

RTM WAYS & MEANS COMMITTEE

Town of Branford

Peter Black, Josh Brooks, Chris Hynes, Alisa Waterman
John Hartwell, Chair



REGULAR SCHEDULED MEETING **Minutes-Revised**

Wednesday, December 4, 2024
7:00 PM, Community House, 46 Church Street

The Ways & Means Committee met in its regularly scheduled meeting at the Community House. Also in attendance were First Selectman Jamie Cosgrove, Representatives Tracey Everson and Frank Twohill, Finance Director Jim Finch and Deputy Director Kathryn LaBanca, and Parks & Rec Director Alex Paluzzi

1. **Roll Call**

- a. All members present

2. **ARPA Fund Resolution:**

Resolved: That the Ways & Means committee recommends to the full RTM passage of 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.

Moved by Chris Hynes, Seconded by Alisa Waterman, Approved 5-0

3. To consider, and if appropriate, recommend a request to transfer previously appropriated funds between existing ARPA projects to create new projects, with a final accounting to be provided at a future meeting as to how the reallocation transfers were done.

a. **Recreation**

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

Jim Finch explained that the Branford Point Wharf Replacement came in significantly under budget and also had some additional grant money, so this freed up ARPA funds to be redeployed. Alex Paluzzi added that this Veteran's Park initiative was originally approved in the budget but depended upon a state grant which did not materialize.

Moved by Chris Hynes, Seconded by Peter Black, Approved 5-0

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b. Finance Department

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

Jim Finch explained that the Branford Point Wharf Replacement budget savings also allowed a first year payment of the annual subscription cost of new pension administration software which will significantly improve this process and provide better customer service for former and current police and fire dept employees.

Moved by Chris Hynes, Seconded by Alisa Waterman, Approved 5-0

4. Lapsing Capital Balances Transfer FY 2024

- a. To consider, and if appropriate, recommend to the full RTM the following capital projects transfer requests.

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FUND 700 - CAPITAL FUND

FROM:

	7004104	57920				
Treasurer/Finance	0	0	22317	Cleargov Budget Solutions	Transfer/Combine	8,493.33
	7004104	57945		Financial System Upgrades &		
Treasurer/Finance	0	0	22318	Projects	Transfer/Combine	4,932.09
					Total	13,425.42

TO:

	7004104	57945		Finance - System Upgrades &		
Treasurer/Finance	0	0	25xxx	Projects	New Project	13,425.42
					Total	13,425.42

Kathryn LaBlanca explained that a timing difference in the capital acquisition of the Cleargov Budget Solutions software (used to improve citizen access to the annual budget documents) resulted in a small fund which could be used in the future for additional training on this application or other software/training.

Moved by Peter Black, Seconded by Chris Hynes, Approved 5-0

5. **Review of Branford's Athletic Facilities Strategic Master Plan**
 - a. <https://www.branford-ct.gov/community-0>
 - b. **Memo from Finance Director Jim Finch**

Jim Finch, Alex Paluzzi, and Jamie Cosgrove discussed the background of the Athletic Facilities Strategic Master Plan and stressed that these were simply concepts which could inform future projects. No action taken.

6. **Other Business**
 - a. The revised 2025 meeting schedule, which dropped the proposed November 5th meeting, was adopted

Moved by Alisa Waterman, Seconded by Chris Hynes, Approved 5-0

Respectfully Submitted

John Hartwell
Chair, RTM Ways & Means Committee



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2025 MEETING SCHEDULE

Meetings will be held at 7:00 pm at the Community House, 46 Church Street.

Wednesday, February 5

Wednesday, March 5

Wednesday, April 9

Wednesday, May 7

Wednesday, June 4

Wednesday, July 9

Wednesday, August 6

Wednesday, September 3

Wednesday, October 8

Wednesday, November 5

Wednesday, December 3

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Other meetings may be held as Special Meetings if required. Special Meetings, when scheduled, are limited to items on the published agenda, posted at least 24 hours in advance.

Items not on a regularly scheduled agenda may be added to the agenda by a 2/3 vote of the Committee. The Town Budget will be discussed in the April meeting.

Respectfully Submitted
John Hartwell
Chair, RTM Ways & Means Committee