

MINUTES

BOARD OF FINANCE

REGULAR MEETING

Monday September 23rd, 2019

Oxford Town Hall-7:00pm

Members Present: Chairman Jack Kiley, Sue Arpin, Dana Flach, Kathryn Dennen, Robert DeBisschop, Paula Jensen

Others Present: James Hliva (Finance Director), Herman Schuler (OSBC), George Renzoni (BOE), Bob Slie (OSBC), Rich Krueger (OSBC), Dr. McKinnon (BOE/Superintendent)

Call to order: 6:59 pm

Pledge of Allegiance

3. Acceptance of Minutes

(a) August 26, 2019 Regular Meeting

Bob DeBisschop made motion to accept the August 26, 2019 Regular meeting minutes. Dana Flach seconded the motion. The motion carried, the vote went as follows; Ayes-Bob DeBisschop, Dana Flach, Kathryn Dennen, Jack Kiley, Sue Arpin. Abstain-Paula Jensen

(b) September 4, 2019 Joint Meeting with Board of Selectmen

Dana Flach made a motion to accept the July 22, 2019 Regular Meeting minutes. The motion was seconded by Sue Arpin. The motion carried, the vote went as follows; Ayes-Dana Flach, Sue Arpin, Kathryn Dennen, Jack Kiley, Paula Jensen. Abstain-Bob DeBisschop

4. Amendments to the Agenda

Jack Kiley said to move 7(a) to 7(g) and shift all down one.

5. Audience of Citizens

None

6. Old Business

None

7. New Business

(a) Update on the Gas Line Extension Project. Page 4

Herman Schuler spoke on the new prices and the lack of availability of grants.

(b) Approve funding for Great Oak School Evaluation and Planning Committee. Page 19

Dr. McKinnon will schedule a walk through for the BOF early next week to have first hand knowledge of what needs to be done.

Jack Kiley made a motion to table and reschedule special meeting. The motion was seconded by Sue Arpin. The motion carried unanimously.

(c) Approve additional funding for Board of Education Capitol Projects. Page 20.

Jack Kiley made motion to approve \$7843.00 for Great Oak Oil Tank Replacement, \$5,276.00 for Center School Oil Tank Replacement and \$1640.00 for Great Oak Abatement Project for a total of \$14,759.00 to go to Town Meeting. The motion was seconded by Sue Arpin. The motion carried unanimously.

(d) Approve purchase of plate readers for two police vehicles. Page 23

Dana Flach made motion to approve \$31,120.18 out of contingency for purchase of plate readers. The motion was seconded by Sue Arpin. The motion carried unanimously.

(e) Transfer Approved by Board of Selectmen on September 4, 2019. Page 24.

See attachment A-page 24-28

(f) Transfer approved by Board of Selectmen on September 18, 2019. Page 46.

See attachment B-page 46-52

(g) Set date for Public Hearing on Gas Line Extension Project.

Jack Kiley made a motion to table until special meeting and gather further information. The motion was seconded by Sue Arpin. The motion carried unanimously.

8. Monthly Reports

a. Board of Finance Contingency activity report

Jim Hliva went over the contingency activity report. The Board discussed the report.

- b. Tax Collector report July
The Board discussed report.

9. Adjournment: 8:58 PM

Dana Flach made a motion to adjourn. Paula Jensen seconded the motion.
The motion carried unanimously.

