RTM ADMINISTRATIVE SERVICES COMMITTEE



Town of Branford

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

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-

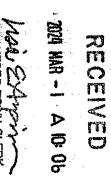
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Travel

400

4. Adjournment

Dan Adelman, Chair March 1, 2024



RECENT

TOWN OF BRANFORD OFFICE OF THE ASSESSOR

2024 FEB 23 P 12: 42:



MAN EXTENSION COM

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

Ře:

Budget Transfers FY 2024

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

From:		Amount
10141050-517000	Regular wages & Salaries	25,300
	TOTAL	25,300
<u>To:</u> 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.