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MAY 29 2024  
BRANFORD TOWN CLERK

**BRANFORD REPRESENTATIVE TOWN MEETING  
LEGAL NOTICE AND CALL**

The RTM will be convened on Wednesday, June 12, 2024 at 8:00 pm  
at Branford Fire Headquarters, 45 North Main Street,  
to consider and act upon the following matters:

**AGENDA**

1. Call to Order, Pledge of Allegiance
2. Call of the Roll
3. Approval of Minutes of May 14, 2024 Meeting
4. Receipt of Communications, Reports of Committees, and Citizen Petitions
5. To consider and if appropriate, approve the following transfer request from the Registrar of Voters for FY2024:

From:		
IO141 120-517630	Election Workers	(\$ 7,000)
10141120-544420	Equipment Rental	(3,000)
10141120-518250	Seasonal & Part-Time Help	(220)
10141120-519025	Educational Incentive	(900)
IO141120-533590	Moving & Storage	(1,312)
10141120-544410	Building Rental	(100)
IO141 120-588200	Memberships & Meetings	(491)
IO141 120-566920	Meal Supplies	<u>(1,603)</u>
	Total	(\$14,626)

To:		
IO 141 120-5 17705	Deputy Registrars	\$ 10,000
IO 141120-518000	Overtime	10
IO 141120-533300	Professional Development	1,000
IO 141 120-566900	Other Supplies (Ballots)	3,216
IO 141 120-588090	Travel	<u>400</u>
	Total	\$14,626

6. To consider, and if appropriate, approve the following transfer request from the Finance Director for FY2024:

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

7. To consider and, if appropriate, approve a request from the Inland Wetlands Agent for the following transfer for FY 2024:

From:

10141 160-533300      Professional Development      (\$700)

To:

10141 160-555400      Advertising, Printing and Binding      \$700

8. To consider and, if appropriate, create an ordinance to establish a harbor management commission, pursuant to CGS 22a-113k.
9. To consider, and if appropriate, create an ordinance which will encode reasonable restrictions on short-term rentals in Branford.
10. To consider, and if appropriate, create an ordinance to change the position of Town Clerk from an elected position to an appointed one.
11. Any other business to come before the RTM.
12. Call for Adjournment

Dated this 12<sup>th</sup> day of June, 2024.

Maryann Amore

Moderator, Branford RTM  
Fourth District Representative

Attachment:

- Narrative for transfer request from the Registrar of Voters (Item 5) and Narrative for transfer request from the East Shore Health district (Item 6)

# Item #5

2024 MAY 17 P 12:32

*Ned Espino*  
BRANFORD TOWN CLERK



1019 Main Street  
Branford CT 06405

Phone 203.483.3998

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 #6

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  
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 4<sup>th</sup> 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
<b>Total Invested</b>	<b>\$20,000</b>

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



600 Pinnacle Drive, Suite M  
Linthicum Heights, MD  
USA 21080

Quote Number C023521

Prepared By Ryan Cobb  
Phone (608) 489-8777  
Email ryan.cobb@luminultra.com

Expiration Date 10/02/2024  
Payment Terms Net 30  
Incoterms FCA

TaxID/VAT 08-0911794

Account Name East Shore District Health Department  
Bill To 608 East Main Street  
Branford CT 06406  
United States

Ship to Account East Shore District Health Department  
Ship To 608 East Main Street  
Branford CT 06406  
United States

Contact Name Sarah Esenther  
Email sesenther@gmail.com

**Quote Line Items**

Product Code	Product	Quantity	Sales Price	Discount (Percentage)	Total Price
50-50-10088	Sample Purification	50.00	\$83.80	15.00%	\$8,781.00
50-50-10026	Human Fecal Assay (HF193 Assay) - qPCR analysis	50.00	\$130.94	15.00%	\$6,694.95
50-50-10028	Canine Fecal Assay (BacCan) - qPCR analysis	50.00	\$130.94	15.00%	\$6,694.95
50-50-10023	Avian Fecal Assay (BFD) - qPCR analysis	50.00	\$130.94	15.00%	\$6,694.95
50-30-30126	GeneCount qKit - Lab Preserve (48)	1.00	\$970.19	100.00%	\$0.00
50-30-30133	GeneCount qKit - Filter Prep (12)	4.00	\$228.36	100.00%	\$0.00
50-30-30147	GeneCount qKit - Preserve w/ filter (1), LuminUltra Lab Services	2.00	\$40.01	100.00%	\$0.00

**Total**

Total Price \$20,269.35  
Shipping and Handling \$50.00  
Grand Total \$20,309.35  
Currency USD

**Additional Details**

Carrier FedEx Shipping Service Ground





Inland Wetlands and Natural Resources Department  
TOWN HALL \* PO BOX 150 \* 1019 MAIN ST. \* BRANFORD, CT 06405  
203-315-0675 \* FAX 203-889-3172 \* inlandwetlands@branford-ct.gov



March 11<sup>th</sup>, 2024

Joseph Mooney, Chairman  
Board of Finance

RE: Request for transfer

Dear Chairman,

The Inland Wetlands and Natural Resources department respectfully requests the Board of Finance consider and, if appropriate, hear a request for the following transfer:

FY 2024

From: 10141160-533300	Professional Development	\$700
To: 10141160-555400	Advertising, Printing, Binding	\$700

The purpose of this transfer is to ensure that sufficient funds are in place to cover legal notices required by Connecticut General Statutes for the Inland Wetlands and Watercourses Commission (decision notices and public hearing notices). The increase in funds is needed largely due to the Commission deciding to meet twice a month starting this past January. This was not known when the department budget request was submitted, at which point the Commission was meeting only once a month. There are no additional known training expenses anticipated for the remainder of this fiscal year, as such, the transfer should not impact training opportunities for staff or Commissioners.

Respectfully submitted,

Jaymie Frederick  
Inland Wetland Agent

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2024 MAR 11 P 3:11  
TOWN CLERK'S OFFICE  
BRANFORD, CONNECTICUT