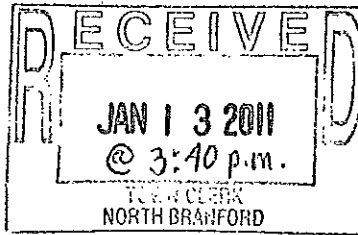


MAYOR  
ANTHONY S. CANDELORA

DEPUTY MAYOR  
HAEL J. DOODY

TOWN MANAGER  
RICHARD V. BRANIGAN



COUNCIL MEMBERS

ROSE MARIE ANGELONI  
VINCENT P. CAPRIO  
ANDREW ESPOSITO III  
JOSEPH E. FAUGHNAN  
DONALD J. FUCCI, II  
ALFRED D. ROSE  
JOANNE S. WENTWORTH

# TOWN OF NORTH BRANFORD

TOWN HALL 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471-1290  
TOWN MANAGER (203)484-6000 FAX (203) 484-6025

## REGULAR TOWN COUNCIL MEETING OF NORTH BRANFORD, CONNECTICUT

### AGENDA

Tuesday, January 18, 2011

Town Council Chambers  
7:00 p.m.

#### Salute to the Flag

1. Roll Call
2. Minutes of Previous Meeting:
  - a. January 4, 2011 – WPCA & Town Council Meeting
  - b. January 7, 2011 – Special Meeting Town Council
3. Reports of Committees, Boards and Commissions:
  - a. Finance Sub-Committee
  - b. Hazardous Waste/Recycling Committee
  - c. JHS/FRC Committee
4. Town Manager's Report:
5. Community Events and Presentations:
  - a. Presentation of Town's Audit – Levitsky & Berney, P.C.
6. Citizens' Statements, Petitions and Correspondence:
7. Resignations and Appointments:
8. Unfinished Business:
  - a. HazWaste Central – Resolution
  - b. Discussion on Town Employee Benefits



9. New Business – Discussion and Action Re:
- a. STW Referral to PPBC per Section 73-6(A) Town Code
  - b. Reeds Gap Road Bridge – Budget Status
  - c. Total Cost – Police Department – Personnel Issue
  - d. Request Waive the 2011 Yearly P.I.L.O.T.
  - e. Financial Report December 31, 2010
  - f. Appropriation Transfer 2010-2011
  - g. Contingency Appropriation
  - h. Approval of Tax Refunds
  - i. Board of Education – 457 Plan(s) loan provision

10. Good of the Community:

11. Citizens' Statements and Petitions

12. Adjournment


**Complete Agenda Packets are Available for Public Review in the  
Town Clerk's Office, Atwater Library and Edward Smith Memorial Library**



# Memo

Office of the Town Manager

**TO:** Members of Town Council

**FROM:** Richard V. Branigan, Town Manager 

**DATE:** January 13, 2011

**RE:** AGENDA COMMENTS - Background for Meeting of January 18, 2011

Please find below a brief overview of the issues which will require your action during the Town Council Meeting scheduled for January 18<sup>th</sup> at 7:00 p.m.. These are listed in order of appearance on the agenda.

## Regular Town Council Agenda:

### 12. Unfinished Business –

- a. Regional Hazardous Waste/Recycling Resolution - This issue was tabled from the last meeting and is awaiting input from the Town Attorney expected at this Council meeting. The annual cost associated with this contract is included in the information packet for the meeting.
- b. Town Employee Benefits – discussion of this item was requested and was based, in part, on the summary of information provided at the last meeting by the Treasurer/Finance Director.

### 13. New Business -

- a. Stanley T. Williams School Senior /Community Center Conversion – the proposed referral to the PPBC will initiate the project in accordance with the Town Code. If so referred, the PPBC would report back to the Council on a revised budget and project details prior to initiating work.
- b. Reeds Gap Road Bridge – the Town Engineer has been monitoring the budget status of the project and the costs associated with additional engineering and inspection services, etc. The use of liquidated damages will be discussed.
- c. Police Department Personnel Issue Costs – The Treasurer/Finance Director will provide updated costs as reviewed at the request of the Finance Sub-committee.
- d. North Branford Housing Authority – Request made via Merit Properties to waive the PILOT fee as reviewed by the Finance Sub-committee.
- e. Financial Report – December 31, 2010 – per the Treasurer/Finance Director.

- f. Appropriation Transfer – per the recommendation of the Finance Subcommittee, an appropriation is requested to cover the cost of surveillance equipment for the Town Hall.
- g. Contingency Appropriation – as recommended by the Treasurer/Finance Director for Probate Court costs.
- h. Approval of Tax Refunds – as recommended by the Tax Collector.

*If you have any immediate questions or concerns,  
please do not hesitate to contact me at 203-484-6000 or on the cell at 203-627-7370.*

MAYOR  
ANTHONY S. CANDELORA

DEPUTY MAYOR  
MICHAEL J. DOODY

TOWN MANAGER  
RICHARD V. BRANIGAN



COUNCIL MEMBERS

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# TOWN OF NORTH BRANFORD

TOWN HALL 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471-1290  
TOWN MANAGER (203)484-6000 FAX (203) 484-6025

## MINUTES WATER POLLUTION CONTROL AUTHORITY & REGULAR TOWN COUNCIL MEETINGS OF NORTH BRANFORD, CONNECTICUT

Tuesday, January 4, 2010

Town Council Chambers  
7:00 p.m.

### Salute to the Flag

1. Roll Call: Present were Mayor Anthony Candelora, Deputy-Mayor Michael Doody, Council Members Rose Marie Angeloni, Vincent Caprio, Andrew Esposito, Joseph Faughnan, Donald Fucci II, (arrived at 7:03), Alfred Rose (arrived at 7:05) and Joanne Wentworth.  
Absent:

Also present were Town Manager Richard Branigan and Attorney John Gesmonde

2. Minutes of Previous Meeting:
  - a. December 6 – Special Town Council Meeting

MOTION: Councilor Wentworth moved, seconded by Deputy Mayor Doody, to accept the minutes of December 6, 2010 Special Town Council as presented.

