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BRANFORD TOWN CLERK

**Representative Town Meeting  
December 13, 2023  
Meeting Minutes**

<b>Moderator: Maryann Amore</b>	<b>Clerk: Frank Twohill</b>
<b>Majority Leader: Tracy Everson</b>	<b>Minority Leader: Victoria Verderame</b>

The RTM convened on Wednesday, December 13, 2023 at 8:00 p.m. at Branford Fire Headquarters, 45 North Main Street, to consider and act upon the following matters.

**1. Roll Call:**

**Representatives Present:** Adams, Alfone, Amore, Anderson, Black, Bonenberger, Brooks, Dahill, Everson, Hartwell, Henschel, Hynes, Ingraham, Keefe, Laich, Larsson, Loffredo, Maresca, McCall, McCormack, Neupane, Sharkey, Twohill, Verderame, Waterman.

**Representatives Absent:** Adelman, Greenberg, Popolizio, Soomro.

**2. Approval of the minutes of the October 11, 2023 and November 1, 2023 meetings.**

Motion to approve made by Rep. Everson, 2<sup>nd</sup> by Rep. Verderame. The minutes were approved unanimously in an RTM voice vote.

**3. Reception of communications, reports of committees, and citizen petitions:**

Clerk Twohill reported receiving the December 12<sup>th</sup> Rules & Ordinances Committee report.

Motion made by Rep. Hartwell, seconded by Rep. Verderame to move Item 12 up to Item 4. The RTM voice vote to approve was unanimous.

**4. 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 Care \$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 \$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 \$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 \$25,000

**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.**

Rep. McCormack stated the Administrative Services Committee heard the matter and the vote to approve was 6-0-1 and she put the matter forward as a motion. Rep. Hartwell reported that Ways and Means heard the item and the vote to approve was 4-1-0. Rep. Black gave the minority report. A brief discussion followed. The RTM voice vote was 27-1 (Rep. Black) in favor.

Motion made by Rep. Verderame, 2<sup>nd</sup> by Rep. Everson to move Item 13 up to Item 5. The RTM voice vote to approve was unanimous.

- 5. 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.**

Rep. McCormack reported that the Administrative Services Committee heard this item and the vote was unanimous to approve and she put this matter forward as a motion. Rep. Hartwell reported that the Ways and Means Committee heard this item and approved this item unanimously. The RTM voice vote was 28-1 in favor.

- 6. To consider, and if appropriate, approve a Tentative Agreement by and between the Town of Branford and the United Public Services Employees Union (UPSEU) Local #010, Parks and Recreation and Custodians, through June 30, 2026:**

Rep. Hartwell reported the Ways and Means Committee heard presentations by Finance Director Finch and Human Services Director Luberda. The Committee vote to approve was unanimous. Rep. Hartwell put the matter forward as a motion. The RTM voice vote to approve was unanimous.

- 7. To consider and if appropriate, pursuant to CGS Chapter 166, Section 10-153d(b), approve an Agreement between the Branford Board of Education and the Branford Education Association from July 1, 2024 to June 30, 2027.**

Rep. Keefe stated that BOE Chair Berdon and Superintendent Tranberg presented the proposed contract to the Education Committee. The RTM Education Committee Citizen voted unanimously to approve the contract and Rep. Keefe put the item forward as a motion. The RTM voice vote to approve was unanimous.

- 8. 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:**

<b>10149040-588802</b>	<b>Contingency</b>	<b>(\$35,145)</b>
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**To:**

<b>10141170-517000</b>	<b>Regular Wages &amp; Salaries - GGB</b>	<b>\$ 3,246</b>
<b>10141170-518000</b>	<b>Overtime – GGB</b>	<b>976</b>
<b>10143010-517000</b>	<b>Regular Wages &amp; Salaries - Public Works</b>	<b>22,904</b>
<b>10143010-518000</b>	<b>Overtime - Public Works</b>	<b>2,409</b>
<b>10143040-517000</b>	<b>Regular Wages &amp; Salaries - Solid Waste &amp; Recycling</b>	<b>4,598</b>
<b>10143040-518000</b>	<b>Overtime - Solid Waste &amp; Recycling 1,012</b>	

**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.**

Rep. McCormack reported that the Administrative Services Committee heard this item. These proposed transfers are to fund the previously approved contract. The Administrative Services Committee voted unanimously to approve. Rep. McCormack put this item forward as a motion. Rep. Bonenberger stated that the Public Services Committee heard this item as well and approved it unanimously. Rep. Hartwell stated that the Ways and Means Committee heard this item also and approved it unanimously. In a voice vote the RTM approved the item unanimously.

