

MINUTES
SPECIAL MEETING - BOARD OF FINANCE
OXFORD TOWN HALL
TUESDAY, APRIL 7, 2015, 6:30 p.m.

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

The meeting was called to order by Chairman Kiley at 6:30 p.m. and the Pledge of Allegiance was recited.

Tonight's meeting is a continuation of the budget review. The purpose of the meeting is to firm up and confirm budget numbers as provided by Mr. Hliva.

FIRE DEPARTMENT

Ms. Ferrillo began by confirming the total Fire Department figure of \$372,421. Salaries are correct. Electricity was changed to \$30,500; Equipment-Depreciable went to \$23,600; Equipment-Expensed went to \$14,365; Facility Improvements went down to \$8,750; Facility Maintenance went to \$20,907; Vehicle Repair went up to \$48,480 and Vehicle Upgrades went down to zero. Mr. Kelly made a motion to accept the figure of \$372,421; seconded by Mr. Kiley. All in favor, motion passed.

Mr. Hliva said that he was asked by the Board to reduce the hours (19 hours) of the Fire Marshal-Clerk from \$10,214. The amount is reduced to \$7,621. There was discussion between Mr. Hliva and Mr. Kelly regarding the part-time position.

Mr. Kelly asked Mr. Hliva if the Town was now collecting the blasting fees and Mr. Hliva responded yes. He told Mr. Kelly that he could get the exact numbers.

When time to upgrade Computer System-Hardware, should go out to bid.

Mr. Hliva stated Wages-Fire Marshal (Full-Time) of \$61,423 is 2.5% increase.

Ms. Ferrillo questioned why Computer System Maintenance increased. Licenses for iPads.

Discussion ensued among Board regarding computer equipment necessity, i.e. iPad, cellphones, etc.

Mr. Kelly made a motion to accept \$114,405; seconded by Mr. Kelly. All in favor, motion passed.

Lengthy discussion was held among the Board regarding the expense and cost of health care. Decision cannot be arbitrarily made to deduct health care expenses from salaries.

Put in as a line item in Benefits where the cost is shown by each union, per Mr. Kelly.

HEALTH & SOCIAL SERVICES

Birmingham Umbrella Program is zero this year noted by Ms. Ferrillo. Mr. Hliva said there was no request. Ms. Ferrillo asked to have \$1,500 put back because with other cuts Birmingham is going to need this. Birmingham Umbrella is for abused women.

Valley Substance Abuse request is \$2,200. Ms. Ferrillo suggested taking Valley Substance Abuse to \$1,500 and add \$1,500 to Birmingham.

Boys & Girls Club is recommended \$1,000; take it down to \$700.

Wages-Social Service Cor. – what is \$947 asked by Mr. Kelly. Mr. Hliva responded it is for Joanne Jelenik. Her current hourly rate by one hour per week equals this amount. Reduced to \$874. Discussion ensued among the Board regarding the hourly rate of pay.

Motion is made by Mr. Kelly to accept Health & Social Services total of \$10,990; seconded by Mr. Kiley. All in favor, motion passed.

HOUSING AUTHORITY

Mr. Kelly said he wanted to make a motion to change the wages to \$200. Mr. Hliva said the amount is \$15.15 per hour. Mr. Kiley asked if there was a housing authority person. Ms. Ferrillo noted that 2013-1014 actual was \$377. Mr. Kelly said if more money is needed, Housing Authority can go back to BOF. Actual for 2014-2015 was \$62; Mr. Kelly said there is no need to fund \$600. Mr. Kiley made a motion for \$400; all in favor, motion passed.

INSURANCE

Mr. Kiley asked Mr. Hliva if these amounts were best amounts. Mr. Kelly made a motion to accept \$216,278; seconded by Mr. Kiley. All in favor, motion passed.

LAKE HOUSATONIC AUTHORITY

Motion made by Mr. Kelly to accept \$11,250; seconded by Mr. Kiley. All in favor, motion passed.

