

**RTM ADMINISTRATIVE SERVICES COMMITTEE**  
**Town of Branford**



Nancy McCormack, Mark McCall, Alex Larsson, Victoria Verderame, Frank Twohill, Anthony Alfone  
Dan Adelman, Chair

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**REGULAR MEETING AGENDA**

**Tuesday March 5, 2024 @ 7:00 p.m.**

There will be a regular meeting of the RTM Administrative Services Committee on Tuesday March 5, 2024 at 7:00 p.m. at the Branford Community House, 46 Church Street, Branford, CT.

1. Call to order and roll call.
2. To consider and if appropriate, approve the following transfer request from the Assessor for FY2024:

From:		
10141050-517000	Regular Wages & Salaries	(\$25,300)
To:		
10141050-518250	Seasonal & Part-Time Help	25,300

3. To consider and if appropriate, approve the following transfer request from the Director of Human Resources for FY2024:

From:		
10141200-533300	Professional Development	(\$400)
To:		
10141200-588090	Travel	400

4. Adjournment

Dan Adelman, Chair  
March 1, 2024

**RECEIVED**  
2024 MAR - 1 A 10:06  
Wai Stephen  
BRANFORD TOWN CLERK

RECEIVED

TOWN OF BRANFORD  
OFFICE OF THE ASSESSOR

2024 FEB 23 P 12:42

*Paul Jensen*  
BRANFORD TOWN CLERK



1019 Main Street  
Post Office Box 150  
Branford, CT 06405

(203) 488-2039  
FAX: 315-3334

Date: February 22, 2024  
To: Joseph Mooney, Chairman  
Board of Finance  
From: Paula K. Jensen, Assessor  
Re: Budget Transfers FY 2024

I am requesting the following transfers be placed on the agenda for the Board of Finance February 26<sup>th</sup>, 2024 meeting:

From:		Amount
10141050-517000	Regular wages & Salaries	25,300
	TOTAL	25,300
To:		
10141050-518250	Seasonal & Part Time Help	25,300
	Total	25,300

This request to increase the Seasonal & Part Time Help line item is related to a variety of forces. The Assessor's Department has gone through a difficult time during the past year with the illness, retirement and passing of their long time assessor, Barbara Neal. The department also has had a full time position vacant. We have been very fortunate to have highly talented and skilled employees but with the situation this year it became imperative that additional help was needed. Throughout the assessing community there are limited qualified applicants for the full time position and many towns are looking to fill positions in Assessor's Office throughout the state with limited movement. The office is also looking at a full time employee being out for at least six weeks in the near future for surgery. With the 2024 Revaluation getting a late start it is imperative that the Seasonal/Part-time positions be funded for the remainder of the fiscal year. To achieve this I would like to take the \$25,300 of the funds allocated to the full time positions for the months July through January and transfer that amount to the Seasonal/Part time line. This transfer still leaves funds in both the Regular Wages & Salaries and Seasonal & Part Time Help Budget lines in hopes an applicant is found to fill the position in the near future.