, seconded by Mr. DiAdamo.
2. Citizen's Communication – John Hartwell, RTM 5<sup>th</sup> District commented on the upcoming budget cycle, fund balance and keeping taxes as low as possible.
3. The Board heard a presentation from Michael Lepore of Focus Partners regarding the performance of the Town of Branford **Police Pension** Plan for the quarter ended December 31, 2024. Mr. Lepore presented the performance of the Q4 2024 economic overview. The plan at inception on 4/1/03 was \$8,311,293; there were net withdrawals of \$957,356 and earnings of \$23,343,788 for an ending market value of \$30,697,725 at the end of December. The value as of 2/21/25 was \$31,077,000. The asset allocation is on target- no recommendation to rebalance the portfolio.
4. Mr. Lepore from Focus Partners presented the performance of the **Other Post-Employment Benefits** Trust (OPEB) for the quarter ended December 31, 2024. At inception on

7/1/2011 the value was \$4,030,671. Net contributions since then were \$23,672,846 and \$12,239,986 in earnings, bringing the ending market value to \$39,943,502 on 12/31/24. The value on 2/21/25 was \$40,350,000 and the allocations are close to asset allocation targets so no recommendation to rebalance the OPEB portfolio currently.

5. Mr. Lepore of Focus Partners summarized the performance of the Town of Branford **Volunteer Fire** Incentive Plan for the quarter ended December 31, 2024. The beginning market value at inception on 12/1/2015 (when the fire plan was separated from the police plan) was \$55,973 with net cash inflows of \$1,102,636 and net investment change of \$642,307 bringing the ending market value at the end of December to \$1,800,916. Since the end of the year, there were no contributions and withdrawals, with earnings of \$54,700 to an ending value of \$1,000,854. There was no recommendation to rebalance this portfolio at this time.
6. Mr. Lepore reported on the performance of the Town of Branford **Coastal Resiliency Fund** for the quarter ended December 31, 2024. This fund is 68% fixed income and 32% in equities. At inception on 10/1/2021 the original balance was \$1,925,000 with net cash flows of \$828,710 and earnings of \$204,895 bringing the ending market value at 12/31/2024 to \$2,958,605. Since the end of the year, no contributions and withdrawals and over \$39,000 earnings. The closing value on 2/21/25 was \$2,995,500. There was no recommendation to rebalance as the portfolio is close to policy.

Mr. Lepore noted Mesirow is selling off its traditional asset classes--the same team that manages the town's fixed income portfolio is being acquired by MetLife and scheduled to close 2/28/25. There are no concerns as the team is going over to MetLife and will be managed in a similar way. Focus Partners and the Finance Director are comfortable with the transition. Mr. Lepore spoke in favor of funding the appropriation from fund balance to supplement the Coastal Resiliency Fund item #12c on this agenda.

7. Pursuant to the collective bargaining agreement for the Police Union Contract and the Dispatchers Contract, Margaret Luberda Director of Human Resources, presented the following transfer for FY2025. Finance Director Jim Finch reported that the Contingency balance after passing tonight's agenda items would be \$539,924.

General Fund Transfer

From:		
10149040-588802	Contingency	\$1,124,507
To:		
10142010-517000	Wages & Salaries-Police & Dispatch	\$555,369
10142010-518000	Overtime	46,864
10142010-518010	Public Events	7,660
10142010-518050	Vacation	17,763
10142010-518150	Holiday Pay	20,933
10142010-518200	Sick Pay	10,104
10142010-519070	Retroactive Wages	457,134
10142010-519040	Accrued Payroll Expense	<u>8,680</u>
		<b>\$1,124,507</b>

Mr. Vailette made the motion to approve the transfer of \$1,124,507 for the Police Services budget, seconded by Ms. Larrieu. Vote unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM the approval of a transfer of \$1,124,507 in the Police Services budget for FY25.

8. Margaret Luberda, Director of Human Resources presented a transfer pursuant to the collective bargaining agreement for the Water Treatment Union Contract for FY2025 as follows:

General Fund Transfer

From:		
10149040-588802	Contingency	(\$77,272)
To:		
10143030-599105	Transfer Out-Sewer Utility Fund	\$77,272

Corresponding Sewer Utility Fund Transfer & Resolution

Increase:		
21090000-490010	Operating Transfer In	\$77,272
Increase:		
21043030-517000	Wages & Salaries	\$44,827
21043030-518000	Overtime	7,891
21043030-519070	Retroactive Wages	24,382
21043030-519040	Accrued Payroll Expense	<u>172</u>
	Total	\$77,272

Ms. DeLise made a motion to approve the transfer of \$77,272 in the Sewer Utility Fund, seconded by Mr. Vailette. In addition, a motion made by Mr. Vailette to approve the following resolution seconded by Mr. DiAdamo. Vote unanimous.

**Resolved:** That the Board of Finance recommends to the RTM a transfer out of \$77,272 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2025 budget in the Sewer Utility Fund from \$4,879,501 to \$4,956,733.

9. The Board heard a transfer request from the Finance Director for FY2025 as follows:

Increase:		
10190000-480296	Fund Balance	\$481,516
Increase:		
10149040-588802	Contingency	\$481,516

Mr. Vailette made the motion to approve the transfer and resolution for \$481,516 seconded by Ms. Conklin. Vote unanimous.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$135,311,096 to \$135,792,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the contingency account to cover retroactive wages.

10. The Board heard a presentation by Superintendent Christopher Tranberg, Blaize Levitan, Peter Berdon and Charles Ciccarelli from the Board of Education for \$300,000 to address a projected deficit in special education out-of-district tuition costs:

General Fund

Increase:		
10148050-410010	Special Education	\$300,000
Increase:		
10148000-517010	BOE Non-Personnel	\$300,000

Mr. DiAdamo made the motion to approve the transfer and resolution for \$300,000 seconded by Mr. Valette. Vote unanimous.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal year 2025 General Fund Budget from \$135,792,612 to \$136,092,612. This increase will be funded through increased estimated revenue derived from excess cost reimbursements.

11. The Board heard a presentation from Superintendent Christopher Tranberg accompanied by Blaize Levitan, Peter Berdon, Brendan Leddy and Charles Ciccarelli to request available BOE balances in capital projects to be reallocated as follows, per the attached memo previously distributed to the Board:

Parking Lot Paving

From:		
Project 24411	Parking Lot Seal Coating-Mary Murphy School	\$95,000
To:		
Project 24410	Parking Lot Paving-Mary Murphy School	\$95,000

Indian Neck School

From:		
Project 24407	Indian Neck School-Boiler Replacement	\$35,000
Project 25410	Indian Neck School-Facilities Vehicle	\$ 5,675
		\$40,675
To:		
Project 25415	Indian Neck School-Campus Safety/Security Upgrade	\$40,675

Branford High School Tennis Court Seating

From:		
Project 23406	BHS -Door Replacements	\$50,000
To:		
Project 25404	BHS-Tennis Court Seating	\$50,000

Mr. Valette made the motion to approve the reallocation transfers and resolution totaling \$185,675 seconded by Mr. DiAdamo. The vote was unanimous.

**RESOLVED:** That the Board of Finance recommends to the RTM a reallocation of BOE capital projects totaling \$185,675 in fiscal 2025.

12. The Board heard a report from the Finance Director Jim Finch discussing actions to consider in advance of the budget hearings. Each item outlined in his letter (A – F) were voted on individually. Chairman Mooney thanked Finance Director Finch for his research, approach and fund balance strategies and First Selectman Cosgrove was also thanked for his collaboration.

A. General Fund

Increase:		
10190000-480296	Fund Balance	\$475,000
Increase:		
10150000-5991XX	Transfer Out – Police Technology Fund	475,000

Corresponding Fund Creation and Transfer FY 2025

Increase:		Amount
7XX-90000-490010	Transfer In from General Fund	\$475,000
Increase:		
7XX-42010-579150	Technology Acquisitions	475,000

Mr. Valette made the motion to approve the transfer and resolution for \$475,000 seconded by Ms. DeLise. Vote unanimous.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,092,612 to \$136,567,612. This increase will be funded through an appropriation from fund balance and will be used to establish a Police Technology Fund.

B. The Finance Director reviewed his matrix of lease payment framework for supplementing the BOE Lease Fund for School Technology via the following transfer:

General Fund

Increase:		
10190000-480296	Fund Balance	\$250,000
Increase:		
10150000-599127	Transfer Out – BOE Lease Fund	250,000

Mr. Valette made the motion to approve the transfer and resolution for \$250,000 seconded by Ms. Conklin. The vote was unanimous.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,567,612 to \$136,817,612. This increase will be funded through an appropriation from fund balance and will be used to increase the contribution to the Lease Fund for BOE computer devices.

C. To consider, and if appropriate, approve a transfer and resolution to supplement the Coastal Resiliency Fund. Finance Director Jim Finch discussed the incremental vs. supplemental appropriation approach (see spreadsheet) while keeping consistent with the philosophy of the fund when it was set up in 2019.

