



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 October 4, 2022

A regular RTM Administrative Services Committee meeting was held on Tuesday, October 4, 2022, at 7:00 p.m. at the Joseph Trapasso Community Center, 46 Church Street.

Administrative Services Committee Members in Attendance:

Representatives: Alfone, Amore, Everson, Sires, Twohill, and Verderame. Rep. Erlanger informed Chairwoman Verderame of her absence.

The meeting was called to order at 7:00 p.m. by roll call vote with the above committee members 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.

After a lengthy discussion, and hearing from both the Democratic and Republican Registrar of Voters, Rep. Alfone made the motion to approve the rate of pay recommended by the Human Resources Department, \$31,000. Rep. Sires seconded the motion. The motion passed unanimously 6-0. The committee noted that the issue needs to be reassessed at a later time.

2. To consider and if appropriate, approve a transfer request from Branford Counseling & Community Services for FY22 as follows:

From:

21844010-517000	Regular Wages & Salaries	(\$9,187)
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To:

21844010-533650	Credit Card Processing Fees	\$2,000
21844010-555200	Property, General Liability Insurance	6,079
21844010-555320	Postage	103
21844010-579150	Technology	657
21844010-579300	Furniture & Fixtures	242
21844010-518000	Overtime	<u>106</u>
		\$ 9,187

Maria Sires
BRANFORD TOWN CLERK

2022 OCT -1 P 2:04

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Peter Cimino from the Branford Counseling Center presented on this item and stated that the transfer was made to close out the fiscal year. After a brief discussion, Rep. Alfone made the motion to accept the transfer with a second by Rep. Sires. The motion passed unanimously 6-0.

3. To consider and if appropriate, approve a transfer request from the Director of Human Resources for FY22 as follows:

Human Resources FY22

From:

10141200-533510	HRIS Services	(\$6,540)
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To:

10141200-533530	Employment Testing	\$6,290
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10141200-519020	Longevity	<u>250</u>
		\$6,540

The Director of Human Resources, Margaret Lubberda, presented on this item and explained that this transfer was to close out the fiscal year. Rep. Alfone made the motion to approve the transfer and Rep. Sires seconded the motion. The motion passed unanimously 6-0.

The meeting was adjourned at 8:15 p.m. with a motion by Rep. Twohill and a second by Rep. Everson.

Dated this 7th day of October 2022

Respectfully Submitted,

Victoria Verderame

Chair, Administrative Services Committee

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HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT

2022 OCT -7 P 2:04

Wai E. Arpin
BRANFORD TOWN CLERK

MARGARET LUBERDA
Director of Human Resources



September 27, 2022

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To: Jamie Cosgrove

Re: Follow up - Voter Registrar Office Review

Per your request, I contacted the CT Conference of Municipalities (CCM) to request a survey of other CT Town's Registrar of Voters Office staff, compensation and employment status (full time or part time). The following three questions were surveyed:

1. How many Registrar of Voters positions do you have? What is their salary and are these position (s) part time or full time?
2. How many other staff are in the Registrar of Voters office, what is their hourly or salary rate and are they full time or part time?
3. Does your Registrar of Voters office have office hours? If yes, what are they?

BRANFORD

1. Currently Branford has two part time Voter Registrars whose current base salary is \$26,757.12. (Currently each is scheduled for a 2% salary increase in January 2023 and has received a salary increase every January. In addition, each has received \$900 annually to maintain their certification and additional monies when they have worked during the primaries or state/national elections). A chart is attached of their gross earnings for each year since each has held a Registrar of Voters position.
2. Currently there are four part time staff members: two Deputy Registrars who earn \$22.00 an hour and two Administrative Assistants who earn \$18.00 an hour. Each are scheduled to work 10 hours a week and more hours during peak primary/election seasons, if needed. In addition, additional temporary employees are hired to work per diem on voting days. The two deputy registrars were hired as additions to the part time staff in 2021.
3. Currently the Branford Registrar of Voters Office is open Tuesday and Thursday 10am to 3:30.

THE FOLLOWING TOWNS PARTICIPATED IN THIS SURVEY:

GUILFORD

1. **Number of Registrar of Voters positions:**

Two Part time exempt Registrars are each paid **\$23,075.00 annually.**

2. **How many other staff are in the Registrar of Voters office?**
Several part time hourly workers are only needed during election season
3. **Does the Registrar of Voters office have office hours? If yes, what are they?**
Monday 8:30am – 12:00pm / Wednesday 8:30am – 12:00pm / Friday
8:30am – 12:00pm

New London, CT

1. Number of Registrar of Voters positions, their salary and full time or part time status?

We have 3 Registrars of Voters; one Republican Registrar, one Deputy Republican Registrar, and one Democratic Registrar. All three work part-time. The Democratic Registrar's salary is \$28,366.00/annum, and the Republican Registrar and Deputy Republican Registrar each make \$13,977.00/annum.

2. How many other staff are in the Registrar of Voters office, their hourly rate and full time or part time salary?

No other staff.

3. Does the Registrar of Voters office have office hours? If yes, what are they?

During the Primary and General Elections, the Registrar's Office is open from 6am-8pm. All other times, the Registrar's Office does not have specific listed hours that they are open.

Cheshire, CT

1. Number of Registrar of Voters positions, their salary and full time or part time status?

Cheshire has elected registrars, one from each party, that currently each make \$24,428/year.