VOTE: Passed 7 to 0 in a roll call vote.

FOR: Mayor Anthony Candelora, Deputy-Mayor Michael Doody, Councilors Angeloni, Faughnan, Rose and Wentworth

Councilors Donald Fucci and Alfred Rose were absent at this time

- b. December 7 – Special Town Council Meeting

MOTION: Councilor Wentworth moved, seconded by Deputy Mayor Doody, to accept the minutes of December 7, 2010 WPCA & Town Council as presented.

VOTE: Passed 7 to 0 in a roll call vote.

FOR: Mayor Anthony Candelora, Deputy-Mayor Michael Doody, Councilors Angeloni, Faughnan, Rose and Wentworth

Councilors Donald Fucci and Alfred Rose were absent at this time



**WATER POLLUTION CONTROL AUTHORITY AGENDA**

3. Correspondence/Citizens' Statements: None
4. Unfinished Business: None
5. New Business: None
6. Citizens' Statements and Petitions: None

**REGULAR TOWN COUNCIL AGENDA**

7. Reports of Committees, Boards and Commissions:
  - a. Pension Committee – Nothing to report at this time.
  - b. Hazardous Waste/Recycling Committee – Nothing to report at this time.
  - c. FRC/JHS Committee – Will report under Town Manager's Report but Town Manager mentioned under new business 13 e. there is a resolution for additional funds.

8. Town Manager's Report: (attachment 2)

Small Cities - Hillside Terrace Senior Citizens Housing Project - The project is 98% finished. The paving was done before the snow. There are a few things on the punch list which will be addressed in the Spring.

Reeds Gap Road Bridge Replacement – Bridge is open to traffic and has been paved. There is a minor punch list that will be addressed in the Spring.

CT DOT Project for Rte. 80 and Rte. 139 Realignment – At the February 1<sup>st</sup> Town Council meeting CT DOT will have a presentation and would appreciate any feed back from the Town Council.

Revaluation – Hearings have been completed with property owners. Grand list will follow.

Augur Barn Roof – Work is completed on the roof, money has been authorized by the State Department of Agriculture to complete window replacements.

FY 2011-12 Budget Preparation - Budget instructions have been issued to the Department Heads. The departments were told zero increases this year.

The Town will be locking in with COG for our fuel at \$2.50 per gallon.

9. Community Events and Presentations: None

10. Citizens' Statements and Petitions and Correspondence:

Roger Munck – 17 Walnut Lane – Northford - he appreciated the words "Merry Christmas" in the Totoket Times. Mr. Munck questioned the cost regarding the Police issue and thinks the taxpayers should not be paying the bill for other people mistakes. Attorney John Gesmonde stated the legal fees are not as high what has been stated in the media. Attorney Gesmonde has spoke with both attorneys; one attorney is charging \$4,000 and the other attorney is charging \$1,000. Attorney Gesmonde believes the legal fees should exceed \$5,600.

Melissa Doody daughter of Deputy Chief/ Deputy Mayor Mike Doody spoke on behalf of her family and her father. The letter mentioned her father is a good and respected town people. He goes beyond in his job. Not fair what Mr. Canelli is doing to her father.

Marcy Onofrio, Fox Hill Dr. was confused what the additional money for JHS/FRC was being used for.

11. Resignations and Appointments:

a. Appointment – Lewis Paternoster – Park & Recreation Commission

(Replacing Anthony Perrelli – regular member – term expires December 31, 2013)

MOTION: Deputy Mayor Doody moved, seconded by Councilor Angeloni, to appoint Lewis Paternoster to the Park & Recreation Committee to replace Anthony Perrelli as a regular member term expires December 31, 2013.

VOTE: Passed 9 to 0 in a roll call vote.

b. Appointment – Joseph Civitello – Board of Fire Commissioners

MOTION: Deputy Mayor Doody moved, seconded by Councilor Esposito, to re-appoint Joseph Civitello to the Board of Fire Commissioner as a regular member term expires December 31, 2013.

VOTE: Passed 9 to 0 in a roll call vote.

c. Appointment – John Pollock – Police Commission

(Replacing T. Jerry Juliano – regular member – term expires December 31, 2013)

MOTION: Councilor Wentworth moved, seconded by Councilor Fucci, to appoint John Pollock to the Police Commission to replace T. Jerry Juliano as a regular member term expires December 31, 2013.

VOTE: Passed 8 to 1 in a roll call vote with one abstention

ABSENTION: Deputy Mayor Doody

12. Unfinished Business: None

**7:30 p.m. Public Hearing Potential Use of Stanley T. Williams School for a Senior Citizens/Community Center**

Mayor Candelora opened the Public Hearing and read the Notice of Public Hearing.

“Public Hearing – Potential use of The Stanley T. Williams School for a Senior Citizens/Community Center. The Town Council of the Town of North Branford will hold a public hearing on Tuesday, January 4, 2011 at 7:30 p.m. in the North Branford Town Council Chambers for the purpose Stanley T. Williams School for a Senior Citizens/Community Center.”

*Cliff Potter – 1251 Middletown Avenue – Northford* stated “the decision is about quality versus quantity. Right now, you have three buildings in three different locations, three phone bills, three utility bills, and so forth. I would like to see this happen. There will be savings for the town and everything will operate more efficiently.

*Dudley Harrison – North Street – North Branford* stated I feel this is a good move, as much as I hate to see it go to the other end of town. I also feel the town should sell or rent out the existing senior and community center buildings after the move and Wall Field should be considered as open space, or a park for residents.

*Brian Lynch – Sea Hill Road – North Branford* stated the proposal to move to STW will take the community center/senior center to the next level. There is so much more we can do with the community center such as more programs and the seniors can interact with the children at the FRC program. If the community center relocates to STW lockers room and showers can be installed. We can provide a product that townspeople can be proud of.

*Mike Sopchak – 17 Westwind Drive – North Branford* stated the multi-facility is a wonderful idea and totally agrees with the idea.

