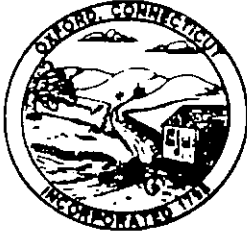


TOWN OF OXFORD

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298



SPECIAL MEETING MINUTES

Board of Finance

Thursday, October 3, 2019

The Board of Finance was called to order on Thursday, October 3, 2019 at 4:00 p.m. at the Great Oak Middle School to tour the facility and discuss proposed Capital Improvements. All were present except Dana Flach. The tour was conducted by George Renzoni and about half way through the tour, Dr. Jason McKinnon joined the tour and headed the tour as he explain the physical plant and the educational aspect of the proposed renovations. At 4:45 Dana Flach joined the tour. The tour concluded at 5:15 p.m. and reconvened at the Oxford Library at 5:24 p.m.

At the Library all members we present. Also present was Finance Director Jim Hliva, George Renzoni, Herman Schuler and Dr. McKinnon. The meeting was reconvened with the Pledge of Allegiance.

2. Approve funding for the Great Oak School Evaluation and Planning Committee. Herman Schuler stated that before the Board at this meeting is Phase 1. He stated that he should have construction estimated for the remainder of the project by the end of November. The Board discussed different funding alternatives including General Fund, Capital and Non-recurring and Bonding. Bob DeBisschop made a motion to approve \$400,000 from Capital and Non-Recurring which had been approved for the High School windows and use it towards funding the Great Oak Middle school renovations and to forward to Town meeting for approval. Second by Sue Arpin Motion was unanimous. Bob made a further motion to authorize \$1,000,000 from the General Fund balance to fund the remainder of the renovations as a temporary funding until such time as a Bond Authorization in the amount of \$1,000,000 is approved and then the \$1,000,000 will be returned to the General Fund. Seconded by Sue Arpin. The vote was unanimous.

3. Transfer tabled at the September 23, 2019 Board of Finance meeting.

Tabled transfer number 10. Dana Flach made a motion to deny seconded by Sue Arpin. The motion to deny passed. The transfer was not approved.

Tabled transfer 9. Bob DeBisschop made a motion to approve, Seconded by Jack Kiley. The motion passes unanimously

Tabled transfer 13. Dana Flach made a motion to approve, Seconded by Bob DeBisschop. The vote was unanimous.

Tabled transfer 22 . Dana Flach made a motion to approve, Seconded by Bob DeBisschop. The vote was unanimous.

Tabled transfer 23 . Dana Flach made a motion to approve, Seconded by Bob DeBisschop. The vote was unanimous

All of the tabled transfer are attached to the minutes.

4. Transfer approved at the 10/2/19 BOS meeting FYE 18/19
Dana Flach made a motion to approve items 1, 2, 3, and 4 Seconded by Bob DeBisschop. The vote was unanimous.

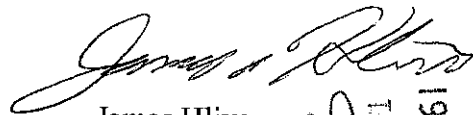
Transfer #5 Dana Flach made a motion to approve, Seconded by Bob DeBisschop. The vote was unanimous

Transfer #6 Dana Flach made a motion to approve, Seconded by Bob DeBisschop. The vote was unanimous

Transfer #7 Dana Flach made a motion to DENY, Seconded by Bob DeBisschop. The vote was unanimous. The Transfer does not Pass.

Jack Kiley made a notion to adjourn the meeting at 6:35 p.m. Vote was all in favor. The meeting was adjourned at 6:35 p.m. and the remainder of the items will be taken up at a special meeting on Wednesday October 9, 2019

Submitted by,



James Hliva
Finance Director

19 OCT 10 PM 12:01
TOWN OF OXFORD, CT
TOWN CLERK

REQUEST FOR TRANSFER

Transfer number

10

To: Board of Selectmen

Date

August 31, 2019

From: Police

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5433-570-1000	State Police Overtime	\$ 76,059.80
From: 5433-570-5433	State Police wages	\$ 65,513.22
From: 5433-522-86	Buybacks	\$ 2,312.04
From: 5433-525	Books and Publications	\$ 157.15
From: 5433-550	Computer Hardware	\$ 1,286.50
From: 5433-551	Computer maintenance	\$ 2,428.07
From: 5433-601	Equipment Leased	\$ 559.40
From: 5433-625	Heating Fuel	\$ 996.21
From: 5433-688	Medical	\$ 1,338.72
From: 5433-769	Supplies Departmental	\$ 1,468.49

