

# 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

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

There will be a regular meeting of the RTM Administrative Services Committee on Tuesday December 5, 2023 at 7:00 p.m. at the Branford Community House, 46 Church Street, Branford, CT.

1. To approve the meeting minutes from the September 5, 2023 meeting.
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	<u>1,012</u>
	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.

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BRANFORD TOWN CLERK

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, Prinitng, Binding	( 2,513)
10141070-588110	State Fees & Testing	( 350)
10141070-588200	Memberships, Conferences & Meetings	( 279)
10149040-588802	Contingency	<u>( 962)</u>
	Total	(\$5,623)

To:

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

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

**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 approve the 2024 RTM Administrative Services schedule.

6. Adjournment

Dan Adelman, Chair  
November 30, 2023