

MAYOR
JEFFREY A. MACMILLEN

DEPUTY MAYOR
THOMAS ZAMPANO

TOWN MANAGER
MICHAEL P. DOWNES



COUNCIL MEMBERS
BRUCE ABELSON
ROSE MARIE ANGELONI
MARIE E. DIAMOND
WALTER GOAD
VINCENT J. MASE, SR.
NICHOLAS PALLADINO
RONALD PELLICIA, JR.

TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

Special Meeting Town Council Finance Sub-Committee Meeting Notice

**Tuesday, July 11, 2023
Town Managers Conference Room
5:30 p.m.**

AGENDA

Salute to Flag

1. Call to Order

2. Approval of Minutes

a. June 12, 2023 Meeting

3. Discussion Items:

a. Discussion of SeaCoast Security Associates no-bid designation request from PD

b. Discussion regarding Administrator Benefit request

3. Adjournment

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Finance Sub-committee of the Town Council Meeting Minutes

Monday, June 12, 2023
Town Manager's Conference Room

1. Call to order

The meeting was called to order at 5:30 PM.

Roll Call: Present were Councilor and Finance Sub-committee Chair Rose Angeloni, Mayor Jeffrey MacMillen, Deputy Mayor Thomas Zampano, Councilwoman Marie Diamond, Councilman Ronald Pelliccia, Assistant Town Manager Rory Burke, Finance Director/Treasurer Anthony Esposito

Also Present: Purchasing Agent Michael Fumiatti, Town Clerk Lisa Valenti, Library Director Lauren Davis

2. Approval of minutes of February 21, 2023 meeting

Motion: Mayor Macmillen

Second: Deputy Mayor Zampano

VOTE: All in favor

3. Discussion Items:

a. Discussion of expenses in Maintenance Account

Assistant Town Manager Burke will update the Council during his report at the regular meeting on Tuesday, June 20.

b. Discussion of proceeds from equipment sold

Chairwoman Angeloni asked what the Town's current procedure is.

Finance Director Esposito explained that the proceeds of a sale of Town equipment go to the general fund unless the original expense came out of a departmental reserve fund, in which case the proceeds return to that reserve fund.

c. Financial Report as of 5-31-23

Finance Director Esposito – Tax receipts exceeded the prior year at 100.6%. Some accounts are trending to exceed allocations: Mayor & Council, Board of Assessment

Appeals due to required legal notices, sewer due to the incorrect rate being used, and garbage in part due to the apartment and condominium rebate program.

Chairwoman Angeloni asked about how the rebate program for condominiums and apartments is calculated and budgeted.

Finance Director Esposito explained that the rebate is calculated based on the valuation of each unit as a fraction of a mill rate.

Mayor Macmillen inquired if the Town can provide pickup for these residents.

Deputy Mayor Zampano inquired if it can be calculated as a flat, per-unit rate rather than prorating.

Purchasing Agent Fumiatti suggested seeing if the value of providing the service for these residents exceeds the cost of the rebate.

Chairwoman Angeloni requested that staff determine who holds the contracts for each complex and when the expire as a starting point.

d. Appropriation Transfer

Finance Director Esposito explained that most transfers are driven by changes to Munis, the Town's accounting software. There are also two operating transfers.

Library Director Davis said the Library transfers are driven by a retirement the led to savings as well as a delay in the hiring of the Assistant Director. These savings are being directed towards objectives in the Library's budget request including digitizing the local history collection.

e. Discussion on new police building budget

Chairwoman Angeloni explained that the Permanent Project Building Committee (PPBC) had come to the Council explaining the Furniture, Fixtures, & Equipment (FF&E) were not accounted for in the budget for the project and they were may be seeking an increase in the bond authorization for the project to accommodate the resulting increase. There is additionally a separate, pre-existing authorization for the communications project.

Finance Director Esposito explained that the bond authorization resolution for the communications project referenced a consultant's report as the basis the project so it cannot be changed without modifying the authorization. The hope is to be able to move some communication equipment-related costs to a \$750,000 grant the Town received to be able to free up some funds and alleviate the needs for an increase in the authorization.