*Roger Munck – Walnut Lane – Northford* our town can be like the Town of Wallingford – their community center/senior center is none like any other in surrounding towns. I agree with the great idea and the town should move forward and move the programs to STW.

MOTION: Deputy Mayor Doody made a motion to close the public hearing, seconded by Councilor Faughnan.

VOTE: Passed 9 to 0 in a roll call

### 13. NEW BUSINESS:

a. Budget FY 2011-2012 Spending – Spending Freeze

MOTION: Deputy Mayor Doody made a motion to withdrawal this item from the agenda, seconded by Council Faughnan.

VOTE: Passed 9 to 0 in a roll call vote

b. Budget FY 2011-2012 – Hiring Freeze

MOTION: Deputy Mayor Doody made a motion to table this item, seconded by Councilor Faughnan.

VOTE: Passed 9 to 0 in a roll call vote

Councilor Fucci stated that the only two positions that will not have a hiring freeze are the positions at Park & Recreation and Public Works with the understanding the directors of those departments are still required to come before the Town Council.

c. State Land to Be Conveyed to the Town of North Branford – 8-24 Referral

MOTION: Councilor Wentworth made a motion, seconded by Deputy Mayor Doody, it is recommended that the Town Council refer the acceptance of these parcels to the Planning and Zoning Commission for a report and upon receipt of a favorable report from the Planning and Zoning Commission, that the Town Council authorize you to execute the attached closing agreements, and that Town accepts the parcels.

VOTE: Passed 9 to 0 in a roll call vote

d. Resolution – HazWaste 3 yr. Contract – July 1, 2011-June 30, 2014

MOTION: Deputy Mayor Doody made a motion, seconded by Councilor Angeloni to table this item until more information is provided.

VOTE: Passed 9 to 0 in a roll call.

e. Jerome Harrison – FRC Building Project – Funding Authorization – Proposed Motion  
After a lengthy discussion it was decided to change the \$275,000 to \$285,000 the motion reads as follows:

MOTION: Councilor Angeloni made a motion, seconded by Deputy Mayor Doody, that the North Branford Town Council hereby revises the FY 2010-11 Capital Improvement Plan to reflect additional funding in the amount of \$85,000 from the Family Resources Center fund of the Board of Education for the purpose of construction of the Jerome Harrison – FRC Building. The amended total for the project is \$285,000.

VOTE: Passed 9 to 0 in a roll call vote

f. Finance Sub-Committee Agenda for January 12, 2011 – Approval of Draft Agenda  
Councilor Angeloni added the following – m. Total Cost of Police Issue

14. Good of the Community: None

15. Citizens' Statements and Petitions:

*Dudley Harrison – North Street - North Branford* would like an ordinance in place regarding all resident and commercial buildings have lit numbering. Anthony Esposito agreed it would help with emergency staff.

16. Proposed Executive Session:

a. Pending Claims (in accordance with CGS 1-200 (6)(B))

MOTION: Councilor Esposito made a motion, seconded by Councilor Fucci, that the North Branford Town Council hereby adjourns to Executive Session at 8:17 p.m. to discuss Pending Claims, pursuant to CGS Section 1-200(6) (B) and that attendance at said Executive Session is hereby limited to Town Council members, the Town Manager and the Town Attorney.

VOTE: Passed 9 to 0 in a roll call vote.

Mayor Candelora convened the executive session at 8:23 p.m. with the Town Attorney and the Town Manager in attendance

MOTION: Councilor Faughnan made a motion, seconded by Councilor Fucci, to return to open session at 8:35 p.m.

VOTE: Passed unanimously.

Mayor Candelora reconvened the regular at 8:35 p.m.

MOTION: Councilor Faughnan motioned to amend the agenda and to add item 13g for the Purpose of conducting an executive session under the CGS Section 1-210 attorney-client exception with the Town Attorney and Town Manager in attendance Councilor Fucci seconded the motion.

VOTE: Passed unanimously

At this time, Deputy Mayor Doody excused himself from the meeting.

At 9:46 p.m., Councilor Fucci motioned to resume to the regular session, Councilor Esposito seconded the motion. Passed unanimously.

Mayor Candelora reconvened the regular meeting at 9:49 p.m.

MOTION: Councilor Angeloni motioned to request the Office of the State's Attorney to fully investigate the matters pertaining to the North Branford Police Department that have been referred to the Town Council with the sincere hope that the State's Attorney's office will completely and thoroughly investigate any/all such matters and any and improprieties that may become evident in hopes that justice is served. Seconded by Councilor Caprio. Passed unanimously, Deputy Mayor Doody abstained.

#### 17. ADJOURNMENT

MOTION: Councilor Angeloni moved, seconded by Councilor Fucci, to adjourn the meeting at 9:50 p.m.

VOTE: Passed unanimously.

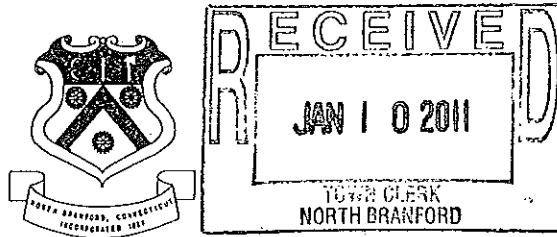
Respectfully submitted,

Gina A. Cox  
Sub-Town Council Clerk

MAYOR  
ANTHONY S. CANDELORA

DEPUTY MAYOR  
MICHAEL J. DOODY

TOWN MANAGER  
RICHARD V. BRANIGAN



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# TOWN OF NORTH BRANFORD

TOWN HALL 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471-1290  
TOWN MANAGER (203)484-6000 FAX (203) 484-6025

## Town Council of the Town of North Branford Special Meeting Minutes

Meeting held Friday, January 7, 2011 at the Town Council Chambers

Mayor Candelora called the meeting to order at 6:10 pm followed by a Salute to the Flag.

Attending the meeting were Mayor Candelora and Councilors Angeloni, Caprio, Esposito, Faughnan, Fucci, Rose and Wentworth. Absent was Deputy Mayor Doody.

