

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: February 21, 2025  
To: Joseph Mooney, Chairman  
Board of Finance  
From: James Finch, Finance Director  
Re: Budget Transfer FY 2025

*Ms. E. ...*  
BRANFORD TOWN CLERK

2025 FEB 21 A 8:26

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I am requesting the following transfer be placed on the agenda for the Board of Finance February 24, 2025, meeting:

Contingency (FY 2025)

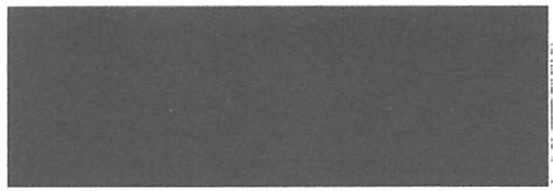
Increase:	Account	Amount
10190000-480296	Fund Balance	481,516
Increase:		
10149040-588802	Contingency	481,516

The board may recall that the FY 2025 budget employed a hybrid approach where the budgetary adjustment in contingency (increase from old contract to new contract) is included. Retro payments based on wages earned in prior years were to come from unassigned fund balance. This approach incorporates the fact that the contingency dollars allocated to the unsettled contracts from previous budgets ultimately flowed into fund balance through the year-end closeout process.

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$135,311,096 to \$135,792,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the contingency account to cover retroactive wages.

Item 7

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



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Date: February 21, 2025

To: Joseph Mooney, Chairman Board of Finance

From: James Finch, Finance Director

Re: Strategies to incorporate and actions to consider in advance of the budget hearings

**Background**

During recent meetings we discussed the challenges and opportunities before us as we begin the budget deliberation process. Those challenges include, among many things, revaluation, public safety, public education and inflation. On the positive side the town has healthy reserves and a healthy bond rating. As a result, the strategies outlined will seek to leverage these attributes.

This memo will be organized in a frequently asked questions format.

**How will reserves be used to address these challenges?**

The strategies for using fund balance center around the following concepts:

- Using reserves to lower expenses in FY 2026 with a gradual ramp up in future years.
- Guarding against or recovering from catastrophic events.
- Reducing liabilities.
- Using a department's prior-year balance to offset future tax requirements. (BOE)
- Assigning a portion of fund balance for identifiable needs for which an accurate cost estimate is unavailable.
- Assigning a share of reserves to smooth out costs which have a potentially high degree of variability such as health benefits.
- Assigning a share of reserves to soften the negative consequences of potential reductions in federal grants.

Handwritten signature and vertical text: JAMES FINCH, BRANFORD TOWN CLERK

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- Healthy reserves provide a level of flexibility in sizing and timing bond issues when funding capital needs.
- Reserves as non-tax revenue.

### **How will the town's bonding capacity be used to meet these challenges?**

- The town can authorize debt to augment the sinking funds as needed to meet contractual obligations when making large equipment purchases.
- The town can authorize debt to supplement small to mid-size pay-as-you-go capital items.

### **Specific examples and proposals for use of reserves**

#### **Using reserves to lower expenses in FY 2026 with a gradual ramp up in future years**

##### **Workers' Compensation Fund:**

The Workers Compensation Fund is an internal service fund used to record self-insurance activity. The claims are administered by Workers' Compensation Trust and both the Town and Board of Education contribute to the plan. The fund covers all claims up to \$750,000 per employee with stop loss insurance covering the amounts that exceed the limit.

We estimate the current reserve balance is sufficient to reduce the FY 2026 request by \$325,000 as compared to the current budget. Additionally, we will investigate exploring a different investment strategy pursuant to Sec. 7-403a of the Connecticut General Statutes.

##### **Heart and Hypertension Fund:**

The Heart and Hypertension Fund is an internal service fund used to record self-insurance activity. The claims are administered by Workers' Compensation Trust. As this benefit only applies to firefighters and police officers hired prior to July 1, 1986, the town is the sole contributor to the fund. Unlike the workers' compensation fund there are no stop loss limits as the town is responsible for the full cost of the claim.

We estimate the current reserve balance is sufficient to reduce the FY 2026 request by \$75,000 as compared to the current budget.

Please note that since these two funds are not budgeted funds there is no requirement to appropriate from fund balance in FY 2026.

