

BOARD OF FINANCE

TOWN OF BRANFORD

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

JOSEPH W. MOONEY, CHAIRMAN
HARRY DIADAMO
VICTOR J. CASSELLA
ROBERT IMPERATO
CHARLES F. SHELTON, JR.
JEFFREY E. VAILETTE



EX-OFFICIO
JAMES B. COSGROVE, First Selectman

CLERK
LISA E. ARPIN CCTC, Town Clerk

BOARD OF FINANCE MINUTES MARCH 25, 2019 WORKSESSION & BUDGET MEETING

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BRANFORD TOWN CLERK

Chairman Joseph Mooney called the meeting to order at 7:00 p.m. at Branford Fire Headquarters, 45 North Main Street. The full Board was seated—Harry DiAdamo, Victor Cassella, Robert Imperato, Joseph Mooney, Charles Shelton, Jr., and Jeffrey Vailette.

Also in attendance were First Selectman James Cosgrove, Selectman Joseph Higgins, Finance Director James Finch, Assistant Finance Director Kathryn LaBanca and Lisa Arpin, Town Clerk. RTM Reps present: Anthony Alfone (arrived 7:20pm), Peter Black, Tom Brockett, Don Conklin, Ray Dunbar, Linda Erlanger, Dennis Flanigan, Kevin Healy, Ray Ingraham, John Leonard (arrived at 8:00pm), Marc Riccio (arrived at 8:00 p.m.), Chris Sullivan, Kathi Traugh, and Frank Twohill. Also present were Laura Burban, Joseph Carbone, Wayne Cooke, Hamlet Hernandez, Angela Higgins, Pam Johnson, Thomas Mahoney and John Mulhern.

1. Citizens Communications

RTM Rep Peter Black commented on agenda item 6 regarding the increasing level of the undesignated fund balance and to consider more transfers out of fund balance to retire or reduce other town liabilities. RTM Rep Frank Twohill spoke to concur with Rep Black's comments.

2. To hear a presentation of the FY18 Audit by BlumShapiro and Company, PC.

Ron Nossek of BlumShapiro reviewed the reporting results and financial highlights of the annual audit of the fiscal year ended June 30, 2018. BlumShapiro has issued a clean or unmodified audit opinion on the financial statements for FY18, and found no compliance violations, material weaknesses or internal control findings. See attached handout distributed to the Board.

3. First Selectman Jamie Cosgrove presented a request on behalf of Public Works for the following budget transfer:

From:	10143010-517000	Regular Wages & Salaries	(\$21,200)
To:	10143010-533900	Other Purchased Services	21,000
	10143010-544340	Radio Communication	200

Mr. Imperato made the motion to move approval of the transfers, seconded by Mr. Cassella. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM the transfer totaling \$21,200 as requested by Public Works.

4. Deputy Police Chief Jon Mulhern and Captain Ray Dunbar presented a request from the Board of Police Commissioners for the following budget transfers:

From:	700420140-579250-007311	UPS	(\$1,289)
	700420140-579410-08321	Electrical Upgrades	(971)
	700420140-579250-13222	MDT	(680)
	700420140-579250-15309	LPR	(1,625)
	700420140-579250-17321	Video Recording	(64)
	700420140-579250-19223	Laser Speed Units	(841)
		Total	(\$5,470)
To:	700420140-579250-15310	Furniture Replacement	\$5,470

Mr. Imperato made the motion to move approval of the transfers, seconded by Mr. Valette. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM the transfer totaling \$5,470 as requested by the Board of Police Commissioners.

5. The Board heard Finance Director Jim Finch present the following budget transfer and resolution (handout attached):

General Fund

From:	10190000-480080	Miscellaneous Income	(\$89,102)
To:	10150000-599127	Transfer Out – Lease Fund BOE	89,102

Mr. Valette made the motion to move approval of the transfer and the following resolution, seconded by Mr. DiAdamo. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2019 General Fund Budget from \$113,080,371 to \$113,169,473. This increase of \$89,102 will be funded with increased revenue derived from lapsed balances in the WIS Shower/Locker Repairs and the BOE Severance Fund which will be closed following the approval of the RTM.

6. The Board heard a presentation by Jim Finch, Finance Director for the following transfers outlined in his memo of March 22nd titled "Appropriations from Undesignated Fund Balance:"

General Fund

From:	10190000-480296	Fund Balance	(\$325,000)
To:	10150000-599132	Operating Transfers Out Fund 730	325,000

Fund 730 Infrastructure Enhancement Fund

From:	73090000-490010-xxxx	Transfer In	\$325,000
	10150000-599132	Operating Transfers Out Fund 730	325,000
	73043050-533960-xxxx	Engineering/Design Meadow Street	200,000
	73043050-533950-xxxx	Construction Howard Street Revetment	125,000

Mr. Imperato made the motion to move approval of the transfer seconded by Mr. Cassella. The vote was unanimous.