- 9. To consider, and if appropriate, approve the reappointments of James B. Cosgrove and Dagmar Ridgway to the Greater New Haven Transit District, terms to expire December 31, 2025 and December 31, 2027 respectively.**

Rep. McCormack stated that the Administrative Services Committee heard these reappointments and voted unanimously to approve the reappointments and she put this item forward to the full RTM as a motion. The RTM voice vote to approve the reappointments was unanimous.

**10. To consider, and if appropriate, approve the following transfer for Planning & Zoning for FY2023:**

**From:**  
**10141130-518000 Overtime (\$ 1,275)**  
**To:**  
**10141130-555400 Advertising, Printing, Binding 1,275**

Rep. Henschel reported that the Rules and Ordinances Committee met virtually. Town Planner Harry Smith presented the request. The Rules & Ordinances Committee voted unanimously to approve the item and Rep. Henschel put the matter forward as a motion. The full RTM approved the item unanimously in a voice vote.

**11. To consider and if appropriate, approve the following transfer request from the Tax Collector for FY2023 as follows:**

<b>From:</b>		
<b>10141070-517000</b>	<b>Regular Wages &amp; Salaries</b>	<b>(\$439)</b>
<b>10141070-544300</b>	<b>Purchase Services-R &amp; M</b>	<b>( 300)</b>
<b>10141070-555305</b>	<b>Online Services</b>	<b>( 780)</b>
<b>10141070-555400</b>	<b>Advertising, Printing, Binding</b>	<b>(2,513)</b>
<b>10141070-588110</b>	<b>State Fees &amp; Testing</b>	<b>( 350)</b>
<b>10141070-588200</b>	<b>Memberships, Conferences &amp; Meetings</b>	<b>( 279)</b>
<b>10149040-588802</b>	<b>Contingency</b>	<b>( 962)</b>
		<b>Total (\$5,623)</b>
<b>To:</b>		
<b>10141070-533285</b>	<b>Tax Bill Processing</b>	<b>\$4,142</b>
<b>10141070-555320</b>	<b>Postage</b>	<b>1,068</b>
<b>10141070-566100</b>	<b>Office Supplies</b>	<b>413</b>
		<b>Total \$5,623</b>

Rep. McCormack stated that the Administrative Services Committee heard this item. Finance Director Jim Finch stated that these proposed transfers were all clean up items in the Tax Department budget from last fiscal year. The Administrative Services Committee voted to approve the item unanimously. Rep. McCormack put the matter forward to the full RTM as a motion. The RTM voice vote was unanimous in favor.

**12. 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.**

Rep. McCormack reported that at the Administrative Services Committee meeting, Information Technology Department Director Debi Mirto stated that all Town departments would be moving to this type of portable and internet based phone system. The Administrative Services Committee voted unanimously to approve the transfer and resolution. Rep. McCormack put the item to the full RTM in the form of a motion. Rep. Hartwell stated that Ways and Means also heard this item and approved it unanimously. The RTM voice vote approved the transfer unanimously.

**13. To consider, and if appropriate, approve the following transfer and resolution from the Finance Director for FY2024:**

**General Fund - Appropriation Increase**

**Increase:**

**10190000-480296 Fund Balance Appropriation \$285,000**

**Increase:**

**10149010-523120 Police Pension Contribution \$285,000**

**RESOLVED: That the RTM approves an appropriation from undesignated fund balance in the amount of \$285,000. This transfer will increase the fiscal year 2024 General Fund budget from \$130,315,768 to \$130,600,768 and will be used to fund police pension requirements.**

Rep. Bonenberger stated that the Public Services Committee heard this item. Rep. Bonenberger stated that this item was approved by the Public Services Committee unanimously and he put the matter forward to the full RTM as a motion. Rep. Hartwell stated that the Ways & Means Committee also heard this item and approved it unanimously. The RTM voice vote approved this item unanimously.