2. How many other staff are in the Registrar of Voters office, their hourly rate and full time or part time salary?

There are two, part-time employees who each work 17 hours per week. They make \$15.96/hr and \$18.13/hr, respectively.

3. Does the Registrar of Voters office have office hours? If yes, what are they?

The Registrars' Office is open all year Monday through Friday from 9:00 a.m. to 3:00 p.m. There will be an extended session until 8:00 p.m. on the Tuesday of the week prior to each election

Ridgefield, CT

1. Number of Registrar of Voters positions, their salary and full time or part time status?
2 Part time elected officials - they are salaried positions and "paid" for approx. 21 hr/week. They are also eligible for Medical insurance, as elected paid officials.
2. How many other staff are in the Registrar of Voters office, their hourly rate and full time or part time salary?
They may use seasonal help occasionally and for that have used typically a deputy registrar for each party.
3. Does the Registrar of Voters office have office hours? If yes, what are they?
M, T the Democrat Registrar from 8:30-4:30 (1 hr lunch break) and Th, F from 8:30-4:30 (1 hr lunch break) for the Republican Registrar

Torrington, CT

1. Number of Registrar of Voters positions, their salary and full time or part time status?
**1 Full-Time Registrar, 35 hours per week (non-exempt), \$32.1561 per hour
2 Part-Time Registrars, no set hours (elected positions), \$6,243.00 annual stipend
2 Part-Time Deputy Registrars, no set hours (elected positions), \$1,603.00 annual stipend**
2. How many other staff are in the Registrar of Voters office, their hourly rate and full time or part time salary?
**None except PT employees for primary, referendum and election days
\$140.00 for primary
\$140.00 for referendum
\$140.00 for election**
3. If available, please provide the Registrar of Voters office hours.
Full-Time Registrar's office hours as follows:

M-W	8-4
Th	8-6:30
F	8-12:30

East Haven, CT (information obtained from 20-2021 budget report):

- 1. Two part time Registrar of Voters each projected to earn \$11,500 annually**
- 2. One secretary projected to earn \$25,000 annually**
One Assistant Registrar projected to earn \$10,800 annually

CCM 2021-2022 Salary Survey Results:

Farmington

2 Registrars of Voters that work part-time and earn \$29,400.00 annually.

Naugatuck

2 Registrars of Voters that work part-time and earn \$4,296.95 annually.

New Milford

2 Registrars of Voters that work part-time and earn \$20,600.00 annually.

Newington

2 Registrars of Voters that work part-time and earn \$29,182.00 annually.

South Windsor

2 Registrars of Voters that work part-time and earn \$39,897.00 annually.

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2022 OCT -7 P 2:04

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT



Wai E. Arpin
BRANFORD TOWN CLERK

MARGARET LUBERDA
Director of Human Resources

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To: Jamie Cosgrove, First Selectman

Date: May 2, 2022

Re: Review of Registrar of Voters Department Staffing Fiscal Year 2022-23 Budget

I requested to meet with both Registrars to discuss their request for two full time Registrar of Voter positions as noted in their 2022-23 budget and the replacement of the two part time Registrar Assistant positions, which will be vacant due to retirements. Currently this department's staffing is as follows:

Registrar of Voters: Two part time exempt positions (working less than 19 hours a week or less than 1000 hours a year) annual salary paid currently to each \$26,757.12 or \$27.08 an hour based on 19 hours a week or \$26.78 an hour based on 999 hours a year. Each position has increased in salary each year by 2 percent, with the last position increase adjustment in 2009.

Last fiscal year, the 2021-22 Registrar of Voter budget increased to add two part time **Deputy Registrars** at \$22 an hour or \$11,440 annually for each position. These two new part time hourly positions work 10 hours a week. These two new positions were approved due to the anticipated retirement of the two part time **Registrar Assistants** and the need for two Deputy Registrars to handle the responsibilities of the Registrar of Voters position in their absence. Marion Burkard, a retired Registrar, has until October 2020, been called in to work as needed.

The two part time Registrar Assistants have announced their retirement for early June. A review of their job duties, notes that these are administrative positions. The Deputy Registrar part time positions are both administrative and must be able to perform all the functions of the Registrar of Voters position. I recommend that the part time Registrar Assistants continue to be active positions and work up to 10 hours a week at the hourly of \$18.00 an hour or \$9,360 each annually. In addition, the combined costs of both the part time Deputy Registrar and Registrar Assistants equals \$41,600, which is less than the cost of one full time administrative assistant, does not cost the Town full time benefit costs (medical, dental, life, pension, etc.) and remains an unaffiliated positions.

The current request for the Registrar of Voters to become full time is currently unnecessary and not warranted. These positions are seasonal and paid an exempt annual amount for working no more than 999 hours annually. However, after reviewing and comparing other similar exempt positions in the Town of Branford a salary range of \$31.00 to \$38.80 an hour would be appropriate for the Registrar of Voters part time positions. I would recommend an annual salary of \$30,969 for each position expecting to work 999 hours per fiscal year effective July 1, 2022. After reviewing the activities of the Registrar of Voter positions with Dan Hally, I see no need for two Full Time Registrar of Voter positions as requested as of January 2023. Having each Registrar work a maximum of 999 hours a year can meet the needs for

this position, especially with the inclusion of the two part time Deputy Registrar positions and the replacement of the two part time Registrar Assistant positions. Due to the regulatory and legal compliance requirements, I think it is also important to have an open succession plan enacted for the Registrar of Voter positions.