Respectfully Submitted,



Dawn Passerine, BOF Clerk

19 OCT 17 AM 10:07
TOWN OF OXFORD, CT
Dawn Passerine
TOWN CLERK

To: Board of Finance

September 4, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #	Department	Account Number	Account	Amount
1	TO: Ambulance	5210-811	Vehicle Repairs	\$ 2,708.47
	FROM: Ambulance	5210-601	Equipment lease	\$ 1,701.41
	FROM: Ambulance	5210-590	Education	\$ 476.19
	FROM: Ambulance	5210-613	Facility Services	\$ 530.87
Motion DANA FLACH - APPROVE Seconded SUE ARPIN Vote MOTION CARRIED UNANIMOUS Comments Comments				
2	TO: Ambulance	5210-785	Uniforms	\$ 311.93
	FROM: Ambulance	5210-770	Office Supplies	\$ 311.93
Motion DANA FLACH MOTION TO APPROVE Seconded SUE ARPIN Vote MOTION CARRIED UNANIMOUS Comments Comments				
3	TO: Conservation IWWC	5265-590	Education	\$ 18.00
	FROM: Conservation IWWC	5265-603	Equipment	\$ 18.00
Motion DANA FLACH MOTION TO APPROVE Seconded SUE ARPIN Vote MOTION CARRIED UNANIMOUS Comments Comments				
4	TO: Dog Warden	5285-775	Telephone	\$ 29.21
	FROM: Dog Warden	5285-785	Uniforms	\$ 29.21
Motion DANA FLACH MOTION TO APPROVE Seconded SUE ARPIN Vote MOTION CARRIED UNANIMOUS Comments Comments				
5	TO: Elderly Commission	5295-729	Programs Regular	\$ 72.00
	TO: Elderly Commission	5295-730	Programs Special	\$ 6.00
	TO: Elderly Commission	5295-771	Office Equipment	\$ 19.00
	TO: Elderly Commission	5295-798	Waste Removal	\$ 42.00
	FROM: Elderly Commission	5295-525	Books and Publications	\$ 139.00
Motion DANA FLACH MOTION TO APPROVE				

To: Board of Finance

September 4, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #	Seconded Vote Comments	Department	Account Number	Account	Amount
		SUE ARPIN MOTION CARRIED UNANIMOUS			
6		TO: Elderly Commission	5295-625	Heating	\$ 2,248.00
		TO: Elderly Commission	5295-595	Electricity	\$ 613.00
		FROM: Elderly Commission	5295-613	Facility maintenance	\$ 2,248.00
		FROM: Elderly Commission	5295-812	Vehicle Repairs	\$ 613.00
	Motion Seconded Vote Comments	DANA FLACH SUE ARPIN MOTION CARRIED UNANIMOUS			
7		TO: Elderly Commission	5295-517-11	Wages Custodian	\$ 1,502.40
		FROM: Elderly Commission	5295-517-49	Wages Dispatch	\$ 1,502.40
	Motion Seconded Vote Comments	DANA FLACH SUE ARPIN MOTION CARRIED UNANIMOUS			
8		TO: Emergency Dispatch	5300-776	Nexgen	\$ 160.00
		FROM: Emergency Dispatch	5300-775	Telephone	\$ 160.00
	Motion Seconded Vote Comments	DANA FLACH SUE ARPIN MOTION CARRIED UNANIMOUS			
9		TO: Police	5433-515-58	Wages	\$ 74,032.02
		TO: Police	5433-515-1001	Shift Differential	\$ 13,644.32
		TO: Police	5433-521-1000	Overtime	\$ 68,589.24
		FROM: Police	5433-517-155	Clerical	\$ 1,333.45
		FROM: Police	5433-522-87	Longevity	\$ 220.00
		FROM: Police	5433-570-5433	Cont Serv Trooper	\$ 154,712.13
	Motion Seconded Vote Comments	SUE ARPIN MADE MOTION TO TABLE FOR SPECIAL MEETING DANA FLACH SECONDED MOTION CARRIED UNANIMOUS			

To: Board of Finance

September 4, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #		Department	Account Number	Account	Amount
10	TO:	Police	5433-570-1000	State Police Overtime	\$ 76,059.80
	FROM:	Police	5433-570-5433	State Police wages	\$ 65,513.22
	FROM:	Police	5433-522-86	Buybacks	\$ 2,312.04
	FROM:	Police	5433-525	Books and Publications	\$ 157.15
	FROM:	Police	5433-550	Computer Hardware	\$ 1,286.50
	FROM:	Police	5433-551	Computer maintenance	\$ 2,428.07
	FROM:	Police	5433-601	Equipment Leased	\$ 559.40
	FROM:	Police	5433-625	Heating Fuel	\$ 996.21
	FROM:	Police	5433-688	Medical	\$ 1,338.72
	FROM:	Police	5433-769	Supplies Departmental	\$ 1,468.49

