



**RTM Education Committee  
Town of Branford**

Josh Brooks, Lindsay Greenberg, Joseph Loffredo,  
Barbara Maresca, Shaida Soomro, Tom Keefe  
Donna Laich, Chair

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**Regular Scheduled Meeting**

December 2, 2024

7:00 PM, Community House, 46 Church Street

1. Roll Call
2. Approval of Minutes November 6, 2024
3. To consider, and if appropriate, recommend to the full RTM approval of a new project from Unappropriated ARPA funds: Technology Acquisitions Willoughby Wallace Library \$4,370.00.
4. To consider, and if appropriate, recommend to the full RTM approval of the transfer requests from the Board of Education as follows:

**From:**

Board of Education 70048000 579410 22415 BHS-Entrance Security Upgrade Extend	19,898.04
Board of Education 70048000 579410 22416 INS-Entrance Security Upgrade Extend/Amend Scope	<u>101,185.00</u>
Total	121,083.04

**To:**

Board of Education 70048000 579410 25xxx BHS-Entrance Security Upgrade	New Project	19,898.04
Board of Education 70048000 574900 25xxx INS-Campus Safety/Security Upgrades	New Project	<u>101,185.00</u>
Total		121,083.04

**From:**

Board of Education 70048000 544300 22414 BOE-UST Removal	Close	<u>3,316.84</u>
Total		3,316.84

**To:**

Board of Education 70048000 599100 22414 Transfer to General Fund	Project Closed	<u>3,316.84</u>
Total		3,316.84

5. To consider and if appropriate, approve the 2025 meeting schedule, attached.

Respectfully Submitted  
Donna Laich  
Chair, RTM Education Committee

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



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Date: November 19, 2024

To: Joseph Mooney  
Chairman, Board of Finance

From: James Finch  
Finance Director

Re: ARPA Actions, Appropriations, and Allocations

As the Board is aware, ARPA funds must be spent or obligated (Contract or Purchase Order) by December 31, 2024, and fully spent by December 2026.

Therefore, as we approach the end of the eligibility period, I write to seek your approval and feedback on various requests which fall into the following categories:

- New projects funded with unappropriated ARPA funds.
- Transfers from existing ARPA balances to create new projects.
- Consideration of a process to allocate residual ARPA balances to expenses in the general fund that were incurred prior to December 31, 2024.

**New Projects from Unappropriated ARPA Funds:**

**Technology Acquisitions Willoughby Wallace Library \$4,370**

As the board may be aware, the library's technology needs and services are funded on a hybrid model with certain technologies funded and supported by Libraries Online (LION) as part of the LION membership fee, and others via Branford's information technology department. Many of these upgrades are necessary to replace aging equipment and to make the library a more efficient workplace. In discussions with the First Selectman we believe that transitioning to an exclusive LION-based environment provides staff and patrons with a better user experience as the building will be supported by a common network for phone and data needs and thus avoiding any challenges regarding network and hardware coordination.

Therefore, the library is requesting \$2,485 for hardware, \$250 for licensing and \$1,635 to replace our phone system: \$4,370 in total. I am also recommending that the library initially funds this project from their special revenue fund to cover these costs while we await consideration by the appropriate bodies.

Branford Arts and Cultural Alliance (BACA) \$35,000

One of Branford's earliest ARPA appropriations was to provide an operating subsidy to support the gallery which operates at 1004 Main Street. The appropriation was viewed as an economic development effort to bring citizens and visitors into the center of town where they could eat and shop in the various establishments in the downtown area and this request continues to support this endeavor.

Information Technology \$7,500

This request is to purchase laptops and related equipment.

General Government Buildings \$15,000

This request will supplement the repair and maintenance account to cover the costs of painting (inside and outside) of town hall.

Executive \$7,651

This request will be used to replace furniture in the town hall.

Increase		
260-90000-480296	Fund Balance Transfer	71,521
Increase		
260-46020-579150-xxxx	Technology Acquisitions (WWL)	4,370
260-41020-588301-23810	BACA	35,000
260-41190-579150-24800	Technology Acquisitions	7,500
260-41170-544300-25xxx	Purchased Services R&M (Painting)	15,000
260-41120-579300-25xxx	Furniture	7,651
	Total	71,521

**ARPA Fund Resolution:**

**Resolved:** The Board of Finance recommends to the RTM an increase in the cumulative ARPA fund appropriations from \$ 8,185,500 to \$ 8,257,021. This appropriation will fund a variety of projects to close out the fund.

