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BRANFORD TOWN CLERK



**Representative Town Meeting
December 11, 2024
Meeting Minutes**

Moderator: Maryann Amore	Clerk: Frank Twohill
Majority Leader: Tracy Everson	Minority Leader: Victoria Verderame

The RTM convened on Wednesday, December 11, 2024 at 8:00 pm
at the Joe Trapasso Community House, 46 Church St., Branford
to consider and act upon the following matters:

1. Call to Order

Moderator Amore called the meeting to order at 8:04 p.m.

2. Pledge of Allegiance

Moderator Amore led the Body in the Pledge of Allegiance.

3. Call of the Roll

Clerk Twohill called the RTM Roll:

Representatives Present: Adelman, Alfone, Amore, Anderson, Black, Bonenberger, Dahill, Everson, Hartwell, Hentschel, Hynes, Ingraham, Laich, Larsson, Loffredo, Maresca, McCall, McCormack, Neupane, Sharkey, Shrestha, Twohill, Verderame, Waterman.

Representatives Absent: Adams, Brooks, Greenberg, Keefe, Popolizio, Soomro.

Ex-Officios Present: First Selectman Cosgrove, Town Clerk Arpin.

4. Approval of Minutes of the November 13, 2024 Meeting of the RTM

Motion to approve made by Rep. Everson, 2nd by Rep. Verderame. The minutes were approved unanimously by the full RTM in a voice vote.

Rep. Hentschel moved, 2nd by Rep. Verderame, to add the proposed 2025 RTM Meeting Schedule to the Call as Item 14. The full RTM passed the motion unanimously by voice vote.

5. Receipt of Communications, Reports of Committees, and Citizen Petitions

None

6. To consider, and if appropriate, approve a resolution passed by the Board of Finance to increase the cumulative ARPA fund appropriations by \$71,521 from \$8,185,500 to \$8,257,021. This will support a variety of new projects from previously unappropriated ARPA dollars and will close out the fund. The projects include:

- A. Technology Acquisitions for Willoughby Wallace Library to support their membership in the LION (Libraries Online) consortium.

Rep. Laich stated the Education Committee met without a quorum. To hear this item Rep. Adelman moved, 2nd by Rep. Laich, to waive RTM Rule 4.4.1. Motion passed unanimously by the full RTM in a voice vote. Motion to approve made by Rep. Laich, 2nd by Rep. Adelman. Passed unanimously by a voice vote.

- B. Branford Arts and Cultural Alliance – to continue operating support for BACA.

Rep. Adelman reported the Administrative Services Committee heard this request. The Committee members voted unanimously in favor. He put that forward to the full RTM in the form of a motion. In a voice vote the RTM voted 22-1-0, (Black,) in favor.

C. Technology Acquisitions – to purchase laptops and related equipment

Rep. Adelman stated the Administrative Services Committee heard this item. The Committee members voted unanimously to approve the item and he put that in the form of a motion. The full RTM voted unanimously to approve the item.

D. To supplement the Repairs and Maintenance Account to cover the cost of painting the interior and exterior of Town Hall (purchased services).

This matter was not heard by the Public Services Committee. Rep. Hentschel, 2nd by Rep. Adelman, moved to suspend RTM Rule 4.4.1 to hear the matter. The RTM voted unanimously in favor by voice vote. After discussion, Rep. Bonenberger moved, 2nd by Rep. Hentschel, to approve the transfer. The full RTM voted unanimously in favor of the motion.

E. To replace certain Furniture in Town Hall

Rep. Adelman reported the Administrative Services Committee heard this item. The Committee members voted unanimously to approve the item. He put it forward to the full RTM in the form of a motion. The full RTM voted unanimously in favor.

Increase

260-90000-48296	Fund Balance Transfer	\$ 71,521
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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
260-41020-588301-23810	Purchased Services R&M (Painting)	15,000
260-41020-579300-25xxx	Furniture	9,651
	Total	\$71,521

Rep. Hartwell reported the Ways & Means Committee members heard resolution Item 6 above to increase the cumulative ARPA funds, and voted unanimously to approve. He put the matter forward to the full RTM in the form of a motion. The full RTM voted unanimously to approve the resolution.