Coastal Resiliency Fund:

General Fund

Increase:		
10190000-480296	Fund Balance	\$750,000
Increase:		
10150000-599134	Transfer Out – Coastal Resiliency Fund	750,000

Ms. DeLise made the motion to approve the transfer and resolution for \$750,000 seconded by Ms. Larrieu. The vote was unanimous.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,817,612 to \$137,567,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the Coastal Resiliency Fund.

- D. To consider, and if appropriate, approve the following resolutions/transfers assigning a portion of fund balance for identifiable needs for which an accurate cost estimate is unavailable.

Mr. Finch discussed the meeting with Blackstone Library in January to discuss possible strategies for funding the library's capital at a higher rate in FY26. Blackstone Library Director Katy McNicol accompanied by Michele Blank spoke on water infiltration issues with the concrete slab and moisture issues with the roof. The scope of the work needs to be determined via a study which could include asbestos abatement. Damage photos previously distributed to Board members are attached.

James Blackstone Memorial Library

**Resolved:** That the Board of Finance assigns \$400,000 to create a reservation of fund balance for anticipated repairs to Blackstone Library.

Mr. Valette made the motion to approve the resolution for the assignment of \$400,000 seconded by Ms. Conklin. The vote was unanimous.

E. Engineering

Finance Director Finch introduced the Town Engineer's memo of 2/21/25 attached. Assistant Town Engineer Jennifer Acquino reviewed grant applications, grant funding, local matches and project estimates. She reiterated the costs are estimated.

**Resolved:** That the Board of Finance assigns \$1,690,000 to create a reservation of fund balance for the Engineering Department's anticipated match requirements.

Mr. DiAdamo made the motion to approve the resolution for the assignment of \$1,690,000 seconded by Mr. Valette. The vote was unanimous.

F. Board of Education Federal Funds

Mr. Finch gave an overview of this item to create a reservation of fund balance and Chairman Mooney read the resolution:

**Resolved:** That the Board of Finance assigns \$3 million to create a reservation of fund balance to assist the town in establishing a plan to gradually reduce the reliance of these programs on federal funds if this funding is reduced or withdrawn completely. It is also worth noting that we would anticipate some additional assistance from the State under this scenario, since the State has broader taxing powers than Branford.

Mr. Vailette made the motion to approve the assignment resolution of \$3 million seconded by Ms. Conklin. The vote was unanimous.

13. BOE request to use prior-year balance to offset FY 2026 tax requirements

Blaize Levitan and Superintendent Tranberg presented the request for establishing a non-lapsing fund to help offset Walsh’s mental health services (ESS outsourced agency) increases and substitute staffing. These are the same accounts used for non-lapsing in FY24-25. The Superintendent’s memo of 2/20/2025 is attached. Mr. Levitan thanked the Finance Director and Assistant Finance Director for their collaborative efforts regarding this risk reduction.

**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 2025 in an amount not to exceed \$675,000. These funds will be used to provide mental health services and substitute staffing which were previously funded through pandemic relief grants.

General Fund FY 2025

Increase:		Amount
10190000-480296	Fund Balance	675,000
Increase:		
10150000-599140	Transfer Out – BOE Non-Lapsing Fund	675,000

BOE Non-Lapsing Fund

Increase:		Amount
25590000-490010	Transfer In	675,000
Increase:		
25548000-588040	BOE Non-Personnel	675,000

Mr. Vailette made the motion to approve the resolution to establish a non-lapsing account, seconded by Mr. DiAdamo. The vote was unanimous.

14. The Board heard a presentation from Finance Director Finch in reference to his letter of 2/21/25 pages 7 & 8 (attached) requesting the following resolutions and transfers utilizing reserves to reduce liabilities and to smooth out costs that experience a high level of volatility.



Police Pension Fund

Medical Self Insurance Fund

Increase:		
40290000-480296	Fund Balance	8,500,000
Increase:		
40290000-XXXXX	Transfer Out General Fund	8,500,000

General Fund – Transfer to Increase Pension Contribution

Increase:		
10190000-480296	Fund Balance	6,500,000
Increase:		
10149010-523120	Retirement - Police	6,500,000

Chairman Mooney read the following resolutions both approved unanimously by motion from Mr. DiAdamo, seconded by Mr. Vailette.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations from \$136,567,612 to \$146,067,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the Police Pension Fund.

**Resolved:** That the Board of Finance assigns \$1,000,000 to create a reservation of fund balance for future health insurance costs.

15. To consider, and if appropriate, approve the following proposed bond resolution:

**RESOLVED:** That the resolution entitled: "RESOLUTION AUTHORIZING AN APPROPRIATION OF \$5,300,000 FOR THE FIRE EQUIPMENT PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$5,300,000 THEREFOR" be adopted and recommended for adoption by the Representative Town Meeting.

Chairman Mooney asked if there was a motion to waive the reading of the entitled resolution and incorporate its full text into the minutes of the meeting. The motion was moved by Mr. Vailette, seconded by Mr. DiAdamo. The motion passed unanimously.

Mr. Finch kicked off the discussion by reviewing the Fire Apparatus Replacement Plan spreadsheet, attached. This Bond allows the Town to order equipment in anticipation of long lead times and not issue funds upfront. The Bond provides legal authority to spend and the ability to borrow to finance it, and the resolutions are written so that borrowing could be offset by grants or other “pay-as-you-go” projects – a sort of hybrid approach aka letter of credit analogy. Fire Chief Tom Mahoney further explained the Fire Apparatus Replacement Plan and answered questions.

Chairman Mooney re-read the resolution, above, and Ms. DeLise made a motion seconded by Mr. Valette. The motion passed with all Board members in favor; none opposed, and the resolution was declared adopted.

Finance Director Finch stated he continues to work with the Board of Ed and Bond Counsel to come up with potentially small debt authorizations for some BOE Capital needs. He also spoke of some other creative approaches to consider for offsetting future tax requirements; not acted on tonight.

Chairman Mooney thanked the Finance team for the great work they do every day and the great asset Jim Finch is to the Town. First Selectman Cosgrove spoke of revaluation challenges recognized early on, and we are fortunate through the work of the Finance Department, Jim Finch and the Board, that we are in a position to have opportunities to lay out a strategy to keep the services and programs intact while mindful for the impact on the taxpayers.

16. Adjournment – With no further business to come before the Board, the meeting adjourned at 9:41 p.m. by motion from Mr. DiAdamo, seconded by Mr. Valette.

Dated this 14<sup>th</sup> day of March 2025



Lisa E. Arpin, MMC MCTC  
Board of Finance Clerk

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405  
(203) 315-0629  
FAX: (203) 889-3316  
www.branford-ct.gov

February 20, 2025

To: Joseph Mooney, Chairperson  
Board of Finance

Copy: Jamie Cosgrove, First Selectman  
James Finch, Finance Director  
Kathryn LaBanca, Asst. Finance Director  
Lisa Arpin, Town Clerk

RECEIVED  
FEB 20 2025  
BRANFORD TOWN CLERK

Re: Transfer/ FY 2024-25 Budget Adjustments

I am requesting that the following transfer requests be placed on the next Board of Finance Meeting Agenda to support the compensation changes pursuant to the approved RTM collective bargaining agreement for the Police Union Contract and the 911 Dispatchers Contract (Police and 911 Dispatchers personnel) for FY 2024-25 budget as follows:

General Fund Transfer (J Finch will provide supplemental fund transfer information)\*\*

Transfer From:

ORG	Object	Description	Amount
10149040	588802	Contingency**	1,124,507

Transfer To:

ORG	Object	Description	Amount
10142010	517000	Wages & Salaries - Police & Dispatch	555,369
10142010	518000	Overtime	46,864
10142010	518010	Public Events	7,660
10142010	518050	Vacation	17,763
10142010	518150	Holiday Pay	20,933
10142010	518200	Sick Pay	10,104
10142010	519070	Retroactive Wages	457,134
10142010	519040	Accrued Payroll Expense	8,680

In addition, may I request that the Board of Finance add to its agenda to support the compensation changes pursuant to the approved RTM collective bargaining agreement for the Water Treatment Union Contract for FY 2024-25 as follows:

**General Fund Transfer**

**Transfer From:**

<b>ORG</b>	<b>Object</b>	<b>Description</b>	<b>Amount</b>
10149040	588802	Contingency	77,272

**Transfer To:**

<b>ORG</b>	<b>Object</b>	<b>Description</b>	<b>Amount</b>
10143030	599105	Transfer Out - Sewer Utility Fund	77,272

**Corresponding Sewer Utility Fund Transfer & Resolution:**

**Appropriation Increase:**

21090000	490010	Operating Transfer In	77,272
----------	--------	-----------------------	--------

**Appropriation Increase:**

21043030	517000	Wages & Salaries	44,827
21043030	518000	Overtime	7,891
21043030	519070	Retroactive Wages	24,382
21043030	519040	Accrued Payroll Expense	172

**Resolved:** That the Board of Finance recommends to the RTM a transfer of \$77,272 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2025 budget in the Sewer Utility Fund from \$4,879,501 to \$4,956,773.