### Approval of Meeting Minutes:

Councilor Faughnan motioned to approve the minutes of the December 6, 2010 Special Meeting of the Town Council. Councilor Esposito seconded. The motion passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

Councilor Esposito motioned to accept the minutes of the December 7, 2010 WPCA and Town Council Meeting. Councilor Faughnan seconded. The motion passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye



**Resignations and Appointments:**

Councilor Angeloni motioned to appoint Lewis Paternoster to Parks and Recreation Commission with a term to expire December 31, 2013. The motion was seconded by Councilor Esposito. The motion was passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

Councilor Angeloni motioned to appoint John Pollock to the Police Commission with a term to expire December 31, 2013. The motion was seconded by Councilor Fucci. The motion was passed 7-0 with one (1) abstention by the following vote:

Mayor Candelora	Abstain
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

Councilor Angeloni motioned to reappoint Joseph Civitello to the Fire Commission with a term to expire December 31, 2013. The motion was seconded by Councilor Esposito. The motion was passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

**New Business:**

Councilor Fucci motioned to refer the land conveyance from the State of Connecticut to the Town of North Branford to the Planning and Zoning Commission in accordance with the Connecticut General Statutes Section 8-24. The motion was seconded by Councilor Wentworth. The motion passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

Councilor Angeloni motioned to table discussion of the contract renewal for the Town of North Branford with the Hazardous Waste Central pending additional information. Councilor Fucci seconded the motion. The motion passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

Councilor Angeloni motioned to amend the Capital Improvement Plan by adding the sum of \$85,000 to the Jerome Harrison FRC Building Project resulting in a new total project budget of \$285,000 and with funding from the FRC fund. Councilor Wentworth seconded the motion. The motion passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

Councilor Angeloni motioned to approve the Finance Sub-committee agenda for January 12, 2011 as amended to include all expenditure information available pertaining to the December 17, 2011 hearing conducted by the Police Commission. Councilor Faughnan seconded the motion. The motion passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rosé	Aye
Councilor Wentworth	Aye

Council Angeloni motioned to request the Office of the State's Attorney to fully investigate the matters pertaining to the North Branford Police Department that have been referred to the Town Council with the sincere hope that the State's Attorney's Office will completely and thoroughly investigate any and all such matters and any and all improprieties that may become evident in the hope that justice will be served. Councilor Caprio seconded the motion. The motion was passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

Councilor Faughnan motioned to prosecute the appeal in the matter of D. Pond. Councilor Caprio seconded the motion. The motion passed 8-0 by the following vote:

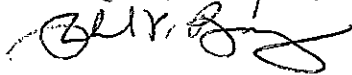
Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

**Adjournment:**

Councilor Esposito motioned to adjourn at 6:20 pm. Councilor Angeloni seconded the motion. The motion passed 8-0 by the following vote:

Mayor Candelora	Aye
Councilor Angeloni	Aye
Councilor Caprio	Aye
Councilor Esposito	Aye
Councilor Faughnan	Aye
Councilor Fucci	Aye
Councilor Rose	Aye
Councilor Wentworth	Aye

Respectfully submitted,



Richard V. Branigan  
Town Manager I



# Memo

Office of the Town Manager

To: Members of the Town Council

From: Richard V. Branigan, Town Manager

Date: January 13, 2011

Re: Town Manager's Report

A handwritten signature in black ink, appearing to read 'Richard V. Branigan', written over the 'From:' line.

The following items or issues are provided for your information regarding the Town Council meeting of January 4, 2011:

*You will please note that I have added underlined text to the new and/or significant information contained in each of the subject areas.*

## Construction Projects:

1. **Atwater Library Project** – A memorandum has been sent to the traffic authority for approval of traffic control measures (additional signage and speed zone indicators) prior to submission to the State for approval. *No action required at this time.*
2. **NBIS – The PPBC is awaiting the report from roofing specialist (Mark Caputo) on the status and responsibility issues relating to building leaks. Meetings with consultants and contractors are continuing to resolve accountability issues with Attorney Donofrio and Town staff in attendance on behalf of the PPBC.** *No action required at this time.*
3. **Swajchuk Property & Wall Field Relocation** – A revised scope of services for final design and construction document is being reformatted into a Request for Proposals by Town staff. *No action required at this time.*
4. **Stanley T. Williams School Renovation Project** – The PPBC has received final expenditure reports from the Superintendent of Schools and will be forwarding a report to the Town Council. A draft of the report is to be prepared for the next PPBC meeting in early February. *No action required at this time.*
5. **Jerome Harrison- FRC Building Project** – The Committee has approved purchase orders for the remaining portions of interior construction. **The estimated completion date has been moved to late February or early March.** *No Action required at this time.*

## Capital Projects:

1. **CT DOT Project for Rte. 139 and Schoolground Road** – DOT has scheduled a public informational meeting to coincide with the Town Council meeting of February 1<sup>st</sup>. In addition, area property owners will be included in a meeting with DOT staff to be scheduled by late January. *No action required at this time.*
2. **CT DOT Project for Totoket/Snake Hill Road** – Project on hold pending funds (per CT DOT)
3. **CT DOT Project for Rte. 80 and Rte. 139 Realignment** – A meeting with CT DOT took place on December 8<sup>th</sup> to review the landscaping portions of the project. The Council may anticipate a formal presentation on those plans at an upcoming Council meeting. The issue of trees on the North Branford Green will be reviewed. *No action required at this time.*
4. **Revaluation – October 1, 2010 Grand List** – Additional questions and concerns may be addressed to the Office of the Assessor. *No action required at this time.*
5. **Reeds Gap Road Bridge Replacement** – Final paving and minor punch list items will be addressed in the spring. Additional costs are to be reviewed by the Finance Sub-committee prior to final review by the Council. *No action required at this time.*
6. **Augur Barn Roof** – Work has been completed on the roof and authorization has been given by the State Department of Agriculture to complete window replacements. *No action required at this time.*

