

**Board of Finance
Regular Meeting
August 28, 2023**

Attendance: Chairman Jack Kiley, Dana Flach, Paula Jensen, Kathryn Dennen, Susan Arpin, and Jim Hliva (Finance Director), and the Pledge of Allegiance was recited.

Chairman Jack Kiley opened the meeting at 6:58 PM.

Acceptance of Minutes:

Dana Flach moved to accept the July 24, 2023 minutes with the corrections of the following names. George Renzoni, Jessica Pennalls, and Anne Cran names. This was seconded by Paula Jensen. Motion carried.

Amendments to Agenda: None

Audience of Citizens: None

Old Business:

George Renzoni, facilities manager, discussed The roof replacement. This did go out to bid and came back at \$226,000. We don't know once it gets started if there will be issues. He is requesting \$100,000 and then requesting \$250,000 later. The funds will come from LoCIP. Currently LoCIP funds balance is \$453,000. This also includes cameras and the sidewalk that will go out for bid.

New Business:

1) Transfers for 2022-2023:

Susan Arpin accept the request to move funds of \$2758.87 to the assessor wages assistant account from assessor to the wages clerk account. This was seconded by Chairman Jack Kiley. Motion carried.

Susan Arpin moved to accept the request to move funds in the amount of \$150.98 to building from wages assist building account from building computer software account. This was seconded by Paula Jensen. Motion carried.

Chairman Jack Kiley moved to accept the request to move funds to conservation wages request in the amount of \$542.59 from conservation vehicle maintenance account in the amount of

\$539.19, from conservation supplies account for \$3.40. This was seconded by Susan Arpin. Motion carried.

Chairman Jack Kiley moved to accept the request to transfer funds to conservation wages account in the amount of \$118.03 from conservation contract service steno Account. This was seconded by Susan Arpin. Motion carried.

Susan Arpin moved to accept the request to transfer funds to dog warden, wages assistant account in the amount of \$1158.70 from dog warden facility maintenance account. This was seconded by Paula Jensen. Motion carried.

Paula Jensen moved to accept the transfer request to dog warden, telephone account in the amount of \$1069 from dog boarding facility maintenance account. This was seconded by Kathryn Dennen. Motion carried.

Paula Jensen moved to approve the request to transfer \$1071.60 to dog warden, veterinary expense account from dog warden, facility maintenance account this was seconded by Kathryn Dennen. Motion carried.

Susan Arpin moved to approve the request to transfer \$39.02 to economic development, wages recording clerk account from economic development, development expenses account. This was seconded by Chairman Jack Kiley. Motion carried.

Chairman Jack Kiley moved to approve the request to transfer \$34,573 to employee benefits, workers compensation account from employee benefits, health insurance account. This was seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the request to transfer funds in the amount of \$13,549.13 to Town Hall, benefits account. From employee benefits, benefits account. This was seconded by Susan Arpin. Motion carried.

Susan Arpin moved to approve the transfer request of \$337 to Townhall, vehicle maintenance account from Town Hall, equipment lease account. This was seconded by Dana Flach . Motion carried.

Paula Jensen moved to approve the request to transfer funds to tax collector, education account in the amount of \$334, two tax collector, mileage account in the amount of \$799.33. From tax collector, supplies office account in the amount of \$954.78, from tax collector, legal notice account in the amount of \$178.55. This was seconded by Chairman Jack Kiley. Motion carried.

Dana Flach moved to approve the request to transfer funds. Two tax collector, wages tax clerk account in the amount of \$52,468.41. From tax collector, wages assistant tax collection account in the amount of \$50,000, from tax Collector, computer system maintenance account in the amount of \$2468.41. This was seconded by Kathryn Dennen. Motion carried.

Kathryn Dennen moved to accept the transfer request to town clerk, wages assistant town clerk account in the amount of \$2587.47. From town clerk, land record expensive count in the amount of 2\$552.49, and from town clerk, legal notice account in the amount of \$34.98. This was second by Paula Jensen. Motion carried.

Dana Flach moved to accept the transfer request to ambulance vehicle maintenance account in the amount of \$1969.08. From the ambulance, education account in the amount of \$1286.68, and from ambulance, supplies account in the amount of \$682.40 this was seconded by Susan Arpin. Motion carried.

Dana Flach moved to accept the transfer request to parks, website renewal account in the amount of \$620. From parks, conference and meeting account in the amount of \$620. This was seconded by Paulie Jensen. Motion carried.

Kathryn Dennen moved to approve the transfer request in the amount of \$1838.96. Two elderly, assistant Director account. From elderly, wages bus drivers account in the amount of \$1838 and 96. This was seconded by Dana Flach. Motion carried.

