

**TO: The Honorable Mayor and Town Council Members**

**FROM: Michael T. Paulhus, Town Manager**

**DATE: January 5, 2018**

**1. Council Communications:**

- a. I would like to thank Fran Merola, Director of Public Works and all the Public Workers on the great job on Thursday's snow storm.

**2. Upcoming Events:**

**3. Council and Board/Committee Dates:**

- a. Police Commission will be held on Monday, January 8, 2018 starting at 5:00 p.m. at the Police Department Conference Room.
- b. Economic Development Commission will be held on Monday, January 8, 2018 starting at 6:00 p.m. in the Town Manager's Conference Room.
- c. Republican Town Committee meeting will be held on Wednesday, January 10, 2018 starting at 7:00 p.m. in the Town Council Chambers.
- d. Library Board meeting will be held on Wednesday, January 10, 2018 starting at 7:30 p.m. at Smith Library in Northford
- e. Solid Hazardous Waste meeting will be on Thursday, January 11, 2018 starting at 6:30 p.m. in the Town Manager's Office.
- f. Planning & Zoning special meeting will be on Thursday, January 11, 2018 starting at 7:00 p.m. in the Town Council Chambers.

**4. Department/Division News:**

- a. I am working with Lauren Munro, Recreation Director on a transportation grant that would provide funding for the replacement of two senior vans.

**5. Board/Commission News: None**

**6. Council Questions/Answers:**

- a. I met with Attorney Marino today on various items including review of the contract language for Hooker & Holcombe; the Code of Ethics; Sewer Ordinance; Purchasing Ordinance, and pending cases.

**7. COST: None**

**8. SCRCOG: None**

**9. CCM:**

- a. CCM Municipal Training email regarding 2018 Municipal Budgets: Overcoming the Challenges seminar will be held on Wednesday, January 24, 2018 at the Milford City Hall Auditorium.

**10. MISCELLANEOUS:**

- a. IForum 2018 newsletter

**11. PROJECT UPDATE:**

NBIS Roof Project: Perfectemp, Inc. of Plainville, CT is tentatively scheduled to be on-site on Tuesday, January 9, 2017 for a meeting to review the scope of work and the project time-line

**12. ATTACHMENTS:**

- a. CCM Municipal Training
- b. IForum newsletter

**From:** CCM Training <ccmtraining@ccm-ct.org>  
**Sent:** Wednesday, January 03, 2018 11:16 AM  
**To:** executivesecretary@townofnorthbranfordct.com  
**Subject:** CCM Workshop Update: Second 2018 Municipal Budget Workshop Scheduled!

# CCM MUNICIPAL TRAINING

## 2018 Municipal Budgets: *Overcoming the Challenges*

**Wednesday, January 24, 2018**

**Milford City Hall Auditorium  
110 River St.  
Milford, CT 06460**

**6:00 p.m. - 9:00 p.m.**  
*Registration begins at 5:30 p.m.*

**FREE to CCM member municipalities | \$120 fee for non-member municipalities**

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### PROGRAM OVERVIEW

**Local governments continue to face unprecedented budget challenges.**

This vital workshop will prepare you for your upcoming budgeting season. It will provide in-depth information on what you need to know from the basics of budgeting and how to read financial statements to more advanced concepts of applying financial statement and economic data to your budget preparation. Whether you're new at budget preparation or a pro, this session will provide the latest, most up-to-date financial concepts to prepare a user-friendly and defensible budget for FY2018.

### LEARNING OBJECTIVES

- Prepare budgets, monitor budgets, and evaluate budgetary results;
- Understand and use your own financial statements to assist you in budgetary decisions;
- Use trend and economic data to assist you in estimating revenues and expenditures;
- Nationally recommended governmental budgetary practices;
- Tips and tricks-of-the-trade used in local budget preparation;
- Recognizing structural vs. cyclical financial deficits before they happen;
- Forecasting fund balance levels, grand lists, and future mill rates;

- Understanding your CAFR, GASB Statements, OPEB, Revaluations, and applying GAAP.

After covering the basics, you will learn more advanced techniques and practices such as:

- Controlling debt service levels: 5-10 year Capital Improvement Programs;
- Methods of health care cost containment;
- Outside influences to your finances: rating agencies, the open market, etc.

## CCM PRESENTERS

### Brandon Robertson

Town Manager, Town of Avon

### Joseph Swetcky

Finance Director, Town of Farmington

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## WHO SHOULD ATTEND?

- First Selectmen, Mayors, Town/City Managers
- Council Members and Selectmen
- Finance Directors
- Boards of Finance
- Boards of Education
- Department Heads
- School Business Managers
- Risk Managers
- Any municipal personnel involved in the budgetary process



## CCMO

Become a Certified Connecticut Municipal Official (CCMO)! Enrollment for the CCMO program is now OPEN!

This workshop is good for 3 credit hours of Community Development that can be used towards completing your certification.