## Emergency Services

1. **Regional Dispatch** – The affirmative response from the State of CT has been received to the Towns' letter of application to the State of Connecticut Office of Emergency Telecommunications (along with East Haven and North Haven) requesting \$5,000 per community for the feasibility study of a multi-town Emergency Dispatch Center. (There is no local match). *No action required at this time.*
2. **Emergency Communications** – The State contract is being utilized for the procurement of equipment and service upgrades to Police, Fire and DPW communications systems and equipment using the \$500,000 Federal Grant awarded last year. The contractor is finalizing plans for operations of the new equipment. The Fire Commission has received updated information from the consultant on the simulcast and pager functions of the system which are key to Fire Department operations. A decision on equipment purchases is pending with the Police Department. *No action required at this time.*

**Regional Water Authority:**

1. **RWA Lake Gaillard Recreational Access** – To date, there has been no capital appropriation by the RWA for the parking area construction and no further information supplied by the RWA. *No action required at this time.*

**FY 2011-12 Budget Preparation:**

Budget instructions have been issued to the Department Heads for preparation of the expenditure budget for FY 2011-12. The Purchasing Assistant has issued cost assumptions for use by departments.

**Miscellaneous Issues:**

1. **Town Hall** –
  - a. **A proposal for surveillance cameras is pending for the Council's approval and is recommended as an emergency purchase and the subject of a contingency appropriation. Council action recommended.**
2. **Bid Status** –
  - a. **NBIS Main Entrance Sign** – **A bid award has been made to New Haven Sign for the entrance sign at the High School and Middle School complex. No action required at this time.**
3. **Cedar Lake Road Water Service** – the most recent information from the State DEP indicates the reallocation of the remaining funds in the project account for design to the proposed construction budget. **No new information has been received on this issue. No action required at this time.**

*Please contact me if you have any questions or concerns about any of the above issues prior to the meeting (or any other time).*

**RESOLUTION - HAZWASTE CENTRAL**  
**Three-year contract (July 1, 2011 through June 30, 2014)**

BE IT HEREBY RESOLVED, that the Town of North Branford declares its commitment to continue participation in the regional household hazardous waste collection center for a minimum three-year period (July 1, 2011 through June 30, 2014), and confirms its intent to contribute financially for the operation, processing, transportation and disposal of household hazardous waste.

AND

The Town of North Branford authorizes its Town Manager to enter into this agreement with the South Central Connecticut Regional Water Authority for the operation of the facility. Such agreement will permit the Authority to act as its agent to maintain the facility, to contract with a vendor for the transportation and disposal of the wastes, to receive financial support from grant sources, to enter into agreements with other municipalities and to operate the facility.

This resolution shall be effective July 1, 2011 through June 30, 2014.

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

VOTE: \_\_\_\_\_

## HAZ WASTE BUDGET

<u>YEAR</u>	<u>BUDGET</u>	<u>ACTUAL</u>
2007/08	\$24,002	\$22,629
2008/09	20,196	21,175
2009/10	17,091	18,060
2010/11	19,430	16,553* to date 1/13/11



RECEIVED

DEC 17 2010

Town Managers Office

A Joint Project of the South Central Connecticut Regional Water Authority & The South Central Regional Council of Governments

90 Sargent Drive, New Haven, Connecticut 06511 (203) 624-6671 ext. 2720

December 15, 2010

Mr. Richard Branigan, Town Manager  
North Branford Town Hall  
1599 Foxon Road  
North Branford, CT 06471

RECEIVED  
TOWN MANAGER'S OFFICE  
NORTH BRANFORD, CT

Dear Mr. Branigan:

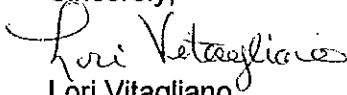
North Branford's current resolution to participate in HazWaste Central expires June 30, 2011. I have enclosed a new 3-year commitment resolution for the period of July 1, 2011 through June 30, 2014.

HazWaste Central is the permanent household hazardous waste collection center located at the Regional Water Authority's headquarters in New Haven. As a participating municipality North Branford residents can safely dispose of their household hazardous waste and conditionally exempt small quantity generators can deliver their business waste any Saturday beginning the mid-May through the end of October.

Please present this resolution at your next Town Council meeting for approval. When approved, have the resolution signed and certified by your Town Clerk. Kindly, return one copy to the HazWaste Central office and file a signed and certified copy in the Town Clerk's office.

Should you require additional information please feel free to contact me at 203-401-2720.

Sincerely,


  
Lori Vitagliano  
HazWaste Coordinator

cc: Ms. Mary Bigelow, HazWaste Central MPC Representative  
Mr. Dan Troiano, RWA RPB Representative  
Mr. Larry L. Bingaman, RWA President & CEO



# Memo

Office of the Town Manager

**To:** Town Council Members  
**From:** Richard V. Branigan, Town Manager   
**Date:** January 13, 2011  
**Re:** Stanley T. Williams School Senior /Community Center Conversion

---

In accordance with Section 73-6(A) of the Town Code, the Town Council has the option of referring a building renovation or reconstruction project to the Permanent Project Building Committee (PPBC) for coordination and execution of the project scope. In addition, the Council should define a budgetary limit for the project as guidance for the PPBC.

Accordingly, the proposed resolution authorizes the PPBC to initiate a project entitled "Stanley T. Williams School Senior /Community Center Conversion" and to establish a budget for said project at \$200,000 with funding from the Small Town Economic Assistance Grant (STEAP) as previously approved by the State of Connecticut.

**Proposed Motion:**

The Town Council hereby establishes a project entitled the Stanley T. Williams School Senior /Community Center Conversion and refers said project to the Permanent Project Building Committee in accordance with Section 73-6(A) of the Town Code with a budget in the amount of \$200,000.

Motion Made By: \_\_\_\_\_

Second By: \_\_\_\_\_

**§ 73-5. Organization.**

The Committee shall appoint its own Chairperson, Secretary and establish all rules and regulations for the conduct of the meetings. A copy of said rules and regulations shall be filed with the Town Clerk and with the Clerk of the Town Council.