7. To consider, and if appropriate, approve a request to transfer previously appropriated funds between existing ARPA projects to create new projects:

BRANFORD INTERFAITH HOUSING – Transfer \$40,000 from the Basic Needs account of the Branford Counseling Center to fund an earlier request by BIH for operating support from ARPA funds.

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. Adelman reported the Administrative Services Committee heard this proposed transfer. The Committee members voted unanimously in favor. He put the matter forward to the full RTM for a vote. The RTM voted 21-2-0, (Anderson, Sharkey,) and approved the request by voice vote.

PUBLIC WORKS - To reallocate balances in the street lining allocation and unexpended funds following the purchase of a roll-off trailer. The request will fund a mobile diesel generator and lawn equipment.

From		
260-43010-579350-25804	Vehicles	16,100
260-43010-544300-24802	Street Lining	109,043
To:		
260-43010-579250-25xxx	Equipment	\$125,143

Rep. Bonenberger reported the Public Services Committee heard the proposed transfer. The Committee members voted unanimously to approve the request, and he put the matter forward as a motion. The full RTM voted unanimously to approve.

RECREATION - To reallocate ARPA funds originally earmarked for replacement of the Wharf at Branford Point to the Veteran's Park Playground.

From		
260-43050-579480-24804	Branford Point Wharf Replacement	175,000
To:		
260-45010-579400-25xxx	Vets' Park Playground	175,000

Rep. Hartwell stated the Ways and Means Committee heard this item. The Committee members voted unanimously to approve. He put the matter forward as a motion. The full RTM in a voice vote voted unanimously to approve the transfer.

FINANCE DEPARTMENT - To purchase a pension administration system to assist in administering the police and volunteer fire plans.

From		
260-43050-579480-24804	Branford Point Wharf Replacement	38,602
To:		
260-41040- 579200-25xxx	Software (Pension Administration)	38,602

Rep. Hartwell reported the Ways and Means Committee heard this request for the annual leased software. The Committee members voted unanimously in favor, and he put the item forward as a motion. On the floor, Rep. Hartwell moved to amend the language and then withdrew his motion. The full RTM voted unanimously in favor of the motion to approve the purchase.

POLICE DEPARTMENT - This request supplements the police department's upcoming transfer request to purchase additional license plate readers.

From		
260-43050-579480-23807	Meadow Street Boardwalk	45,000
To:		
260-42010- 579250-25xxx	Equipment (License Plate Readers)	45,000

Rep. Bonenberger stated the Public Services Committee heard this proposal. The Committee voted unanimously in favor. He put the item forward as a motion. The full RTM voted unanimously to approve by voice vote.

EXECUTIVE - To cover a shortfall in the administrative costs incurred in the allocation of grants to non-profit organizations

From		
260-43050-579480-23807	Meadow Street Boardwalk	1,690
To:		
260-41020- 533970-23814	Administrative Costs	1,690

Rep. Adelman reported the Administrative Services Committee heard this proposed transfer. The Committee members voted unanimously in favor, and he put the matter forward to the RTM in the form of a motion. The full RTM voted unanimously in favor.

8. To consider, and if appropriate, approve the Board of Finance resolution regarding the closeout process for ARPA appropriations, as outlined by the First Selectman and the Finance Director. The RTM requests that a final accounting be provided at a future meeting as to how the reallocation transfers were done.

Rep. Hartwell stated the Ways & Means Committee heard this resolution and the members voted unanimously in favor. He put the matter forward to the full RTM in the form of a motion. The RTM voted unanimously in favor by a voice vote.

9. To consider, and if appropriate, approve a closeout transfer request from the Director of Public Works for FY2024 as follows:

From:			
10143010-517000	Regular Wages & Salaries		(\$17,566)
To:			
10143010-518000	Overtime		7,180
10143010-519030	Accumulated Sick		<u>10,386</u>
		Total	\$ 17,566

Rep. Bonenberger stated the Public Services Committee members heard the proposed transfer and voted unanimously in favor. He put the matter forward as a motion. The full RTM voted unanimously to approve in a voice vote.