Motion SUE ARPIN MADE MOTION TO TABLE FOR SPECIAL MEETING
Seconded DANA FLACH
Vote MOTION CARRIED UNANIMOUS
Comments

11	TO:	Public Works	5455-516-69	Wages Snow Plowing	\$ 5,541.70
	FROM:	Public Works	5455-515-65	Wages Utility Men	\$ 5,541.70

Motion SUE ARPIN MOTION TO APPROVE
Seconded DANA FLACH
Vote MOTION CARRIED UNANIMOUS
Comments

12	TO:	Public Works	5455-515-68	Wages Secretary	\$ 13,327.47
	TO:	Public Works	5455-522-71	Wages Buybacks	\$ 4,596.40
	TO:	Public Works	5455-522-72	Longevity	\$ 400.00
	FROM:	Public Works	5455-515-65	Wages Utility Men	\$ 10,538.10
	FROM:	Public Works	5456-630	General materials	\$ 1,761.73
	FROM:	Public Works	5456-769	Supplies Departmental	\$ 2,301.98
	FROM:	Public Works	5457-625	Heating Fuel	\$ 3,722.06

Motion SUE ARPIN MOTION TO APPROVE
Seconded DANA FLACH
Vote MOTION CARRIED UNANIMOUS
Comments

To: Board of Finance

September 4, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #		Department	Account Number	Account		Amount
13	TO:	Public Works	5455-521-100	Wages Overtime	\$	32,670.47
	FROM:	Public Works	5455-515-66	wages Mechanic	\$	2,190.54
	FROM:	Public Works	5455-515-65	Wages Utility Men	\$	4,368.76
	FROM:	Public Works	5456-602	Equipment Rental	\$	7,464.66
	FROM:	Public Works	5456-610	Gasoline	\$	4,649.90
	FROM:	Public Works	5456-630	Materials and Supplies	\$	13,996.61

Motion **DANA FLACH MOTION TO TABLE**
Seconded **BOB DEBISSCHER**
Vote **CARRIED UNANIMOUS**
Comments

14	TO:	Public Works	5456-811	Vehicle Maintenance	\$	3,560.72
	FROM:	Public Works	5456-684	Crack Sealing	\$	3,560.72

Motion **APPROVE - DANA FLACH**
Seconded **PAULA JENSEN**
Vote **CARRIED UNANIMOUS**
Comments

15	TO:	Public Works	5457-595	Electricity	\$	3,476.26
	TO:	Public Works	5457-613	Facility maintenance	\$	1,840.40
	TO:	Public Works	5457-798	Waste Removal	\$	707.95
	TO:	Public Works	5457-799	Water	\$	13.15
	FROM:	Public Works	5457-570-148	Cont Serv Storm Water	\$	5,802.93
	FROM:	Public Works	5457-570-139	Cont Serv Security	\$	234.83

Motion **APPROVE - DANA FLACH**
Seconded **PAULA JENSEN**
Vote **CARRIED UNANIMOUS**
Comments

To: Board of Finance

September 4, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #		Department	Account Number	Account		Amount
16	TO:	Recycling	5464-570-303	Bulky Waste	\$	3,831.75
	TO:	Recycling	5464-570-310	Disposal	\$	1,903.38
	FROM:	Recycling	5464-604	Equipmentt Expensed	\$	3,000.00
	FROM:	Recycling	5464-793	Waste Removal	\$	1,811.45
	FROM:	Recycling	5464-685	Maintenance Materials	\$	852.09
	FROM:	Recycling	5464-770	Office Supplies	\$	71.59

