

Branford RTM Administrative Services Committee Special Meeting Minutes

September 3, 2020

Administrative Services Committee Members in Attendance:

Representatives: Greenberg, Austin, Sires, Adleman, Laich, Everson, Alfone.

Meeting Minutes:

Meeting called to order 7:32 pm

1. To consider, and if appropriate, approve a request from the Human Services Director for the following budget transfer:

From:	21844010-533900	Other Purchased Services	(\$44,160)
To:	21844010-518250	Seasonal/Part-time	44,160

A motion to approve was made and seconded by Reps. Sires, and Greenberg. The motion passed unanimously 7/0.

2. To hear a request from the Tax Collector to approve the Suspense List for the 2014 Grand List Year.

This item was not heard in committee.

3. To consider, and if appropriate, approve a request from the Tax Collector for the following budget transfer for FY2020:

From:	10141070-517000	Regular Wages & Salaries	(\$1,693)
To:	10141070-533300	Professional Development	743
	10141070-555305	Online Services	950

A motion to approve was made and seconded by Reps. Adelman, and Laich. The motion passed unanimously 6/0.

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4. To consider, and if appropriate, approve a request from the Assistant Finance Director for the following FY2020 budget transfer for Information Technology:

<u>From:</u>		
10141190 517000	Wages & Salaries	(\$721)
10141190 533300	Professional Development	(428)
10141190 544375	Hardware	(834)
10141190 555300	Communications	(443)
10141190 566900	Other Supplies	(1,196)
10141190 579200	Software	(8,070)
10141190 588090	Travel	(2,500)
10141190 588200	Memberships & Conferences	(231)
<u>To:</u>		
10141190 544300		
	Purchased Services	\$14,423

A motion to approve was made and seconded by Reps. Adelman, and Greenberg. The motion passed unanimously 7/0.

5. To consider, and if appropriate, approve various requests from the Finance Director for budget transfers.

Human Resources

<u>From:</u>	Description	Amount
10141070-517000	Regular Wages	1,800
<u>To:</u>		
10141200-518000	Overtime	1,800

Legislative

<u>From:</u>	Description	Amount
10141020-517590	Elected Official Salaries	275
<u>To:</u>		
10141020-517590	Elected Official Salaries	275

A motion to approve was made and seconded by Reps. Laich, and Adelman. The motion passed unanimously 7/0.

Dated this 3rd day of September, 2020

Respectfully Submitted,

Anthony Alfone

Chair, Administrative Services Committee