**Creating a Police Technology Fund:**

As the board may be aware, the Branford Police Department relies heavily on services provided by Axon Evidence (Axon). Axon is a technology company specializing in law enforcement and public safety solutions. In Branford the company provides body and dashboard cameras, tasers and related equipment, software and storage solutions. While Branford was an early adopter of body camera use, today laws regulating local police departments require continued investment in this technology. We have learned the anticipated increase for expiring contracts will be significant and as such I am proposing the creation of a sinking fund that will be funded through an initial appropriation of \$475,000 from fund balance and future appropriations beginning at \$100,000 in FY 2026 and increasing by \$35,000 per year to fund required and projected equipment and service contracts.

**General Fund**

Increase:		Amount
10190000-480296	Fund Balance	475,000
Increase:		
10150000-5991XX	Transfer Out – Police Technology Fund	475,000

**Corresponding Fund Creation and Transfer FY 2025**

Increase:		Amount
7XX-90000-490010	Transfer In from General Fund	475,000
Increase:		
7XX-42010-579150	Technology Acquisitions	475,000

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,092,612 to \$136,567,612. This increase will be funded through an appropriation from fund balance and will be used to establish a Police Technology Fund.

**Supplemental Appropriation to the Lease Fund for School Technology:**

As the board may recall, the BOE leases staff laptops and student devices which are returned to the lessor at the end of the lease term. The lease payments are paid from the lease fund with the Town and BOE making contributions into the fund on an annual basis. This request is to put an additional \$250,000 into the lease fund to smooth out future increases.

General Fund

Increase:		
10190000-480296	Fund Balance	250,000
Increase:		
10150000-599127	Transfer Out – BOE Lease Fund	250,000

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,567,612 to \$136,817,612. This increase will be funded through an appropriation from fund balance and will be used to increase the contribution to the Lease Fund for BOE computer devices.

Guarding against or recovering from catastrophic events

**Coastal Resiliency Fund:**

The town created the Coastal Resiliency Fund in 2019. It is founded on the belief that future exposures and costs associated with climate change represent a long-term liability, and the prudent approach, therefore, is to begin the process of funding and investing assets today to address this liability. This approach seeks to match the assets to the liabilities while providing an added funding source to supplement more conventional methods such as bonding and grants. It is also worth noting that FEMA grants and related funding streams may undergo significant changes in future federal budgets.

The proposal is to make a supplemental appropriation of \$750,000 out of general fund reserves and to lower next year's request by \$85,000. It does, however, contemplate a ramp of in future years, (See worksheet)

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$136,817,612 to \$137,567,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the Coastal Resiliency Fund.

General Fund

Increase:		Amount
10190000-480296	Fund Balance	750,000
Increase:		
10150000-599134	Transfer Out – Coastal Resiliency Fund	750,000

**Assigning a portion of fund balance for identifiable needs for which an accurate cost estimate is unavailable**

**Background:**

The Governmental Accounting Standards Board (GASB) issued Statement 54 in February 2009. The statement, titled "Fund Balance Reporting and Governmental Fund Type Definitions", became effective for periods beginning after June 15, 2010.

The standard developed classifications of fund balance. For this memo I will focus on two of the classifications assigned and committed. A brief description of these classifications is provided below:

**Assigned:** Funds intended for specific purposes but without formal commitment (appropriation).

**Committed:** Funds set aside by formal government action that can only be used for specific purposes (appropriation)

Below are examples as to how these classifications would be applied in Branford based on conditions at the library, engineering projects and loss of federal funding.

**James Blackstone Memorial Library**

In January the library informed us that the building is experiencing water penetration in various places including ceilings, walls and floors. Additionally, they are experiencing issues with their HVAC system and the boilers are nearing the end of their useful life.

At the present time they are still in the investigation mode and thus the issue is not yet ripe for the trustees to make a formal request. However, we understand that this will likely require an appropriation soon and, therefore, one would set aside or assign an amount within the fund balance amount for this purpose. Once an appropriation is sought and approved the assigned fund balance will be reduced and the funds will be committed.

**Resolved:** That the Board of Finance assigns \$400,000 to create a reservation of fund balance for anticipated repairs to Blackstone Library.

**Engineering**

The Engineering Department is exploring grant opportunities in which local matches improve their chances of securing funds. Additionally, some grants may require additional dollars to complete the project.

**Resolved:** That the Board of Finance assigns \$1,690,000 to create a reservation of fund balance for the Engineering Department's anticipated match requirements.

Please note that we will track assignments in the general ledger with each assignment having its own account code.

