

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-REVISED**

**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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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 consider, and if appropriate, approve the following list of Branford Community Foundation's ARPA recommendations and resolution approved by the Board of Finance on November 27, 2023:

BH Care, Inc.	\$10,000
Branford Historical Society	\$ 8,000
Branford Land Trust	\$14,000
Branford Micro Fund	\$20,000
Carrie P. Chandler Housing Development Corp.	\$20,000
Child Development Center	\$10,000
Community Dining Room	\$20,000
Fair Haven Community Health Center	\$20,000
Friends of James Blackstone Library	\$ 8,800
Legacy Theatre	\$35,000
Move to Heal CT	\$20,000
Orchard House Medical Adult Day Care	\$13,000
Read To Grow, Inc.	\$15,000
Rev. Dr. Martin Luther King Jr. Heritage Foundation Shoreline Arts Alliance	\$21,200
Shoreline Arts Alliance	\$ 7,000
Shoreline Eldercare Alliance	\$ 2,000
Shoreline Village CT	\$10,000
Soundview Family YMCA c/o Central CT Coast YMCA Special Olympics CT	\$15,000
Special Olympics CT	\$20,000
Stony Creek Museum Inc.	\$ 5,000
The Branford Chorale	\$ 6,000
The Branford Electric Railway Assoc.	\$15,000
The Connecticut Hospice Inc.	\$50,000
The Cove Center for Grieving Children	\$ 5,000
Women & Family Life Center	<u>\$25,000</u>
TOTAL	\$395,000

**RESOLVED:** That the RTM, pursuant to the efforts of the Branford Community Foundation, approves ARPA allotments out of the previous ARPA allocation of \$395,000.

6. To consider, and if appropriate, approve the reallocation of \$25,000 in ARPA funds (previously returned to the Town) to Shoreline Chamber of Commerce to offset losses, and approve the following resolution:

**RESOLVED:** That the RTM approves a grant to the Shoreline Chamber of \$25,000. This grant will be funded through ARPA dollars previously returned to the Town and will be repurposed to offset the Chamber's revenue losses due to the pandemic.

7. To approve the 2024 RTM Administrative Services schedule.
8. Adjournment

Dan Adelman, Chair  
December 1, 2023