LAKE ZOAR AUTHORITY

This is Oxford's share and other towns (Newtown, Southbury, Monroe) have paid. Mr. Kelly made a motion to accept \$23,281; seconded by Mr. Burke. All in favor, motion passed.

LAWN MAINTENANCE

Mr. Hliva noted that basic bid was \$52,200. BOF proposed amount is \$56,220. Mr. Kelly made a motion to accept \$56,220; seconded by Ms. Ferrillo. All in favor, motion passed.

LIBRARY

Discussion was held regarding Books, Civic Activities, Computer Maintenance, Conferences & Meetings, Facilities-Maintenance. Mr. Kelly made a motion to accept \$259,581; seconded by Mr. Kiley. All in favor, motion passed.

OPEN BURNING OFFICIAL

This should be the Fire Marshal's job. Should not be funded. Mr. Kiley made a motion to accept \$743. Mr. Kiley said Town is getting the blasting fees now. Mr. Kelly and Ms. Ferrillo are against approving the \$743. No second. Mr. Kiley and Mr. Burke are for it. Mr. Kelly made a motion to take fees to zero.

PARKS & RECREATION

Motion made by Mr. Kelly to approve \$284,817 for Parks & Recreation; second by Mr. Kiley. All in favor, motion passed.

PLANNING & ZONING

Ms. Ferrillo made a motion to cut Contracted Services-P&Z to \$15,000. Discussion was held among the members regarding the cut.

There was also a discussion regarding P&Z part-time clerk. Ms. Ferrillo is against cutting the position totally, possibly cutting the hours. P&Z needs the part-time clerk.

Ms. Ferrillo also wants to cut out altogether Plan of Conservation and Development. This goes out to bid so there is no need for this to have a number. This should be something that the Zoning Enforcement should be able to do. There is no need for funding.

Motion was made by Mr. Kelly to approve cuts to Planning & Zoning which would bring bottom line total to \$170,457; second by Ms. Ferrillo. All in favor, motion passed.

POLICE DEPARTMENT

Mr. Kelly asked what the situation was with the troopers. Regarding Contracted Services-Troopers, Mr. Hliva said funding is 70% from the State, number is \$594,786. Discussion was

held among the Board regarding Trooper Overtime (\$50,000), Buybacks (\$18,000) and other items regarding the Police Department.

Discussion with an explanation was held regarding Computer System-Hardware and Computer System-Maintenance. Mr. Burke questioned the cost of same.

After some further discussion, Mr. Kelly made a motion to approve \$1,261,392; motion seconded by Mr. Kiley. All in favor, motion passed.

Mr. Burke asked if anything was done regarding Vehicle Maintenance and Mr. Kiley informed him that it was backed down from \$18,000 to \$14,000.

POMPERAUG HEALTH DISTRICT

Mr. Kelly said the Board could stay with the 2014-2015 amount of \$99,988. Discussion was held regarding increases and expenses. According to Mr. Hliva, grant money went down by \$50,000. Department is requesting \$104,408. Mr. Kiley made a motion to accept \$104,408; seconded by Mr. Burke. All in favor, nay vote by Mr. Kelly. Motion passed.

PROBATE COURT

Mr. Kiley recommended taking the funding out of the missing \$1.8 million. Ms. Ferrillo made a motion to pay zero. A motion was made to pay \$1.00; seconded by Mr. Kelly. All in favor, motion passed.

PUBLIC WORKS

Mr. Kiley proposed to reduce the new Utility Man from \$57,138 to zero. The amount of \$8,000 for Summer Workers is reduced to zero. Mr. Kelly asked what is the \$3,700 for driveways. Mr. Hliva responded that this is for driveway inspections.

Mr. Hliva said the proposed amount for Buybacks is \$18,931, but there has never been more than \$10,000 spent. Mr. Kiley recommended \$8,000.