**Board of Education Federal Funds**

Pursuant to the FY 2023 auditor's report on Federal awards, the Town of Branford expended approximately \$7 million in federal funds. Excluding ARPA and COVID relief funds, the town spent approximately \$3.8 million primarily for the Board of Education.

Resolved: That the Board of Finance assigns \$3 million to create a reservation of fund balance to assist the town in establishing a plan to gradually reduce the reliance of these programs on federal funds if this funding is reduced or withdrawn completely. It is also worth noting that we would anticipate some additional assistance from the state under this scenario, since the state has broader taxing powers than Branford.

**BOE request to use prior-year balance to offset FY 2026 tax requirements**

In FY 2025 the Board of Finance approved a resolution per Section 10-248a of the Connecticut General Statutes to allow the BOE to carry over approximately \$437,000 of their balance from FY 2024 to support programs in the current year. Recently the statute was amended by removing the requirement to seek approval from the Board of Finance. Nevertheless, the BOE will be making a request to the BOE carryover approximately \$675,000 from FY 2025.

It is also worth noting that the BOE's surplus in FY 2024 exceeded the carryover approved by the Board of Finance.

Resolved: The Board of Finance, in accordance with Connecticut General Statutes (CGS) 10-248a, will establish a non-lapsing account for unspent Board of Education operating funds from FY 2025 in an amount not to exceed \$675,000. These funds will be used to provide mental health services and substitute staffing which were previously funded through pandemic relief grants.

**General Fund FY 2025**

Increase:		Amount
10190000-480296	Fund Balance	675,000
Increase:		
10150000-599140	Transfer Out – BOE Non-Lapsing Fund	675,000

**BOE Non-Lapsing Fund**

Increase:		Amount
25590000-490010	Transfer In	675,000
Increase:		
25548000-588040	BOE Non-Personnel	675,000

Using reserves to reduce liabilities and to smooth out costs that experience a high level of volatility

**Police Pension Fund**

In recent years the town and board opted to purchase medical insurance (excluding dental) through the CT Partnership Plan 2.0. Dental insurance continues to be offered through Anthem with the town and board paying the claims. Since the dental claims are relatively steady and contain built-in caps (no pun intended) it is arguable that these costs can be financed directly out of the general fund.

This objective can be accomplished by transferring the bulk of the medical self-insurance fund balance to the general fund. Once funds are in the general fund, the budget will be increased to accommodate a transfer to the Police Pension Fund (\$6,500,000) and a portion of the balance can be assigned to a reserve for health insurance premiums in the general fund.

The remaining amounts in the medical self-insurance fund can be transferred in FY 2026.

Medical Self Insurance Fund

Increase:		
40290000-480296	Fund Balance	8,500,000
Increase:		
40290000-XXXXX	Transfer Out General Fund	8,500,000

General Fund – Transfer to Increase Pension Contribution

Increase:		
10190000-480296	Fund Balance	6,500,000
Increase:		
10149010-523120	Retirement - Police	6,500,000

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations from \$136,567,612 to \$146,067,612. This increase will be funded through an appropriation from fund balance and will be used to supplement the Police Pension Fund.

Resolved: That the Board of Finance assigns \$1,000,000 to create a reservation of fund balance for future health insurance costs.

The supplemental transfer will not significantly impact on the required contribution until FY 2027 since the contribution amounts are determined once the valuations are



completed. However, the town's funding policy does allow the town to reduce the contribution by 10%. Under the present circumstances, including the revaluation and the supplemental contribution, funding 90% of the required contribution saves the town approximately \$170,000 while improving the plan's funded ratio.

### **Board of Education Excess Costs and Special Education**

As the Board is aware, special education and out of district tuition costs are significant cost drivers for the BOE exclusive of wages and benefits. We are working with the BOE to explore the concept of setting up a separate fund as a potential tool to stabilize future budgets.

### **Specific examples and proposals for leveraging the town's bonding capacity**

Authorizing debt to augment the sinking funds as needed to meet contractual obligations when making large equipment purchases.

### **Fire Department Apparatus Fund**

Over the last two decades the town typically funded large apparatus purchases through sinking funds. These sinking funds accumulated dollars to make future purchases in accordance with a vehicle replacement schedule. This arrangement worked reasonably well when prices were stable and product lead times were comparatively short. Unfortunately, we are in an environment in which prices are escalating, and lead times are expanding.