Motion *APPROVE - SUE ARPIN*
Seconded *DANA FLACH*
Vote *CARRIED UNANIMOUS*
Comments

17	TO:	Parks	5425-570-121	Field maintenance	\$	8,692.97
	FROM:	Parks	5425-517-82	Wages Clerk PM	\$	5,500.00
	FROM:	Parks	5425-517-80	Wages Part Time	\$	2,508.54
	FROM:	Parks	5425-595	Electricity	\$	684.43

Motion *APPROVE - SUE ARPIN*
Seconded *DANA FLACH*
Vote *CARRIED UNANIMOUS*
Comments

To: Board of Finance

September 18, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #		Department	Account Number	Account		Amount
1	TO:	Elderly	5295-517-11	Wages Custodial	\$	1,502.40
	FROM:	Elderly	5295-517-9	Wages Dispatch	\$	1,502.40
	Motion	TO APPROVE - DANA FLACH				
	Seconded	BOB DEBISSCHOP				
	Vote	CARRIED UNANIMOUS				
	Comments					
	Comments					
2	TO:	Fire	5325-552	Computers	\$	824.99
	FROM:	Fire	5325-603	Equipment	\$	824.99
	Motion	TO APPROVE - DANA FLACH				
	Seconded	BOB DEBISSCHOP				
	Vote	CARRIED UNANIMOUS				
	Comments					
3	TO:	Fire	5325-595	Electricity	\$	1,965.09
	FROM:	Fire	5325-613	Facility Maint	\$	1,965.09
	Motion	TO APPROVE - DANA FLACH				
	Seconded	BOB DEBISSCHOP				
	Vote	CARRIED UNANIMOUS				
	Comments					
4	TO:	Fire	5325-605	Equip Maintenance	\$	266.98
	FROM:	Fire	5325-613	Facility Maint	\$	266.98
	Motion	TO APPROVE - DANA FLACH				
	Seconded	BOB DEBISSCHOP				
	Vote	CARRIED UNANIMOUS				
	Comments					
5	TO:	Fire	5325-625	Heating Oil	\$	1,903.07
	FROM:	Fire	5325-710	Physical Exams	\$	1,255.00
	FROM:	Fire	5325-614	Facility Supplies	\$	648.07
	Motion	TO APPROVE - DANA FLACH				
	Seconded	BOB DEBISSCHOP				
	Vote	CARRIED UNANIMOUS				
	Comments					

To: Board of Finance

September 18, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #	Department	Account Number	Account	Amount
6	TO: Fire	5325-770	Office Supplies	\$ 63.37
	FROM: Fire	5325-613	Facility Maint	\$ 63.37
	Motion	TO APPROVE DANA FLACH		
	Seconded	SUE ARPIN		
	Vote	CARRIED UNANIMOUS		
	Comments			
7	TO: Fire	5325-798	Waste removal	\$ 169.65
	FROM: Fire	5325-525	Books	\$ 169.65
	Motion	TO APPROVE - DANA FLACH		
	Seconded	SUE ARPIN		
	Vote	CARRIED UNANIMOUS		
	Comments			
8	TO: Fire	5325-812	Vehicle Repairs	\$ 6,050.31
	FROM: Fire	5325-550	Computer Hardware	\$ 2,165.00
	FROM: Fire	5325-775	Telephone	\$ 1,014.83
	FROM: Fire	5325-811	Vehicle Maint	\$ 2,632.86
	FROM: Fire	5325-715	Postage	\$ 237.62
	Motion	TO APPROVE - DANA FLACH		
	Seconded	SUE ARPIN		
	Vote	CARRIED UNANIMOUS		
	Comments			
9	TO: Fire	5325-905	Internet	\$ 702.28
	FROM: Fire	5325-613	Facility Maint	\$ 702.28
	Motion	TO APPROVE - DANA FLACH		
	Seconded	SUE ARPIN		
	Vote	CARRIED UNANIMOUS		
	Comments			
10	TO: Fire Marshal	5330-775	Telephone	\$ 281.99
	FROM: Fire Marshal	5330-585	Dues	\$ 281.99
	Motion	TO APPROVE - DANA FLACH		
	Seconded	SUE ARPIN		
	Vote	CARRIED UNANIMOUS		
	Comments			