**§ 73-6. Duties.**

- A. The Committee, following the authorization to proceed by the Town Council, shall work with the Town Manager in seeking professional services, such as architect or engineer. The Committee shall interview appropriate firms and make recommendations back to the Town Council regarding the selection of firms.
- B. Upon approval of a firm by the Town Council and upon authorization of the Town Council to proceed to the design phase, the Committee shall prepare preliminary design and construction costs for said project. Upon the completion of the design phase, the Committee shall present these design and cost assessments back to the Town Council.
- C. Following approval of the Town Council to proceed, the Committee shall follow the Town's procedures for bidding of said project. Following the receipt and review of the bids, said Committee shall make recommendations to the Town Manager for the bid award.
- D. The Permanent Project Building Committee shall be responsible in overseeing the construction of said project and shall give the Town Manager status reports of the project on a regular basis. The Town Manager shall keep the Town Council advised on these status reports. The Committee may make recommendations to the Town Council on any phase of said project.
- E. Upon completion of said project, said Committee shall present a written report back to the Town Council on the overall status of the project, including its finances, warranties and other related information, and make recommendations as to the final acceptance of the project by the Town Council.

NBTC Agenda Item #9d

Date: January 18, 2011

21 Rice Terrace  
Branford, CT 06405  
(203) 481-5632



93 Deming Road, Suite A  
Berlin, CT 06037  
Tel: (860) 828-0531  
Fax: (860) 828-7816

December 21, 2010

North Branford Town Council  
Town of North Branford  
P.O. Box 287 - 909 Foxon Road  
North Branford CT 06471

RECEIVED

JAN 17 2011

Town Manager's Office

**Re: Requested Documentation to Waive 2011 P.I.L.O.T. for  
North Branford Housing Authority ("NBHA")  
Property: Hillside Terrace, 167 Branford Rd, North Branford, CT**

Dear Council Members:

On behalf of the Commissioners of the North Branford Housing Authority, we request the Town of North Branford to *waive the 2011 yearly P.I.L.O.T. payments* so that we can replenish Hillside Terrace reserves to the \$1,000 per unit minimum balance required by CHFA for elderly developments. Our rental subsidies have been frozen enabling us to raise the base rent to assist with housing cost operations.

Your consideration and approval of the aforementioned request would be appreciated.

Should you have any questions, please contact me at (860) 828-0531, extension 203.

Thank you.

A handwritten signature in cursive script that reads 'Cheryl V. Daniw'.

Cheryl V. Daniw  
Management Agent

cc: Board of Commissioners  
Town Manager



TOWN OF NORTH BRANFORD  
FISCAL SUMMARY

As of December 31, 2010 with Comparative Amounts as of December 31, 2009  
(Unaudited)

DATE January 18, 2011

PRIOR YEAR TO DATE		
2009-10	AMOUNT	% OF
BUDGET	RECEIVED	BUDGET
\$32,980,209	\$20,028,880	60.7%
\$125,000	\$147,852	118.3%
\$225,000	\$0	0.0%
\$114,240	\$102,401	89.6%
\$65,000	\$57,175	88.0%
\$1,033,092	\$479,046	46.4%
\$150,000	\$36,433	24.3%
\$147,050	\$55,894	38.0%
\$73,970	\$61,731	83.5%
\$337,417	\$8,841	2.6%
\$7,264,223	\$1,739,773	23.9%
\$555,695	\$372,619	67.1%
\$0	\$0	0.0%
\$46,100	\$1,576	3.4%
\$121,050	\$54,586	45.1%
\$426,000	\$0	0.0%
\$432,508	\$155,955	36.1%
\$44,096,554	\$23,302,762	52.8%

REVENUE
PROPERTY TAXES-CURRENT
PROPERTY TAXES-DELINQUENT
PROPERTY TAXES-SUPPLEMENTAL
DELINQUENT CHARGES
OTHER TAXES - CONVEYANCE
PAYMENTS IN LIEU OF TAXES
INVESTMENT INCOME
LICENSES & PERMITS
CURRENT SERVICES
STATE GRANTS - TAXES
STATE GRANTS - EDUCATION
STATE GRANTS - OTHER
FEDERAL GRANTS
USE OR SALE OF ASSETS
MISCELLANEOUS REVENUES
SURPLUS APPROPRIATED
OPERATING TRANSFERS IN

FISCAL YEAR 2010-11		
2010-11	RECEIVED	% OF
BUDGET	TO DATE	BUDGET
\$34,037,881	\$19,617,363	57.6%
\$125,000	\$96,680	77.3%
\$200,000	\$0	0.0%
\$113,010	\$74,888	66.3%
\$60,000	\$33,988	56.6%
\$1,044,682	\$492,341	47.1%
\$150,000	\$6,236	4.2%
\$118,300	\$58,998	49.9%
\$92,083	\$57,166	62.1%
\$442,796	\$10,600	2.4%
\$7,200,502	\$1,739,773	24.2%
\$537,063	\$392,117	73.0%
\$0	\$0	0.0%
\$47,650	\$9,134	19.2%
\$229,720	\$206,950	90.1%
\$651,400	\$0	0.0%
\$462,475	\$153,069	33.1%
\$45,512,562	\$22,949,303	50.4%