Thank you for your time and consideration.

*Margaret Lubarda.*

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

Item #9

1019 MAIN STREET  
POST OFFICE BOX 150



(203) 315-0669  
Fax: (203) 315-3736  
www.branford-ct.gov

Date: February 21, 2025  
To: Joseph Mooney, Chairman  
Board of Finance  
From: James Finch, Finance Director  
Re: Budget Transfer FY 2025

RECEIVED  
2025 FEB 21 A 8:26  
Mia E. Applegate  
BRANFORD TOWN CLERK

I am requesting the following transfer be placed on the agenda for the Board of Finance February 24, 2025, meeting:

Contingency (FY 2025)

Increase:	Account	Amount
10190000-480296	Fund Balance	481,516
<u>Increase:</u>		
10149040-588802	Contingency	481,516

The board may recall that the FY 2025 budget employed a hybrid approach where the budgetary adjustment in contingency (increase from old contract to new contract) is included. Retro payments based on wages earned in prior years were to come from unassigned fund balance. This approach incorporates the fact that the contingency dollars allocated to the unsettled contracts from previous budgets ultimately flowed into fund balance through the year-end closeout process.

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$135,311,096 to \$135,792,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the contingency account to cover retroactive wages.

02.21.2025

Memo

To: Board of Finance  
From: Christopher Tranberg, Ph.D. Superintendent of Schools

Blaize Levitan  
Chief Operating Officer

cc: Peter Berdon  
Chair, BOE

Re: Excess Cost Revenue & Interim Funding Request

Branford Public Schools respectfully requests an additional appropriation of \$300,000 to address a projected deficit in out-of-district tuition costs for the current fiscal year. This request is based on updated financial projections that reflect higher-than-anticipated special education tuition expenses due to increased student placements in specialized programs and rapidly increasing tuition costs. Out-of-district tuition expenses are a major state-wide crisis and a primary issue the Governor’s proposed budget attempts to address.

We recognize the importance of maintaining a balanced budget and are making this request with fiscal responsibility in mind. The additional appropriation is aligned with the increased Excess Cost Grant revenue that the Town of Branford is expected to receive and maintains a very conservative assumption. Excess Cost Grant revenue increases as eligible special education expenses rise, and current projections indicate that the Town’s excess cost reimbursement will be significantly higher than originally budgeted. As such, we propose utilizing a portion of this unanticipated revenue to offset the increased tuition and transportation costs.

This request ensures that Branford Public Schools can continue to meet its legal and educational obligations to students with special needs while mitigating the financial and programmatic impact. The Special Education team is highly efficient in tracking every possible Excess Cost eligible expense and also has been able to maintain an in-district rate higher than our peer districts. Every effort is made to provide the necessary support within Branford Public Schools.

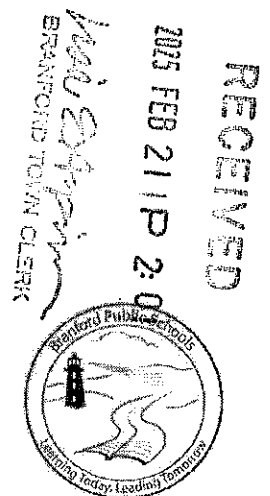
We appreciate the Board’s consideration and are available to provide further details or answer any questions at your convenience. Thank you for your time and support.

Branford Public Schools

Tel (203) 315-7809  
Fax (203) 315-3505

185 Damascus Road  
Branford, CT 06405

www.branfordschools.org  
ctranberg@branfordschools.org  
blevitan@branfordschools.org



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: Feb 21, 2025  
To: Joseph Mooney, Board of Finance  
From: James Finch, Director of Finance  
Re: BOE Excess Cost Revenue

I am writing to provide a resolution pursuant to a request from the Superintendent of Schools to increase the BOE budget pursuant to increased placement activity for special education.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal year 2025 General Fund Budget from \$135,792,612 to \$136,092,612. This increase will be funded through increased estimated revenue derived from excess cost reimbursements.

General Fund

Increase:	Account	Amount
10148050-410010	Special Education	300,000
Increase:		
10148000-517010	BOE non-personal	300,000

2.21.2025

Memo

In accordance with Town Policy, the Branford Public Schools requests the following actions regarding prior capital appropriations:

To: Branford Board of Finance

From: Christopher Tranberg, Ph.D. Superintendent of Schools

Blaize Levitan Chief Operating Officer

cc: Jim Finch Branford Finance Director

Peter Berdon BOE Chair

Re: Open Capital Appropriations

Parking Lot Paving

- Project: 24411 – MRT Parking Lot Paving
  - Original budget: \$95,000
  - Available balance: \$95,000
  - Action: Re-allocate to project 24410 – MTM Parking Lot Paving
  - Comment: Upon further investigation, the original request of \$95,000 to sealcoat each school has been determined not to be the best course of action. Instead, based on the condition of the parking lots, Facilities Department requests to mill about 1.5" and re-pave. This will significantly extend the life of the parking lot. It is expected to be \$150-\$180K. There is an FY26 request to do the same at MRT. Facilities is coordinating closely with DPW.

Indian Neck School

- Project: 24407 – INS Boiler Replacement
  - Original budget: \$35,000
  - Available balance: \$35,000
  - Action: Re-allocate to project 25415 - INS-Campus Safety/Security Upgrade
  - Comment: Facilities Department is seeking to merge related improvements for INS into one broader project. The plan is to enhance the parking lot, as well as make improvements to the campus for full-day pre-K and moving the Access program into the smaller building. This will extend the life of the building for at least the duration of the master plan and subsequent planning years. This re-allocation would allow the \$50,000 request for FY26 to be removed, while still making the campus/building enhancements.
- Project: 25410 – Facilities Vehicle
  - Original budget: \$55,000
  - Available balance: \$5,675
  - Action: Re-allocate to project 25415 - INS-Campus Safety/Security Upgrade
  - Comment: The vehicle was purchased and the available balance is the remaining savings. To support the INS project mentioned above, we request to allocate the savings.

RECEIVED

2025 FEB 21 IP 2:23

Blaize Levitan  
BRANFORD TOWN CLERK

Branford Public Schools

Tel (203) 315-7809  
Fax (203) 315-3505

185 Damascus Road  
Branford, CT 06405

www.branfordschools.org  
ctranberg@branfordschools.org  
blevitan@branfordschools.org





BHS Tennis Court Seating

- Project: 23406 – Door Replacements
  - Original budget: \$50,000
  - Available balance: \$50,000
  - Action: Re-allocate to project 25404- BHS Tennis Court Seating
  - Comment: Based on competitive pricing, the BOE has enough open capital to address immediate door needs. A \$70,000 district-wide door project was recently completed and a \$40,000 project is planned to be completed by summer. The Tally Sepot Memorial Tennis Court Seating project has a budget of \$90,000. When this was requested, the quote used from BL Companies was a few years old and not updated for today's construction pricing. Facilities Department did a preliminary review with BL Companies and it was determined to be closer to a range of \$130-\$150K. This re-allocation would allow the project to go out to bid on schedule. Going forward, BPS has developed, and is refining through the master planning process, a capital planning model that more effectively addresses maintenance needs and accurately reflects escalated/realistic cost estimates.

BPS Facilities Department plans to execute these projects this summer. We appreciate the support of the Board of Finance and the Town Finance Department in the funding and execution of capital funds.

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

Item #12 A-F,  
Item #13 & Item #14



1019 MAIN STREET  
POST OFFICE BOX 150

Date: February 21, 2025

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

To: Joseph Mooney, Chairman Board of Finance

From: James Finch, Finance Director

Re: Strategies to incorporate and actions to consider in advance of the budget hearings

**Background**

During recent meetings we discussed the challenges and opportunities before us as we begin the budget deliberation process. Those challenges include, among many things, revaluation, public safety, public education and inflation. On the positive side the town has healthy reserves and a healthy bond rating. As a result, the strategies outlined will seek to leverage these attributes.

This memo will be organized in a frequently asked questions format.

**How will reserves be used to address these challenges?**

The strategies for using fund balance center around the following concepts:

- Using reserves to lower expenses in FY 2026 with a gradual ramp up in future years.
- Guarding against or recovering from catastrophic events.
- Reducing liabilities.
- Using a department's prior-year balance to offset future tax requirements. (BOE)
- Assigning a portion of fund balance for identifiable needs for which an accurate cost estimate is unavailable.
- Assigning a share of reserves to smooth out costs which have a potentially high degree of variability such as health benefits.
- Assigning a share of reserves to soften the negative consequences of potential reductions in federal grants.

BRANFORD TOWN CLERK

2025 FEB 21 1 P 2:52

RECEIVED

- Healthy reserves provide a level of flexibility in sizing and timing bond issues when funding capital needs.
- Reserves as non-tax revenue.