For more information such as details on requirements and how to get started, please visit [www.ccm-ct.org/ccmo](http://www.ccm-ct.org/ccmo)

## THREE WAYS TO REGISTER

1. **Online:** [Click here](#) to register - Registration deadline: January 4th
2. **Email:** [ccmtraining@ccm-ct.org](mailto:ccmtraining@ccm-ct.org)
3. **Phone:** CCM Training, (203) 498-3073 or (203) 498-3037

*Limited seating available - please register early. Refreshments are not provided.*

**Cancellation Policy:** This workshop may be cancelled or postponed due to insufficient enrollment, inclement weather, or other unforeseen circumstances. Registrants will be notified of any changes.

## UPCOMING WORKSHOPS!!

Here are just a few of our upcoming workshops:

- Jan. 11 - Cyber Security Awareness
- Feb. 6 - Grant Writing
- Feb. 8 - How to Run Legal and Effective Meetings
- Feb. 20 - The Nuts and Bolts of Being a Supervisor
- Feb. 27 - FOIA for Boards and Commissions

For a complete listing of upcoming workshops please [click here](#).



**Stay connected!** Follow us and don't forget to tag us in your posts. We'd love to see what our members are saying about CCM's workshops and training. Be sure to share your pictures from CCM workshops using the hashtag #ccm\_training.



Connecticut Conference of Municipalities | (203) 498-3000 | [www.ccm-ct.org](http://www.ccm-ct.org)

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900 Chapel Street  
New Haven, CT | 06510 US

This email was sent to [executivesecretary@townofnorthbranfordct.com](mailto:executivesecretary@townofnorthbranfordct.com).  
To continue receiving our emails, add us to your address book.



From: Partnership for Strong Communities <info@pschousing.org>  
Sent: Thursday, January 04, 2018 11:30 AM  
To: executivesecretary@townofnorthbranfordct.com  
Subject: Registration Now Open for January IForum



**Housing Success:**  
**Tools, Techniques, Leadership and the Law**

Monday, January 29, 2018  
The Lyceum, 227 Lawrence Street, Hartford, CT  
Registration, light breakfast and conversation: 8:30am-9:00am  
Event program: 9:00am -11:00am

[Register here](#)



Certified Planners: 2.25 CM credits *pending*.

We will begin the IForum series by honoring Governor Dannel P. Malloy and his administration's housing initiatives.

In this IForum, we will explore how towns can best meet the housing needs of their community within the existing legal, demographic and economic environment while ensuring municipal growth and stability. We will learn about successes in Massachusetts to strengthen communities across the state by reforming the Commonwealth's planning, zoning and permitting laws and making it easier for young families and seniors to stay in their communities by providing housing choices.

We also will learn about triumphs in Connecticut communities that plan for, zone for, and create affordable housing. What tools have they used? What planning methods have been helpful? How have they successfully integrated community concerns into their planning? What new tools can they use?

Join us and the Connecticut Chapter of the American Planning Association as we explore these questions with experts in the field, including:

- **Andre Leroux**, Executive Director of the Massachusetts Smart Growth Alliance,
- **Mark Barnhart**, Director, Office of Community and Economic Development, Town of Fairfield
- **John Guskowski**, Director of Planning and Development, CME Associates, Inc.

- **Beth Cavagna**, Planning Director, Town of Bethel
- **Pat Llodra**, Former First Selectman, Town of Newtown
- **Patrick McMahon**, President & CEO, Connecticut Main Street Center
- **Raphael Podolsky**, Attorney and Legislative Advocate, Connecticut Legal Services, Inc.
- **Dara Kovel**, Development President, Beacon Communities
- **Melissa Kaplan-Macey**, Connecticut Director, Regional Plan Association

We hope you will [register now](#) to join the conversation.

This program is offered free of charge, including complimentary parking and light breakfast. We would like to keep these forums open and free to the public so that everyone can contribute to the discussion and make their voices heard. By [making a contribution](#) to this event, you are helping us to strengthen our communities.

[Click here](#) to learn more about the event.

We hope to see you there!

Sincerely,

Sean Ghio  
Policy Director

IForums are free of charge and open to the public. Please [click here](#) to learn more about supporting our mission.

Please consider carpooling or using public transportation. CT Transit Buses 61, 63, 69, and 121 all have stops close to the Lyceum.

NOTE: If there is inclement weather, please watch WFSB TV 3 to see if the IForum is canceled or will have a delayed start. If there is a measurable amount of snow the evening before or day of the IForum and the IForum is still going forward, you may consider parking at Legislative Office Building and walking to The Lyceum to ensure a parking spot.

Visit us at [www.pschousing.org](http://www.pschousing.org). Contact us for more information about IForums 2018.

The Lyceum  
227 Lawrence Street  
Hartford, CT 06106  
p. 860-244-0066  
f. 860-247-4320



This message was sent to [executivesecretary@townofnorthbranfordct.com](mailto:executivesecretary@townofnorthbranfordct.com) from [info@pschousing.org](mailto:info@pschousing.org)

Partnership for Strong Communities  
Partnership for Strong Communities  
227 Lawrence St  
Hartford, CT 06106



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