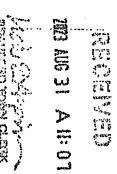


RTM Administrative Services Committee TOWN OF BRANFORD

Anthony Alfone * Maryann Amore * Linda Erlanger * Tracy Everson * Carolyn Sires * Frank Twohill Tricia Anderson, Chair

MINUTES

REGULAR MEETING AGENDA-September 5, 2023 @ 7:00 p.m.



The regular meeting of the Administrative Services Committee was called to order at 7:02pm attended by: Representatives Frank Twohill; Linda Erlanger, Anthony Alfone, Carolyn Sires, Tracey Everson, Maryann Amore and Chair Tricia Anderson.

Also in attendance was: Jim Finch, Lisa Arpin, Don Conklin, Ray Ingraham and Jeff Rowan.

1. To approve the meeting minutes from the 2/7, 4/4, 5/2 and 6/12/2023 meetings.

This item was removed, it did not apply to this committee

2. To consider, and if appropriate, approve the following transfer for Information Technology for FY2023:

From:

10141190-555300

Communications

(\$6,104)

To:

10141190-517000

Regular Wages & Salaries

6.104

Debi Mirto was not able to attend. After a brief discuss this item motion to pass was made by Anthony Alfone and second by Frank Twohill. Motion carried unanimously.

3. To consider, and if appropriate, approve the following transfer for Elections for FY2023:

From:			
10141120-517700	Registrars		(\$ 13,485)
То:	•		(, , , , , , , ,
10141120-517100	Part-Time Clerical		2.018
10141120-517705	Deputy Registrars		7,102
10141120-533900	Other Purchases		296
10141120-566900	Other Supplies		546
10141120-579150	Technology		3,000
10141120-588090	Travel		523
		Total	\$ 13,485

After a presentation by Don Conklin and Jeff Rowan and discussion, a motion to approve by Linda Erlanger and second by Anthony Alfone. Motion carried unanimously.

4. To consider, and if appropriate, approve the following transfer for the Town Clerk for FY2023:

From: 10141080-517000	Regular Wages and Salaries	(\$ 3,275)
To:	Professional Development	1.809
10141080-533300	Other Purchased Services	459
10141080-533900	Purchase Services-Repairs & Maintenance	258
10141080-544300	Memberships, Conf. & Meetings	749
10141080-588200	Total	\$ 3,275

After a presentation by Lisa Arpin and discussion, a motion to approve by Anthony Alfone and second by Maryann Amore. Motion carried unanimously.

5. To consider, and if appropriate, approve the following transfers from the Finance Director:

<u>Legal Services-FY23</u> From:		
10141090-533660	Tax Appeals	(\$16,420)
To:	·	14.60
10141090-529420	Expenses and Claims	16,420
Probate Court-FY23		
From:		July on pm\'
10141110-555300	Communications	(\$55)
To:		w.m.
10141110-533580	Microfilming	55

After a presentation by Jim Finch and discussion, a motion to approve by Anthony Alfone and second by Frank Twohill. Motion carried unanimously.

Motion to adjourn by Tracy Everson at 7:34pm. Motion carried unanimously.

Submitted September 7, 2023
Tricia Anderson District 1
Chair, Administrative Services Committee