### **How will the town's bonding capacity be used to meet these challenges?**

- The town can authorize debt to augment the sinking funds as needed to meet contractual obligations when making large equipment purchases.
- The town can authorize debt to supplement small to mid-size pay-as-you-go capital items.

### **Specific examples and proposals for use of reserves**

#### **Using reserves to lower expenses in FY 2026 with a gradual ramp up in future years**

##### **Workers' Compensation Fund:**

The Workers Compensation Fund is an internal service fund used to record self-insurance activity. The claims are administered by Workers' Compensation Trust and both the Town and Board of Education contribute to the plan. The fund covers all claims up to \$750,000 per employee with stop loss insurance covering the amounts that exceed the limit.

We estimate the current reserve balance is sufficient to reduce the FY 2026 request by \$325,000 as compared to the current budget. Additionally, we will investigate exploring a different investment strategy pursuant to Sec. 7-403a of the Connecticut General Statutes.

##### **Heart and Hypertension Fund:**

The Heart and Hypertension Fund is an internal service fund used to record self-insurance activity. The claims are administered by Workers' Compensation Trust. As this benefit only applies to firefighters and police officers hired prior to July 1, 1986, the town is the sole contributor to the fund. Unlike the workers' compensation fund there are no stop loss limits as the town is responsible for the full cost of the claim.

We estimate the current reserve balance is sufficient to reduce the FY 2026 request by \$75,000 as compared to the current budget.

Please note that since these two funds are not budgeted funds there is no requirement to appropriate from fund balance in FY 2026.

**Creating a Police Technology Fund:**

As the board may be aware, the Branford Police Department relies heavily on services provided by Axon Evidence (Axon). Axon is a technology company specializing in law enforcement and public safety solutions. In Branford the company provides body and dashboard cameras, tasers and related equipment, software and storage solutions. While Branford was an early adopter of body camera use, today laws regulating local police departments require continued investment in this technology. We have learned the anticipated increase for expiring contracts will be significant and as such I am proposing the creation of a sinking fund that will be funded through an initial appropriation of \$475,000 from fund balance and future appropriations beginning at \$100,000 in FY 2026 and increasing by \$35,000 per year to fund required and projected equipment and service contracts.

General Fund

Increase:		Amount
10190000-480296	Fund Balance	475,000
Increase:		
10150000-5991XX	Transfer Out – Police Technology Fund	475,000

Corresponding Fund Creation and Transfer FY 2025

Increase:		Amount
7XX-90000-490010	Transfer In from General Fund	475,000
Increase:		
7XX-42010-579150	Technology Acquisitions	475,000

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,092,612 to \$136,567,612. This increase will be funded through an appropriation from fund balance and will be used to establish a Police Technology Fund.

**Supplemental Appropriation to the Lease Fund for School Technology:**

As the board may recall, the BOE leases staff laptops and student devices which are returned to the lessor at the end of the lease term. The lease payments are paid from the lease fund with the Town and BOE making contributions into the fund on an annual basis. This request is to put an additional \$250,000 into the lease fund to smooth out future increases.

General Fund

Increase:		
10190000-480296	Fund Balance	250,000
Increase:		
10150000-599127	Transfer Out – BOE Lease Fund	250,000

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,567,612 to \$136,817,612. This increase will be funded through an appropriation from fund balance and will be used to increase the contribution to the Lease Fund for BOE computer devices.

Guarding against or recovering from catastrophic events

**Coastal Resiliency Fund:**

The town created the Coastal Resiliency Fund in 2019. It is founded on the belief that future exposures and costs associated with climate change represent a long-term liability, and the prudent approach, therefore, is to begin the process of funding and investing assets today to address this liability. This approach seeks to match the assets to the liabilities while providing an added funding source to supplement more conventional methods such as bonding and grants. It is also worth noting that FEMA grants and related funding streams may undergo significant changes in future federal budgets.

The proposal is to make a supplemental appropriation of \$750,000 out of general fund reserves and to lower next year's request by \$85,000. It does, however, contemplate a ramp of in future years, (See worksheet)

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,817,612 to \$137,567,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the Coastal Resiliency Fund.

General Fund

Increase:		Amount
10190000-480296	Fund Balance	750,000
Increase:		
10150000-599134	Transfer Out – Coastal Resiliency Fund	750,000

Assigning a portion of fund balance for identifiable needs for which an accurate cost estimate is unavailable

**Background:**

The Governmental Accounting Standards Board (GASB) issued Statement 54 in February 2009. The statement, titled "Fund Balance Reporting and Governmental Fund Type Definitions", became effective for periods beginning after June 15, 2010.

The standard developed classifications of fund balance. For this memo I will focus on two of the classifications assigned and committed. A brief description of these classifications is provided below:

**Assigned:** Funds intended for specific purposes but without formal commitment (appropriation).

**Committed:** Funds set aside by formal government action that can only be used for specific purposes (appropriation)

Below are examples as to how these classifications would be applied in Branford based on conditions at the library, engineering projects and loss of federal funding.

**James Blackstone Memorial Library**

In January the library informed us that the building is experiencing water penetration in various places including ceilings, walls and floors. Additionally, they are experiencing issues with their HVAC system and the boilers are nearing the end of their useful life.

At the present time they are still in the investigation mode and thus the issue is not yet ripe for the trustees to make a formal request. However, we understand that this will likely require an appropriation soon and, therefore, one would set aside or assign an amount within the fund balance amount for this purpose. Once an appropriation is sought and approved the assigned fund balance will be reduced and the funds will be committed.

Resolved: That the Board of Finance assigns \$400,000 to create a reservation of fund balance for anticipated repairs to Blackstone Library.

**Engineering**

The Engineering Department is exploring grant opportunities in which local matches improve their chances of securing funds. Additionally, some grants may require additional dollars to complete the project.

Resolved: That the Board of Finance assigns \$1,690,000 to create a reservation of fund balance for the Engineering Department's anticipated match requirements.

Please note that we will track assignments in the general ledger with each assignment having its own account code.

## Board of Education Federal Funds

Pursuant to the FY 2023 auditor's report on Federal awards, the Town of Branford expended approximately \$7 million in federal funds. Excluding ARPA and COVID relief funds, the town spent approximately \$3.8 million primarily for the Board of Education.

Resolved: That the Board of Finance assigns \$3 million to create a reservation of fund balance to assist the town in establishing a plan to gradually reduce the reliance of these programs on federal funds if this funding is reduced or withdrawn completely. It is also worth noting that we would anticipate some additional assistance from the state under this scenario, since the state has broader taxing powers than Branford.

## BOE request to use prior-year balance to offset FY 2026 tax requirements

In FY 2025 the Board of Finance approved a resolution per Section 10-248a of the Connecticut General Statutes to allow the BOE to carry over approximately \$437,000 of their balance from FY 2024 to support programs in the current year. Recently the statute was amended by removing the requirement to seek approval from the Board of Finance. Nevertheless, the BOE will be making a request to the BOE carryover approximately \$675,000 from FY 2025.

It is also worth noting that the BOE's surplus in FY 2024 exceeded the carryover approved by the Board of Finance.

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 2025 in an amount not to exceed \$675,000. These funds will be used to provide mental health services and substitute staffing which were previously funded through pandemic relief grants.

## General Fund FY 2025

Increase:		Amount
10190000-480296	Fund Balance	675,000
Increase:		
10150000-599140	Transfer Out – BOE Non-Lapsing Fund	675,000

## BOE Non-Lapsing Fund

Increase:		Amount
25590000-490010	Transfer In	675,000
Increase:		
25548000-588040	BOE Non-Personnel	675,000

Using reserves to reduce liabilities and to smooth out costs that experience a high level of volatility

**Police Pension Fund**

In recent years the town and board opted to purchase medical insurance (excluding dental) through the CT Partnership Plan 2.0. Dental insurance continues to be offered through Anthem with the town and board paying the claims. Since the dental claims are relatively steady and contain built-in caps (no pun intended) it is arguable that these costs can be financed directly out of the general fund.

This objective can be accomplished by transferring the bulk of the medical self-insurance fund balance to the general fund. Once funds are in the general fund, the budget will be increased to accommodate a transfer to the Police Pension Fund (\$6,500,000) and a portion of the balance can be assigned to a reserve for health insurance premiums in the general fund.

The remaining amounts in the medical self-insurance fund can be transferred in FY 2026.

Medical Self Insurance Fund

Increase:		
40290000-480296	Fund Balance	8,500,000
Increase:		
40290000-XXXXX	Transfer Out General Fund	8,500,000

General Fund – Transfer to Increase Pension Contribution

Increase:		
10190000-480296	Fund Balance	6,500,000
Increase:		
10149010-523120	Retirement - Police	6,500,000

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations from \$136,567,612 to \$146,067,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the Police Pension Fund.

