

Branford RTM Administrative Services Committee Meeting

October 5th, 2021

A regular meeting of the RTM Administrative Services Committee will be held on Tuesday October 5, 2021 at 7:00 p.m. At the Joe Trapasso Community Center.

The Agenda will be as follows:

1. To consider, and if appropriate, approve a request from the Assessor for the following FY22 budget transfer:

<u>From:</u>			
10141050-517000	Regular Wages & Salaries		(\$14,726)
10141050-518250	Seasonal & Part Time Help		(4,402)
	Total		(\$19,128)
<u>To:</u>			
10141050-518000	Overtime		\$19,128

2. A review of the Towns legal expenses.

3. Adjournment

Dated this 3rd day of October, 2021

Respectfully Submitted,

Anthony Alfone

Chair, Administrative Services Committee

Mae E. Griffin
BRANFORD TOWN CLERK

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Neil E. Arpin
BRANFORD TOWN CLERK

Date: September 22nd, 2021
To: Joseph Mooney, Chairman
Board of Finance
From: Barbara T. Neal, Assessor
Re: Budget Transfers FY 2022

I am requesting the following transfers be placed on the agenda for the Board of Finance September 27th, 2021 meeting:

Assessor's Budget 2021-2022

<u>From:</u>		Amount
10141050-517000	Regular Wages & Salaries	14,726.25
10141050-518250	Seasonal & Part Time Help	4,402.20
	TOTAL	19,128.45
<u>To:</u>		
10141050-518000	Overtime	19,128.45

This request to increase the Overtime line item is related to a variety of forces. The Assessor's Department has been down one full time position since March of 2021 and one Part Time position since December 2020. We have had very limited qualified applicants for the full time position and the part time position. There are many towns looking to fill positions in Assessor's Office throughout the state with limited movement. To achieve completing our work load, the staff has been working overtime. Therefore the Assessor's Overtime Budget line is depleting very rapidly. I would like to take the funds allocated to the full time and part time positions for the months July through October 15th and transfer that amount to the Overtime Budget line. We have all Grand Lists to complete before the end of January 2022 and it looks like the overtime is going to continue for several months. This transfer still leaves funds in both the Regular Wages & Salaries and Seasonal & Part Time Help Budget lines in hopes that applicants are found to fill both positions in the near future.