**Transfers Between Existing ARPA Projects to Create New Projects**

**Branford Interfaith Housing**

Previously the Branford Interfaith Housing Organization sent a letter to the Board of Finance to identify their need for assistance through the town's ARPA allocation. A request for a specific dollar amount was delayed pending discussions with the Branford Counseling Center. Following these discussions the Counseling Center is requesting the board reallocate \$40,000 from the Basic Needs account.

From		
260-44010-588905-24807	Basic Needs	40,000
To:		
260-44010-588301-25xx	Branford Interfaith Housing	40,000

**Public Works**

Public Works is looking to reallocate balances in the street lining allocation and unexpended funds following the purchase of a roll-off trailer. The request will fund a mobile diesel generator and lawn equipment.

From		
260-43010-579350-25804	Vehicles	16,100
260-43010-544300-24802	Street Lining	109,043
To:		
260-43010-579250-25804	Equipment	\$125,143

Recreation

As the board may recall, the capital plan included an appropriation of \$25,000 as the local match to an anticipated state grant for \$175,000. Unfortunately, the recreation department was recently informed that the state grant will not be forthcoming. Fortunately, the project came in under budget and the Engineering Department received a grant for the Branford Point Pier which resulted in a surplus balance in the ARPA account. As a result, there is an available balance to transfer.

From		
260-43050-579480-24804	Branford Point Wharf Replacement	175,000
To:		
260-45010-579400-25xxx	Vets' Park Playground	175,000

Finance Department

The request is to purchase a pension administration system to assist in administering the police and volunteer fire plans. The product provides a comprehensive tool for viewing and managing and storing all related information. The service also provides employees and pensioners access to their benefit information and includes a service center option for participants who need assistance with forms, website navigation, and other related inquiries.

From		
260-43050-579480-24804	Branford Point Wharf Replacement	38,602
To:		
260-41040- 579200-25xxx	Software (Pension Administration)	38,602

Police Department

This request supplements the police department's upcoming transfer request to purchase additional license plate readers.

From		
260-43050-579480-24807	Meadow Street Boardwalk	45,000
To:		
260-42010- 579250-25xxx	Equipment (License Plate Readers)	45,000

Executive

This request covers a shortfall in the administrative costs incurred in the allocation of grants to non-profit organizations. As the board may recall by the town engaged the services of the Branford Community Foundation to administer this allocation process.

From		
260-43050-579480-24807	Meadow Street Boardwalk	1,690
To:		
260-42010- 533970-23814	Administrative Costs	1,690

**Future Reallocations**

As the board is aware the process the town implemented to allocate ARPA funds was not governed by the town's code. Instead, it was grounded in the belief that following the town's budget process would be a good framework. Up until this point this process has served the community well. However, given the tight expenditure guidelines I, along with the First Selectman, are looking to implement an alternative approach going forward. Essentially, the Finance Director and First Selectman would allocate residual balances to cover previously expended dollars from other funds. It is important to note that since the town elected the standard allowance there is broad latitude in how the funds are used.

To illustrate how this approach would be implemented I will give an example:

Let's assume we have costs associated with the election that exceed the registrar's budget. These expenses would be moved to the ARPA fund and thus reduce the amount required to be covered through contingency.

In this case the following statements are true:

- Funds were used for governmental services (ARPA Guidelines)
- The budget for the Registrars department was previously approved by the BOF and RTM.
- The expenditure was incurred prior to December 31, 2024.

Cc James Cosgrove, First Selectman  
Lisa Arpin, Town Clerk

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Date: November 19, 2024  
To: Joseph Mooney  
Board of Finance  
From: James Finch  
Finance Director  
Re: Capital Projects Transfer Request

As you may recall in last November our office presented to the Board of Finance a series of transfers that were required by ordinance to be extended or closed with the balance being swept to the appropriating fund which in most cases is the general fund.

In the case of those projects being combined and/or extended a new FY 2025 project will be established in the financial system unless a FY 2024 project for the same purpose already exists in which case the dollars will increase the budget in that account.

The Board of Education has requested an extension of the Indian Neck School security upgrades project and to amend the project scope to increase campus safety by reconfiguring and repaving the parking lot in front of the school. Please see the attached request from the Superintendent and Chief Operating Officer.

As a result, I am requesting approval of the attached transfers. The transfers and actions are organized by committee and fund to assist the RTM in developing their agendas.