Mr. Kelly made a motion to accept \$877,720 for total Public Works; seconded by Ms. Ferrillo. All in favor, motion passed.

HIGHWAYS MAINTENANCE

Discussion among Board members regarding Paving LOCIP. Motion made to include \$275,000 as a line item in Highway Maintenance Paving LOCIP by Mr. Kelly, seconded by Mr. Burke. All in favor, motion passed.

Motion made to accept Total Highway Maintenance of \$1,179,051 made by Ms. Ferrillo; seconded by Mr. Kelly. All in favor, motion passed.

PUBLIC ADMINISTRATIVE & GENERAL EXPENSES

After discussion among members, Mr. Kelly made a motion to accept \$81,539 total for Public Works Administrative and General Expenses, seconded by Mr. Burke. All in favor, motion passed.

RECYCLING / SOLID WASTE

Mr. Ferrillo questioned what is “Wages-Additional”. Mr. Hliva explained that two people work there, one person is assigned there on Wednesday and Saturday at straight time. Ms. Ferrillo asked why amount went up 23%. Mr. Hliva explained that he moved expenses out of Public Works into this account. Increase in Materials-Maintenance was due to request of Mr. Temple to clear out certain areas and to make the area safer. Motion made by Mr. Kelly to accept \$298,938 amount of Recycling / Solid Waste; seconded by Mr. Burke. All in favor, motion passed.

REGISTRAR OF VOTERS

Motion made by Mr. Kelly to accept \$71,581 for Registrar of Voters; seconded by Ms. Ferrillo. All in favor, motion passed.

SELECTMEN

Discussion among Board regarding Wages of the First Selectman. After discussion among the Board regarding Grant Writer, Wages-Per Diem Personnel, Contracted Services-Clerk, Contracted Services-Professional, Dues, Mileage, Mr. Kelly made a motion to approve \$262,394 total for Selectmen; seconded by Mr. Kiley. All in favor, motion passed.

STREET LIGHTING

Mr. Kelly made a motion to approve \$30,000 for Street Lighting; seconded by M.s Ferrillo. All in favor, motion passed.

TAX COLLECTOR

After discussion among the Board members, motion made by Mr. Kelly to approve \$147,251 total for the Tax Collector; seconded by Ms. Ferrillo. All in favor, motion passed.

TOWN CLERK

After a question regarding Equipment-Lease/purchase, Mr. Kelly made a motion to accept \$178,814 at the total amount for Town Clerk; seconded by Ms. Ferrillo. All in favor, motion passed.

TOWN COUNSEL

Mr. Kelly made recommendation to reduce Legal Services-Land Use to zero, with a discussion among the Board. There is a Legal Services-Land Use already being billed in Planning & Zoning. Discussion among Board members to move \$40,000 to BOF Contingency and it can be used by a department as it is needed.

Board of Finance Contingency goes up by \$40,000 for the Land Use Attorney.

Mr. Kelly made a motion to approve \$97,000 total for Town Counsel; seconded by Mr. Burke. All in favor, motion passed.

TOWN HALL, S. B. CHURCH

Mr. Hliva stated that \$4,000 has been put under Website for the Website Coordinator. Mr. Burke brought up amounts for Postage and Office Supplies, difference between what was budgeted and what was actually used as of 3/6/15. Mr. Burke made a motion to made the postage amount \$14,000 down from \$16,000 and Office Supplies to \$12,000 from \$14,000, make total for Town Hall \$245,471.

Ms. Ferrillo made a motion to approve \$245,471, seconded by Mr. Kelly. All in favor, motion passed.

TREASURER

Treasurer was elected; Deputy Treasurer is appointed. Until Town Charter is modified, change can be made to Deputy Treasurer but nothing can be done to Treasurer. Mr. Burke questioned duties of Treasurer and Deputy Treasurer. Mr. Hliva explains Treasurer does review of all accounts payable and Deputy Treasurer reviews Tax Collector deposits and verifies all cash.