Appropriations to reduce future liabilities

From:	10190000-480296	Fund Balance	(\$475,000)
To:	10149010-523120	Retirement Police	475,000

Mr. Imperato made the motion to move approval of the transfer and the following resolution, seconded by Mr. Vailette. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2019 General Fund Budget from \$113,169,473 to \$113,969,473. This increase will be funded through an appropriation from fund balance and will be used to increase the pension contributions and proposed capital improvements.

7. **2019-2020 Budget Work Session** – Chairman Mooney recapped the budget hearing process indicating FY20 budget requests total \$116,643,012, an increase of \$4,562,000 or a 4.1% increase; approximately \$102, 837,000 to be raised from taxation, or a 3.5% increase, equating to a mill rate of approximately 29.52.

The Board of Finance (BOF) heard public budget hearings last week, has deliberated and analyzed the budget and recommends to the RTM the attached FY20 budget changes as recorded in the attached record of votes, resolutions and BOF budget adjustments, and the recommended budget proposes a mill rate of 29.17.

Chairman Mooney called for a recess at 8:25 pm and the session resumed at 8:49 p.m. with the Board of Finance voting on final FY20 budget resolutions read by the Chairman as follows:

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$58,294,600 to the Board of Education (Operating Budget + Capital) for fiscal year 2019-2020. Mr. Cassella made the motion to approve the resolution, seconded by Mr. Shelton. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$57,120,112 for all other Town departments for fiscal year 2019-2020. Mr. Imperato made the motion, seconded by Mr. Valette. The resolution was approved by unanimous vote.

RESOLVED: That the Board of Finance hereby passed the following budget for the fiscal year 2019-2020:

Board of Education: Operating Budget	\$56,977,124
Board of Education: Special Education	754,476
Board of Education: Capital & Leases	<u>563,000</u>
Subtotal Board of Education:	\$58,294,600
Town Departments:	<u>\$57,120,112</u>
TOTAL	<u>\$115,414,712</u>

A motion to approve the resolution was made by Mr. Imperato, seconded by Mr. Cassella. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$60,055 to the Open Space Fund Budget for fiscal year 2019-2020. A motion to approve the resolution was made by Mr. Valette, seconded by Mr. Cassella. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$14,926 to the Sewer Assessment Fund Budget for fiscal year 2019-2020. A motion to approve the resolution was made by Mr. Cassella, seconded by Mr. Shelton. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$60,000 to the Board of Education Special Fund Budget for fiscal year 2019-2020. A motion to approve the resolution was made by Mr. DiAdamo, seconded by Mr. Imperato. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$609,550 to the Board of Education Daycare Fund Budget for fiscal year 2019-2020. A motion to approve the resolution was made by Mr. Cassella, seconded by Mr. Imperato. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$4,535,637 to the Wastewater Treatment Plant Budget for fiscal year 2019-2020. A motion to approve the resolution was made by Mr. DiAdamo, seconded by Mr. Valette. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$334,072 to the Animal Control Fund Budget for fiscal year 2019-2020. A motion to approve the resolution was made by Mr. Cassella, seconded by Mr. Valette. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$1,612,892 to the Human Services Special Revenue Fund Budget for fiscal year 2019-2020. A motion to approve the resolution was made by Mr. Imperato, seconded by Mr. Cassella. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM an appropriation of \$598,000 to the Lease Fund Budget for the fiscal year 2019-2020. A motion to approve the resolution was made by Mr. Cassella, seconded by Mr. Vailette. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM that, with the exception of the First Selectman who has elected to take a 0% increase, salaries for the following elected officials increase by 2% for each of their two year term of office: Second Selectman, Third Selectman, Treasurer, Board of Assessment Appeals, RTM Moderator, and Finance Clerk. A motion to approve the resolution was made by Mr. Cassella, seconded by Mr. Imperato. The vote was unanimous.

RESOLVED: That the Board of Finance recommends to the RTM that salaries for the following elected officials increase by 2.5% for each of their two year term of office: Town Clerk and Tax Collector. A motion to approve the resolution was made by Mr. Imperato, seconded by Mr. Cassella. The vote was unanimous.

Chairman Mooney recapped the Board of Finance recommended budget to the RTM is \$115,414,712 representing a 3% increase in expenditures, estimated revenues of \$13,805,000 leaving 101,609,281 to be raised from taxation. Estimating a grand list of \$3,565,164,000 equate or a mill rate of 29.17 or .53 increase in the mill rate from 28.64 in the current year to 29.17 in FY20. Chairman stressed these numbers are preliminary, as the RTM will act on the budget and come back to the Board of Finance in May and solidify the mill rate at that time. In closing, Chairman Mooney and First Selectman Cosgrove thanked the Board members for their efforts, clerk, RTM, department heads for their participation, as well as Kathryn LaBanca and Jim Finch for their fine job and hard work.

8. Adjournment—Chairman Mooney adjourned the meeting at 8:57 p.m. with no further business to be conducted. Motion by Mr. Cassella, seconded by Mr. Vailette. Vote unanimous.

Dated this 26th day of March, 2019.



Lisa E. Arpin, CCTC
Board of Finance Clerk