As a result, I am recommending the use of bond authorizations for apparatus purchases. Since the town's bond authorizations are written in a way that combines an appropriation (legal authority to spend) with the authority to borrow it allows the town to enter contracts with manufacturers prior to having the dollars (cash) in place to meet the payment obligations. Under this scenario appropriations would still flow into the apparatus fund and reduce the actual bonding required and the longer lead time allows for more appropriations.

I have attached an example of this concept using the Fire Department's anticipated request along with a bond authorization for your consideration.

You will notice that the combination of bonding and pay-as-you-go allows the year over year contribution to drop from \$1,000,000 to \$400,000. Admittedly, there will be added

**Proforma Police Technology Fund**

<u>Description</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>	<u>2030-31</u>	<u>2031-32</u>	<u>2032-33</u>	<u>2033-34</u>
<b>Resources</b>									
Appropriation From Fund Balance	\$475,000	\$351,768	\$229,607	\$158,160	\$87,054	\$63,979	\$32,488	\$41,293	\$64,014
Budgeted Appropriation	\$100,000	\$135,000	\$170,000	\$205,000	\$240,000	\$275,000	\$310,000	\$345,000	\$380,000
<b>Total Resources</b>	<b>\$575,000</b>	<b>\$486,768</b>	<b>\$399,607</b>	<b>\$363,160</b>	<b>\$327,054</b>	<b>\$338,979</b>	<b>\$342,488</b>	<b>\$386,293</b>	<b>\$444,014</b>
<b>Obligations</b>									
Dash Cameras and Software	\$57,067	\$59,349	\$61,723	\$64,192	\$68,686	\$73,494	\$78,638	\$84,143	\$90,033
Body Cameras and Tasers	\$166,165	\$172,812	\$179,724	\$186,913	\$194,390	\$207,997	\$222,557	\$238,136	\$254,805
Miscellaneous Features		\$25,000		\$25,000		\$25,000			\$25,000
<b>Total Expenditures</b>	<b>\$223,232</b>	<b>\$257,161</b>	<b>\$241,448</b>	<b>\$276,105</b>	<b>\$263,075</b>	<b>\$306,491</b>	<b>\$301,195</b>	<b>\$322,279</b>	<b>\$369,838</b>
<b>Closing Balance</b>	<b>\$351,768</b>	<b>\$229,607</b>	<b>\$158,160</b>	<b>\$87,054</b>	<b>\$63,979</b>	<b>\$32,488</b>	<b>\$41,293</b>	<b>\$64,014</b>	<b>\$74,176</b>

Increase in Budgeted Appropriations/Year                      35,000

BRANFORD TOWN CLERK  
*Ms. [Signature]*

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Item 7a

**AXON Dashboard Cameras**

	Date	FY	Amount	Increase	%
Initial Contract	10/15/2024	2025	54,871.92		
	10/15/2025	2026	57,066.80	2,194.88	4.00%
	10/15/2026	2027	59,349.47	2,282.67	4.00%
	10/15/2027	2028	61,723.45	2,373.98	4.00%
	10/15/2028	2029	64,192.39	2,468.94	4.00%
			<u>297,204.02</u>		
Projected Renewal	10/15/2029	2030	68,685.85	4,493.47	7.00%
	10/15/2030	2031	73,493.86	4,808.01	7.00%
	10/15/2031	2032	78,638.43	5,144.57	7.00%
	10/15/2032	2033	84,143.12	5,504.69	7.00%
	10/15/2033	2034	90,033.14	5,890.02	7.00%
			<u>394,994.41</u>		

**AXON Tasers & Body Cameras**

Projected Renewal	7/1/2025	2026	166,165.00	-	
	7/1/2026	2027	172,811.60	6,646.60	4.00%
	7/1/2027	2028	179,724.06	6,912.46	4.00%
	7/1/2028	2029	186,913.03	7,188.96	4.00%
	7/1/2029	2030	194,389.55	7,476.52	4.00%
			<u>900,003.24</u>		
Projected Renewal	10/15/2030	2031	207,996.82	13,607.27	7.00%
	10/15/2031	2032	222,556.59	14,559.78	7.00%
	10/15/2032	2033	238,135.55	15,578.96	7.00%
	10/15/2033	2034	254,805.04	16,669.49	7.00%
	10/15/2034	2035	272,641.40	17,836.35	7.00%

