

**MINUTES  
SPECIAL MEETING - BOARD OF FINANCE  
OXFORD TOWN HALL  
MONDAY, APRIL 6, 2015, 6:30 p.m.**

Present: Chairman Jack Kiley; Nancy Schmitt, Richard Burke, Tom Kelly; Lila Ferrillo. Also present: James Hliva, Finance Director. Absent: Robert DeBisschop.

The meeting was called to order by Chairman Kiley at 6:00 p.m. and the Pledge of Allegiance was recited.

The purpose of the meeting was to review the following FY 2015-2016 budget requests.

**OXFORD AMBULANCE SERVICES:**

Discussion ensued among Mr. Burke, Mr. Kelly and Mr. Kiley regarding a meeting with BOF. Mr. Kiley tells of meeting that was set up one time and the only person who showed up was the attorney. Nobody else showed up. People responsible for negotiations are not doing their jobs, i.e. Oxford Ambulance and Town of Oxford.

Tom Kelly made a motion to cut \$50,000 from the Ambulance Salaries account. Mr. Burke will not support \$50,000 but he will support \$30,000 with the request that a memo be sent to Oxford Ambulance stating a meeting be held with Oxford Ambulance, Board of Selectmen and Board of Finance to settle the issue once and for all. Mr. Burke made a motion to change the \$50,000 to \$30,000; Mr. Kelly seconded the motion. All in favor: Mr. Kelly, Ms. Ferrillo, Mr. Burke. Nay vote from Nancy Schmitt.

**ASSESSMENT APPEALS**

Mr. Kelly questioned the significant jump. Mr. Hliva replied it is because of revaluation. As of October 1, 2015 the revaluation takes place. Mr. Kelly made a motion to accept; Ms. Schmitt seconded the motion. All in favor, vote passes unanimously.

**TAX ASSESSOR**

Looking to increase hours of part-time clerk. Mr. Kiley made a motion to accept \$210,410.00, seconded by Mr. Kelly. Mr. Burke had a question regarding mapping. Mr. Kelly made a motion to decrease line for mapping from \$9000 to \$4000, seconded by Mr. Kiley. All in favor, motion to decrease mapping line approved unanimously.

**BUILDING DEPARTMENT**

Mr. Kelly asked if the \$70,417.00 reflect a 2.5% increase. Ms. Ferrillo responded no. Mr. Hliva said the current amount per hour/per day/per month/per year comes to \$70,417.00. In October 2014 BOS gave a 2.5% increase that was not budgeted which brought salary to \$70,417.00.

Discussion was held with Mr. Kelly, Mr. Kiley, Mr. Burke and Mr. Hliva regarding unauthorized 2.5% increase.

Motion to approve Building Department budget of \$133,869 made by Mr. Kiley; seconded by Ms. Schmitt, one nay vote by Mr. Kelly.

### **CAPITAL PROJECTS**

Mr. Kiley said there are no capital projects in the budget so everything is 100% increase. The Fire Department is looking for funding to replace the SCBA in 2018. Ms. Ferrillo would like to see a schedule of items from Fire Department which need to be funded, are they recommendations or mandated?

### **CHARTER REVISION**

There is nothing there although there is a Charter Revision Commission now, funding from BOS per diem account.

### **CIVIC ACTIVITIES**

Mr. Hliva said this is the same as other years' budgets except the Historical Society requested an extra \$500.00. Ms. Ferrillo made a motion to give them \$1,000.00; seconded by Mr. Kiley. Ms. Schmitt asked if the increase was requested for a specific project.

### **CIVIL PREPAREDNESS**

Discussion ensued regarding unauthorized expenditure approved by BOS but not approved by BOF. Budget was approved.

### **CONSERVATION COMMISSION**

Motion to approve budget of \$123,793 made by Mr. Kelly, seconded by Ms. Schmitt. All in favor, motion passed. Ms. Ferrillo abstained.

### **CULTURAL ARTS**

Ms. Ferrillo made a motion to reduce the budgeted amount to \$3,000; motion seconded by Mr. Kelly.

### **DEBT SERVICE – INTEREST**

Mr. Kelly made the motion to approve the budget at \$866,059; Mr. Kiley seconded the motion. All in favor, motion passed unanimously.

**DEBT SERVICE – PRINCIPAL**

Mr. Kelly made the motion to approve the budget at \$2,895,711; Mr. Kiley seconded the motion. All in favor, motion passed unanimously.

**DOG WARDEN**

Ms. Ferrillo made a motion to reduce the requested amount to \$6,700; motion seconded by Mr. Kelly. Ms. Schmitt was opposed to the motion.

Mr. Kelly made a motion to approve the budgeted amount of \$85,024; motion was seconded by Mr. Burke. Ms. Schmitt opposed the motion.

**ECONOMIC DEVELOPMENT COMMISSION**

Mr. Kelly made a motion to reduce the proposed wages of \$1,000 for the clerk to \$700; motion was seconded by Mr. Burke. Ms. Schmitt voted against the motion.

Mr. Kelly made a motion to reduce the proposed amount of \$7,000 for advertising to \$3,000; motion was seconded by Mr. Burke. Ms. Schmitt voted against the motion.