Resolved: That the Board of Finance assigns \$1,000,000 to create a reservation of fund balance for future health insurance costs.

The supplemental transfer will not significantly impact on the required contribution until FY 2027 since the contribution amounts are determined once the valuations are



completed. However, the town's funding policy does allow the town to reduce the contribution by 10%. Under the present circumstances, including the revaluation and the supplemental contribution, funding 90% of the required contribution saves the town approximately \$170,000 while improving the plan's funded ratio.

### **Board of Education Excess Costs and Special Education**

As the Board is aware, special education and out of district tuition costs are significant cost drivers for the BOE exclusive of wages and benefits. We are working with the BOE to explore the concept of setting up a separate fund as a potential tool to stabilize future budgets.

### **Specific examples and proposals for leveraging the town's bonding capacity**

Authorizing debt to augment the sinking funds as needed to meet contractual obligations when making large equipment purchases.

#### **Fire Department Apparatus Fund**

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. 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.

I have attached an example of this concept using the Fire Department's anticipated request along with a bond authorization for your consideration.

You will notice that the combination of bonding and pay-as-you-go allows the year over year contribution to drop from \$1,000,000 to \$400,000. Admittedly, there will be added

**Profroma Police Technology Fund**

<u>Description</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>	<u>2030-31</u>	<u>2031-32</u>	<u>2032-33</u>	<u>2033-34</u>
<b>Resources</b>									
Appropriation From Fund Balance	\$475,000	\$351,768	\$229,607	\$158,160	\$87,054	\$63,979	\$32,488	\$41,293	\$64,014
Budgeted Appropriation	\$100,000	\$135,000	\$170,000	\$205,000	\$240,000	\$275,000	\$310,000	\$345,000	\$380,000
<b>Total Resources</b>	<b>\$575,000</b>	<b>\$486,768</b>	<b>\$399,607</b>	<b>\$363,160</b>	<b>\$327,054</b>	<b>\$338,979</b>	<b>\$342,488</b>	<b>\$386,293</b>	<b>\$444,014</b>
<b>Obligations</b>									
Dash Cameras and Software	\$57,067	\$59,349	\$61,723	\$64,192	\$68,686	\$73,494	\$78,638	\$84,143	\$90,033
Body Cameras and Tasers	\$166,165	\$172,812	\$179,724	\$186,913	\$194,390	\$207,997	\$222,557	\$238,136	\$254,805
Miscellaneous Features		\$25,000	\$25,000			\$25,000			\$25,000
<b>Total Expenditures</b>	<b>\$223,232</b>	<b>\$257,161</b>	<b>\$241,448</b>	<b>\$276,105</b>	<b>\$263,075</b>	<b>\$306,491</b>	<b>\$301,195</b>	<b>\$322,279</b>	<b>\$369,838</b>
<b>Closing Balance</b>	<b>\$351,768</b>	<b>\$229,607</b>	<b>\$158,160</b>	<b>\$87,054</b>	<b>\$63,979</b>	<b>\$32,488</b>	<b>\$41,293</b>	<b>\$64,014</b>	<b>\$74,176</b>

Increase in Budgeted Appropriations/Year 35,000

MARCO M. OLSON  
BRANFORD TOWN CLERK

2025 FEB 21 11 A 8 21

RECEIVED

**AXON Dashboard Cameras**

**Initial Contract**

Date	FY	Amount	Increase	%
10/15/2024	2025	54,871.92		
10/15/2025	2026	57,066.80	2,194.88	4.00%
10/15/2026	2027	59,349.47	2,282.67	4.00%
10/15/2027	2028	61,723.45	2,373.98	4.00%
10/15/2028	2029	64,192.39	2,468.94	4.00%
		<u>297,204.02</u>		

**Projected Renewal**

10/15/2029	2030	68,685.85	4,493.47	7.00%
10/15/2030	2031	73,493.86	4,808.01	7.00%
10/15/2031	2032	78,638.43	5,144.57	7.00%
10/15/2032	2033	84,143.12	5,504.69	7.00%
10/15/2033	2034	90,033.14	5,890.02	7.00%
		<u>394,994.41</u>		

**AXON Tasers & Body Cameras**

**Projected Renewal**

7/1/2025	2026	166,165.00	-	
7/1/2026	2027	172,811.60	6,646.60	4.00%
7/1/2027	2028	179,724.06	6,912.46	4.00%
7/1/2028	2029	186,913.03	7,188.96	4.00%
7/1/2029	2030	194,389.55	7,476.52	4.00%
		<u>900,003.24</u>		

**Projected Renewal**

10/15/2030	2031	207,996.82	13,607.27	7.00%
10/15/2031	2032	222,556.59	14,559.78	7.00%
10/15/2032	2033	238,135.55	15,578.96	7.00%
10/15/2033	2034	254,805.04	16,669.49	7.00%
10/15/2034	2035	272,641.40	17,836.35	7.00%



## Supplemental Appropriation into CRF

### Incremental Appropriations

Year	Beginning Balance	Additions	Subtractions Limited to % PY Balance	Net	Interest	Ending Balance
2025	2,585,034	310,000	\$(387,755)	(77,755)	152,769	2,660,048
2026	2,660,048	315,000	\$(399,007)	(84,007)	157,083	2,733,124
2027	2,733,124	320,000	\$(409,969)	(89,969)	161,288	2,804,444
2028	2,804,444	325,000	\$(420,667)	(95,667)	165,397	2,874,174
2029	2,874,174	330,000	\$(431,126)	(101,126)	169,417	2,942,464
2030	2,942,464	335,000	\$(441,370)	(106,370)	173,357	3,009,451
2031	3,009,451	340,000	\$(451,418)	(111,418)	177,225	3,075,258
2032	3,075,258	345,000	\$(461,289)	(116,289)	181,027	3,139,996
2033	3,139,996	350,000	\$(470,999)	(120,999)	184,770	3,203,767
2034	3,203,767	355,000	\$(480,565)	(125,565)	188,459	3,266,661
2035	3,266,661	360,000	\$(489,999)	(129,999)	192,100	3,328,761
Totals		3,685,000	(4,844,163)			

### Supplemental Appropriation

Year	Beginning Balance	Additions (1)	Subtractions Limited to % PY Balance	Net	Interest	Ending Balance
2025	2,585,034	1,060,000	\$(387,755)	677,245	175,269	3,432,548
2026	3,432,548	225,000	\$(514,882)	(289,882)	197,256	3,339,922
2027	3,339,922	240,000	\$(500,988)	(260,988)	192,566	3,271,500
2028	3,271,500	255,000	\$(490,725)	(235,725)	189,218	3,224,993
2029	3,224,993	270,000	\$(483,749)	(213,749)	187,087	3,198,331
2030	3,198,331	285,000	\$(479,750)	(194,750)	186,057	3,189,639
2031	3,189,639	300,000	\$(478,446)	(178,446)	186,025	3,197,218
2032	3,197,218	315,000	\$(479,583)	(164,583)	186,896	3,219,531
2033	3,219,531	330,000	\$(482,930)	(152,930)	188,584	3,255,185
2034	3,255,185	345,000	\$(488,278)	(143,278)	191,013	3,302,920
2035	3,302,920	360,000	\$(495,438)	(135,438)	194,112	3,361,594
Totals		3,985,000	(5,282,523)			

### Includes supplemental appropriation

Annual Increase Incremental	5,000
Annual Increase Supplemental	15,000

Investment Return 6.00%  
Maximum Draw -15.00%

**Comparison of Pension Funding Requirements (1)**

FY	Normal	Supplemental	Difference
2026	1,716,620	1,544,958	(171,662)
2027	1,896,375	1,264,849	(631,526)
2028	2,044,632	1,372,057	(672,575)
2029	2,068,243	1,415,016	(653,227)
2030	2,108,234	1,479,712	(628,522)
2031	2,131,896	1,527,752	(604,144)
2032	2,150,678	1,570,030	(580,648)
2033	2,180,203	1,622,144	(558,059)
2034	2,207,310	1,670,962	(536,348)
	18,504,191	13,467,480	(5,036,711)

\* Estimates may vary based on future valuations

## Fire Apparatus Replacement Plan (Appropriations)

	2024-2025	2026-2027	2027-2028	2028-2029	2029-2030
Opening Fund Reserve Balance	\$ 157,568	\$ 58,172	\$ 723,172	\$ 1,123,172	\$ 473,172
Budgeted Appropriation	\$ 1,000,000	\$ 400,000	\$ 425,000	\$ 425,000	\$ 450,000
Additional Appropriation	\$ -				
Grants					
Bond Authorization	\$ 4,250,000				
Total Funding Sources	\$ 1,157,568	\$ 4,708,172	\$ 1,123,172	\$ 1,548,172	\$ 923,172
1997 Engine 2 (E3)		\$ (1,400,000)	\$ -	\$ -	\$ -
1997 Engine 4 (E1)		\$ -	\$ (1,500,000)	\$ -	\$ -
2001 Engine 9	\$ (1,099,396)	\$ -	\$ -	\$ -	\$ -
1999 Rescue 1		\$ (185,000)			
2012 Chevy Tahoes	\$ -	\$ -			
2018 Chev Tahoes					\$ (270,000)
2009 Ladder Truck 1		\$ (2,400,000)			\$ -
Closing Balance	\$ 58,172	\$ 723,172	\$ 1,123,172	\$ 473,172	\$ 653,172