Explanation:

Cost of State Police Overtime

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number

9

To: Board of Selectmen

Date

August 30, 2019

From: Finance for Police

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5433-515-58	Wages	\$ 74,032.02
To:	5433-515-1001	Shift Differential	\$ 13,644.32
To:	5433-521-1000	Overtime	\$ 68,589.24
From:	5433-517-155	Clerical	\$ 1,333.45
From:	5433-522-87	Longevity	\$ 220.00
From:	5433-570-5433	Cont Serv trooper	\$ 154,712.13

Explanation:

Reduction in number of trooper and increase in local police officers

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number

13

To: Board of Selectmen

Date

August 31, 2019

From: Public Works

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

	ACCOUNT NUMBER	TITLE		AMOUNT
To:	5455-521-1000	Wages Overtime	\$	32,670.47
From:	5455-515-66	Wages Mechanic	\$	2,190.54
From:	5455-515-65	Utility Men	\$	4,368.76
From:	5456-602	Equipment rental	\$	7,464.66
From:	5456-610	Gasoline and Diesel	\$	4,649.90
From:	5456-630	Materials and Supplies	\$	13,996.61

Explanation:

Overtime for Tornado cleanup and snow removal/

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number

22

To: Board of Selectmen

Date

September 4, 2019

From: Town Counsel

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5535-672-204	Legal Serv add Counsel	\$ 9,221.03
From: 5320-560-5338	Contingency Land Use	\$ 9,221.03

Explanation:

Attorney expenses for Cocchiola Paving vs Oxford Planning and Zoning and for Labor Issues
Pullman and Comley

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number

23

To: Board of Selectmen

Date

September 4, 2019

From: Town Counsel

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5535-672-202	Legal Expense	\$ 200.00
To:	5535-672-204	Legal Claims	\$ 4,785.50
From:	5320-560-5338	Contingency Land Use	\$ 4,985.50

Explanation:

Expenses for Cocchiola Paving vs Oxford Planning and Zoning

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

To: Board of Finance

September 30, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #	Department	Account Number	Account	Amount
1	TO: Ambulance	5310-643	Benefits	\$ 4,126.38
	FROM: Ambulance	5210-601	Equipment Lease	\$ 717.61
	FROM: Ambulance	5210-603	Equipment Depreciable	\$ 2,537.46
	FROM: Ambulance	5210-625	Heating oil	\$ 727.08
	FROM: Ambulance	5210-688	Medical	\$ 144.23
	Motion			
	Seconded			
	Vote			
	Comments			
	Comments			
2	TO: Conservation IWWC	5265-643	Benefits	\$ 3,058.99
	FROM: Conservation IWWC	5215-690	Maint Detention Ponds	\$ 3,058.99
	Motion			
	Seconded			
	Vote			
	Comments			
3	TO: Elderly	5295-643	Benefits	\$ 3,624.16
	FROM: Elderly	5295-736	Snow Removal	\$ 1,416.25
	FROM: Elderly	5295-774	Telephone	\$ 750.00
	FROM: Elderly	5295-812	Vehicle Repairs	\$ 904.95
	FROM: Elderly	5295-775	Phone System	\$ 302.70
	FROM: Elderly	5295-900	Alarm System	\$ 250.26
	Motion			
	Seconded			
	Vote			
	Comments			
4	TO: Employee Benefits	5305-780	Unemployment	\$ 6,434.00
	FROM: Finance	5320-560-5320	Contingency	\$ 6,434.00
	Motion			
	Seconded			
	Vote			
	Comments			

