

MINUTES
BOARD OF FINANCE
REGULAR MEETING
MONDAY February 28, 2022
OXFORD TOWN HALL 7:00 p.m.

Members present: Chairman Jack Kiley, Sue Arpin, Dana Flach, Paula Jensen and Kathryn Dennen

Others Present: James Hliva (Finance Director) arrived at 7:50 p.m.

The meeting was called to order at 7:00 p.m. by Chairman Kiley and all present stood for the Pledge of Allegiance of the Flag.

Item 3 Acceptance of minutes. Dana Flach stated that her name is spelt wrong in several places on the January 24, 2022 minutes. Dana Flach made a motion to approve the January 24, 2022 minutes with the correction of the spelling of her name. Seconded by Sue Arpin. The vote was unanimous.

Item 4 Amendments to the Agenda NONE

Item 5 Audience of Citizens NONE

Item 6 Old Business NONE

Item 7(a) Discussion with the Grant Writer. Helen Leung the Towns Grant Writer distributed a spreadsheet to all members present. The spreadsheet showed the grants that have been applied for, received and the status of each grant. Helen explained the Grant process to the Board members.

Item 7(b) Appropriation of Soft Cost for Phase 2 of the sidewalk project. Dana Flach made a motion to table, seconded by Paula Jensen. The reason for the motion to table was that there was no one present to explain the project. The vote to table was unanimous.

Item 7(c) Police Department fingerprint machine. Sue Arpin made a motion to approve, Seconded by Dana Flach. Sergeant Acampora of the Connecticut State Police explained why the machine would be useful. Currently the fingerprints are done manually. When they are sent to the State Police or FBI they are often returned because they were not readable. This causes the Police to do double work. Sue Arpin state that she agreed. Sergeant Acampora stated that the machine cost is \$10,975. The balance of the \$12,000 is for installation. The motion to approve was unanimous

Item 7(d) Transfers Jim Hliva asked the Board to deny the transfer request of \$3,250 for the archaeological study at Rockhouse Hill Sanctuary. The reason for the denial is that the grant was not awarded and therefore the study is not needed. Dana Flach made a motion to deny seconded by Paula Jensen. The vote to deny was unanimous.

Item #		Department	Account Number	Account	Amount
1	TO:	Registrars	5465-557	Conferences	\$ 454.00
	FROM:	Registrars	5465-517-30	November Election	\$ 454.00
	Motion	Dana Flach			
	Seconded	Sue Arpin			
	Vote	Unanimous			
	Comments				
2	TO:	Police	5433-613	Facility Maintenance	\$ 4,500.00
				Equipment	\$
	FROM:	Police	5433-603	Depreciable	4,500.00
	Motion	Dana Flach			
	Seconded	Sue Arpin			
	Vote	Unanimous			
	Comments				

Item 7(e) Finalize budget meeting schedule. The Board discussed the budget meeting schedule. The Board of Education will be on March 9, 2022. A detailed list will be prepared by Jack Kiley and Jim Hliva and sent to all members.

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Being not further business, Sue Arpin made a motion to adjourn, Seconded by Dana Flach. The meeting was adjourned at 9 :15 p.m.

Respectfully Submitted



James A. Hliva

Finance Director

CORRECTED MINUTES

MINUTES

BOARD OF FINANCE

SPECIAL MEETING

MONDAY January 24, 2022

OXFORD TOWN HALL 7:00 p.m.

Members present: Chairman Jack Kiley, Sue Arpin, Dana Flach, Paula Jensen and Kathryn Dennen

Others Present: James Hliva (Finance Director)

The meeting was called to order at 7:00 p.m. by Chairman Kiley and all present stood for the Pledge of Allegiance of the Flag.

Item 3a on Agenda: Approval of September 27, 2021 Regular meeting. Dana Flach made a motion to approve the minutes. Second by Sue Arpin. The Vote was unanimous

Item 3b on Agenda: Approval of November 10, 2021 Regular meeting. Dana Flach made a motion to approve the minutes. Second by Jack Kiley. The Vote was unanimous

Item 3c on Agenda: Approval of November 10, 2021 Regular meeting. Dana Flach made a motion to approve the minutes. Second by Jack Kiley. The Vote was unanimous

Jack Kiley stated that item 4d would be taken out of order and be next on the agenda. Appropriation for the Towner Lane Sewer Force Main. Present were Scott Halstead and Larry Ellis. They, Scott and Larry, explained the emergency repair and potential longer-term plans. Jack Kiley made a motion to transfer \$36,815.60 for the repair and \$1,106.88 for in house inspection labor from the Board of Finance contingency. The balance of the \$50,000 as approved by the Board of Selectmen is denied so it does not pass automatically after sixty days. Second by Sue Arpin. Vote was unanimous. Jack reminded the WPCA that if they need additional funds for the repair to come back to the Board. The balance was being denied to be in compliance with the Town Charter.

Item 4a on the agenda. Transfer in the amount of \$3,250 to perform an archeological study at Rockhouse Hill Sanctuary that is need to apply for a grant to install a handicap trail. The Board had

many questions and no one was present to answer the questions. Since the original action by the Board of Selectmen was December 15 the 60-day rule in the Town Charter would be activated before the next regular meeting of the Board of Finance. Dana Flach made a motion to deny the request without prejudice based on the sixty-day rule. Seconded by Sue Arpin. Vote was unanimous. Jack asked Jim Hliva to contact the grant writer and inform her.

Item 4b on the agenda. Transfer in the amount of \$2,000 to make a contribution to the Southwest Conservation District. The Board had many questions and no one was present to answer the questions. Dana Flach made a motion to deny the request. Seconded by Sue Arpin. Vote was unanimous. Jack stated that the request should be submitted to the Board of Selectmen again and when it gets to the Board of Finance that someone from Wetlands be at the Board of Finance meeting to make a presentation.

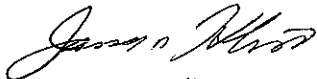
Item 4c on the agenda. Transfers

Item #		Department	Account Number	Account	Amount
1	TO:	Attorney	5535-672-207	Tax Appeal	20,110.55
	FROM:	Finance	5320-560-5320	Contingency	20,110.55
	Motion to Deny		Kathryn Dennen		
	Seconded		Dana Flach		
	Vote	Motion to deny was unanimous			
	Comments	Dana stated that they want answers as to where the case stands and why we needed to hire Legal Counsel			
2	TO:	Dog Warden	5285-513-63	Asst Dog Warden	3,000.00
	FROM:	Finance	5320-560-5320	Contingency	3,000.00
	Motion	Dana Flach			
	Seconded	Sue Arpin			
	Vote	Unanimous			
	Comments				
3	TO:	Ambulance	5210-570-107	Bundled Billing	3,000.00
	FROM:	Finance	5320-560-5320	Contingency	3,000.00
	Motion	Dana Flach			
	Seconded	Sue Arpin			
	Vote	Unanimous			
	Comments				

The Board then discussed the Board of Finance Contingency report. Jack stated that the clerical error of \$72,000 should be added to the Board of Finance Contingency. All present agreed

Being not further business, Sue Arpin made a motion to adjourn, Seconded by Dana Flach. The meeting was adjourned at 8 :55 p.m.

Respectfully Submitted



James A. Hliva

Finance Director

22 MAR -7 PM 2:12
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK