

MINUTES

BOARD OF FINANCE

REGULAR MEETING

September 28, 2020

Oxford Town Hall-7:00pm

Members Present: Chairman Jack Kiley, Sue Arpin, Dana Flach, Paula Jensen

Others Present: James Hliva (Finance Director)

Members Absent: Diane Soracco, Kathryn Dennen

Call to order: 7:00 pm

Pledge of Allegiance

3. Acceptance of Minutes

(a) July 27, 2020 Regular Meeting

(b) August 25, 2020 Special Meeting

Dana Flach made motion to table. The motion was seconded by Sue Arpin.
The motion carried unanimously.

4. Amendments to the Agenda

None

5. Audience of Citizens

None

6. Old Business

None

7. New Business

- (a) Discussion on Fire Marshall and Fire Dept. Clerk becoming full time position.

Jack Kiley made motion to approve. The motion was seconded by Dana Flach. The motion was denied by unanimous vote.

- (b) Approve appropriation of \$100,000 for the Main Street Project (follow up to a Board of Finance meeting held on March 25, 2019)

Sue Arpin made a motion to approve taking \$38,159 from the General Fund for the Main Street Project. The motion was seconded by Dana Flach. The motion carried unanimously.

- (c) Transfer 2019-2020 Fiscal Year

See attachment A

- (d) Appropriations 2019-2020 Fiscal Year

See attachment B

8. Monthly Reports

- a. Board of Finance Contingency activity report:

- b. Tax Collector report June:

9. Adjournment: 8:26 PM

Dana Flach made a motion to adjourn. Sue Arpin seconded the motion. The motion carried unanimously.

Respectfully Submitted,



Dawn Passerine, BOF Clerk

20 OCT 26 PM 4:43
TOWN OF SUDBURY, CT
Dawn Passerine
BOF Clerk

To: Board of Finance

September 2, 2020

From: Finance Director

ATTACHMENT-A A

Re:2019-2020 Transfer requests

Item #	Department	Account Number	Account	Amount
1	TO:	Conservation IWWC	5265-643	Employee Benefits \$ 8,333.81
	FROM:	Conservation IWWC	5265-517-42	Wages Fill in \$ 400.95
	FROM:	Conservation IWWC	5265-521-1000	Overtime \$ 124.65
	FROM:	Conservation IWWC	5265-570-105	Stenographer \$ 300.00
	FROM:	Conservation IWWC	5265-570-103	Contract Ser SCS \$ 2,000.00
	FROM:	Conservation IWWC	5265-570-111	Engineer \$ 2,126.00
	FROM:	Conservation IWWC	5265-570-126	Trail Maintenance \$ 327.46
	FROM:	Conservation IWWC	5265-590	Education \$ 401.00
	FROM:	Conservation IWWC	5265-670	legal notice \$ 312.50
	FROM:	Conservation IWWC	5265-676	Maintenance Detention \$ 1,400.00
	FROM:	Conservation IWWC	5265-770	Office Supplies \$ 336.56
	FROM:	Conservation IWWC	5265-811	Vehicle Maintenance \$ 604.69
Motion		Dana Flach-approve		
Seconded		Sue Arpin		
Vote		Motion passed-unanimous		
Comments				
Comments				
2	TO:	Fire Department	5325-905	Cable Internet \$ 1,014.57
	FROM:	Fire Department	5325-552	Computer Software \$ 1,014.57
Motion		Dana Flach-approve		
Seconded		Sue Arpin		
Vote		Motion passed-unanimous		
Comments				
3	TO:	Fire Department	5325-812	Vehicle Repairs \$ 5,608.84
	FROM:	Fire Department	5325-605	Equipment Maintenance \$ 5,608.84
Motion		Dana Flach-approve		
Seconded		Sue Arpin		
Vote		Motion passed-unanimous		
Comments				
4	TO:	Fire Department	5325-798	Waste Removal \$ 1,041.25
	FROM:	Fire Department	5325-811	Vehicle Maintenance \$ 1,041.25
Motion		Dana Flach-approve		
Seconded		Sue Arpin		
Vote		Motion passed-unanimous		
Comments				
5	TO:	Fire Department	5325-613	Waste Removal \$ 1,969.08
	FROM:	Fire Department	5325-550	Facility Maintenance \$ 1,969.08

	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
6	TO:	Fire Department	5325-604	Equipment Expensed	\$	50.62
	FROM:	Fire Department	5325-525	Books and publications	\$	50.62
	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
7	TO:	Fire Department	5325-595	Electricity	\$	44.02
	FROM:	Fire Department	5325-525	Books and publications	\$	44.02
	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
8	TO:	Fire Department	5325-551	Computer Maintenance	\$	643.50
	FROM:	Fire Department	5325-775	Telephone	\$	643.50
	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
9	TO:	Fire Department	5325-527-52	Wages Clerk	\$	4,501.95
	TO:	Fire Department	5325-643	Benefits	\$	389.42
	FROM:	Fire Department	5325-685	Supplies Departmental	\$	4,891.37
	Motion	Dana Flach-approve for this year				
	Seconded	Paula Jensen				
	Vote	Motion passed-unanimous				
	Comments					
10	TO:	Fire Marshal	5330-517-52	Wages Clerk	\$	650.82
	TO:	Fire Marshal	5330-513-55	Wages Deputy	\$	867.67
	TO:	Fire Marshal	5330-643	Benefits	\$	182.22
	FROM:	Fire Marshal	5330-555	Conference and Meeting	\$	795.00
	FROM:	Fire Marshal	5330-585	Dues	\$	380.00
	FROM:	Fire Marshal	5330-775	Telephone	\$	525.71
	Motion	Dana Flach-approve				
	Seconded	Paula Jensen				
	Vote	Motion passed-unanimous				
	Comments					
11	TO:	Public Works	5455-522-71	Buybacks	\$	11,236.12