Dana Flach moved to approve the transfer request to elderly, office supplies in the amount of \$1830.96. To elderly, program supplies account in the amount of \$840.61. To elderly, facility supplies account in the amount of \$1330.89, to elderly, office equipment account in the amount of \$555.08. From elderly, sidewalk snow removal account in the amount of \$2165.05. From elderly, programs special account in the amount of \$1374.01, from elderly, electricity account in the amount of \$1026.48. Seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the transfer request to elderly, telephones account in the amount of \$198.77 from elderly, electricity account \$198.77. This was seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the transfer request to elderly, waste removal account in the amount of \$319.84, to elderly, water account in the amount of \$338.03. To elderly, alarm system account in the amount of \$85. To elderly, cable TV account in the amount of \$536.87. From elderly, vehicle maintenance account in the amount of \$846.97. From elderly, vehicle repair account in the amount of \$432.77. Seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the transfer request to insurance, insurance claims account in the amount of \$1544.65 from insurance, package policy account \$1544.65. This was seconded by Susan Arpin. Motion carried.

Susan Arpin moved to approve the transfer request to library, wages librarian account in the amount of \$842.40 from library, wages part-time account \$842.40. This was seconded by Dana Flach . Motion carried.

Dana Flach moved to approve the transfer request to planning and zoning, legal notice account in the amount of \$1213.10 from planning and zoning, zoning reg updates account \$1213.10. This was seconded by Paulie Jensen. Motion carried.

Susan Arpin moved to approve the transfer request to public works, water account in the amount of \$82.32. From public works, waste removal account \$82.32. Seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the transfer request to WPCA, cont serv maintenance account in the amount of \$1799.04 from WPCA, cont serv Seymour Account \$1799.04. This was seconded by Paulie Jensen. Motion carried.

Dana Flach moved to approve the transfer request to public works, telephone account in the amount of \$3659.15 from public works, cont serv storm water Account \$3659.15 this was seconded by Susan Arpin . Motion carried.

Dana Flach moved to approve the transfer request to public works, facilities Service account in the amount of \$1625.76, to public works, facility supplies account in the amount of \$1868.06 from public works, Cont Ser Storm Water Account \$3493.82. This was seconded by Paulie Jensen. Motion carried.

Dana Flach moved to approve the transfer request to recycling, waste oil account in the amount of \$139.82 from recycling, wages attendant account \$139.82. Seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to accept the transfer request to selectmen, engineering account in the amount of \$1625.76 from selectmen, facility manager account \$12,011.74. From selectmen, wages grant writer account \$5892.52. From selectmen, wages per diem account \$1410.16. Seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to accept the transfer request for parks and recreation, facility maintenance service account in the amount of \$6386.52. From Park and recreation account facility maintenance supplies, \$4276. From Park and recreation, Jackson Cove security account \$1950.52. From Park and recreation, summer concerts account, \$160. This was seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the request to park and recreation, office supplies account for \$765.37 from Park and recreation, summer concerts account. This was seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the transfer request to parks and recreation, contract service other account in the amount of \$4217.78. From Park and recreation, facility maintenance supplies account. This was seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the transfer request park and recreation, field maintenance account in the amount of \$1114. From Park And recreation, facility maintenance supplies account. Seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the transfer request to park and recreation, website renewal account in the amount of \$620. From park and recreation, conference and meeting account. This was seconded by Kathryn Dennen. Motion carried.

Chairman Jack Kiley moved to approve the transfer request to police, overtime in the amount of \$88,840.44. From police, wages officers account \$82,892.75 from police, wages holiday account \$2286.27. From police, wages clerical account \$230.66. From police, trooper overtime account \$60.09. From police, trooper wages account 2211.86. From police, computer hardware account \$1158.81. Seconded by Paula Jensen. Motion carried.

Chairman Jack Kiley moved to approve the transfer request to police, facility maintenance account in the amount of \$2359.07 from police, computer hardware account. This was seconded by Paula Jensen. Motion carried.

Chairman Jack Kiley moved to approve the transfer request to police, supplies departmental account in the amount of \$117.54. From the police, computer hardware account. This was seconded by Paula Jensen. Motion carried.

Chairman Jack Kiley moved to approve the transfer request to police, uniforms account in the amount of \$1291.48. From police, computer hardware account. This was seconded by Paulie Jensen. Motion carried.

Chairman Jack Kiley moved to approve the transfer request to police, from vehicle repairs account in the amount of \$3785.73. From police, computer hardware account. Seconded by Paula Jensen. Motion carried.

Dana Flach moved to approve the transfer request to benefits, unemployment insurance in the amount of \$7497.24 from benefits, health insurance account. This was seconded by Susan Arpin. Motion carried.

Dana Flach moved to approve the transfer request to civic activities, memorial day parade account in the amount of \$4175. From finance, contingency account. This was seconded by Susan Arpin. Motion carried.