Mr. Kelly made a motion to reduce the proposed amount of \$1,000 for computer maintenance to \$500; motion was seconded by Mr. Burke. Ms. Schmitt voted against the motion.

Mr. Kelly made a motion to reduce the proposed amount of \$53,000 for contracted services for economic development to \$49,000; the motion was seconded by Mr. Burke. Ms. Schmitt voted against the motion.

Mr. Kelly made a motion to reduce the proposed amount of \$2,000 for dues to \$1,000; the motion was seconded by Mr. Burke. Ms. Schmitt voted against the motion.

The proposed total for economic development was \$75,000. Mr. Kelly made a motion to reduce this amount to \$59,700; the motion was seconded by Mr. Burke. Ms. Schmitt voted against the motion.

**BOARD OF EDUCATION**

Proposed budget for Board of Education is \$28,613,735.

### **ELDERLY COMMISSION**

Proposed budget for books and publication for the Elderly Commission is \$4,200. Ms. Ferrillo made a motion to reduce this amount to \$3,000; motion was seconded by Mr. Burke. Ms. Schmitt abstained from the vote.

Proposed amount for electric is \$14,000. Ms. Ferrillo made a motion to reduce this amount to \$12,000; the motion was seconded by Mr. Burke. Ms. Schmitt abstained from the vote.

The proposed amount for facility maintenance is \$7,500. Ms. Ferrillo made a motion to reduce this amount to \$5,500; the motion was seconded by Mr. Burke. Ms. Schmitt abstained from the vote.

The amount proposed for supplies for Commission programs is \$2,500. Ms. Ferrillo made a motion to reduce this amount to \$2,000 and the motion was seconded by Mr. Burke. Ms. Schmitt abstained.

\$900 is the proposed amount for the alarm system. Ms. Ferrillo made a motion to reduce this amount to \$650.00; the motion was seconded by Mr. Burke. Ms. Schmitt abstained from the vote.

Total proposed budget for the Elderly Commission is \$210,860. With the above reductions the total is reduced to \$204,410. Mr. Kelly moved to approve \$204,410; the motion was seconded by Mr. Burke. Ms. Schmitt abstained from the vote.

### **EMERGENCY COMMUNICATIONS**

The amount proposed for the telephone costs is \$30,000. Mr. Burke made the motion to approve \$25,000, cutting \$5,000. The motion was seconded by Mr. Kelly.

### **EMPLOYEE BENEFITS**

The amount proposed for buybacks is \$56,010. Mr. Kelly made the motion to approve \$39,000, a reduction of \$17,010. Mr. Burke seconded the motion, and the vote was unanimous.

The proposed amount for the cost of health insurance is \$1,118,000. Mr. Burke made the motion to approve \$1,018,000, a reduction of \$100,000. Mr. Kelly seconded the motion, and the vote was unanimous.

The proposed amount for total employee insurance and benefits is \$2,359,781. Mr. Kiley made the motion to approve \$2,242,771, a reduction of \$117,010. Mr. Kelly seconded this motion, and the vote was unanimous.

### **BOARD OF ETHICS**

Total proposed wages for the Clerk of the Board of Ethics is \$100.00. Mr. Burke made the motion to approve this amount. Mr. Kelly seconded the motion, and the vote was unanimous.

### **FINANCE DEPARTMENT**

The proposed amount for the contracted services of the auditor is \$23,000. Ms. Ferrillo made the motion to approve \$18,850 (a reduction of \$4,150) based on the bid received from Sandra Welwood. Mr. Kelly seconded Ms. Ferrillo's motion and the vote was unanimous.

The proposed amount of financing costs is \$25,000. Ms. Ferrillo made the motion to reduce the proposed amount to \$20,000, a reduction of \$5,000, based on bids going out for a financial advisor. Mr. Kiley seconded this motion and the vote was unanimous.

### **FINANCE CONTINGENCY**

Motion to approve \$200,000 by all in favor; no opposition. Motion passed.

### **FINANCE BOARD**

\$2000 approved for recording clerk. All in favor; motion passed.

### **FIRE DEPARTMENT**

Mr. Hliva said the wages amounts in the first two lines keeps wages consistent with all other non-union personnel. Discussion was held regarding these numbers. Mr. Hliva said he would check the numbers.

Discussion began regarding a fire department/ fire marshal clerk becoming a full-time position. The question of benefits arose. Mr. Kelly makes a motion to keep position at 10 hours and funded for 10 hours, not increased to 19 hours.

Vehicle maintenance/repairs came up for discussion and the question of whether tires are a repair or maintenance. Tire replacement is listed under upgrades, which they are not upgrades.

Further discussion was held regarding changes in budget requests for equipment, durable and disposable, training.

Motion in favor of Fire Department total of \$372,421: Aye: Ms. Ferrillo, Mr. Kelly, Mr. Burke, Mr. Kiley. Nay: Ms. Schmitt.

**ADJOURNMENT**

Meeting was adjourned at 9:00 p.m. Next meeting is scheduled for April 7, 2015, 6:30 p.m.

Respectfully submitted,

*Lynnette Steeves*  
Lynnette Steeves, Clerk

15 APR 23 PM 2:08  
TOWN OF WEST  
*Margaret A. West*  
TOWN CLERK