

# Branford RTM Administrative Services Committee Meeting Minutes

May 1, 2018

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TOWN CLERK'S OFFICE  
BRANFORD, CONNECTICUT

**Administrative Services Committee Members in Attendance:**

Representatives: Twohill, DiAdamo, Alfone, Dunbar.

**Meeting Minutes:**

Meeting called to order 7:14 pm

1. To hear and vote on the following Department Budgets as recommended by the Board of Finance to the Branford RTM:

**Probate Court-** A motion to approve the Probate Court Budget as recommend by the Board of Finance, \$12,550, was made and seconded by Reps. Alfone, and Twohill. The motion to approve passed unanimously 4/0.

**Legal Services-** A motion to approve the Legal Services Budget as recommend by the Board of Finance, \$335,000, was made and seconded by Reps. DiAdamo, and Twohill. The motion passed unanimously 4/0.

**Tax Collector-** A motion to approve the Tax Collector Department Budget as recommend by the Board of Finance, \$418,318, was made and seconded by Reps. Alfone, and Twohill. The motion passed unanimously 4/0.

**Elderly Services-** A motion to approve the Elderly Services Budget as recommend by the Board of Finance, \$415,494, was made and seconded by Reps. Alfone, and Dunbar. The motion passed unanimously 4/0.

**Board of Assessment Appeals-**A motion to approve the Board of Assessment Appeals Budget as recommend by the Board of Finance, \$13,349, was made and seconded by Reps. Alfone and DiAdamo. The motion passed unanimously 4/0

**Assessor-** A motion to approve the Assessor Department Budget as recommend by the Board of Finance, \$427,404, was made and seconded by Reps. Twohill and DiAdamo. The motion passed unanimously 4/0.

**Human Services-** A motion to approve the Human Services Department Budget as recommend by the Board of Finance, \$1,049,432, was made and seconded by Reps. Twohill, and Alfone. A motion to amend the the Transfer Out Human Services Fund by reducing it \$37,775 was made and seconded by Reps. Twohill and Dunbar. The motion to approve the amendment passed unan-  
imously 4/0

**Information Technology-** A motion to approve the Information Technology Department Budget as recommend by the Board of Finance, \$799,630, was made and seconded by Reps. Twohill, and DiAdamo. A motion to amend the the budget as recommended by increasing it \$38,000 was made and seconded by Reps. Alfone and Twohill. The motion passed unanimously 4/0.

**Elections-** A motion to approve the Elections Department Budget as recommend by the Board of Finance, \$165,592, was made and seconded by Reps. Alfone, and Twohill. The motion passed unan-  
imously 4/0.

**East Shore District Health Department-** A motion to approve the East Shore District Health Department Budget as recommend by the Board of Finance, \$250,942, was made and seconded by Reps. Bruno, and Twohill. The motion passed unanimously 4/0.

**Human Resources-** A motion to approve the Human Resources Department Budget as recom-  
mend by the Board of Finance, \$415,492, was made and seconded by Reps. Twohill, and Dunbar. The motion passed unan-  
imously 4/0.

**Labor Relations-** A motion to approve the Labor Relations Budget as recommend by the Board of Finance, \$62,500, was made and seconded by Reps. DiAdamo, and Twohill. The motion passed unan-  
imously 4/0.

**Executive-** A motion to approve the Executive Department Budget as recommend by the Board of Finance, \$359,384, was made and seconded by Reps. Twohill, and Dunbar. The motion passed unan-  
imously 4/0.

**Town Clerk-** A motion to approve the Town Clerk Department Budget as recommend by the Board of Finance, \$255,748, was made and seconded by Reps. Alfone, and Twohill. The motion passed unan-  
imously 4/0.

**Legislative-** A motion to approve the Legislative Budget as recommend by the Board of Finance, \$18,140 was made and seconded by Reps. Twohill, and DiAdamo. The motion passed unani-  
mously 4/0.

2. To consider and if appropriate, approve the recommendation of the Board of Finance of an appropriation of \$1,518,432 Human Services Special Revenue Fund Budget for fiscal year 2018-2019.

A motion to amend the appropriation amount to \$1,480,657, was made by Rep. Alfone and seconded by Rep Twohill. the motion passed unanimously 4/0.

3. To consider and if appropriate, approve the recommendation of the Board of Finance to the RTM that salaries for the following elected officials increase by 2.5% for each year of their two year term of office: Town Clerk and Tax Collector.

A motion to approve was made by Rep. Alfone and seconded by Rep Twohill. The motion passed unanimously 4/0.

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

<b>From</b> :	10141070-555325	Resident Stickers	(\$514)
<b>To:</b>	10141070-588200	Memberships, Conf. & Meetings	514

A motion to approve was made by Rep. Alfone and seconded by Rep Twohill. The motion passed unanimously 4/0.

6. Any new business to come before committee.

7. Adjournment.

Dated this 7th day of May 2018  
Respectfully Submitted,

Anthony Alfone  
Chair, Administrative Services Committee