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2025 MAY 27 P 2: 04

Kate E. Higgins
BRANFORD TOWN CLERK

**BRANFORD REPRESENTATIVE TOWN MEETING
LEGAL NOTICE AND CALL**

The RTM will be convened on Wednesday, June 11, 2025 at 8:00 p.m. at Joe Trapasso Community House, 46 Church St, Branford, CT to consider and act upon the following matters.

1. Call to Order, and Pledge of Allegiance
2. Roll Call
3. Approval of the minutes of the annual budget meeting, held on Tuesday, May 13, 2025.
4. Reception of communications, reports of committees, and citizen petitions.
5. To consider, and if appropriate, approve a transfer request from the Inland Wetlands Director to approve a transfer request for FY25 for the following:

From:		
10141160-518000	Overtime	(\$250)
To:		
10141160-519020	Longevity	\$250
6. To consider, and if appropriate, approve a transfer request from Willoughby Wallace Memorial Library for following FY25:

From:		
10149040-588802	Contingency	(\$14,000)
To:		
10146020-517660	Library Staff	\$13,000
10146020-555300	Communications	<u>1,000</u>
	Total	\$14,000
7. To consider and, if appropriate, establish a harbor management commission pursuant to CGS 22a-113k.
8. To consider, and if appropriate, create an ordinance which will encode reasonable restrictions on short-term rentals in Branford.
9. To consider, and if appropriate, recommend amending the Town Blight Ordinance, Chapter 124 Blight Prevention, based on recommendations from the Town of Branford's Blight Enforcement Officer.
10. Any other business to come before the RTM.
11. Adjournment.

Dated this 27th day of May, 2025

Maryann Amore,

RTM Moderator and Fourth District Representative



Inland Wetlands and Natural Resources Department
TOWN HALL * PO BOX 150 * 1019 MAIN ST. * BRANFORD, CT 06405
203-315-0675 * FAX 203-889-3172 * inlandwetlands@branford-ct.gov



April 15, 2025

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APR 16 2025

BRANFORD TOWN CLERK

Joseph Mooney, Chairman
Board of Finance

RE: Request for transfer

Dear Chairman,

The Inland Wetlands and Natural Resources department respectfully requests the Board of Finance consider and, if appropriate, hear a request for the following transfer:

FY 2025

From: 10141160-518000	Overtime	\$250
To: 10141160-519020	Longevity	\$250

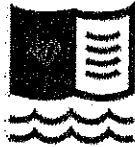
The purpose of this transfer is to ensure that sufficient funds are in place to cover longevity expenses per union contract. The increase in funds is needed due to the employee reaching 10 years of employment with the town. The transfer will not negatively impact the overtime budget balance relative to the department's needs for the remainder of the fiscal year.

Respectfully submitted,

Jaymie Frederick
Inland Wetlands Environmental Director

Item #6

2025 MAY -7 A 4:18



WILLOUGHBY WALLACE
MEMORIAL LIBRARY

Lisa Arpin
BRANFORD TOWN CLERK

Date: May 6, 2025

To: Joseph Mooney
Chairman, Board of Finance

From: Jennifer Sullivan
Library Director, Willoughby Wallace Memorial Library

Re: FY 2025 Budget Transfer - AMENDED from April 16, 2025 memo

I am writing to request a transfer from Contingency to 1) Library Staff and 2) Communications to fund current staffing levels and pay for phone service for the remainder of FY 2025.

From Account #	10149040-588802	Contingency	\$14,000
To Account #	10146020-517660	Library Staff	\$13,000
To Account #	10146020-555300	Communications	\$1,000

As the board may remember, and was discussed briefly at the Library's FY 2026 Budget Presentation, the Library changed its staffing in October 2024 for several reasons, chiefly among them: safety, to require at least two (2) staff members on duty during public hours. At that time, it was anticipated that this line item might not last the remainder of the fiscal year. Due to unpredicted absences during the winter, the approved FY 2025 budget will sustain the appropriate staffing levels up through the last six (6) weeks of the fiscal year. Approximately \$13,000 is needed to keep the Library open and staffed through the end of FY 2025.

Regarding the request for communications: as the board may also recall, I attended the meeting of November 19, 2024 when ARPA funding was approved for the phone system. At that time, the monthly phone service was not factored in. The monthly bills had been mistakenly sent to another department and were not forwarded to me until April 2025. My FY 2026 budget has been amended via RTM Education Committee to reflect needed funds for this charge, however the FY 2025 bills will need funding appropriated.

When the FY 2025 budget was developed, the previous Library Director was still employed; these changes were not predicted. Thank you for your consideration.

Cc: James Cosgrove, First Selectman
Lisa Arpin, Town Clerk

Item #6

Status of Contingency

2024-25

Date	Department	Amount	Balance	Description
<u>Beginning Balance</u>				
7/1/2024	Opening Balance	1,207,297	1,207,297	Contingency Appropriation
	Finance			
2/24/2025	Appropriation From F/B	457,134	1,664,431	Police Retroactive Wages
2/24/2025	Appropriation From F/B	24,382	1,688,813	WWTP Retroactive Wages
		<u>481,516</u>		
2/24/2025	Human Resources	(1,124,507)	564,306	Police Retroactive Wages
2/24/2025	Human Resources	(77,272)	487,034	WWTP Retroactive Wages
3/31/2025	Probate Court	(1,950)	485,084	
5/19/2025	WWLibrary	(14,000)	471,084	
Balance in Contingency			471,084	

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2025 MAY 21 A 8:51
Wai E. H. P. P.
BRANFORD TOWN CLERK