10. To consider, and if appropriate, approve the following capital projects transfer requests.

ADMINISTRATIVE SERVICES

FUND 700 - CAPITAL FUND

FROM:

Information Technology	70041190	579150	22320	On-Body Cameras	Close	340.00
Information Technology	70041190	579150	22321	Phone System	Close	36.85
					Total	<u>376.85</u>

TO:

Information Technology	70041190	599100	22320	Transfer to General Fund	Project Closed	340.00
Information Technology	70041190	599100	22321	Transfer to General Fund	Project Closed	<u>36.85</u>
					Total	376.85

Rep. Adelman reported the Administrative Services Committee heard this proposal and the members voted unanimously to recommend approval. He put the item forward to the RTM in the form of a motion, which passed unanimously.

**PUBLIC SERVICES
FUND 700 - CAPITAL FUND**

FROM:

Gen Govt Bldgs	70041170	579350	22326	GGB Vehicles	Transfer/Combine	7,500.00	
Gen Govt Bldgs	70041170	579410	22322	Town Clerk Vault Upgrades	Extend	112,000.00	
Engineering	70043050	533900	22332	GIS Database Update	Extend	776.25	
Public Works	70043010	579300	22328	Town Center Decorative Lights	Extend	20,000.00	
Public Works	70043010	579480	22329	Paving - Town Parking Lots	Extend	<u>66,350.88</u>	
						Total	206,627.13

TO:

Gen Govt Bldgs	70043010	599112	24203	Transfer to DPW Apparatus Fund	Transfer/Combine	7,500.00	
Gen Govt Bldgs	70041170	579410	25xxx	Town Clerk Vault Upgrades	New Project	112,000.00	
Engineering	70043050	533900	25xxx	GIS Database Update	New Project	776.25	
Public Works	70043010	579300	25xxx	Town Center Decorative Lights	New Project	20,000.00	
Public Works	70043010	579480	25xxx	Paving-Town Parking Lots	New Project	<u>66,350.88</u>	
						Total	206,627.13

FROM:

Engineering	70043050	533280	21304	Pavement Condition Survey	Close	<u>2,092.78</u>	
						Total	2,092.78

TO:

Engineering	70043050	599100	21304	Transfer to General Fund	Project Closed	<u>2,092.78</u>	
						Total	2,092.78

Rep. Bonenberger reported all Public Services Fund 700 proposed transfers were heard by the Public Services Committee members and were unanimously approved. He put the proposed transfers forward to the full RTM in the form of a motion. The RTM voted unanimously in favor by voice vote.

FUND 720 - MUNICIPAL FACILITIES FUND

FROM:

Gen Govt Bldgs	72041170	544300	22334	Town Hall - Front Step Maintenance	Extend	13,020.00	
Gen Govt Bldgs	72041170	579410	22335	Town Hall - Generator Installation	Extend	73,703.00	
Gen Govt Bldgs	72041170	579410	22336	Transfer Station Improvements	Extend	<u>121,952.47</u>	
						Total	208,675.47

TO:

Gen Govt Bldgs	72041170	544300	25xxx	Town Hall - Front Step Maintenance	New Project	13,020.00	
Gen Govt Bldgs	72041170	579410	25xxx	Town Hall - Generator Installation	New Project	73,703.00	
Gen Govt Bldgs	72041170	579410	25xxx	Transfer Station Improvements	New Project	<u>121,952.47</u>	
						Total	<u>208,675.47</u>

Rep. Bonenberger reported the Public Services Committee members heard the proposed transfers and voted unanimously to approve. He put the matter forward in the form of a

motion. The full RTM approved in a voice vote.

RULES & ORDINANCES

FUND 700 - CAPITAL FUND

FROM:

Conservation Commission	70045100	533900	22338	Natural Resource Inventory	Extend	<u>2,450.00</u>
					Total	2,450.00

FROM:

Conservation Commission	70045100	533900	25xxx	Natural Resource Inventory	New Project	<u>2,450.00</u>
					Total	2,450.00

Rep. Hentschel reported the Rules & Ordinances Committee has not met on this item. Rep. McCormack moved, 2nd by Rep. Hentschel, to waive RTM Rule 4.4.1. The full RTM voted unanimously to waive RTM Rule 4.4.1. After discussion, Rep. Hentschel moved, 2nd by Rep. Ingraham, for approval. The full RTM voted unanimously to approve.