2009-10	EXPENDED &	% OF
BUDGET	ENCUMBERED	BUDGET
\$48,609	\$40,350	83.0%
\$50	\$0	0.0%
\$198,138	\$97,078	49.0%
\$305,639	\$166,659	54.5%
\$133,876	\$70,771	52.9%
\$141,478	\$53,189	37.6%
\$1,530	\$0	0.0%
\$315,734	\$202,770	64.2%
\$166,674	\$91,086	54.6%
\$41,575	\$20,005	48.1%
\$71,700	\$133,792	186.6%
\$3,173	\$1,014	32.0%
\$25,165	\$28,623	113.7%
\$348	\$0	0.0%
\$2,723,873	\$1,481,619	54.4%
\$495,503	\$367,378	74.1%
\$50,000	\$0	0.0%
\$147,018	\$81,885	55.7%
\$450,319	\$270,388	60.0%
\$12	\$7	58.3%
\$50,864	\$50,738	99.8%
\$814,078	\$696,539	85.6%
\$1,595,007	\$950,531	59.6%
\$175,276	\$54,988	31.4%
\$231,235	\$106,623	46.1%
\$15,150	\$4,252	28.1%
\$198,607	\$102,653	51.7%
\$20,100	\$21,000	104.5%
\$1,500	\$0	0.0%
\$549,279	\$315,350	57.4%
\$97,590	\$103,890	106.5%
\$73,820	\$35,512	48.1%
\$42,455	\$25,100	59.1%
\$5,887	\$1,481	25.2%
\$20,960	\$1,840	8.8%
\$106,279	\$52,054	49.0%
\$25,868	\$22,267	86.1%
\$3,136	\$1,213	38.7%
\$11,362	\$409	3.6%
\$132,591	\$65,883	49.7%
\$5,122	\$2,558	49.9%
\$100	\$156	156.0%
\$1,114	\$330	29.6%
\$112,602	\$56,952	50.6%
\$93,155	\$0	0.0%
\$303,944	\$201,913	66.4%
\$1,790,808	\$1,012,691	56.5%
\$4,622,068	\$3,624,041	78.4%
\$81,000	\$0	0.0%
\$27,595,183	\$12,671,925	45.9%
\$44,096,554	\$23,289,503	52.8%

DEPARTMENTAL EXPENDITURES

MAYOR AND COUNCIL
WPCA
TOWN MANAGER
FINANCE DEPARTMENT
TAX COLLECTOR
ASSESSOR
BOARD OF ASSESSMENT APPEALS
CENTRAL SERVICES
TOWN CLERK
ELECTIONS
TOWN ATTORNEY
PERMANENT PROJ BUILDING COMM
TECHNOLOGY
ETHICS COMMISSION
POLICE DEPARTMENT
FIRE DEPARTMENT
AMBULANCE
FIRE HYDRANTS
COMMUNICATIONS
CIVIL PREPAREDNESS
ANIMAL CONTROL
SOLID WASTE DISPOSAL
PUBLIC WORKS
STREET LIGHTING
PARKS & RECREATION
PUBLIC CELEBRATIONS
SENIOR SERVICES
ELDERLY HOUSING
REYNOLDS/BEERS HOUSE
LIBRARY
HEALTH & HUMAN RELATIONS
HUMAN RELATIONS
SOCIAL SERVICES
PROBATE COURT
HAZ/WASTE DISPOSAL/RECYCLING
PLANNING DEPARTMENT
PLANNING & ZONING COMMISSION
ZONING BOARD OF APPEALS
ECONOMIC DEV. COMMISSION
ENGINEERING
CONSERVATION & INLAND WETLANDS
BEAUTIFICATION
AGRICULTURE COMMISSION
BUILDING DEPARTMENT
RESERVE FOR CONTINGENCY
PROPERTY & CASUALTY INSURANCE
EMPLOYEE BENEFITS
DEBT SERVICE
OPERATING TRANSFERS OUT
BOARD OF EDUCATION

2010-11	EXPENDED &	% OF
BUDGET	ENCUMBERED	BUDGET
	TO DATE	
\$48,604	\$42,279	87.0%
\$50	\$0	0.0%
\$198,304	\$93,840	47.3%
\$323,011	\$165,705	51.3%
\$145,689	\$70,981	48.7%
\$157,983	\$77,641	49.1%
\$2,350	\$13	0.5%
\$299,218	\$195,086	65.2%
\$172,241	\$91,546	53.1%
\$40,604	\$29,454	72.5%
\$71,700	\$54,350	75.8%
\$1,293	\$597	46.2%
\$16,714	\$31,030	185.7%
\$348	\$0	0.0%
\$2,740,295	\$1,437,498	52.5%
\$502,265	\$356,941	71.1%
\$50,000	\$0	0.0%
\$158,799	\$158,000	99.5%
\$479,335	\$279,060	58.2%
\$12	\$7	56.0%
\$52,383	\$50,738	96.9%
\$866,858	\$667,316	77.0%
\$1,585,020	\$865,192	54.6%
\$159,576	\$51,174	32.1%
\$206,718	\$96,607	46.7%
\$15,150	\$6,804	44.9%
\$199,301	\$107,545	54.0%
\$22,500	\$22,500	100.0%
\$1,000	\$344	34.4%
\$588,380	\$348,652	59.3%
\$100,275	\$98,275	98.0%
\$62,362	\$30,155	48.4%
\$44,151	\$26,230	59.4%
\$7,687	\$7,444	96.8%
\$21,937	\$16,687	76.1%
\$110,714	\$53,825	48.6%
\$18,341	\$16,054	87.5%
\$2,522	\$1,137	45.1%
\$3,532	\$866	24.5%
\$102,107	\$45,249	44.3%
\$4,307	\$2,478	57.5%
\$100	\$0	0.0%
\$2,050	\$1,373	67.0%
\$117,468	\$57,857	49.3%
\$201,000	\$0	0.0%
\$194,180	\$188,058	96.8%
\$1,701,546	\$1,014,958	59.6%
\$5,119,432	\$3,895,868	76.1%
\$308,400	\$0	0.0%
\$28,286,750	\$12,776,611	45.2%
\$45,512,562	\$23,534,022	51.7%

# TOWN OF NORTH BRANFORD

Contingency Appropriation  
Fiscal 2010-2011

NBTC Agenda # 9g

Date: January 18, 2011

**Resolved:**

That the Town Manager is hereby authorized to appropriate from reserve for contingency, Account #101-4703-760-0000 and transfer into the appropriate accounts, as soon as possible, for the following purposes.