Large Acquisitions	Estimated Costs
1997 Engine 2 (E3)	\$ 1,400,000.00
2009 Ladder Truck 1	\$ 2,400,000.00
1997 Engine 4 (E1)	\$ 1,500,000.00
	\$ 5,300,000.00
Estimated Debt	\$ 4,250,000.00
Estimated Pay as You Go	\$ 1,050,000.00
Bond authorization/appropriation	\$ 5,300,000.00

### Notes

Bond Authorization allows town to sign contracts under current terms  
Amount of debt issued will largely be governed by cash flow needs

# 2025 Fire Apparatus Age/Mileage

RECEIVED

NAME	USE	LOCATION	YEAR	MAKE	MILES	HOURS	Age	ORDER DATE	COST	DELIVERY DATE
Engine 1	Pumper	FDHQ	2015	PIERCE	86194	9019	10			
Engine 2	Pumper	MP Rice	1997	PIERCE	60460	6362	28	25-Jul	\$1,400,000.00	28-Jul
Engine 4	Pumper	Short Beach	1997	PIERCE	37643	3668	28	27-Jul	\$1,500,000.00	28-Jul
Engine 5	Pumper	Stony Creek	2020	SUTPHEN	7020	455	5			
Engine 7	Pumper	FDHQ	2005	SMEAL	125453	10555	20			
Engine 9	Pumper	Indian Neck	2001	KME	25900	4080	24			
Rescue 1	HVY Rescue	FDHQ	1999	PIERCE	48485	6846	26	25-Jul	\$1,850,000.00	25-Nov
Rescue 2	LT Rescue	FDHQ	2019	FORD F-550	51100	3273	6			
Rescue 5	LT Rescue	Stony Creek	2009	FORD F-550	14481	1780	16			
Truck 1	Ladder	FDHQ	2009	SMEAL	46600	5481	16	25-Jul	\$2,400,000.00	29-Jan
Marine 2	Res/ Suppression	BRN River	1983	MUNSON	P-44.1	S43.9	42			
Marine 3	SRCH/ Rescue	FDHQ	2018	MILPRO			7			
Marine 4	SRCH/ Rescue	FDHQ	2018	INMAR			7			
Marine 5	Res/ Suppression	Stony Creek	2006	DEREKTOR	P-218.3	S-219.4	19			
Car 1	Chief	FDHQ	2024	CHEVY	7749	N/A	6 mo			
Car 2	Asst Chief	FDHQ	2024	CHEVY	6039	N/A	6 mo			
Car 6	Shift CMNDR	FDHQ	2023	CHEVY	4809	N/A	6 mo			
Car 8	Fire Marshal	FDHQ	2018	CHEVY	54500	N/A	7	30-Jul	\$84,000.00	30-Dec
Car 9	Safety Chief	FDHQ	2018	CHEVY	80101	N/A	7	30-Jul	\$84,000.00	30-Dec
Car 12	Shift CMNDR	FDHQ	2016	CHEVY	65752	N/A	9	30-Jul	\$84,000.00	30-Dec
Car 13	Inspector	FDHQ	2012	FORD	86200	N/A	13			
Car 15	Plow/ Utility	FDHQ	2020	FORD	12583	999	5			
TAC 2	ATV/ Rescue	FDHQ	2007	KUBOTA	N/A	421	18			
TAC 5	ATV/ Rescue	FDHQ	2013	POLARIS	349	110	12			
TAC 6	Brush TRK	FDHQ	2020	FORD	752	244	5			

Funding in Process  
Pending Funding

\$899,000.00  
\$1,100,000.00  
\$5,637,000.00

New Pumpers will be allocated to replace the oldest Career Unit  
Replaced Career Pumpers will be allocated to Volunteers

## Ambulance Sinking Fund

NAME	USE	LOCATION	YEAR	MAKE	MILES	HOURS	Age	ORDER DATE	COST	DELIVERY DATE
Medic 1	Ambulance	FDHQ	2022	FORD E-450	65814	3940	3			
Medic 2	Ambulance	FDHQ	2024	FORD E-450	99118	6230	1			
Medic 3	Ambulance	FDHQ	2019	FORD E-450	179757	11816	6			
Medic 4	Ambulance	FDHQ	2015	FORD E-450	173156	11515	10			
Medic 5	Ambulance	FDHQ	2017	FORD E-450	1500	42	8			



## 2025 James Blackstone Memorial Library Building and Grounds Projects

Below is a current list of Building and Grounds projects that have been identified at the James Blackstone Memorial Library. These projects are representative of many challenges associated with the upkeep of both the historical portions of the library and renovated areas. The projects are organized into two broad categories – (1) Projects likely to require town assistance in terms of funding and guidance/expertise, and (2) Projects we believe we can do with library resources. This list will hopefully help the town and library develop financial plans for upcoming capital expenditures and ongoing maintenance.

### PROJECTS LIKELY TO REQUIRE TOWN ASSISTANCE

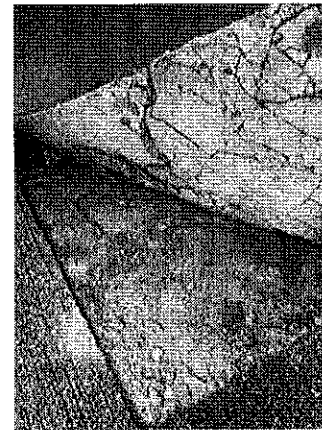
#### 1. Water infiltration

- **Water from above** is causing moldings and walls to deteriorate in several locations. The water can be coming in from leaks in the flat roofs, and/or through exterior masonry walls through cracks or other possible means of penetration. Water penetration is also a problem in the Green Room in the auditorium where expensive A/V equipment is located. Remediation will probably be costly and could require replacing the flat roofs. In addition to requesting financial assistance for remediation, the library feels that this issue merits a thorough assessment by professionals to determine the source of the problem before proceeding with any type of fix. Assistance with funding for this assessment is also requested.

*NOTE: The Dome roof is approaching the end of its expected lifespan. At this time, there are no apparent leaks from the Dome roof. However, we think we need to have this potential roof repair project on our radar, and have a plan for funding this longer term project sometime down the road. It may make sense to have an assessment made of the Dome at the same time we have roofing professionals evaluate leaks from the flat roofs.*

- **Water/moisture from below** is causing deterioration under the carpet in the Children's library; this is starting to happen in the Teen area as well. [See Photo...]

This problem was first identified in the Fall of 2023. Since then, the library has consulted with various professionals, including Barall-Konover, the company that worked on the floor in the 2018 renovation. While we have questions relating to what kind of moisture testing and vapor barrier requirements were specified for the renovation, regardless of the history, this needs to be addressed and remediated. Again, a thorough assessment is needed to identify exactly what is causing this problem before moving forward with any fix.



Just this week we received a long awaited proposal from Barall-Konover. The proposal is both expensive and disruptive. This is definitely another project that requires assistance from the town in terms of funds and expert advice/guidance.

#### 2. Abatement

Dealing with water infiltration will entail dealing with lead painted walls. Other projects involving floor repairs could entail removing asbestos tiles. Remediation costs could be higher than anticipated if we need to do lead and

asbestos abatement The library is going to bring in a vendor to assess where abatement will be needed. This is another issue where the library may need town assistance.

### 3. HVAC Mechanicals

The library deals with all types of HVAC issues almost on a weekly basis. There are many ongoing HVAC maintenance repairs that are paid for as operating expenses (see below for some HVAC issues that will be addressed using library resources). Above and beyond those issues, the Boilers are quite old and we anticipate them needing to be updated sooner than later. The library would like to have a plan in place for assistance with funding this critical infrastructure equipment.

## PROJECTS FUNDED WITH LIBRARY RESOURCES

### 1. Ensuring expensive equipment is secure and protected from water and fire hazards

There is a lot of control equipment in the Staff Area Entrance. This equipment is near a water closet that has been leaking and causing rusting, wall deterioration and mold. Additionally, the open Book Drop that is located in this area represents a fire hazard. This area needs to be reworked to make it dry, safe and secure. [The floor tiles in this area are deteriorating and could require asbestos abatement.]

### 2. Air Handling

Many Return vents are constantly accumulating dirt. We will investigate why this is happening and assess what we can do to prevent this.

### 3. New drop ceiling tiles & grids, and lighting on lower level

We will develop a phased approach to upgrading ceiling tiles and lighting on lower level to be like what we have in the renovated areas. [We should address the Air Handling issues first to ensure a new ceiling doesn't get discolored and dirty.]