**14. Pursuant to Chapter 47-4 of Branford Town Code, consider, and if appropriate approve the Capital Projects transfer request from the Finance Director as per the attached detailed list with totals summarized by RTM Committee:**

<b>Public Services</b>	<b>\$28,092</b>
<b>Rules &amp; Ordinances</b>	<b>\$ 3,463</b>
<b>Ways &amp; Means</b>	<b>\$ 3,500</b>
<b>Education</b>	<b>\$16,922</b>

Rep. Henschel reported that the Rules & Ordinances heard this item and approved it unanimously. He put the matter forward as a motion. Rep. Hartwell also heard the item and the Ways and Means Committee voted unanimously to approve. The full RTM in a voice vote voted unanimously in favor to approve the transfers.

**15. To establish a 2024 meeting schedule.**

The meeting schedule was discussed, the second Wednesday of each month except July and August and the second Tuesday in May. Rep. Brooks moved and Rep. Henschel seconded that the RTM should add second Monday dates for July and August for regular RTM meetings. Passed 28-1 (Black) in a voice vote.

**16. Any other business to come before the RTM.**

- a. Clerk Twohill thanked former RTM Clerk Rep. Donna Laich for her assistance in making the Clerk transition.
- b. Rep. Loffredo encouraged donations to a Seniors' blanket drive.
- c. Citizen Gregg Jerolman questioned RTM conduct rules.
- d. Both Reps. Amore & Everson wished everyone Hapy Holidays over the New Year.

**17. Adjournment** – Motion to adjourn at 9:25 pm made by Rep. McCormack, 2<sup>nd</sup> by Rep. Maresca.  
Passed unanimously.

**See the BCTV recording of this meeting for details of the conversations.**

**Frank Twohill, RTM Clerk**

**Dated this 14<sup>th</sup> day of December 2023**

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*Kate Arpin*  
STANFORD TOWN CLERK

RTM ROLL CALL, December 13, 2023

	NAME	ATTENDANCE		
1	ADAMS	Present		
2	ADELMAN	Absent		
3	ALFONE	Present		
4	AMORE	Present		
5	ANDERSON	Present		
6	BLACK	Present		
7	BONENBERGER	Present		
8	BROOKS	Present		
9	DAHILL	Present		
10	EVERSON	Present		
11	GREENBERG	Absent		
12	HARTWELL	Present		
13	HENTSCHEL	Present		
14	HYNES	Present		
15	INGRAHAM	Present		
16	KEEFE	Present		
17	LAICH	Present		
18	LARSSON	Present		
19	LOFFREDO	Present		
20	MARESCA	Present		
21	MCCALL	Present		
22	MCCORMACK	Present		
23	NEUPANE	Present		
24	POPOLIZIO	Absent		
25	SHARKEY	Present		
26	SHRESTHA	to be seated		
27	SOOMRO	Absent		
28	TWOHILL	Present		
29	VERDERAME	Present		
30	WATERMAN	Present		
	<b>Total</b>			
	Ex Officios			
	1st Selectman Cosgrove	present		
	Selectman Dunbar			
	Selectman Higgins			
	Town Clerk Arpin	present		
	Treasurer Schwanfelder			
	Attorney Aniskovich			

# BRANFORD REPRESENTATIVE TOWN MEETING

## 2024 MEETING SCHEDULE

All meetings will begin at 8:00 p.m. and will be held in-person at Fire Headquarters, 45 North Main Street, 2<sup>nd</sup> Floor Training Room.

### 2024 SCHEDULE

January 10

February 14

March 13

April 10

May 7 (Tuesday - budget)

June 12

July 10

August 14

September 11

October 9

November 13

December 11

January 8, 2025

Respectfully submitted,

Maryann Amore

RTM Moderator

As approved by the RTM on 12/13/2023

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Maryann Amore  
BRANFORD TOWN CLERK