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BRANFORD TOWN CLERK

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~~ Minutes

Tuesday December 3, 2024 @ 7:00 p.m.

There will be a regular meeting of the RTM Administrative Services Committee on Tuesday, December 3, 2024, at 7:00 p.m. at the Branford Community House, 46 Church Street, Branford, CT.

1. Call to order. 7:03

2. Roll call. *McCormack was absent, all other members were present; also present were First Selectman Jamie Cosgrove, Majority Leader Tracy Everson, Robin Sandler from BACA, Jerry Casanova from BACA and Peter Cimino*

3. To approve the regular meeting minutes from September 3, 2024.

Rep. Twohill made a motion to approve, second Rep. Adelman

4. To approve the 2025 Administrative Services Committee meeting schedule.

Schedule was discussed, moved 7/1 meeting to 7/8 and 1/2 to 1/7. Rep. Twohill made motion to approve, second Rep. Verderame; motion carried unanimously.

5. To consider, and if appropriate, refer to the full RTM the following projects from unappropriated ARPA funds:

Increase:

260-90000-480296 Balance Fund Transfer \$71,521

Increase:

260-46020-579150-xxxx	Technology Acquisitions (WWL)	\$4,370
260-41020-588301-23810	BACA	\$35,000
260-41190-579150-24800	Technology Acquisitions	\$7,500
26041170-544300-25xxx	Purchased Services R&M (Painting)	\$15,000
260-41020-579300-25xxx	Furniture	\$9,651
	Total	\$71,521

Rep. Adelman made a motion to amend item 5 to reflect (WWL) AND (Painting) to not be part of discussion as they were heard in different committees. Rep. Verderame made a motion to accept, Second Rep. Twohill; motion carried unanimously.

Increase:

260-90000-480296	Balance Fund Transfer	\$52,151
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Increase:

260-46020-579150-xxxx	Technology Acquisitions (WWL)	\$4,370
260-41020-588301-23810	BACA	\$35,000
260-41190-579150-24800	Technology Acquisitions	\$7,500
26041170-544300-25xxx	Purchased Services R&M (Painting)	\$15,000
260-41020-579300-25xxx	Furniture	\$9,651
	<i>Total</i>	\$52,151

Robin Sandler and Jerry Casanova gave a presentation on BACA. Rep. Verderame made a motion to approve, Second Rep. Twohill; motion carried unanimously

6. To consider, and if appropriate, refer to the full RTM to reallocate between existing ARPA Projects to Create New Projects from the Branford Counseling Center to the Branford Interfaith Housing as follows:

From:

260-44010-588905-24807	Basic Needs	\$40,000
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To:

260-44010-588301-25xx	Branford Interfaith Housing	\$40,000
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Rep. Verderame made a motion to approve, second Rep. Larsson; motion carried unanimously.

7. To consider, and if appropriate, refer to the full RTM the transfer request between the Executive to cover a shortfall in the administrative costs incurred in the allocation of grants to non-profit organizations.

Executive

From:

260-43050-579480-23807	Meadow Street Boardwalk	\$1,690
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To:

260-41020-533970-23814	Administrative Costs	\$1,690
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Rep. Verderame made a motion to approve, second Rep. Alfone; motion carried unanimously.

8. To consider, and if appropriate, approve the Capital Fund transfer request for the Indian Neck School security upgrades as follows:

From:

Information Technology 70041190 579150 22320	On-Body Cameras	Close	\$340
Information Technology 70041190 579150 22321	Phone System	Close	<u>\$36.85</u>
			Total: \$376.85

To:

Information Technology 70041190 599100 22320	Transfer to General Fund Project Closed	\$340
Information Technology 70041190 599100 22321	Transfer to General Fund Project Closed	<u>\$36.85</u>
		Total: \$376.85

Rep. Twohill made a motion to approve, second Rep. Verderame; motion carried unanimously.

9. Adjournment *Rep. Twohill made motion to adjourn, second Rep. Larsson*

Dan Adelman, Chair

November 26, 2024