### 4. Ongoing Building Maintenance

- Repair ceiling and wall cracks
- Repair antique light fixture in auditorium
- Fix Plumbing leaks
- Mold/mildew remediation in Utility Building

### 5. Ongoing Grounds Maintenance

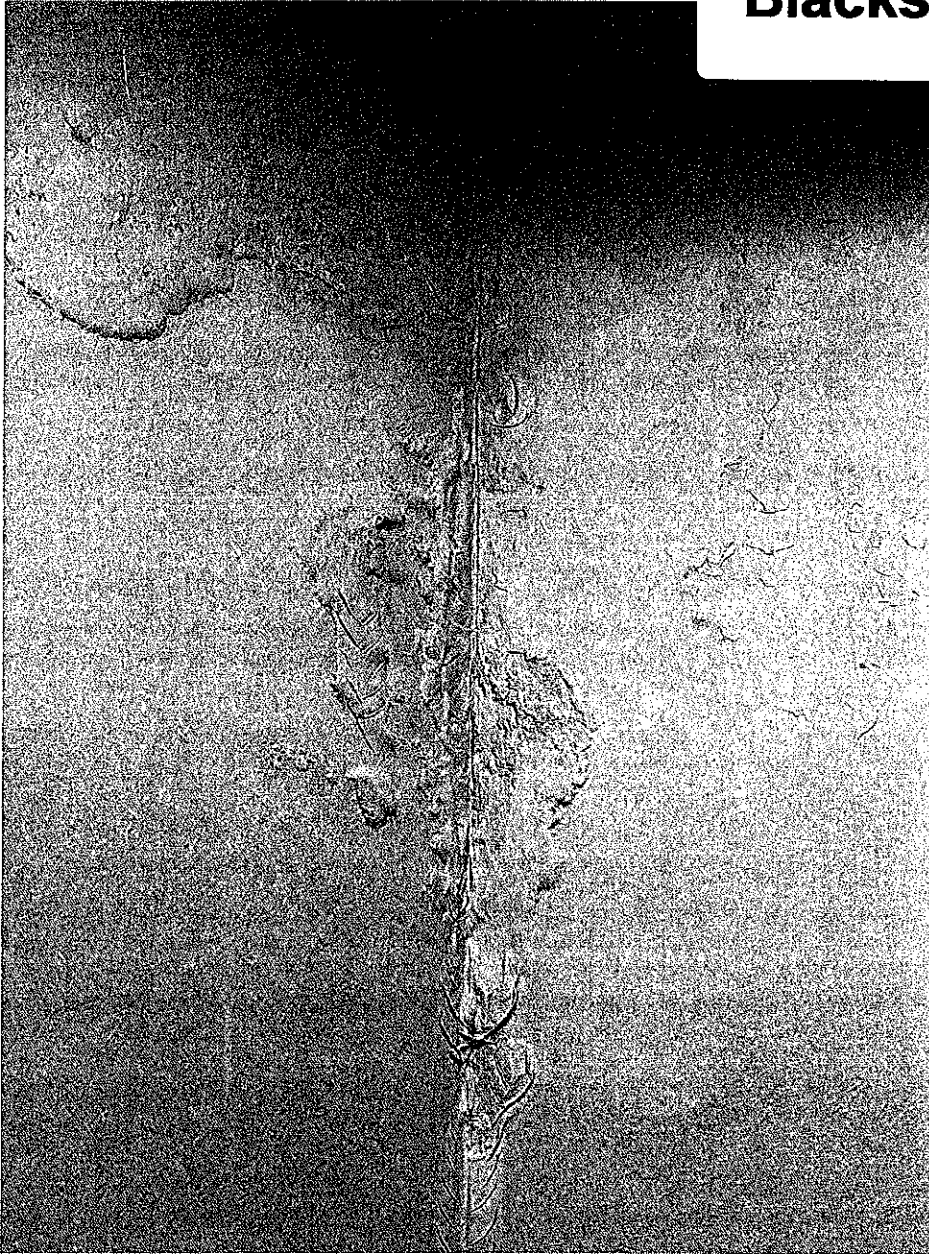
- Sidewalk repair by Utility Building
- Front steps hand railing
- Parking lot sealed and lines painted
- Restore/replace front benches

**Item #12D**  
**Blackstone Library**



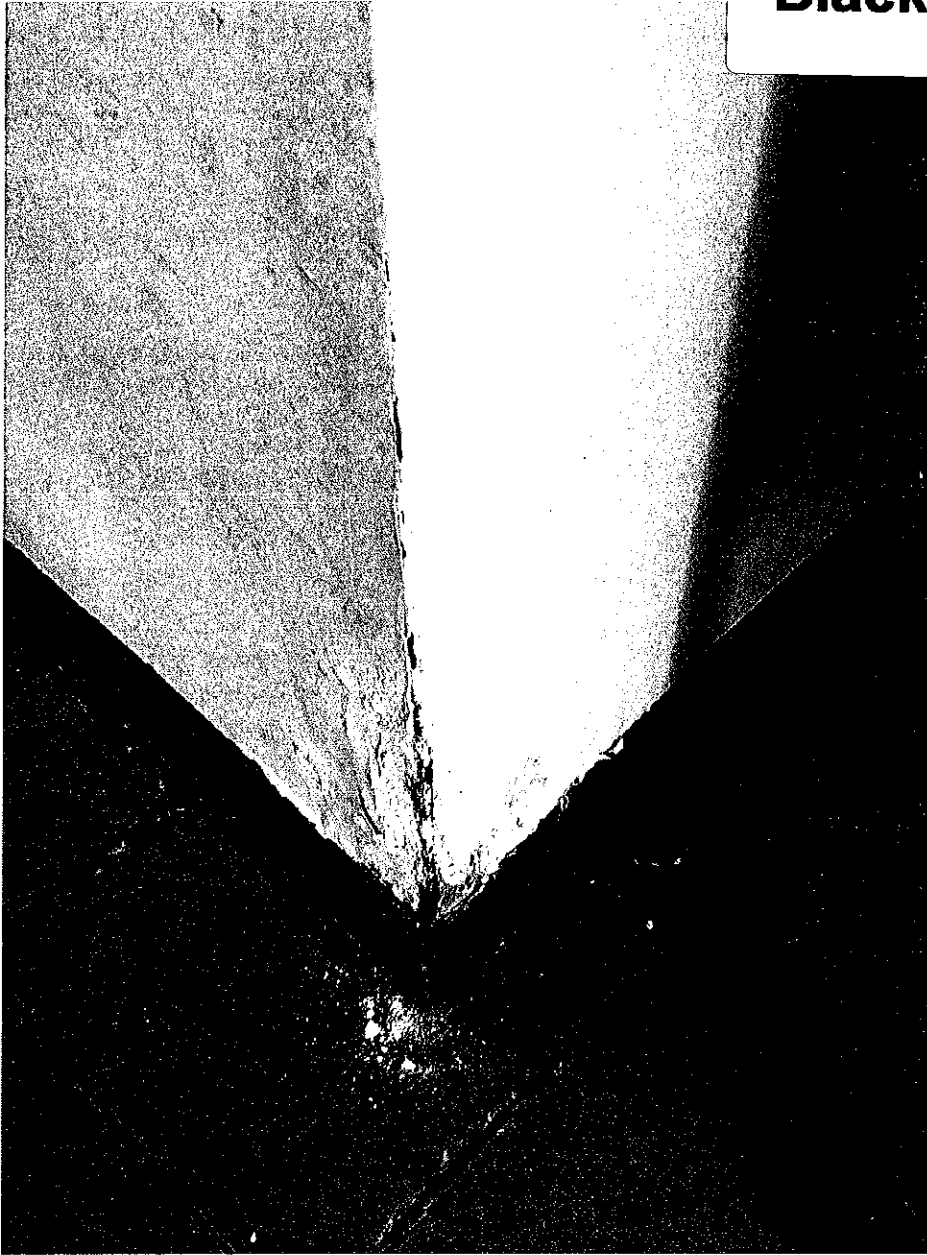
Plaster crumbling, First Floor mezzanine wall/ceiling around curved section