**Estimated Lease Payments with Supplemental Appropriation**

FY	Chromebooks	Chromebooks	Computers	Chromebooks	Chromebooks	Chromebooks	Computers	Chromebooks	Chromebooks	Total Lease Payments	Beginning Balance	Town			Total Contributions	Ending Balance	
	A-Capital Jul-20	A-Capital Jul-21	A-Capital Jul-22	A-Capital Jul-23	A-Capital Jul-24	A-Capital Jul-25	A-Capital Jul-25	A-Capital Jul-25	A-Capital Jul-27			Supplemental Contributions	Town Contributions	BOE Contributions			
2022	86,745	86,750								354,248	338,851			95,000	180,000	285,000	287,803
2023	86,745	86,750	133,502							402,794	287,803			100,000	210,000	310,000	174,809
2024	86,745	86,750	133,502	110,520						428,517	174,809			115,000	240,000	355,000	103,282
2025		96,760	133,502	110,520						423,817	103,292	250,000		125,000	270,000	645,000	324,475
2026				110,520	84,045					436,885	324,475			170,000	250,000	420,000	307,610
2027				110,520	84,045	122,000	120,300			566,885	307,810			170,000	280,000	430,000	170,745
2028					84,045	122,000	120,300	130,000	140,000	596,346	170,745			180,000	270,000	450,000	24,400
2029						122,000		130,000	140,000	392,000	24,400			140,000	280,000	420,000	52,400
2030								130,000	140,000	270,000	52,400			140,000	300,000	440,000	222,400
2031									140,000	140,000	22,400			140,000	310,000	450,000	632,400
2032										-	632,400			140,000	310,000	450,000	932,400
2033																	

Item 7B

**Supplemental Appropriation into CRF**

**Incremental Appropriations**

Year	Beginning Balance	Additions	Subtractions Limited to % PY Balance	Net	Interest	Ending Balance
2025	2,585,034	310,000	\$(387,755)	(77,755)	152,769	2,660,048
2026	2,660,048	315,000	(399,007)	(84,007)	157,083	2,733,124
2027	2,733,124	320,000	(409,969)	(89,969)	161,288	2,804,444
2028	2,804,444	325,000	(420,667)	(95,667)	165,397	2,874,174
2029	2,874,174	330,000	(431,126)	(101,126)	169,417	2,942,464
2030	2,942,464	335,000	(441,370)	(106,370)	173,357	3,009,451
2031	3,009,451	340,000	(451,418)	(111,418)	177,225	3,075,258
2032	3,075,258	345,000	(461,289)	(116,289)	181,027	3,139,996
2033	3,139,996	350,000	(470,999)	(120,999)	184,770	3,203,767
2034	3,203,767	355,000	(480,565)	(125,565)	188,459	3,266,661
2035	3,266,661	360,000	(489,999)	(129,999)	192,100	3,328,761
<b>Totals</b>		<b>3,685,000</b>	<b>(4,844,163)</b>			

**Supplemental Appropriation**

Year	Beginning Balance	Additions (1)	Subtractions Limited to % PY Balance	Net	Interest	Ending Balance
2025	2,585,034	1,060,000	\$(387,755)	672,245	175,269	3,432,548
2026	3,432,548	225,000	(514,882)	(289,882)	197,256	3,339,922
2027	3,339,922	240,000	(500,988)	(260,988)	192,566	3,271,500
2028	3,271,500	255,000	(490,725)	(235,725)	189,218	3,224,993
2029	3,224,993	270,000	(483,749)	(213,749)	187,087	3,198,331
2030	3,198,331	285,000	(479,750)	(194,750)	186,057	3,189,639
2031	3,189,639	300,000	(478,446)	(178,446)	186,025	3,197,218
2032	3,197,218	315,000	(479,583)	(164,583)	186,896	3,219,531
2033	3,219,531	330,000	(482,930)	(152,930)	188,584	3,255,185
2034	3,255,185	345,000	(488,278)	(143,278)	191,013	3,302,920
2035	3,302,920	360,000	(495,438)	(135,438)	194,112	3,361,594
<b>Totals</b>		<b>3,985,000</b>	<b>(5,282,523)</b>			