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<u>DEPT</u>	<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>REQUEST</u>	<u>AVAILABLE BUDGET</u>
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### ADMINISTRATIVE SERVICES

#### FUND 700 - CAPITAL FUND

**FROM:**

Information Technology	70041190	579150	22320	On-Body Cameras	Close	340.00
Information Technology	70041190	579150	22321	Phone System	Close	36.85
<b>Total</b>						<u>376.85</u>

**TO:**

Information Technology	70041190	599100	22320	Transfer to General Fund	Project Closed	340.00
Information Technology	70041190	599100	22321	Transfer to General Fund	Project Closed	36.85
<b>Total</b>						<u>376.85</u>

### PUBLIC SERVICES

#### FUND 700 - CAPITAL FUND

**FROM:**

Gen Govt Bldgs	70041170	579350	22326	GGB Vehicles	Transfer/Combine	7,500.00
Gen Govt Bldgs	70041170	579410	22322	Town Clerk Vault Upgrades	Extend	112,000.00
Engineering	70043050	533900	22332	GIS Database Update	Extend	776.25
Public Works	70043010	579300	22328	Town Center Decorative Lights	Extend	20,000.00
Public Works	70043010	579480	22329	Paving - Town Parking Lots	Extend	66,350.88
<b>Total</b>						<u>206,627.13</u>

**TO:**

Gen Govt Bldgs	70043010	599112	24203	Transfer to DPW Apparatus Fund	Transfer/Combine	7,500.00
Gen Govt Bldgs	70041170	579410	25xxx	Town Clerk Vault Upgrades	New Project	112,000.00
Engineering	70043050	533900	25xxx	GIS Database Update	New Project	776.25
Public Works	70043010	579300	25xxx	Town Center Decorative Lights	New Project	20,000.00
Public Works	70043010	579480	25xxx	Paving - Town Parking Lots	New Project	66,350.88
<b>Total</b>						<u>206,627.13</u>

**FROM:**

Engineering	70043050	533280	21304	Pavement Condition Survey	Close	2,092.78
<b>Total</b>						<u>2,092.78</u>

**TO:**

Engineering	70043050	599100	21304	Transfer to General Fund	Project Closed	2,092.78
<b>Total</b>						<u>2,092.78</u>

#### FUND 720 - MUNICIPAL FACILITIES FUND

**FROM:**

Gen Govt Bldgs	72041170	544300	22334	Town Hall - Front Step Maintenance	Extend	13,020.00
Gen Govt Bldgs	72041170	579410	22335	Town Hall - Generator Installation	Extend	73,703.00
Gen Govt Bldgs	72041170	579410	22336	Transfer Station Improvements	Extend	121,952.47
<b>Total</b>						<u>208,675.47</u>

**TO:**

Gen Govt Bldgs	72041170	544300	25xxx	Town Hall - Front Step Maintenance	New Project	13,020.00
Gen Govt Bldgs	72041170	579410	25xxx	Town Hall - Generator Installation	New Project	73,703.00
Gen Govt Bldgs	72041170	579410	25xxx	Transfer Station Improvements	New Project	121,952.47
<b>Total</b>						<u>208,675.47</u>



<u>DEPT</u>	<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>REQUEST</u>	<u>AVAILABLE BUDGET</u>
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**RULES & ORDINANCES**

**FUND 700 - CAPITAL FUND**

<b>FROM:</b>						
Conservation Commission	70045100	533900	22338	Natural Resource Inventory	Extend	2,450.00
					Total	<u>2,450.00</u>

<b>TO:</b>						
Conservation Commission	70045100	533900	25xxx	Natural Resource Inventory	New Project	2,450.00
					Total	<u>2,450.00</u>

**WAYS & MEANS**

**FUND 700 - CAPITAL FUND**

<b>FROM:</b>						
Treasurer/Finance	70041040	579200	22317	Cleargov Budget Solutions	Transfer/Combine	8,493.33
Treasurer/Finance	70041040	579450	22318	Financial System Upgrades & Projects	Transfer/Combine	4,932.09
					Total	<u>13,425.42</u>

<b>TO:</b>						
Treasurer/Finance	70041040	579450	25xxx	Finance - System Upgrades & Projects	New Project	13,425.42
					Total	<u>13,425.42</u>

**EDUCATION COMMITTEE**

**FUND 700 - CAPITAL FUND**

<b>FROM:</b>						
Board of Education	70048000	579410	22415	BHS - Entrance Security Upgrade	Extend	19,898.04
Board of Education	70048000	579410	22416	INS - Entrance Security Upgrade	Extend/Amend Scope	101,185.00
					Total	<u>121,083.04</u>

<b>TO:</b>						
Board of Education	70048000	579410	25xxx	BHS - Entrance Security Upgrade	New Project	19,898.04
Board of Education	70048000	579400	25xxx	INS - Campus Safety/Security Upgrades	New Project	101,185.00
					Total	<u>121,083.04</u>

<b>FROM:</b>						
Board of Education	70048000	544300	22414	BOE - UST Removal	Close	3,316.84
					Total	<u>3,316.84</u>

<b>TO:</b>						
Board of Education	70048000	599100	22414	Transfer to General Fund	Project Closed	3,316.84
					Total	<u>3,316.84</u>

11.21.2024

## 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

Kathryn LaBanca  
Branford Asst. Finance Dir.

