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RTM ADMINISTRATIVE SERVICES COMMITTEE

Town of Branford

Anthony Alfone, Alex Larsson, Mark McCall, Frank Twohill, Victoria Verderame

Dan Adelman, Chair

REVISED REGULAR MEETING MINUTES

December 5, 2023 @ 7:00 p.m.

The regular meeting of the RTM Administrative Services Committee was called to order on Tuesday December 5, 2023 at 7:00 p.m. at the Branford Community House, 46 Church Street, Branford, CT. In attendance were Representatives Anthony Alfone, Alex Larsson, Mark McColl, Nancy McCormack, Frank Twohill, Victoria Verderame, and Chair Dan Adelman.

Also in attendance: 1st Selectman James Cosgrove, Finance Director James Finch, Dir. of Human Resources Margaret Lubarda, Shoreline Chamber of Commerce Pres. Dee Jacob, IT Dept. Dir. Debi Mirto, Maryann Amore, Ray Ingraham, Peter Black, Carolyn Syres and Don Conklin.

1. To approve the meeting minutes from the September 5, 2023 meeting.

The motion to approve was made by Rep. Alfone and seconded by Rep. Twohill.

Motion carried unanimously.

2. To consider, and if appropriate, approve the following transfer request and resolution from the Director of Human Resources for FY2024 pursuant to the RTM-approved collective bargaining agreement for the Public Works Union Contract as follows:

General Fund Transfer

From:

10149040-588802 Contingency (\$35,145) To:

10141170-517000 Regular Wages & Salaries – GGB \$3,246 10141170-518000
Overtime – GGB 976 10143010-517000 Regular Wages & Salaries – Public Works
22,904 10143010-518000 Overtime - Public Works 2,409 10143040-517000 Regular
Wages & Salaries – Solid Waste & Recycling 4,598 10143040-518000 Overtime -
Solid Waste & Recycling 1,012 Total \$35,145

RESOLVED: That the RTM approves a transfer from contingency for \$35,145 to the noted accounts to fund compensation changes pursuant to the recently approved Public Works Collective Bargaining Agreement for the period of July 1, 2023 through June 30, 2024.

This transfer/funding was already approved in committee, so the motion to approve was made by Rep. Twohill and seconded by Rep. Larsson. Motion carried unanimously.

3. To consider and if appropriate, approve the following transfer request from the Tax Collector for FY2023 as follows:

From:

10141070-517000 Regular Wages & Salaries (\$439)
10141070-544300 Purchase Services-R&M (300)
10141070-555305 Online Services (780)
10141070-555400 Advertising, Printing, Binding (2,513)
10141070-588110 State Fees & Testing (350)
10141070-588200 Memberships, Conferences & Meetings (279)
10149040-588802 Contingency (962)
Total (\$5,623)

To:

10141070-533285 Tax Bill Processing \$4,142
10141070-555320 Postage 1,068
10141070-566100 Office Supplies 413
Total \$5,623

Treasurer Imperato was not present at the meeting so it was explained that this was a 'clean-up' of the 2022 Calendar. The motion to approve was made by Rep. Verderame and seconded by Rep. Alfone. Motion carried unanimously.

4. To consider, and if appropriate, approve the following transfer and resolution from the Director of Information Technology for FY2024:

ARPA FUND

Increase:

260-90000-480296 Fund Balance Transfer \$30,000

Increase:

260-41190-579150 Technology Acquisitions (Phone System) \$30,000

Debi Mirto was available to explain the need for the upgraded phone system at Branford Police Services, which was already approved by the Bd of Selectmen and the Bd of Finance. The motion to approve was made by Rep. Alfone and seconded by Rep. Verderame Motion carried unanimously.

RESOLVED: That the RTM approves an increase in the cumulative ARPA fund appropriations from \$6,572,000 to \$6,602,000. This appropriation will be used to fund the purchase and installation of a new phone system for the police department.

5. To consider, and if appropriate, approve the following list of Branford Community Foundation's ARPA recommendations and resolution approved by the Board of Finance on November 27, 2023:

BH Care, Inc. \$10,000 Branford Historical Society \$ 8,000 Branford Land Trust \$14,000 Branford Micro Fund \$20,000 Carrie P. Chandler Housing Development Corp. \$20,000 Child Development Center \$10,000 Community Dining Room \$20,000 Fair Haven Community Health Center \$20,000 Friends of James Blackstone Library \$ 8,800 Legacy Theatre \$35,000 Move to Heal CT \$20,000 Orchard House Medical Adult Day Care \$13,000 Read To Grow, Inc. \$15,000 Rev. Dr. Martin Luther King Jr. Heritage Foundation Shoreline Arts Alliance \$21,200 Shoreline Arts Alliance \$ 7,000 Shoreline Eldercare Alliance \$ 2,000 Shoreline Village CT \$10,000 Soundview Family YMCA c/o Central CT Coast YMCA Special Olympics CT \$15,000 Special Olympics CT \$20,000 Stony Creek Museum Inc. \$ 5,000 The Branford Chorale \$ 6,000 The Branford Electric Railway Assoc. \$15,000 The Connecticut Hospice Inc. \$50,000 The Cove Center for Grieving Children \$ 5,000 Women & Family Life Center \$25,000 TOTAL \$395,000

RESOLVED: That the RTM, pursuant to the efforts of the Branford Community Foundation, approves ARPA allotments out of the previous ARPA allocation of \$395,000.

Dee Jacob was available to address questions and discuss the different types of

non-profit organizations and their requirements/restrictions. A motion to approve was made by Rep. Verderame and seconded by Rep. McColl. Motion carried with Rep. Adelman abstaining.

6. To consider, and if appropriate, approve the reallocation of \$25,000 in ARPA funds (previously returned to the Town) to Shoreline Chamber of Commerce to offset losses, and approve the following resolution:

RESOLVED: That the RTM approves a grant to the Shoreline Chamber of \$25,000. This grant will be funded through ARPA dollars previously returned to the Town and will be repurposed to offset the Chamber's revenue losses due to the pandemic.

The motion to approve was made by Rep. Twohill and seconded by Rep. Alfone. Motion carried unanimously.

7. A motion was made to add an item to the agenda. That motion was brought by Rep. Twohill and seconded by Rep. Verderame.

To consider, and if appropriate, approve the appointment of 1st Selectman James Cosgrove and Dagmar Ridgeway to the Shoreline Transit District for the terms to expire on 12/31/25 and 12/31/27, respectively.

A motion to approve was made by Rep. Alfone and seconded by Rep. Verderame. Motion carried unanimously.

8. To approve the 2024 RTM Administrative Services schedule.

The motion to approve was made by Rep. McCormack and seconded by Rep. Twohill. That motion carried unanimously.

9. Adjournment -

A motion to adjourn was made by Rep. Verderame and seconded by Rep. McCormack. That motion carried unanimously.

Submitted December 8, 2023

Nancy McCormack, Clerk


Administrative Services Committee