

RTM ADMINISTRATIVE SERVICES COMMITTEE
Town of Branford



Nancy McCormack, Mark McCall, Alex Larsson, Victoria Verderame, Frank Twohill, Anthony Alfone
Dan Adelman, Chair

REGULAR MEETING AGENDA

Tuesday June 4, 2024 @ 7:00 p.m.

There will be a regular meeting of the RTM Administrative Services Committee on Tuesday, June 4, 2024 at 7:00 p.m. at the Branford Community House, 46 Church Street, Branford, CT.

1. Call to order.
2. Roll call.
3. To approve the regular meeting minutes from May 7, 2024.
4. To consider and if appropriate, approve the following transfer request from the

Registrar of Voters for FY2024:

From:

10141120-517630	Election Workers	(\$ 7,000)
10141120-54420	Equipment Rental	(3,000)
10141120-518250	Season & Part-Time Help	(220)
10141120-519025	Educational Incentive	(900)
10141120-533590	Moving & Storage	(1,312)
10141120-544410	Building Rental	(100)
10141120-588200	Membership & Meetings	(491)
10141120-566920	Meal Supplies	(1,603)
	Total:	(\$14,626)

To:

10141120-517705	Deputy Registrars	\$10,000
10141120-518000	Overtime	10
10141120-533300	Professional Development	1,000

10141120-566900	Other Supplies (Ballots)	3,216
10141120-588090	Travel	<u>400</u>
	Total:	\$14,626

5. To consider, and if appropriate, approve the transfer request from the Finance Director for FY2024 as follows:

Increase:		
260-90000-480296	Fund Balance Transfer	(\$ 20,000)
Increase:		
260-44040-588685	East Shore Health District (Water Study)	\$ 20,000

6. Adjournment

Dan Adelman, Chair

May 24, 2024



Item #7

2024 MAY 17 P 12:32

Woe Estepin
BRANFORD TOWN CLERK

Phone 203.483.3998

1019 Main Street
Branford CT 06405

www.branford-ct.gov

Darren Lawler
Registrar of Voters

Jeffrey Rowan
Registrar of Voters

To: Mr. Joseph Mooney, Chairman Board of Finance

From: Darren Lawler and Jeffrey Rowan, Registrars of Voters

Re: 2023-2024 Budget Transfers

Date: May 15, 2024

From: Election Workers	10141120	517630	\$	7,000
From: Equipment Rental	10141120	544420	\$	3,000
From: Seasonal/Part Time	10141120	518250	\$	220
From: Educational Incentive	10141120	519025	\$	900
From: Moving and Storage	10141120	533590	\$	1,312
From: Building Rental	10141120	544410	\$	100
From: Membership & Meetings	10141120	588200	\$	491
From: Meal Supplies	10141120	566920	\$	1,603
			\$	14,626
To: Deputy Registrars	10141120	517705	\$	10,000
To: Overtime	10141120	518000	\$	10
To: Professional Develop.	10141120	533300	\$	1,000
To: Other Supplies(ballots)	10141120	566900	\$	3,216
To: Travel	10141120	588090	\$	400
<u>Total:</u>				\$ 14,626

1. The Registrars of Voters respectfully requests intra-departmental transfers from accounts with anticipated surpluses to accounts with present and anticipated deficits. With the presidential primary over, we have a clearer idea of where we shall be as we approach the end of

the fiscal year.

2. We have an excess in the election workers line because we were unable to recruit enough contract workers for the presidential primary in April. As a result, permanent staff, included the salaried, Democratic Registrar and the hourly Deputy registrars worked extra hours to man the polls. Additionally, Republican Registrar continues to be limited in workload due to medical issues.
3. Increase in Professional Development is required to pay UConn tuition for certification for Deputy Registrars. Deputies are empowered to act as registrars when the registrar is unavailable, and should therefore be trained to the same level.
4. Other supplies supplement is required to cover shortfall in account. This account is used to pay for ballots, which we required for the presidential primary.
5. Travel account is overspent due to reimbursements for travel to state registrar conference and travel amongst the polling stations during primary day.

Cc: Jamie Cosgrove First Selectman
Lisa Arpin Town Clerk
James Finch Finance Director

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #8

1019 MAIN STREET
POST OFFICE BOX 150



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

Date: May 17, 2024
To: Joseph Mooney
Chairman, Board of Finance
From: James Finch
Finance Director
Re: ARPA Appropriation (East Shore Health)

RECEIVED
2024 MAY 17 P 4:35
Lisa Arpin
BRANFORD TOWN CLERK

I am writing to supplement a request for funding from the East Shore Health District to fund a water quality study in Short Beach. Please find attached a letter from the health director.

It is the administration's recommendation to allocate ARPA dollars for this project. As the board may recall, the ARPA dollars must be obligated by December 2024 and spent by December 2026. To date the town has allocated approximately 93% of the dollars available.

ARPA Fund

Resolved: The Board of Finance recommends to the RTM an increase in the cumulative ARPA fund appropriations from \$7,690,000 to \$7,710,500. This appropriation will provide a grant to the East Shore Health District to conduct a water study in the Short Beach section of Branford.

Increase		
260-90000-480296	Fund Balance Transfer	\$20,000
Increase		
260-44040-588685	East Shore Health District (Water Study)	\$20,000

Cc James Cosgrove, First Selectman
Lisa Arpin, Town Clerk

ESDHD Water Quality Project - Civic Association of Short Beach: Town of Branford funding to determine the sources of Coliform Contamination at Johnson's (Clark Ave) Beach

Date: May 1, 2024

Request: \$20,000.00 for Microbial Source Tracking to determine if the contamination is human, wild, domestic animal, and/or avian (See Attached Proposed Budget).

