

**MINUTES  
SPECIAL MEETING - BOARD OF FINANCE  
OXFORD TOWN HALL  
MONDAY, JUNE 1, 2015, 7:00 p.m.**

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

The meeting was called to order by Chairman Kiley at 7:00 p.m. and the Pledge of Allegiance was recited.

**ACCEPTANCE OF MINUTES**

Mr. Kelly moved to accept Minutes (a) through (g); Ms. Ferrillo seconded. All in favor; Minutes approved and accepted. Mr. DeBisschop abstained from Minutes of April 7, April 8, and April 23, 2015 because he was not in attendance for those meetings. Ms. Ferrillo abstained from Minutes of April 27, 2015 because she was not in attendance for that meeting. Mr. Kelly abstained from Minutes of May 14, 2015 because he was not in attendance for that meeting.

**OLD BUSINESS**

- (A) **Stipend for Web Site Coordinator:** Item remains tabled.
- (B) **Part-Time Wages for Tax Collectors Office (\$4,850.00):** Mr. Kelly made a motion to remove this item from being tabled; Mr. DeBisschop seconded this motion. Mr. Kelly made a motion to approve the wages; Mr. Kiley seconded the motion. Discussion was then held. Ms. Ferrillo does not believe the part-time person is necessary. This transfer was not approved in March and the hours should have been reduced and pay recalculated. Tax Collector, Sharon Scinto, was in attendance at this meeting to discuss the necessity for this part-time person. This person works from 10-4 on Monday, Wednesday and Friday. He is a certified tax collector. He is an asset to the Tax Collector's Office with regard to collections, mail. He is helping to prepare July billing. There really is no down time in the tax office; there is tax collection preparation all year. He also helps with cleaning up back tax collections.

Discussion was held regarding computer on-line credit card payments and the work involved in reconciling payments to the accounts. Mr. Kelly asked if a "red flag" is raised if back taxes are owed when payments are made on-line. On-line payments are not applied to back taxes owed. Tax collector has to manually apply this. DMV will give 30 days' notice to towns when they will be going live with new program called CIVILS. Every town has to process motor vehicles. DMV has suggested that tax collector office renews registration.

Mr. Kiley asked Mr. Hliva what the \$4,850.00 represents. Mr. Hliva said current rate of pay is \$15.00 per hour so that would be six hours till June 30, 2015. Mr.

Kiley asked if this money could be transferred from another account. Mr. Hliva said there are several accounts that can be used to transfer this money. Mr. Kelly made a motion to authorize in-department funding to pay the \$4,850.00. These accounts would be: (a) Account 551-Computer System Maintenance; (b) Account 590-Education; (c) Account 555-Conference & Meetings; and (d) Account 770-Office Supplies. A combination from these accounts would be used to pay the \$4,850.00. Mr. Kiley seconded the motion. All in favor; motion passed.

Ms. Scinto also noted the Town is online for inquiry, so people can check to see what taxes they owe. She said Margaret needs to put link on website. Ms. Scinto said she can add a line in the legal notice advising of the link. No fee to check status only a fee to pay bill by credit card.

Ms. Scinto also said that town is changing from Official Payments (n/k/a ACI) to Point & Pay. Town Attorney is looking at contract and there are some items that need to be changed. Point & Pay fees are similar to Official Payments. Official Payments will not be working with Quality Data so Town needs to change to Point & Pay. Quality Data came down to meet with Ms. Scinto to discuss most relevant plan. She will talk to Southbury and Seymour to see what issues they had with Point & Pay contract.

Ms. Scinto submitted monthly Tax Collection report for April 30, 2015. Percentage of budgeted collections vs. billed out is 99.05%; actual bills mailed 98.11%.

- (C) **Transfer for IWWC Engineering and Supplies (\$1,500.00):** Mr. Kelly made a motion to approve this transfer; Mr. Kiley seconded the motion. Mr. Hliva asked to leave this on the table. It was previously tabled because “Contract Services-Mapping”, IWWC does not have mapping. Assessor does mapping. When bill comes in at end of year, bill is allocated to all departments. Mr. Kelly removed his motion to approve and made the motion to leave this item tabled to next meeting. Mr. Kiley seconded the motion.