To: Board of Finance

September 18, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #		Department	Account Number	Account		Amount
11	TO:	Fire Marshal	5330-551	Computer maint	\$	190.64
	FROM:	Fire Marshal	5330-585	Dues	\$	190.64

Motion ~~TO APPROVE - DANA FLACH~~ BOB DEBISSCHOP

Seconded DANA FLACH

Vote CARRIED UNANIMOUS

Comments

12	TO:	Selectman	5480-570-105	Wages Clerk	\$	271.17
	FROM:	Selectman	5480-585	Dues	\$	271.17

Motion BOB DEBISSCHOP TO APPROVE

Seconded DANA FLACH

Vote CARRIED UNANIMOUS

Comments

13	TO:	Tax Collector	5505-515-22	Wages Asst tax Collecto	\$	859.80
	TO:	Tax Collector	5505-521-1000	Wages Overtime	\$	238.30
	FROM:	Tax Collector	5505-555	Conferences	\$	118.00
	FROM:	Tax Collector	5505-590	Education	\$	200.00
	FROM:	Tax Collector	5505-670	Legal Notices	\$	42.28
	FROM:	Tax Collector	5505-690	Mileage	\$	31.85
	FROM:	Tax Collector	5505-770	Office Supplies	\$	228.53
	FROM:	Tax Collector	5505-517-77	Seasonal Labor	\$	477.44

Motion TO APPROVE - BOB DEBISSCHOP

Seconded DANA FLACH

Vote CARRIED UNANIMOUS

Comments

14	TO:	Town Clerk	5530-521-1000	Wages Overtime	\$	22.77
	FROM:	Town Clerk	5530-555	Conferences	\$	22.77

Motion TO APPROVE - BOB DEBISSCHOP

Seconded DANA FLACH

Vote CARRIED UNANIMOUS

Comments

To: Board of Finance

September 18, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #	Department	Account Number	Account	Amount
15	TO: Library	5390-799	Water	\$ 25.34
	FROM: Library	5390-560	Computer Catalog	\$ 25.34

Motion TO APPROVE - DANA FLACH

Seconded SUE ARPIN

Vote CARRIED UNANIMOUS

Comments

16	TO: Library	5390-555	Conference Meeting	\$ 209.78
	FROM: Library	5390-560	Computer Catalog	\$ 209.78

Motion TO APPROVE - DANA FLACH

Seconded SUE ARPIN

Vote CARRIED UNANIMOUS

Comments

17	TO: Library	5390-511.8	Wages Director	\$ 1,973.63
	FROM: Library	5390-560	Computer Catalog	\$ 1,973.63

Motion TO APPROVE - DANA FLACH

Seconded SUE ARPIN

Vote CARRIED UNANIMOUS

Comments

Vote

Comments

18	TO: Town Hall	5545-625	Heating Fuel	\$ 7,907.61
	FROM: Town Hall	5545-601	Equipment Lease	\$ 1,821.43
	FROM: Town Hall	5545-811	Vehicle Maint	\$ 2,645.70
	FROM: Town Hall	5545-799	Water	\$ 883.63
	FROM: Town Hall	5545-715	Postage	\$ 1,350.94
	FROM: Town Hall	5545-775	Telephone	\$ 876.91
	FROM: Town Hall	5545-789	website	\$ 329.00