ESDHD Background and Summary of the Study:

Johnson's Beach has a long history of high coliform counts, particularly after a rain event. High coliform counts are indicative of fecal contamination. In fact, Save the Sound has determined that it is the 4th worst beach out of 37 beaches in Long Island Sound over the last 6 years. To date, we have shown that the coliform counts are higher after significant rain and that they are coming from the storm drains that empty onto the beach. This study is a follow-up and further determines which species is responsible for the contamination. If the contamination is human, it gives us a strong argument to investigate the sewers in our neighborhood. However, to date, 85% of the highest bacterial contamination events were associated with moderate to high abundance of canine (dog) markers. While avian (bird) sources have been identified, it appears there is no main one species source, but rather a multitude of mixed avian contamination at lower levels. This follow-up research study will further confirm and identify/eliminate any other local water quality contamination sources to implement a root cause remediation plan.

Paid student interns and volunteers will collect samples from the storm drains after rain and transport those samples to the Connecticut Department of Public Health Laboratory in Rocky Hill. The laboratory will do coliform counts on all samples and prepare DNA from those with high counts. Critical to this study is Microbial Source tracking, which is not currently available at state labs. We need to hire a commercial lab to do those tests, which are expensive. It costs \$195 per sample to test for human contamination and another \$110.00 to check for each of animal species. We plan to test 8 sites in Short Beach on 5 separate occasions (estimate). The human testing alone is estimated to cost \$7,800.00, with another \$4,400.00 (\$12,200.00~ Total) for a single animal species.

We are not asking the residents of Short Beach to shoulder the entire cost, but given the vital importance of clean beaches to our residents, we are asking for an additional \$5,000.00 (to include in-kind resources) to get started. This funding will be used for water-quality DNA sampling. Please note that the East Short District Health Department is providing all the other costs, including the personnel, water sample equipment, and other costs, in partnership with CASB outside the \$20,000.00 Branford Funding request. In addition, the State Public Health Laboratory will be providing the foundational E.coli sampling and DNA preparation for shipping. It should also be noted that Save The Sound will also be assisting in coordinating this project and providing in-kind services. Sarah Esenther, a Ph.D. Candidate from Brown University in Public Health will lead/coordinate the study.

CASB Background

The Civic Association of Short Beach (CASB) is dedicated to improving local water quality at Johnson's Beach.

Community residents and the CASB became aware of a water contamination issue at Johnson's Beach and invested time, resources, and expertise to design, implement, and fund a microbial source-tracking water study in 2023 to identify the source of contamination. The source of contamination has indicated dog waste as the primary source of fecal bacteria. The CASB's Sanitation Committee is committed to conducting an outreach and communications campaign to spread awareness, educate, and change the behavior of pet owners, and in addition, has invested in an improved system for handling waste, in coordination with the Town of Branford (Department of Public Works), who will manage proper garbage collection. The Sanitation Committee also partners with Friends of the Farm River & Estuary, Inc., a local nonprofit dedicated to supporting and advocating for the protection and improvement of the environmental quality of the Farm River and surrounding areas of the Long Island Sound.

CASB Sanitation Committee members, community volunteers, and citizen scientists bring expertise in public health, communications, research and evaluation, neighborhood outreach and campaigning, community engagement and mobilization, graphic design, and veterinary medicine.

The CASB, ESDHD, and FFRE have submitted two grant applications: (1) Long Island Sound Stewardship Fund (not awarded funding), and the Branford Community Foundation (in review).

The CASB values collaboration and will share materials and lessons learned with any interested parties in the Town of Branford, further improving water quality across the town.

Activity	Cost
Citizen scientist design of MST research study	In kind
2023 MST testing	\$18,000
Garbage can waterproof lids, dog waste bins and bags	\$2,000
Total Invested	\$20,000

Estimate Cost for MST (DNA Testing from Private Lab - Note: \$12,000.00 From Town of Branford).



888 Pinnacle Drive, Suite M
Lithium Heights, MD
USA 21080

Quote Number Q023521

Prepared By Ryan Cobb
Phone (808) 488-8777
Email ryan.cobb@luminultra.com

Expiration Date 16/02/2024
Payment Terms Net 30
Incoterms FCA

TaxID/EIN 08-091794

Account Name East Shore District Health Department
Bill To 888 East Main Street
Branford CT 06405
United States

Ship to Account East Shore District Health Department
Ship To 888 East Main Street
Branford CT 06405
United States

Contact Name Sarah Esenther
Email sesenther@gmail.com

Quote Line Items

Product Code	Product	Quantity	Sales Price	Discount (Percentage)	Total Price
50-50-10068	Sample Purification	50.00	\$63.50	15.00%	\$5,564.50
50-50-10025	Human Fecal Assay (HF183 Assay) - qPCR analysis	50.00	\$130.94	15.00%	\$5,564.95
50-50-10028	Canine Fecal Assay (SacCan) - qPCR analysis	50.00	\$130.94	15.00%	\$5,564.95
50-50-10023	Avian Fecal Assay (GFD) - qPCR analysis	50.00	\$130.94	15.00%	\$5,564.95
50-30-30136	GeneCount qKit - Lab Preserve (48)	1.00	\$370.19	100.00%	\$0.00
50-30-30139	GeneCount qKit - Filter Pres (12)	4.00	\$226.36	100.00%	\$0.00
50-30-30147	GeneCount qKit - Preserve w/ filter (4), LuminUltra Lab Services	2.00	\$48.81	100.00%	\$0.00

Total:

Total Price	\$20,269.35
Shipping and Handling	\$60.00
Grand Total	\$20,309.35
Currency	USD

Additional Details

Carrier FedEx Shipping Service Ground