MOTION BY: \_\_\_\_\_

SECONDED: \_\_\_\_\_

VOTE: \_\_\_\_\_

	<u>Amount</u>
Town Hall Surveillance Cameras Installation	\$7,500

\$7,500

**Status of Contingency**

Original Balance \$201,000

Previous Appropriations

Sub Total \$201,000

Item listed above \$7,500

Balance after listed items \$193,500

RESOLVED:

That the North Branford Town Council hereby approves the following property tax refunds:

<u>NAME</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>REASON</u>
ARI Fleet LT 9000 Midlantic Drive Mt. Laurel, NJ 08054	337.08	M	Assessor's CC 27617 & 27618
ARI Fleet LT 9000 Midlantic Drive Mt. Laurel, NJ 08054	337.08	M	Assessor's CC 27619 & 27621
ARI Fleet LT 9000 Midlantic Drive Mt. Laurel, NJ 08054	168.54	M	Assessor's CC 27620
Down, William E. IV 75 Pistapaugh Road Northford, CT 06472	3,029.85	R	Refund of Excess Payment
Connors, Maria E. 340 Twin Lakes Road North Branford, CT 06471	75.32	M	Assessor's CC 27556
Fifth Third Auto Lea Trt 5001 Kingsley Drive Cincinnati, OH 45263	214.40	M	Assessor's CC 27628
Houle, John E. 131 Prospect Ave. West Haven, CT 06516	49.68	M	Assessor's CC 27622
Nissan Infiniti LT P. O. Box 650214 Dallas, TX 75265	159.58	M	Assessor's CC 27637

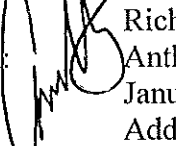
Muzzo, James Jr. & Eileen Glen Meadow Drive Northford, CT 06472	180.25	S	Refund of Excess Payment
Salvati, Nancy J. 185 Walnut Lane Northford, CT 06472	281.60	M	Assessor's CC 276076 & 27607
Seker, Selim & Lisa 240 White Hollow Road Northford, CT 06472	1,938.40	R	Refund of Excess Payment
Wells Fargo Real Estate Tax 1 Home Campus, X2302-04D Des Moines, IA 50328	2,496.78	R	Refund of Excess Payment

**Motion:** \_\_\_\_\_

**Seconded:** \_\_\_\_\_

**Vote:** \_\_\_\_\_

**TOWN OF NORTH BRANFORD  
MEMORANDUM**

To:  Richard V. Branigan, Town Manager  
From: Anthony P. Esposito Jr., CPFO, Treasurer/Finance Director  
Date: January 13, 2011  
Re: Adding Loan Provision to BOE 457 Plans

As you may remember, over the past year the Town has revised the plan documents for the 401a Defined Contribution Plan and 457 Deferred Compensation Plan. This has allowed employees to access their funds in the event of extraordinary financial circumstances.

*As background, there are three (3) 457 Deferred Compensation Plans administered by the International City Management Association (ICMA) - one for Town employees, one for BOE employees and one for cafeteria employees.*

Recently, an employee of the Board of Education attempted to initiate a loan through her 457 plan, only to learn that the provision did not exist for her plan. Since there are two BOE plans that currently don't have that feature, it appears prudent to revise both of those plans at this time to mirror the Town's deferred compensation plan and to make them all uniform.

I have discussed this with Don Winnicki, Director of Personnel & Business at the BOE and he concurs with this action.

I have attached the sample resolution that ICMA has provided that needs to be acted upon for both plans.

**Suggested Motion:**

**BE IT HEREBY RESOLVED** that the North Branford Town Council adopts the two resolutions attached to this memorandum in their entirety. These resolutions will revise the 457 Deferred Compensation Plan documents for groups 301768 and 301769 and allow participants borrow against their individual accounts.

**Motion By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Vote:** \_\_\_\_\_

**SUGGESTED RESOLUTION FOR A LEGISLATIVE BODY  
RELATING TO AMENDING A RETIREMENT PLAN TO PERMIT LOANS**

Section 401 Money Purchase Plan or  
Section 401 Profit-Sharing Plan  
ICMA-RC Plan # 10 \_\_\_\_\_

Section 457 Deferred Compensation Plan  
ICMA-RC Plan # 30 1 7 6 8

Name of Employer: Town of North Branford State: CT

Resolution of the above named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a retirement plan (the "Plan") for such employees which serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that permitting participants in the retirement plan to take loans from the Plan will serve these objectives;

NOW THEREFORE BE IT RESOLVED that the Plan will permit loans.

I, \_\_\_\_\_, Clerk of the (City, County, etc.) of \_\_\_\_\_, do hereby certify that the foregoing resolution, proposed by (Council Member, Trustee, etc.) \_\_\_\_\_, was duly passed and adopted in the (Council, Board, etc.) of the (City, County, etc.) of \_\_\_\_\_ at a regular meeting thereof assembled this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NAYS:

ABSENT:

(seal)

\_\_\_\_\_  
Clerk of the (City, County, etc.)

This resolution should be returned to:

New Business Analyst  
ICMA-RC  
777 N. Capitol St., NE  
Washington, DC 20002-4240  
Phone 800-326-7272

**SUGGESTED RESOLUTION FOR A LEGISLATIVE BODY  
RELATING TO AMENDING A RETIREMENT PLAN TO PERMIT LOANS**

Section 401 Money Purchase Plan or  
Section 401 Profit-Sharing Plan  
ICMA-RC Plan # 10 \_\_\_\_\_

Section 457 Deferred Compensation Plan  
ICMA-RC Plan # 30 1 7 6 9

Name of Employer: Town of North Branford State: CT

Resolution of the above named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a retirement plan (the "Plan") for such employees which serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that permitting participants in the retirement plan to take loans from the Plan will serve these objectives;

NOW THEREFORE BE IT RESOLVED that the Plan will permit loans.

I, \_\_\_\_\_, Clerk of the (City, County, etc.) of \_\_\_\_\_, do hereby certify that the foregoing resolution, proposed by (Council Member, Trustee, etc.) \_\_\_\_\_, was duly passed and adopted in the (Council, Board, etc.) of the (City, County, etc.) of \_\_\_\_\_ at a regular meeting thereof assembled this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NAYS:

ABSENT:

(seal)

\_\_\_\_\_  
Clerk of the (City, County, etc.)

This resolution should be returned to:

New Business Analyst

ICMA-RC

777 N. Capitol St., NE

Washington, DC 20002-4240

Phone 800-326-7272