Includes supplemental appropriation 750,000

Annual Increase Incremental 5,000  
 Annual Increase Supplemental 15,000

Investment Return 6.00%  
 Maximum Draw -15.00%

Item 7c

**Comparison of Pension Funding Requirements (1)**

FY	Normal	Supplemental	Difference
2026	1,716,620	1,544,958	(171,662)
2027	1,896,375	1,264,849	(631,526)
2028	2,044,632	1,372,057	(672,575)
2029	2,068,243	1,415,016	(653,227)
2030	2,108,234	1,479,712	(628,522)
2031	2,131,896	1,527,752	(604,144)
2032	2,150,678	1,570,030	(580,648)
2033	2,180,203	1,622,144	(558,059)
2034	2,207,310	1,670,962	(536,348)
	<b>18,504,191</b>	<b>13,467,480</b>	<b>(5,036,711)</b>

*\* Estimates may vary based on future valuations*

Item 8



RESOLUTION AUTHORIZING AN APPROPRIATION OF \$5,300,000 FOR THE FIRE EQUIPMENT PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$5,300,000 THEREFOR

MAJ. ESTHER J. ...  
BRANFORD TOWN OFFICIAL

2005 FEB 21 A 8:26

RECEIVED

Section 1. The sum of \$5,300,000 is appropriated by the Town of Branford, Connecticut (the "Town"), for the acquisition of two fire engines and a ladder truck, and related equipment and appurtenances, and for interest on borrowings and other financing costs, and for administrative, printing, financing and legal and costs of issuance related thereto (the "Project").

Section 2. To meet said appropriation, \$5,300,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be authorized by law. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (the First Selectman and the Town Treasurer hereinafter referred to as the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials. Said bonds shall be issued in the amount necessary to meet the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient, with other funds that may be available for the Project, to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this resolution (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials and be approved as to their legality by bond counsel. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be paid from property taxation to the extent not paid from other funds available for the payment thereon. The aggregate principal amount of the bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, Revision of 1958, as amended (the "Statutes").

Section 3. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published (which may include electronic publication) at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by bond counsel, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the Statutes. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be paid from property taxation to the extent not paid from other funds available for the payment thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Treasury Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Town. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the original expenditure or the substantial completion of the Project, or such later date the Treasury Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay Project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration. The Town Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or other obligations authorized by this resolution, if issued on a tax-exempt basis.



**Section 6. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.**

**Section 7. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the bonds, notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law, including but not limited to any "tax credit bond," "tax-advantaged bond," including direct payment and tax credit versions of such bonds.**

### Fire Apparatus Replacement Plan (Appropriations)

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Opening Fund Reserve Balance	\$ 157,568	\$ 58,172	\$ 723,172	\$ 1,123,172	\$ 48,172	\$ 473,172
Budgeted Appropriation	\$ 1,000,000	\$ 400,000	\$ 400,000	\$ 425,000	\$ 425,000	\$ 450,000
Additional Appropriation	\$ -					
Grants						
Bond Authorization		\$ 4,250,000				
Total Funding Sources	\$ 1,157,568	\$ 4,708,172	\$ 1,123,172	\$ 1,548,172	\$ 473,172	\$ 923,172
						\$ -
1997 Engine 2 (E3)		\$ (1,400,000)	\$ -	\$ -		
1997 Engine 4 (E1)		\$ -		\$ (1,500,000)	\$ -	\$ -
2001 Engine 9	\$ (1,099,396)	\$ -	\$ -	\$ -		\$ -
1999 Rescue 1		\$ (185,000)	\$ -			
		\$ -				
2012 Chevy Tahoes	\$ -	\$ -	\$ -			
2018 Chev Tahoes		\$ -				\$ (270,000)
2009 Ladder Truck 1		\$ (2,400,000)				\$ -
Closing Balance	\$ 58,172	\$ 723,172	\$ 1,123,172	\$ 48,172	\$ 473,172	\$ 653,172

Large Acquisitions	Estimated Costs
1997 Engine 2 (E3)	\$ 1,400,000.00
2009 Ladder Truck 1	\$ 2,400,000.00
1997 Engine 4 (E1)	\$ 1,500,000.00
	\$ 5,300,000.00
Estimated Debt	\$ 4,250,000.00
Estimated Pay as You Go	\$ 1,050,000.00
Bond authorization/appropriation	\$ 5,300,000.00

**Notes**

Bond Authorization allows town to sign contracts under current terms  
 Amount of debt issued will largely be governed by cash flow needs