To: Board of Finance

September 30, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #		Department	Account Number	Account		Amount
5	TO:	Employee Benefits	5305-643	Medical	\$	33,186.86
	FROM:	Finance	5320-560-5320	Contingency	\$	33,186.86
	Motion Seconded Vote Comments					
6	TO:	Employee Benefits	5305-643	Medical	\$	13,970.01
	FROM:	Finance	5320-560-5320	Contingency	\$	13,970.01
	Motion Seconded Vote Comments					
7	TO:	Fire Marshal and Fire	5325-517-52	Wages Clerk	\$	6,879.20
	TO:	Fire Marshal and Fire	5330-517-52	Wages Clerk	\$	4,056.55
	FROM:	Finance	5320-560-5320	Contingency	\$	10,935.75
	Motion Seconded Vote Comments					
8	TO:	Insurance	5365-641-5368	Insurance Claims	\$	5,000.00
	FROM:	Insurance	5365-641-5369	Safety Committee	\$	5,000.00
	Motion Seconded Vote Comments					

REQUEST FOR TRANSFER

Transfer number

/

To: Board of Selectmen

Date

September 27, 2019

From: Finance to Ambulance

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5210-643	Benefits	\$ 4,126.38
From: 5210-601	Equipment Lease	\$ 717.61
From: 5210-603	Equipment Depreciable	\$ 2,537.46
From: 5210-625	Heating Oil	\$ 727.08
From: 5210-688	Medical	\$ 144.23

Explanation:

Workers Comp cost are up due to increased call volume and going from two to three vehicles

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number

2

To: Board of Selectmen

Date

September 27, 2019

From: Finance for Conservation

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

	ACCOUNT NUMBER	TITLE		AMOUNT
To:	5265-643	Benefits	\$	3,058.99
From:	5265-676	Maint Detention Ponds	\$	3,058.99

Explanation:

Additional Benefits. This is for the Fica and Workers Comp for the grants that fund the who are part of the Youth Conservation Corp. The do Trail construction and Maintenance in the Rockhouse Hill Sanctuary

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number

3

To: Board of Selectmen

Date

September 27, 2019

From: Finance fo Elderly

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5295-643	Benefits	\$ 3,624.16
From: 5295-736	snow removal	\$ 1,416.25
From: 5295-774	Telephone	\$ 750.00
From: 5295-812	vehicle repairs	\$ 904.95
From: 5295-775	phone system	\$ 302.70
From: 5295-900	alarm system	\$ 250.26

Explanation:

Employee Benefit cost not included for grant

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number

4

To: Board of Selectmen

Date

September 27, 2019

From: Employee Benefits

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5305-780	Unemployment	\$ 6,434.00
From: 5320-560-5320	contingency	\$ 6,434.00

Explanation:

Cost of unemployment claims
nothing was budgeted

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number 5

To: Board of Selectmen

Date September 27, 2019

From: Employee Benefits

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5305-643	Benefits	\$ 33,186.86
From: 5320-560-5320	contingency	\$ 33,186.86

Explanation:

Cost greater than budgeted. Retirees could not switch to state 2.0 until January. Cost 73,052.15 Also fees for administering state 2.0 plan to insurance broker Self Funded Dental Claims cost 28,345.91
Total cost was \$108,998.50 and only \$76,814 was budgeted. Almost all of the overage was due to the medicare regulation tat we could not switch the retirees until January 2019

ACTION

Department Head Signature	_____	Date	_____
Board of Selectmen action	_____	Date	_____
Board of Finance Action	_____	Date	_____

REQUEST FOR TRANSFER

Transfer number

6

To: Board of Selectmen

Date

September 27, 2019

From: Employee Benefits

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5305-643	Medical	\$ 13,970.01
From: 5320-560-5320	contingency	\$ 13,970.01

Explanation:

UPSEU union did not settle contract until July and needed to stay on Anthem for July The \$13,970.01 represents the monthly difference between Anthem and State 2.0 plan for the 12 employees

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number

7

To: Board of Selectmen

Date

September 26, 2019

From: Finance for Fire Marshal

Re: Budget Line Item Transfer
2018-2019 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5325-517-52	Wages Clerk	\$ 6,879.20
To:	53320-517-52	Wages Clerk	\$ 4,056.55
From:	5320-560-5320	Finance Contingency	\$ 10,935.75

Explanation:

Extra Hours for clerk after retirement of long time volunteer who was assisting clerk

ACTION

Department Head Signature

Date

Board of Selectmen action

Date

Board of Finance Action

Date
