



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.

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TOWN CLERK

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) |
| To: | | |
| 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: | | |
| 10141080-533300 | Professional Development | 1,809 |
| 10141080-533900 | Other Purchased Services | 459 |
| 10141080-544300 | Purchase Services-Repairs & Maintenance | 258 |
| 10141080-588200 | Memberships, Conf. & Meetings | <u>749</u> |
| | 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:

Legal Services-FY23

| | | |
|-----------------|---------------------|------------|
| From: | | |
| 10141090-533660 | Tax Appeals | (\$16,420) |
| To: | | |
| 10141090-529420 | Expenses and Claims | 16,420 |

Probate Court-FY23

| | | |
|-----------------|----------------|--------|
| From: | | |
| 10141110-555300 | Communications | (\$55) |
| To: | | |
| 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