WAYS & MEANS

FUND 700 - CAPITAL FUND

FROM:

Treasurer/Finance	70041040	579200	22317	Cleargov Budget Solutions	Transfer/Combine	8,493.33
Treasurer/Finance	70041040	579450	22318	Financial System Upgrades & Projects	Transfer/Combine	<u>4,932.09</u>
					Total	13,425.42

TO:

Treasurer/Finance	70041040	579450	25xxx	Finance - System Upgrades & Projects	New Project	<u>13,425.42</u>
					Total	13,425.42

Rep. Hartwell reported the Ways & Means Committee members heard the proposed transfers and voted unanimously to approve. He put the matter forward in the form of a motion. The full RTM voted unanimously in favor by voice vote.

EDUCATION COMMITTEE

FUND 700 - CAPITAL FUND

FROM:

Board of Education	70048000	579410	22415	BHS - Entrance Security Upgrade	Extend	19,898.04
Board of Education	70048000	579410	22416	INS - Entrance Security Upgrade	Extend/Amend Scope	<u>101,185.00</u>
					Total	121,083.04

TO:

Board of Education	70048000	579410	25xxx	BHS - Entrance Security Upgrade	New Project	19,898.04
Board of Education	70048000	579400	25xxx	INS - Campus Safety/Security Upgrades	New Project	<u>101,185.00</u>
					Total	121,083.04

FROM:

Board of Education	70048000	544300	22414	BOE - UST Removal	Close	<u>3,316.84</u>
					Total	3,316.84

TO:

Board of Education	70048000	599100	22414	Transfer to General Fund	Project Closed	<u>3,316.84</u>
					Total	3,316.84

Rep. Laich stated there was no quorum at the December Education Committee meeting to hear these Fund 700 transfers. Rep. Hentschel moved, 2nd by Rep. Adelman, to waive RTM Rule 4.4.1. After discussion, the full RTM voted unanimously in favor by voice vote.

11. To consider, and if appropriate, create an ordinance protecting licensed home daycare providers from restrictive HOA bylaws.

Rep. Hentschel stated the Rules & Ordinances Committee met on November 19; the Committee members voted unanimously to recommend to the RTM to take no action. He put that forward to the full RTM in the form of a motion. The motion was passed unanimously by the full RTM in a voice vote and the item will be removed from the Call.

12. To consider and, if appropriate, create an ordinance to establish a harbor management commission, pursuant to CGS 22a-113k.

Rep. Hentschel stated the Rules & Ordinances Committee met and voted unanimously to request rereferral **for this item. He put the request forward in the form of a motion to the full RTM. The RTM voted unanimously in favor to rerefer the item.**

13. To consider, and if appropriate, create an ordinance which will encode reasonable restrictions on short-term rentals in Branford.

Rep. Hentschel stated the Rules & Ordinances Committee members voted unanimously to request a rereferral. Five hundred community survey replies providing input were received, A framework for an ordinance was established. The next step is a draft ordinance. He put that request forward in the form of a motion. The full RTM voted unanimously in favor of a rereferral.

14. Adoption of RTM 2025 Meeting Schedule.

Moderator Amore read the proposed regular meeting dates: January 8, February 12, March 12, April 9, May 13 (2nd Tuesday – budget,) June 11, July 16, August 13, September 10, October 8, November 18, December 10 and January 14, 2026. Rep. Twohill moved, 2nd by Rep. Verderame for adoption. The full RTM voted unanimously in favor by voice vote.

15. Any other business to come before the RTM:

None

16. Call for Adjournment

Rep. Verderame moved to adjourn, 2nd by Rep. Everson. Adjournment at 9: 31 p.m.

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

Dated this 13th day of December, 2024.

Frank Twohill

Clerk, Branford RTM

First District Representative

BRANFORD REPRESENTATIVE TOWN MEETING

2025 MEETING SCHEDULE

All meetings will be held at the Joe Trapasso Community House, 46 Church Street,
at 8:00 p.m.

2025 SCHEDULE

January 8

February 12

March 12

April 9

May 13 (2nd Tuesday - budget)

June 11

July 16

August 13

September 10

October 8

November 18

December 10

January 14, 2026

Respectfully submitted,
Maryann Amore, RTM Moderator

RECEIVED
2024 DEC 12 A 11:51
M. S. Spina
BRANFORD TOWN CLERK

Approved by the RTM on 12-11-2024