Motion TO APPROVE - DANA FLACH

Seconded SUE ARPIN

Vote CARRIED UNANIMOUS

To: Board of Finance

September 18, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #	Comments Vote Comments	Department	Account Number	Account	Amount
19	TO: FROM:	Town hall Town hall	5545-595 5545-775	Electricity telephone	\$ 756.66 \$ 756.66
	Motion Seconded Vote Comments Vote Comments	TO APPROVE - DANA FLACH SUE ARPIN CARRIED UNANIMOUS			
20	TO: FROM:	Fire Hydrant Street Lights	5578-788 5492-788	Fire Hydrants Street Lights	\$ 44.59 \$ 44.59
	Motion Seconded Vote Comments Vote Comments	TO APPROVE - DANA FLACH SUE ARPIN CARRIED UNANIMOUS			
21	TO: TO: TO: FROM: FROM:	W.P.C.A. W.P.C.A. W.P.C.A. W.P.C.A. W.P.C.A.	5580-595 5580-598 5580-799 5580-692 5580-775	Electricity Engineering Water Mapping Telephone	\$ 1,477.51 \$ 477.50 \$ 82.26 \$ 1,940.01 \$ 97.26
	Motion Seconded Vote Comments Vote Comments	TO APPROVE - DANA FLACH SUE ARPIN CARRIED UNANIMOUS			

To: Board of Finance

September 18, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #		Department	Account Number	Account	Amount
22	TO:	Town Counsel	5535-672-204	Additional Counsel	\$ 9,221.03
	FROM:	Contingency	5320-560-5338	Land Use Contingency	\$ 9,221.03

Motion *MOTION TO TABLE - DANA FLACH*
Seconded *SUE ARPIN*
Vote *CARRIED UNANIMOUS*
Comments
Vote
Comments

23	TO:	Town Counsel	5535-672-202	Additional Counsel	\$ 200.00
	TO:	Town Counsel	5535-672-204	Legal Claims	\$ 4,785.50
	FROM:	Contingency	5320-560-5338	Land Use Contingency	\$ 4,985.50

Motion *TO TABLE - DANA FLACH*
Seconded *SUE ARPIN*
Vote *CARRIED UNANIMOUS*
Comments
Vote
Comments

24	TO:	Town hall	5545-517-34	Wages receptionist	\$ 655.34
	FROM:	Town hall	5390-560	Equipment Lease	\$ 655.34

Motion *TO APPROVE - DANA FLACH*
Seconded *SUE ARPIN*
Vote *CARRIED UNANIMOUS*
Comments
Vote
Comments

To: Board of Finance

September 18, 2019

From: Finance Director

Re:2018-2019 Transfer requests

Item #		Department	Account Number	Account	Amount
25	TO:	Police	5433-570-109	Janitorial	\$ 132.50
	TO:	Police	5433-595	Electricity	\$ 40.71
	TO:	Police	5433-685	Equipment Maintenance	\$ 432.25
	TO:	Police	5433-605	Equipment Materials	\$ 833.09
	TO:	Police	5433-603	Equipment Depreciable	\$ 2,626.18
	TO:	Police	5433-798	Waster removal	\$ 710.14
	TO:	Police	5433-799	Water	\$ 18.27
	FROM:	Police	5433-552	Computer Software	\$ 1,000.00
	FROM:	Police	5433-601	Equipment Lease	\$ 95.14
	FROM:	Police	5433-770	Office Supplies	\$ 220.10
	FROM:	Police	5433-522-86	Buybacks	\$ 3,477.90

Motion *TO APPROVE - DANA FLACH*
Seconded *PAULA JENSEN*
Vote *CARRIED UNANIMOUS*
Comments
Vote
Comments

26	TO:	Police	5433-590	education	\$ 1,135.00
	TO:	Police	5433+-595	Electricity	\$ 4,105.58
	TO:	Police	5433-685	Equipment maintenance	\$ 10,764.92
	TO:	Police	5433-605	Equipment Materials	\$ 369.87
	FROM:	Police	5433-522-86	Buybacks	\$ 16,375.37

Motion *TO APPROVE - DANA FLACH*
Seconded *PAULA JENSEN*
Vote *CARRIED UNANIMOUS*
Comments
Vote
Comments