Item 9

Item 10

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



MARGARET LUBERDA  
Director of Human Resources

1019 MAIN STREET  
POST OFFICE BOX 150  
BRANFORD, CT 06405  
(203) 318-0629  
FAX: (203) 889-3316  
www.branford-ct.gov

February 20, 2025

To: Joseph Mooney, Chairperson  
Board of Finance

Copy: Jamie Cosgrove, First Selectman  
James Finch, Finance Director  
Kathryn LaBanca, Asst. Finance Director  
Lisa Arpin, Town Clerk

RECEIVED  
FEB 20 2025  
BRANFORD TOWN CLERK

Re: Transfer/ FY 2024-25 Budget Adjustments

I am requesting that the following transfer requests be placed on the next Board of Finance Meeting Agenda to support the compensation changes pursuant to the approved RTM collective bargaining agreement for the Police Union Contract and the 911 Dispatchers Contract (Police and 911 Dispatchers personnel) for FY 2024-25 budget as follows:

General Fund Transfer (J Finch will provide supplemental fund transfer information)\*\*

Transfer From:

ORG	Object	Description	Amount
10149040	588802	Contingency**	1,124,507

Transfer To:

ORG	Object	Description	Amount
10142010	517000	Wages & Salaries - Police & Dispatch	555,369
10142010	518000	Overtime	46,864
10142010	518010	Public Events	7,660
10142010	518050	Vacation	17,763
10142010	518150	Holiday Pay	20,933
10142010	518200	Sick Pay	10,104
10142010	519070	Retroactive Wages	457,134
10142010	519040	Accrued Payroll Expense	8,680

In addition, may I request that the Board of Finance add to its agenda to support the compensation changes pursuant to the approved RTM collective bargaining agreement for the Water Treatment Union Contract for FY 2024-25 as follows:

**General fund Transfer**

**Transfer From:**

ORG	Object	Description	Amwnt
10149040	588802	Contingency	77,272

**Transfer To:**

ORG	Object	Description	Amount
10143030	599105	Transfer Out - SewerUtility Fund	77,272

**Corresponding Transfer & Allocation**

**Appropriation Increase:**

21090000	490010	Operating Transfer In	77,272
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**Appropriation Increase:**

21043030	517000	Wages & Salaries	44,527
21043030	518000	Overtime	7,891
21043030	519070	Retroactive Wages	24,382
21043030	619040	Accrued Payroll Expense	172

**Resolved:** That the Board of Finance recommends to the RTM a transfer of \$77,272 to the Sewer Utility Fund to fund salary changes pursuant to the collective bargaining agreement for the Water Treatment Employees Union. This transfer will increase the Fiscal Year 2025 budget in the Sewer Utility Fund from \$4,879,501 to \$4,956,773.

Thank you for your time and consideration.

*Margaret Zubaida.*

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT



1019 MAIN STREET  
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(203) 315-0663  
Fax: (203) 315-3736  
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Date: Feb 21, 2025  
To: Joseph Mooney, Board of Finance  
From: James Finch, Director of Finance  
Re: BOE Excess Cost Revenue

I am writing to provide a resolution pursuant to a request from the Superintendent of Schools to increase the BOE budget pursuant to increased placement activity for special education.

**Resolved:** That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal year 2025 General Fund Budget from \$135,792,612 to \$136,092,612. This increase will be funded through increased estimated revenue derived from excess cost reimbursements.

General Fund

Increase:	Account	Amount
10148050-410010	Special Education	300,000
Increase:		
10148000-517010	BOE non-personal	300,000

02.21.2025

# Memo

**To:**  
Board of Finance

**From:**  
Christopher Tranberg, Ph.D.  
Superintendent of Schools

Blaize Levitan  
Chief Operating Officer

**cc:**  
Peter Berdon  
Chair, BOE

**Re:**  
Excess Cost Revenue &  
Interim Funding Request

Branford Public Schools respectfully requests an additional appropriation of \$300,000 to address a projected deficit in out-of-district tuition costs for the current fiscal year. This request is based on updated financial projections that reflect higher-than-anticipated special education tuition expenses due to increased student placements in specialized programs and rapidly increasing tuition costs. Out-of-district tuition expenses are a major state-wide crisis and a primary issue the Governor's proposed budget attempts to address.

We recognize the importance of [REDACTED] a balanced budget and are making this request with fiscal responsibility in mind. The additional appropriation is aligned with the increased Excess Cost Grant revenue that the Town of Branford is expected to receive and maintains a very conservative assumption. Excess Cost Grant revenue increases as eligible special education expenses rise, and current projections indicate that the Town's excess cost reimbursement will be significantly higher than originally budgeted. As such, we propose utilizing a portion of this unanticipated revenue to offset the increased tuition and transportation costs.