Dana Flach moved to approve the transfer request to Town Council, outside legal counsel account in the amount of \$33,073.18. From finance, contingency account. This was seconded by Paulie Jensen. Motion carried.

Dana Flach moved to approve the transfer request to town Council, outside legal assessor account in the amount of \$39,225.50. From finance, contingency account. This was seconded by Susan Arpin. Motion carried.

Paula Jensen moved to approve the request to street lights, street lights account in the amount of \$485.20. From finance, contingency account. This was seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the request to tax collector, wages tax collector account in the amount of \$8619.31. From tax collector, conference in meetings account \$150. From tax collector, computer system maintenance account \$558.95. From tax collector, dues account \$135. From tax collector, legal notice account \$1112.20. From finance, contingency account \$6663.16. This was seconded by Paula Jensen. Motion carried.

Dana Flach moved to approve the request to civil preparedness, bottled water account in the amount of \$592.64. From civil preparedness, meals ready to eat account. This was seconded by Kathryn Dennen. Motion carried.

Dana Flach moved to approve the request to fire, computer system maintenance account in the amount of \$184.89. From fire, equipment depreciable account \$94.26. From fire, equipment expense account \$94.83. This was seconded by Kathryn Dennen. Motion carried.

Chairman Jack Kiley moved to approve the request to fire, computer systems account in the amount of \$3939.03. From fire, electricity account. This was seconded by Susan Arpin. Motion carried.

Chairman Jack Kiley moved to approve the request to fire, facility maintenance account in the amount of \$4845. From fire, computer system hardware account \$1308.47, from fire, background checks account, \$339. From fire, education account \$477.99. From fire, equipment maintenance account, \$2134.32. From fire, facility supplies account \$558.27. From fire, vehicle maintenance account \$26.95. This was seconded by Susan Arpin. Motion carried.

Chairman Jack Kiley moved to approve the request to fire, physical exams account in the amount of \$1008. From fire, books and publications account \$757.65. From fire, supplies departmental account \$250.35. This was seconded by Susan Arpin. Motion carried.

Chairman Jack Kiley moved to approve the transfer request to fire, telephone account in the amount of \$1214.92. From fire, electricity account. This was seconded by Susan Arpin. Motion carried.

Chairman Jack Kiley moved to approve the transfer request to fire, waste removal account in the amount of \$600.88. From fire, electricity account \$304.45. From fire, postage account \$200. From fire, supplies departmental account \$96.43. This was seconded by Susan Arpin. Motion carried.

Chairman Jack Kiley moved to approve the transfer request to fire, cable Internet account in the amount of \$1347.87. From fire, dues account \$395. From fire, programs regular account \$151.91. From fire, education account \$800.96. This was seconded by Susan Arpin. Motion carried.

Susan Arpin moved to approve the transfer request to fire marshal, computer hardware account \$269.58. From fire marshal, computer software account \$265.52. From fire marshal, equipment depreciable account \$4.06. This was seconded by Kathryn Dennen. Motion carried.

Susan Arpin moved to approve the transfer request to fire marshal, conference in meetings in the amount of \$925. From fire marshal, benefits account \$648. From fire marshal, uniforms account \$162. From fire marshal, photographic supplies account \$100. From fire marshal, postage account \$15. This was seconded by Kathryn Dennen. Motion carried.

Susan Arpin moved to approve the transfer request to fire marshal, supplies office in the amount of \$168.85. From fire marshal, books and publications account \$100.77. From fire marshal, equipment depreciable account \$68.06. This was seconded by Kathryn Dennen. Motion carried.

Susan Arpin moved to approve the transfer request to fire marshal, telephone account in the amount of \$552.96. From fire marshal, dues account for \$141. From fire marshal, computer software account \$111.86. This was seconded by Kathryn Dennen. Motion carried.

Susan Arpin moved to approve the transfer request to fire, vehicle repairs in the amount of \$21,693.46. From fire, facility improvements \$250. From fire, benefits account \$181.21. From fire, supplies account \$105.74. From fire, programs regular account \$151.91. From fire, office supplies account \$42517. From finance, contingency account \$20,579.40. This was seconded by Paula Jensen. Motion carried.

Paula Jensen moved to approve the transfer request to fire, heating oil account in the amount of \$7662.13. From fire, education account \$1812.46. From finance, contingency account \$5849.67. This was seconded by Susan Arpin. Motion carried.

Monthly Reports:

The Board reviewed the Contingency Report. Current balance is \$235,647.54.

The Board reviewed the Tax Collectors Report. Current collection rate is 47.36%.

Adjournment:

Dana Flach moved to adjourn the meeting at 8:51 PM. This was seconded by Kathryn Dennen. Motion carried.

Respectfully Submitted By
Kathleen Sundstrom
Kathleen Sundstrom
Clerk

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TOWN OF OXFORD, VT
[Signature]
TOWN CLERK