Mayor Macmillen explained that FF&E were listed in the project budget presented to them at the time of authorization as TBD. The understanding was that it was a part of the total being authorized, not that it would be determined as a supplemental amount later. He asked whether there is a definitive list including costs of what is needed to complete the project.

Chairwoman Angeloni explained that the PPBC was meeting tonight to have it for the next regular Council meeting due to time constraints related to bonding.

Finance Director Esposito explained that the Town is scheduled to bond the project costs in August and that the authorization needs to be in place at the next meeting if there are going to be any changes. The Town can go back to the market and bond again, but it will incur issuance costs to do so, which may be considerable.

Chairwoman Angeloni explained If the Town can reallocate the communications expenses to the grant, it would have approximately 10% in contingency, which should be sufficient to cover FF&E and any other unexpected expenses that arise.

Purchasing Agent Fumiatti explained that if this were not possible, contingency would sit at approximately 3%.

Finance Director Esposito retrieved the grant application and it was determined that the grant funds were restricted and had already been expended and could therefore not be utilized.

Chairwoman Angeloni explained that the original quote for FF&E was approximately \$380,000. Even factoring in inflation and price increases, the requested \$1.2 million seems high.

Councillors Pellaccia and Diamond asserted that their understanding was that much of the equipment in the existing facility was supposed to be moved to the new one so there should be some savings there.

Purchasing Agent Fumiatti asked whether the original authorization of the communications project can be modified to change the scope beyond the consultant's report to include costs associated with communications equipment.

Mayor Macmillen supported this idea as long as it doesn't increase the total authorization.

Finance Director Esposito said he is having bond counsel draft a resolution increasing the authorization for the police department project but he can ask whether they can modify the communications project authorization. He added that the change orders would have to be reviewed to ensure that the communications project authorization can absorb the approximately \$750,000.

Deputy Mayor Zampano said that he had never seen a detailed \$16.2 million budget for the project and said one would need to be available for the Council meeting.

Councilwoman Diamond cautioned against reducing the communications project budget because it is too early to know whether there is sufficient funding to absorb the \$750,000.

f. Discussion regarding Administrator benefit request

Chairwoman Angeloni reviewed the proposals. She explained that it had already been determined that it was not possible to modify the pension as requested.

Mayor Macmillen suggested they allocate a bottom-line number and leave it to the Town Manager to determine distribution based on merit.

Town Clerk Valenti explained that the proposal related to vacation time came about because newer employees requested additional vacation time. Employees who have been with the Town a long time do not need more time so they suggested, as a compromise, that perhaps the Town would consider allowing for a week to carry over between fiscal years and be paid if it was unused.

Deputy Mayor Zampano suggested vacation be issued at the beginning of the fiscal year and paid back if the employee leaves before the end.

Chairwoman Angeloni said that the proposal to define ranges could be considered, with a cost of living allowance being tied to an index with CPI.

Mayor Macmillen said they were waiting on Town Manager Downes to put together concrete proposals for the vacation and increase range proposals. They will revisit this at their next meeting.

4. Adjournment

Motion: Mayor Macmillen

Second: Deputy Mayor Zampano

VOTE: All in favor

The meeting was adjourned at 6:59 PM.

Respectfully submitted,

Rory Burke
Assistant Town Manager

**Town Council Finance Subcommittee
Special Meeting
July 11, 2023
Item 3.a.**

Victor Pietrandrea
Chairman, Board of Police Commissioners
260 Forest Rd
Northford, CT 06472
Victor.p@snet.net

June 30, 2023

Rose Angeloni,
Town Council, Finance Committee Chair
Town of North Branford
909 Foxon Rd.
North Branford, CT 06471

Subject: Request for Consideration of SeaCoast Security Associates as Sole Source Provider for Video Surveillance and Card Key Access Equipment Installation

Dear Rose Angeloni and Town Council Finance Committee Members,

I hope this letter finds you well. I am writing on behalf of the North Branford Police Department to formally request that you recommend to the Town Council to waive the bid process and consider SeaCoast Security Associates as the sole source provider for the installation of video surveillance and card key access equipment in the new police department. We believe that awarding this contract to SeaCoast Security Associates is justified and in the best interest of the Town of North Branford and the North Branford Police Department due to its proven track record, existing relationship, and demonstrated security clearance.

Firstly, I would like to highlight that the existing video surveillance and card key access equipment in the old police department were specifically chosen for their expandable nature and to be relocated to the new police department. When the system was purchased, the vendor had in mind our intent to expand and grow the system. As a result, SeaCoast Security Associates developed a designated design to meet our future needs. It was the understanding of our department that this equipment would be seamlessly transitioned to the new facility, ensuring continuity of operations and cost-effectiveness. The system was also purchased because of its expandability to support remote surveillance cameras on our POCO event fields, the Department of Public Works complex, and athletic fields. Given SeaCoast Security Associates' experience with the implementation of these systems, we are confident that they possess the expertise and knowledge to handle the relocation and installation process efficiently and effectively.

The inclusion of remote cameras on our POCO event fields has proven to be an invaluable asset to our police department. These cameras have enabled us to effectively monitor and respond to incidents during large-scale events, ensuring the safety and security of attendees and participants.

The seamless integration of the current video surveillance system with these remote cameras has been a crucial component of our event management operations. By selecting SeaCoast Security Associates as the sole source provider, we can ensure compatibility and continuity with the existing system, allowing for uninterrupted coverage of these critical event spaces.

Furthermore, the Town has been exploring the possibility of expanding the video surveillance infrastructure to include the Department of Public Works. With such an expansion, we would be able to enhance the safety and security of public facilities, construction sites, and other critical assets under the purview of the Department of Public Works. By working closely with SeaCoast Security Associates, a trusted partner, we can ensure a cohesive and standardized approach to video surveillance across various municipal entities. This reduces design and implementation costs, and streamlines maintenance, training, and future upgrades, while also fostering interoperability and efficient resource utilization.

The prospect of leveraging the existing video surveillance system to serve both our police department and the Department of Public Works presents a cost-effective solution, eliminating the need for redundant infrastructure and associated expenses. By entrusting SeaCoast Security Associates with this project, we can maximize the return on investment in the current system, ensuring its scalability and adaptability to meet the evolving needs of multiple departments within the municipality.

Furthermore, our department has had a longstanding professional relationship with SeaCoast Security Associates. Over the years, they have consistently provided us with exceptional service, meeting and often exceeding our expectations. Their technical expertise, prompt response times, and dedication to customer satisfaction have made them invaluable partners. By continuing to work with SeaCoast Security Associates, we can leverage their familiarity with our operations, facilitating a smoother transition and minimizing any disruption to our daily activities.

Importantly, SeaCoast Security Associates has undergone thorough vetting for security clearance, ensuring that they meet the strict standards set by our department and regulatory agencies. In today's ever-evolving security landscape, it is of paramount importance that our video surveillance and card key access systems are implemented by a trusted and reliable provider. SeaCoast Security Associates' proven commitment to maintaining the highest level of security protocols aligns with our department's stringent requirements and provides an added layer of confidence in their ability to safeguard sensitive information and protect our facilities. Considering the aforementioned justifications, we kindly request that you consider SeaCoast Security Associates to be designated as the sole source provider for the video surveillance and card key access equipment installation in the new police department. By doing so, we believe we can leverage their existing knowledge, streamline the relocation process, and ensure the continued provision of exceptional service and security for our officers and community.

Thank you for your attention to this matter. We would be more than willing to provide any additional information or documentation necessary to support this request. We trust in your discretion and the best interests of the North Branford Police Department when evaluating our

proposal. Should you have any questions or require further clarification, please do not hesitate to contact me at 203-494-3554 or via email at victor.p@snet.net.

We look forward to a positive response and the opportunity to work with SeaCoast Security Associates to enhance the security infrastructure of our new police department.

Sincerely,

Victor Pietrandrea
Chairman, Board of Police Commissioners
North Branford Police Department