This request ensures that Branford Public Schools can continue to meet its legal and educational obligations to students with special needs while mitigating the financial and programmatic impact. The Special Education team is highly efficient in tracking every possible Excess Cost eligible expense and also has been able to maintain an in-district rate higher than our peer districts. Every effort is made to provide the necessary support within Branford Public Schools.

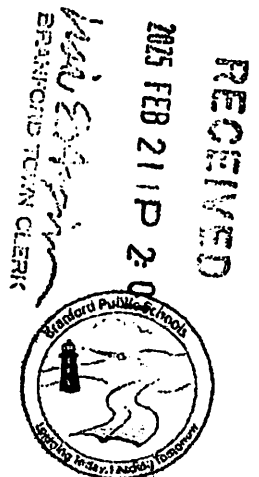
We appreciate the Board's consideration and are available to provide further details or answer any questions at your convenience. Thank you for your time and support.

## Branford Public Schools

Tel (203) 315-7809  
Fax (203) 315-3505

185 Damascus Road  
Branford, CT 06405

[www.branfordschools.org](http://www.branfordschools.org)  
[ctranberg@branfordschools.org](mailto:ctranberg@branfordschools.org)  
[blevitan@branfordschools.org](mailto:blevitan@branfordschools.org)



2.21.2025

# 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

Peter Berdon  
BOE Chair


**Re:**  
Open Capital Appropriations

Parking Lot Paving

- Project: 24411 – MRT Parking Lot Paving
  - Original budget: \$95,000
  - Available balance: \$95,000
  - Action: Re-allocate to project 24410 – MTM Parking Lot Paving
  - Comment: Upon further investigation, the original request of \$95,000 to sealcoat each school has been determined not to be the best course of action. Instead, based on the condition of the parking lots, Facilities Department requests to mill about 1.5" and re-pave. This will significantly extend the life of the parking lot. It is expected to be \$150-\$180K. There is an FY26 request to do the same at MRT. Facilities is coordinating closely with DPW.

Indian Neck School

- Project: 24407 – INS Boiler Replacement
  - Original budget: \$35,000
  - Available balance: \$35,000
  - Action: Re-allocate to project 25415 - INS-Campus Safety/Security Upgrade
  - Comment: Facilities Department is seeking to merge related improvements for INS into one broader project. The plan is to enhance the parking lot, as well as make improvements to the campus for full-day pre-K and moving the Access program into the smaller building. This will extend the life of the building for at least the duration of the master plan and subsequent planning years. This re-allocation would allow the \$50,000 request for FY26 to be removed, while still making the campus/building enhancements.
- Project: 25410 – Facilities Vehicle
  - Original budget: \$55,000
  - Available balance: \$5,675
  - Action: Re-allocate to project 25415 - INS-Campus Safety/Security Upgrade
  - Comment: The vehicle was purchased and the available balance is the remaining savings. To support the INS project mentioned above, we request to allocate the savings.

RECEIVED  
 2025 FEB 21 P 2:23  
  
 KRISTI D'AMICO  
 BRANFORD TOWN CLERK

## Branford Public Schools

Tel (203) 315-7809  
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[blevitan@branfordschools.org](mailto:blevitan@branfordschools.org)



**BHS Tennis Court Seating**

- **Project: 23406 – Door Replacements**
  - **Original budget: \$50,000**
  - **Available balance: \$50,000**
  - **Action: Re-allocate to project 25404- BHS Tennis Court Seating**
  - **Comment: Based on competitive pricing, the BOE has enough open capital to address immediate door needs. A \$70,000 district-wide door project was recently completed and a \$40,000 project is planned to be completed by summer. The Tally Sepot Memorial Tennis Court Seating project has a budget of \$90,000. When this was requested, the quote used from BL Companies was a few years old and not updated for today's construction pricing. Facilities Department did a preliminary review with BL Companies and it was determined to be closer to a range of \$130-\$150K. This re-allocation would allow the project to go out to bid on schedule. Going forward, BPS has developed, and is refining through the master planning process, a capital planning model that more effectively addresses maintenance needs and accurately reflects escalated/realistic cost estimates.**

**BPS Facilities Department plans to execute these projects this summer. We appreciate the support of the Board of Finance and the Town Finance Department in the funding and execution of capital funds.**