

# **RTM ADMINISTRATIVE SERVICES COMMITTEE**

## **Town of Branford**

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

Dan Adelman, Chair

### **REGULAR MEETING MINUTES**

**Tuesday April 1, 2025 @ 7:00 p.m.**

**RECEIVED**  
APR 04 2025  
BRANFORD TOWN CLERK

1. The regular meeting of the RTM Administrative Services Committee was called to order on Tuesday April 1, 2025 at 7:00 p.m. at the Branford Community House, 46 Church Street, Branford, CT.
2. Roll call was taken. Representatives McCormack, McColl, Larsson, Verderame, Twohill and Adelman were present. Rep. Alfone was absent.
3. There was a motion to approve the regular meeting minutes from March 4, 2025 made by Rep. Twohill/second Rep. Verderame. That motion passed unanimously.
4. Two items were referred to this committee from the Board of Finance committee budget workshop held Monday, March 31, 2025. They are the following:

To consider, and if appropriate, approve a request from the Probate Court for the following FY 25 transfer request:

From:

10149040-588802      Contingency      (\$1,950)

To:

10141110-579150      Technology Acquisitions      1,950

A motion to approve was made by Rep. McCormack/second Rep. Twohill. That motion passed unanimously.

5. To consider, and if appropriate, approve a request from Human Services for the following FY25 transfer request:

From:

21844010-555200	Property, Auto, Liability	(\$4,000)
21844010-518250	Seasonal, Part-time Help	(21,000)
21844010-579300	Furniture & Fixtures	(1,000)
	Total	(26,000)

To:

21844010-533900	Other Purchase Services	\$25,000
21844010-544300	Purchase Services, Repairs	1,000
	Total	\$26,000

A motion to approve was made by Rep. McCormack/second Rep. Verderame. That motion passed unanimously.

5. To hear and review proposed budgets for fiscal year 2025-2026 to Administrative Services Committee as follows:

<u>DEPARTMENT</u>	<u>PRESENTER</u>	<u>PAGE #</u>
Elderly Services.....	Dale Izzo	44
Probate Court.....	Chuck Tiernan	21
Information Technology.....	Scott Smith	29
Assessor.....	Paula Jenson	15
Board of Assessment Appeals.....	Paula Jenson	16
East Shore District Health Department....	Michael Pascucilla	45
Labor Relations.....	Margaret Luberda	20

Human Resources.....	Margaret Luberda	30
Human Services.....	Peter Cimino	43, 69-70
Tax Collector.....	Robert Imperato	17
Executive.....	Jamie Cosgrove	12
Legal Services.....	Jamie Cosgrove	19
Legislative.....	Jamie Cosgrove	11 (Lisa
Arpin unavailable)		
Town Clerk.....	Jamie Cosgrove	18. (Lisa
Arpin unavailable)		
Elections.....	Jeff Rowan	22 (Darren
Lawler unavailable)		

6. A motion to adjourn was made by Rep. Verderame/second Rep. McCormack. The meeting adjourned at 9:00pm

Respectfully submitted,

Nancy McCormack, Clerk

RTM Administrative Services Committee