**Re:**  
Capital Appropriations

- Account: 70048000 544300 22414 - Remove Abandoned UST
  - Original budget: \$30,000
  - Available balance: \$3,316.84
  - Action: Close account and return balance to Town
  - Comment: project is complete
- 70048000 579410 22415 -BHS Entrance Security Upgrade
  - Original budget: \$30,498.04
  - Available balance: \$19,898.04
  - Action: Extend open appropriation
  - Comment: There has been significant turnover in BPS administration, including the Facilities Department responsible for leading this project. In addition, the school security program is further developed. BPS is ready and has the capacity to execute the available balance within this fiscal year. The funds will be used to improve the lighting, camera coverage, security guard stand, and entry point for the BHS entrance.
- 70048000 579410 22416 - INS – Entrance Security Upgrade
  - Original budget: 101,185.00
  - Available balance: 101,185.00
  - Action: Extend open appropriation and re-allocate for related use
  - Comment: The original plan for the Indian Neck School entryway was to create a holding and communication vestibule for visitors to enhance security. Subsequent to this appropriation, security technology has been implemented allowing visitors to communicate and sign-in through an iPad and intercom, while in the vestibule. Security guard coverage has also been extended and the guard desk re-oriented. The Early Childhood Director and Facilities Director recommend that this appropriation more effectively increase campus safety by altering the parking lot to better control traffic flow. Please see additional detail from the Facilities Director.

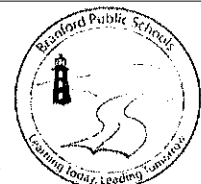
BPS is ready and has the capacity to execute the available balance within this fiscal year. We appreciate the support of the Board of Finance and the Town Finance Department in the funding and execution of capital funds. In the upcoming fiscal year, BPS plans to significantly enhance our capital budgeting process and look forward to collaborating on a systematic logical multi-year plan.

## Branford Public Schools

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11.21.2024

## Memo

I recommend that you ask the Board of Finance to extend and re-allocate capital appropriation 70048000 579410 22416 - INS – Entrance Security Upgrade.

**To:**

Christopher Tranberg, Ph.D.  
Superintendent of Schools

Blaize Levitan  
Chief Operating Officer

**From:**

Brendan Leddy  
Facilities Director, BPS

**cc:**

Kimberly Castoro  
Director of Business Services

**Re:**

INS Capital Account

BPS has the opportunity to enhance the safety and security for our students, staff, and visitors at Indian Neck School by reconfiguring and repaving the parking lot directly in front of the school. Providing a safer traffic flow would be prioritized and a redesigned layout would allow for the lot to be separated to create bus lanes, vehicular traffic lanes, and pedestrian thruways and crosswalks.

Over the past year, we have had several incidents and near collisions due to congested travel lanes and confusion among bus lanes and parent pick-up and drop-off areas. A newly paved surface with clear markings, added square footage, and increased signage will provide greater visibility and oversight in the lot.

Proper reconfiguration would also provide ADA compliant and accessible parking spaces and walk ways, making the school more inclusive for all. These improvements will create a safer, more efficient, and secure environment for everyone at Indian Neck School.

This project can be accomplished with the existing available balance and we anticipate within this fiscal year.

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## Branford Public Schools

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**RTM Education Committee  
Town of Branford**

Josh Brooks, Lindsay Greenberg, Joseph Loffredo,  
Barbara Maresca, Shaida Soomro, Tom Keefe  
Donna Laich, Chair

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**2025 Regular Meeting Schedule**

Meetings will be held at 7:00 PM, Community House, 46 Church Street

January 6th  
February 3rd  
March 10th  
April 7th  
May 5th  
June 2nd  
July 7th  
August 4th  
September 8th  
October 6th - Full Moon  
November 3rd  
December 1st

Respectfully Submitted  
Donna Laich  
Chair, RTM Education Committee

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