



# RTM Administrative Services Committee

## TOWN OF BRANFORD

Anthony Alfone \* Maryann Amore \* Linda Erlanger \* Tracy Everson \* Carolyn Sires \* Frank Twohill \* Victoria Verderame, Chair

### Branford RTM Administrative Services Committee Minutes for September 6, 2022

A regular meeting of the RTM Administrative Services Committee was held on Tuesday, September 6, 2022, at 7:00 p.m. at the Joseph Trapasso Community Center, 46 Church Street.

#### Administrative Services Committee Members in Attendance:

Representatives: Alfone, Amore, Erlanger, Everson, Sires, Twohill (via zoom) and Verderame

The meeting was called to order at 7:01 p.m. by roll call vote with the full committee seated.

1. To consider and, if appropriate, approve the recommendation of the BOF that the RTM evaluate the request to fund the positions of Registrars of Voters on a full-time basis beginning 1/1/2023 for each year of their two-year term of office at a rate of pay recommended by the Human Resources Department and approved by the RTM. This recommendation will be made pursuant to an analysis of the department's operations and staffing requirements.

Rep. Sires made the motion to pass the item with a second by Rep. Twohill. After a lengthy discussion with presentations from Democratic Registrar Dan Halley and Republic Registrar Darren Lawler, Rep. Sires withdrew her motion. Rep. Alfone then made a motion to re-refer the item with a second from Rep. Erlanger. The motion passed 6-1, with Rep. Twohill voting against the motion.

2. To consider and if appropriate, approve a transfer request from the Tax Collector for FY22 as follows:

**From:**

10141070-588620	Tax Refunds	(\$8,403)
10141070-533280	Consulting	( 1,550)
		(\$9,953)

**To:**

10141070-518000	Overtime	\$8,403
10141070-544300	Repair & Maintenance	600
10141070-588200	Miscellaneous Expenses	430
10141070-555320	Postage	520
		\$9,953

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 Mai Espinoza  
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First Selectman Jamie Cosgrove presented on this item. Rep. Alfone put the motion forward to approve the transfer, with a second from Rep. Sires. The motion passed unanimously.

3. To consider and if appropriate, approve a transfer request from the Registrar of Voters for a transfer for FY22:

<b>From:</b>		
10141120-51760	Election Workers	(\$4,300)
<b>To:</b>		
10141120-517750	Deputy Registrars	\$3,107
10141120-518250	Seasonal & Part-Time Help	318
10141120-566900	Other Supplies	<u>875</u>
		\$4,300

Rep. Ingraham presented on this item. Rep. Amore put the motion forward to approve the transfer, with a second from Rep. Alfone. The motion passed unanimously.

4. To consider, and if appropriate, approve a request from the Town Clerk for the following budget transfer for FY22:

<b>From:</b>		
10141080-533570	Computer Indexing	(\$128)
10141080-555400	Advertising, Printing, Binding	( 443)
10141080-566100	Office Supplies	( 23)
10141080-588630	Vital Statistics	<u>( 212)</u>
		(\$ 806)
<b>To:</b>		
10141080-533300	Professional Development	\$ 806

Town Clerk Lisa Arpin presented on this item and spoke about the Town Clerk conference she attended. Rep. Sires made the motion to approve the transfer with a second from Rep. Erlanger. The motion passed unanimously.

#### 5. Review of Town's Legal Expenses

The committee briefly reviewed and discussed the town's most recent legal expenses with First Selectman Jamie Cosgrove.

#### 6. Adjournment

The meeting was adjourned at 8:45 with a motion by Rep. Alfone and seconded by Rep. Sires.

Dated this 12<sup>th</sup> day of September 2022  
Respectfully Submitted,  
Victoria Verderame  
Chair, Administrative Services Committee