**Item #12D**  
**Blackstone Library**



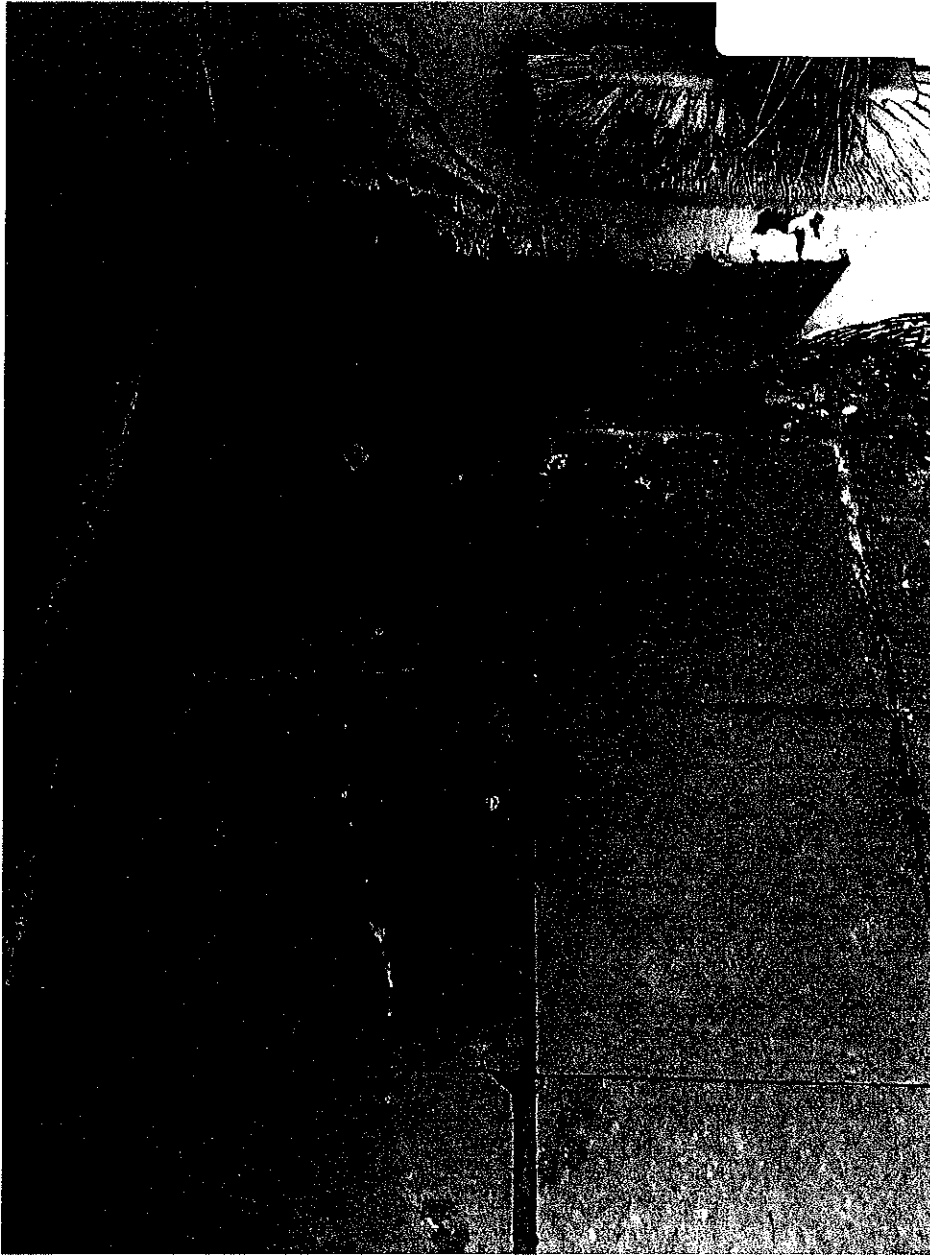
Leak (possibly from extreme driving rains two summers ago – not active during regular rainfall)

**Item #12D**  
**Blackstone Library**



Leak from ground floor water closet (repair in progress); tile floor may need abatement

**Item #12D**  
**Blackstone Library**



Leak from ground floor water closet (repair in progress); tile floor may need abatement

  
**TOWN OF BRANFORD**  
 OFFICE OF THE TOWN ENGINEER  
 1019 MAIN STREET  
 POST OFFICE BOX 150  
 BRANFORD, CT 06405

**JOHN M. HOEFFERLE, PE, CFM**  
TOWN ENGINEER

Tel: 203-315-0606  
Fax: 203-315-2188

DATE: February 21<sup>st</sup>, 2025

TO: Joseph Mooney, Chairman - Board of Finance

FROM: John M. Hoefflerle, Town Engineer

RE: Reservation of Fund Balance for Engineering Grants

RECEIVED  
 2025 FEB 21 P 12:59  
 W. S. HOFFERLE  
 BRANFORD TOWN CLERK

As you are likely aware, the Engineering Department has been quite successful in obtaining grant funds for infrastructure projects around Town. Since around 2022 we have been awarded approximately \$19M in grant funding, leveraging approximately \$2.7M of local dollars. We are fortunate to be the recipient of both grant dollars and local match dollars, with a successful rate of award (approx 75%) and favorable local match ratio (approx 14%). We will continue to identify and apply for grant opportunities to help fund important infrastructure improvement projects.

Below is a table of projects requiring a local match. These projects fall under one of the following categories:

1. Projects which were awarded grants, but the local match is currently underfunded;
2. Grant opportunities, either with applications recently submitted or to be submitted, which would require a local match.

PROJECT	GRANT	TOTAL PROJECT EST.	LOCAL MATCH	FUNDING REQ'D	NOTES
TROLLEY TRAIL BRIDGE IMPROVEMENTS	CT TRAILS (2024)	\$750,000.00	\$350,000.00	\$250,000.00	AWARDED; \$100,000 CURRENT APPROPRIATION
STONY CREEK WHARF REPAIRS	SHIPP (2024)	\$1,000,000.00	\$200,000.00	\$200,000.00	AWARDED; AWAITING CT BOND
TOWN CENTER SIDEWALK REHABILITATION	STEAP (2025)	\$1,200,000.00	\$200,000.00	\$200,000.00	APPLIED 2/2025
LINDEN AVENUE	PROTECT	\$5,200,000.00	\$1,040,000.00	\$1,040,000.00	WILL APPLY 2/2025
	<b>TOTALS</b>	\$8,150,000	\$1,790,000.00	\$1,690,000.00	

The Engineering Department will be available at the next Board of Finance meeting to answer any questions regarding these projects.

02.20.2025

Memo

Please consider this an official request to fund the non-lapsing account for unspent Board of Education FY25 operating budget funds in an amount not to exceed \$675,000.

To:  
Board of Finance

Through close coordination with the Town and intentional cost-reduction efforts, we anticipate that these funds will be available following the FY25 close out of the Board's operating budget.

From:  
Christopher Tranberg, Ph.D.  
Superintendent of Schools

The Board of Education is projecting budgetary savings in the current fiscal year ending June 30, 2025, primarily due to prolonged vacant positions and healthcare savings. In addition, through the budget adoption process, by January the BOE started making intentional efforts to reserve funds to supplement essential services in FY26. FY26 was built based on the assumption of this non-lapsing funding. FY25 will likely be the final year with capacity for a non-lapsing contribution, as the BOE reduced vacant position placeholders, healthcare placeholders, and all placeholder out-of-district tuition assumptions to achieve the FY26 recommended budget.

Blaize Levitan  
Chief Operating Officer

cc:  
Peter Berdon  
Chair, BOE

Re:  
Non-Lapsing Fund

The Board of Education would like to retain these funds for the purpose of funding mental health services through an arrangement with Effective School Solutions and for supporting substitute staffing through Kelly Services.

RECEIVED  
2025 FEB 21 P 2:01  
*Mai Estepin*  
BRANFORD TOWN CLERK

Branford Public Schools

Tel (203) 315-7809  
Fax (203) 315-3505

185 Damascus Road  
Branford, CT 06405

www.branfordschools.org  
ctranberg@branfordschools.org  
blevitan@branfordschools.org





RESOLUTION AUTHORIZING AN APPROPRIATION OF \$5,300,000 FOR THE FIRE EQUIPMENT PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$5,300,000 THEREFOR

Section 1. The sum of \$5,300,000 is appropriated by the Town of Branford, Connecticut (the "Town"), for the acquisition of two fire engines and a ladder truck, and related equipment and appurtenances, and for interest on borrowings and other financing costs, and for administrative, printing, financing and legal and costs of issuance related thereto (the "Project").

Section 2. To meet said appropriation, \$5,300,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be authorized by law. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (the First Selectman and the Town Treasurer hereinafter referred to as the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials. Said bonds shall be issued in the amount necessary to meet the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient, with other funds that may be available for the Project, to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this resolution (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials and be approved as to their legality by bond counsel. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be paid from property taxation to the extent not paid from other funds available for the payment thereon. The aggregate principal amount of the bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, Revision of 1958, as amended (the "Statutes").

MANU S. STAPLETON  
BRANFORD TOWN CLERK

2025 FEB 21 A 8:26

RECEIVED

Section 3. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published (which may include electronic publication) at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by bond counsel, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the Statutes. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be paid from property taxation to the extent not paid from other funds available for the payment thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Treasury Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Town. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the original expenditure or the substantial completion of the Project, or such later date the Treasury Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay Project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration. The Town Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or other obligations authorized by this resolution, if issued on a tax-exempt basis.

Section 6. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.

Section 7. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the bonds, notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law, including but not limited to any "tax credit bond," "tax-advantaged bond," including direct payment and tax credit versions of such bonds.