## **NEW BUSINESS**

- (A) **Transfer approved by Board of Selectman (3).**

- 1) Wages Non-Union. This money was raises. Mr. Kelly moved to deny this transfer. This was increase that went through. These people were supposed to be laid off at end of year if money was not there. These raises would go through if adjustments were made to benefits. Mr. Haney was supposed to be at this meeting to discuss but did not attend.

Lengthy discussion ensued among the Board members regarding this item, suggestions and consequences thereof.

Mr. Kelly moved to table this item #1 till Special Meeting scheduled for June 9, 2015; Mr. Kiley seconded. All in favor; motion passed.

- 2) Wages Public Works: Discussion ensued among Board members regarding Public Works' benefits and Town participation.

Mr. Kelly made a motion to approve this Item #2; Mr. DeBisschop seconded. All in favor; Motion passed.

- 3) Capital Projects (Senior Center Floor): Mr. Kelly made a motion to approve this Item #3; Mr. Kiley seconded. All in favor; Motion passed.

- (B) **Discussion on approval of Capital items in 2015-2016 Budget**: Capital was put into Capital and Non-recurring. This now has to go back to Town Meeting to be approved. Board of Education wanted to meet on this to discuss how is going to be handled.

- (C) **Discussion with Selectman Haney on the Non-Union Personnel and the Personnel Policy**: Previously discussed. Selectman Haney did not attend this Board of Finance meeting.

See attached Requests for Transfer from Board of Selectmen to Board of Finance.

### MONTHLY REPORTS

- a) **Report on Tax Collections**: Already discussed earlier in this meeting with Ms. Scinto present.
- b) **Board of Finance Contingency Activity report**: Contingency Fund is at \$104,884.74 taking out non-union raises. If raises are not approved then total is \$122,000.00. Public Works deficit came out of Fund Balance. Mr. Hliva said legal bills need to be covered for police negotiations and Gary Soules, but he cannot discuss because of negotiations.

Ms. Ferrillo questioned the \$916.00 raise for the Municipal Agent. Mr. Hliva said he will look into this. Ms. Ferrillo does not remember approving an increase.

- c) **General Fund Surplus**: Mr. Kiley asked what was Mr. Hliva's ballpark guess for under/over. Mr. Hliva said there was a deficit of \$709,000, but should end up \$100,000-\$200,000 surplus above and beyond, about \$800,000-\$900,000 to the good.

As of May 29, 2015 there was a budget of \$42.9 for revenue which included taking out \$709,000. \$42.4 million has been collected so \$200,000 has been made up.

- d) **Trial balances and Balance Sheets:**
- e) **Cash Position Statement:**
- f) **Reports presented by Board of Education:** Not available.

### ADJOURNMENT

Mr. Kelly made a motion to adjourn. Motion was seconded by Mr. Kiley. All in favor; motion passed. Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

  
Lynnette Steeves, Clerk

15 JUN -9 PM 3:46  
TOWN OF WEST  
CLERK  
Lynnette Steeves

**To: Board of Selectmen**

**May 27, 2015**

**From: Finance Director**

**Re:2014-2015 Transfer requests**

Item #		Department	Account	Account Number		Amount
1	<b>TO:</b>	Wages Non Union	Various	Various	\$	22,971.00
	<b>FROM:</b>	Finance	Finance Contingency	5320-560-5320	\$	18,882.00
	<b>FROM:</b>	Building	Asst Building Official	5230-513-35	\$	1,718.00
	<b>FROM:</b>	Finance	Financing Costs	5315-608	\$	2,371.00

**Motion** to table to BOF June 9, 2015 meeting made by Mr. Kelly

**Seconded** by Mr. Kiley

**Vote** All in favor; Motion passed.

**Comments** Mr. Haney was not at this 6/1/15 meeting to discuss this item.

2	<b>TO:</b>	Wages Public works	Various	Various	\$	13,616.00
	<b>FROM:</b>	Finance	Finance Contingency	5320-560-5320	\$	13,616.00

**Motion** to approve made by Mr. Kelly

**Seconded** by Mr. DeBisschop

**Vote** All in favor; Motion passed

**Comments**

3	<b>TO:</b>	Capital Projects	Senior Center Floor	5235-600-6018	\$	625.00
	<b>FROM:</b>	Finance	Finance Contingency	5320-560-5320	\$	625.00

**Motion** made by Mr. Kelly to authorize this payment

**Seconded** by Mr. Kiley

**Vote** All in favor; Motion passed.

**Comments**