Mr. Kelly recommends reducing Deputy Treasurer fund from \$634 to \$600, making Total Treasurer \$7,020.

Mr. Kelly makes a motion to approve \$7,020; seconded by Ms. Ferrillo. All in favor, motion passed.

TREE REMOVAL

Mr. Kelly made a motion to approve \$42,040; seconded by Mr. Kiley. All in favor, motion passed.

WATER HYDRANT CHARGES

Mr. Kelly made a motion to approve \$74,616; seconded by Ms. Ferrillo. All in favor, motion passed.

WATER POLLUTION CONTROL

Mr. Kiley pointed out a request for \$75,000 for Sewer Improvement Reserve. Ms. Ferrillo said it was moved from Sewer Capacity to Water Pollution Control. It is a budgeted item. It does not belong in Water Pollution Control.

Mr. Kelly made a motion to approve total of \$626,360 for Water Pollution Control; Ms. Ferrillo seconded. All in favor, motion passed.

ZONING BOARD OF APPEALS

Mr. Kelly made a motion to approve \$900 for Zoning Board of Appeals; seconded by Mr. Burke. All in favor, motion passed. No discussion.

BOARD OF EDUCATION

Mr. Hliva informed the BOF that total cuts to budget were \$637,296 and added back \$275,000 (LOCIP), net decrease in budget is \$362,296 on expenditures. Mr. Kelly asked what percentage is that to total Town budget. Mr. Hliva responded percentage is 4.226%. Current mill rate is 24.98 (0.42%).

Mr. Kelly recommended cutting \$677,000 out of Board of Education budget. The increase from previous year is \$964,942. Ms. Ferrillo recommended cutting an even \$500,000. If \$500,000 comes out of the budget it brings the mill rate to 24.75. Current mill rate is 24.87; goes to 25.32 (.45%). Ms. Ferrillo believes this BOE budget will pass.

Mr. Burke said year before mill rate was at 24.75; last year it was 24.87. He assumed there was capital. There is no capital, confirmed by Mr. Kelly.

Mr. Hliva noted the other thing not in the budget is no revenue fund balance. Fund balance was rolled over last year. Mr. Burke asked what was in General Fund now. Mr. Hliva said \$1.2MM above 10%. Some of that can be used for capital, said Ms. Ferrillo. It is not changing operating budget for next year. Something needs to put into capital.

Mr. Kelly asked why put anything in capital. Will the money go in as Capital Project or CNI? If it goes in as Capital Project, First Selectmen runs it.

If it goes in a Capital Non-Recurring can go on forever, said Mr. Kelly.

Capital and Non-Recurring Projects:

\$30,000 for the keyless entry system (Fire Department)
\$25,000 comparator display (Fire Department)
\$30,000 Mezzanine storage area (Civil Preparedness)
\$36,000 Boat Replacement (Fire Department)
\$85,000 Upgrade Generator Circuits (High School)
\$20,800 Automated Temp Control System
\$ 8,000 Window Pane Replacements (Quaker Farms School)
\$15,000 Paint Hallways / Classrooms (Quaker Farms School)
\$ 7,000 Wireless Clock System (Quaker Farms School)
\$11,200 Reseal Windows (High School)
\$13,300 Wolverine Field-miscellaneous landscape (High School)

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Total of Capital and Non-Recurring Projects is one-half of reserves, according to Ms. Ferrillo. She said there is \$1.2MM over 10% and if only \$700,000 is being used for Capital and Non-Recurring Projects.

Lengthy discussion ensued among all the members of the BOF regarding use of revenues and funding of the budget.

Meeting is scheduled for Wednesday, April 8, 2015 at 6:30 p.m. for final discussion and setting of budget.

ADJOURNMENT

Respectfully submitted,


Lynnette Steeves, Clerk

15 MAY 13 PM 1:11
CT
V. J. Clark
REC'D