

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 PELLICCIA, JR.

# TOWN OF NORTH BRANFORD

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## Finance Sub-committee of the Town Council Meeting Minutes

Monday, June 13, 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