	FROM:	Public Works	5457-625	Heating Oil	\$	11,236.12
	Motion	Dana Flach-approve				
	Seconded	Paula Jensen				
	Vote	Motion passed-unanimous				
	Comments					
12	TO:	Tax Collector	5505-643	Benefits	\$	4,593.18
	TO:	Tax Collector	5505-643	Benefits	\$	1,199.82
	FROM:	Tax Collector	5505-521-1000	Overtime	\$	424.31
	FROM:	Tax Collector	5505-555	Conference and Meetings	\$	121.00
	FROM:	Tax Collector	5505-585	Dues	\$	35.00
	FROM:	Tax Collector	5505-590	Education	\$	200.00
	FROM:	Tax Collector	5505-631	Late Notices	\$	1,110.95
	FROM:	Tax Collector	5505-670	Legal Notices	\$	1,749.02
	FROM:	Tax Collector	5505-690	Mileage	\$	16.34
	FROM:	Tax Collector	5505-770	Supplies	\$	1,256.86
	FROM:	Finance	5320-560-5320	Finance Contingency	\$	879.52
	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
13	TO:	Police	5433-521-1000	Wages overtime	\$	79,090.07
	FROM:	Police	5433-570-5433	Cont Ser State Police	\$	61,802.83
	FROM:	Police	5433-515-105	School Security Officer	\$	17,287.24
	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
14	TO:	Police	5433-517-155	Wages Clerical	\$	2,344.28
	FROM:	Police	5433-570-5433	Cont Ser State Police	\$	2,344.28
	Motion	Sue Arpin-approve				
	Seconded	Dana Flach				
	Vote	Motion passed-unanimous				
	Comments					
15	TO:	Police	5433-570-1000	State Police OT	\$	359.23
	FROM:	Police	5433-570-5433	State Police Troopers	\$	359.23
	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
16	TO:	Police	5433-595	Electricity	\$	189.01

	FROM:	Police	5433-625	Heating Fuel	\$	189.01
	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
17	TO:	Police	5433-613	Facility Maintenance	\$	2,618.72
	FROM:	Police	5433-603	Equipment Leased	\$	1,161.96
	FROM:	Police	5433-625	heating Fuel	\$	766.18
	FROM:	Police	5433-688	Medical	\$	690.58
	Motion	Dana Flach-approve				
	Seconded	Sue Arpin				
	Vote	Motion passed-unanimous				
	Comments					
18	TO:	Police	5433-798	Waste Removal	\$	1,786.22
	TO:	Police	5433-799	Water	\$	872.44
	FROM:	Police	5433-688	Medical	\$	2,658.66
	Motion	Dana Flach-approve				
	Seconded	Paula Jensen				
	Vote	Motion passed-unanimous				
	Comments					
19	TO:	Police	5433-81	Vehicle Maintenance	\$	10,577.69
	FROM:	Police	5433-769	Supplies Departmental	\$	2,244.70
	FROM:	Police	5433-688	Medical	\$	452.76
	FROM:	Police	5433-570-109	Custodial	\$	4,037.20
	FROM:	Police	5433-550	Computer Software	\$	1,507.59
	FROM:	Police	5433-552	Computer Hardware	\$	1,345.79
	FROM:	Police	5433-515-105	School Security	\$	989.65
	Motion	Sue Arpin-approve				
	Seconded	Paula Jensen				
	Vote	Motion passed-unanimous				
	Comments					
20	TO:	Police	5433-643	Employee benefits	\$	90,520.00
	FROM:	Police	5433-515-105	School Security Officers	\$	77,191.18
	FROM:	Finance	5320-560-5320	Finance Contingency	\$	13,328.82
	Motion	Dana Flach-approve				
	Seconded	Paula Jensen				
	Vote	Motion passed-unanimous				
	Comments					
21	FROM:	Police	5433-515-58	Wages Police Officers	\$	90,851.60
	FROM:	Finance	5320-560-5320	Finance Contingency	\$	90,851.60
	Motion	Sue Arpin-approve				
	Seconded	Paula Jensen				
	Vote	Motion passed-unanimous				
	Comments					

ATTACHMENT - B

To: Board of Finance

September 2, 2020

From: Finance Director

Re: 2019-2020

APPROPRIATION REQUEST

Item #		Department	Account Number	Account		Amount
1	TO:	Police	5433-515-58	Wages Officers	\$	91,624.28
	FROM:	Available General Fund Balance			\$	91,624.28
	Motion	JACK KILEY - APPROVE				
	Seconded	PAULA JENSEN				
	Vote	APPROVE BY UNANIMOUS VOTE				
	Comments					
	Comments					
2	TO:	Employee Benefits	5305-643-10	Emp. Benefits Dental	\$	6,653.53
	FROM:	Available General Fund Balance			\$	6,653.53
	Motion					
	Seconded					
	Vote					
	Comments					