

**MINUTES
BOARD OF FINANCE
REGULAR MEETING, OXFORD TOWN HALL
MONDAY, NOVEMBER 23, 2015 – 7:00 P.M.**

Present: Chairman Jack Kiley; Lila Ferrillo; Tom Kelly; Robert DeBisschop; Sue Arpin; and Dana Flach. Also present: James Hliva, Finance Director; Ana Ortiz, Superintendent of Schools; Amy Cote, Chairman of the Board of Education; and Kathy Johnson, Selectman.

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

ACCEPTANCE OF MINUTES:

- (a) September 14, 2015 Public Hearing and Special Meeting
- (b) September 14, 2015 Special Meeting
- (c) September 28, 2015 Regular Meeting
- (d) November 18, 2015 Special Meeting

Mr. Hliva pointed out there was no date on the September 14, 2015 Special Hearing Minutes. The clerk will make the change and email the changed document to Mr. Hliva.

Mr. Kelly made the motion to accept Items (a), (b) and (c); Motion was seconded by Mr. DeBisschop. The vote was taken to accept the Minutes

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Lila Ferrillo		Dana Flach
Tom Kelly		Sue Arpin
Bob DeBisschop		
Jack Kiley		

Minutes of the November 18, 2015 Special Meeting were not yet prepared so they will be presented at the next meeting.

AMENDMENTS TO THE AGENDA

Ms. Flach made a motion to discuss and approve Board of Finance 2016 meeting dates. Mr. Kelly seconded the motion. All in favor of this Motion; unanimous. Motion passed. This amendment will be heard as the last item of the Agenda.

AUDIENCE OF CITIZENS

N/A

OLD BUSINESS

(A) Appropriation of \$250,000 for the Oxford High School Diamond Project (from Cell Tower Lease revenue)

Mr. Kelly made a Motion for discussion of this item. Mr. Kiley seconded the Motion. Mr. Kiley pointed out that if the dugouts are not started right away, concrete cannot be poured and the project will go into the next year. There is a timeframe on this project. Ms. Ferrillo made a motion to approve the \$250,000 and the Motion was seconded by Mr. Kiley. This amount will go to Town Meeting.

Mr. DeBisschop said he has no problem with the project, only with the funding. He does not agree with using cell tower money on new projects. He believes it should be used to pay down debt. He would like to see the Board pass a motion to use the entire amount of \$1.2MM to pay down debt. Mr. Kelly said there would have to be another source for \$250,000.00. Ms. Ferrillo asked what the General Fund looked like and Mr. Hliva said the General Fund was at 12%. Ms. Ferrillo said the cell tower money will be going into the General Fund so either way it doesn't matter where the money comes from for the project.

Ms. Ferrillo changed her motion to have the \$250,000 come out of General Fund.

Mr. Kiley asked Mr. Hliva to speak to the status of the \$1.2MM cell tower money. Mr. Hliva said he received an email on November 19, 2015 that title search and surveys are back and clean and everything is with the legal department for dates. The closing should take place in about two weeks.

The \$250,000 is not a firm bid; it is a target. The project still needs to go out for bids but the funding has to be set before bids go out.

Mr. Kiley said the dugouts (fence, benches, and hardware) is \$97,000. The irrigation is \$55,000, making a total of \$152,000. Those are the two most important projects; everything is can wait until the Spring. The actual total capital request is for \$225,000.

Ms. Ferrillo changed her motion again to cover \$97,000 for the dugouts and \$55,000 for the irrigation. The total coming out of General Fund will be \$152,000. Mr. Kiley seconded this revised motion. All in favor; Motion passes unanimously. This item will be presented at Town Meeting.

(B) Appropriation of \$400,000 for Tetlak Park Improvement Project (from Cell Tower Lease Revenue)

Mr. Kiley made a motion to approve for discussion; motion seconded by Ms. Ferrillo.

Mr. Kiley would like to get a complete breakdown for the \$400,000 plus the \$500,000 grant money. He will send this back to the Board of Selectmen for a breakdown of the \$900,000, where is it going.

Ms. Ferrillo made a Motion to deny the appropriation and return it to Board of Selectmen for explanation. Mr. Kiley seconded this Motion. All in favor; motion passes unanimously.

NEW BUSINESS

At this time, Mr. Kiley skipped down to Item 7(B) of New Business since Ms. Ortiz and Ms. Cote were in attendance at the meeting.

The \$60,000 is for a BOE facility study regarding needs for buildings, school population, etc. Mr. Kiley made a Motion to approve the \$60,000 for purposes of discussion; motion seconded by Mr. DeBisschop. The \$60,000 will come from the General Fund.

Mr. Kiley spoke about an incident in Woodbridge when Woodbridge did not use a facility study for planning. If Oxford does not use a facility study, it will jeopardize state funding with the replacement for Center School.

Mr. Hliva said there was \$85,000 allocated in the current year's Capital Plan for replacement of circuit breakers in the high school so the whole school can be used in case of a Town emergency. That project has not been started and it could possibly be postponed to use those funds for the facility study.

Ms. Ferrillo does not agree with taking the \$60,000 out of the \$85,000; if the money is there for a project, it should stay there.

Mr. Kelly asked why a separate appropriation is needed for the facility study when there is a facilities committee as part of the Board of Education. This committee goes to the all the principals to gather necessary information.

Amy Cote, 42 Newgate Road, Oxford, CT – Chairman of the Board of Education, spoke to Mr. Kelly's comment. The facility study is not just a gathering of information what the building administrators want. They do not know building codes, State statutes, the requirements that the State has on a variety of different guidelines, etc. This is a component. It looks at all facilities, combines information from enrollment, practices and standards of education. Every ten years the town is required by State statute to update facility study. Ms. Cote continued to discuss the differences between the facility study and what the facility committee can do.

The facility study is typically performed by an architectural firm that has an engineering firm and educational consultants imbedded in it. The last facility study was done in 2007 for a cost of just under \$50,000; Mr. DeBisschop believes it was about \$35,000. Some of the 2007 study can be used in an updated study. The 2007 study did not include Oxford High School.

The study takes about 4-6 months. Being in the ninth year now is the time to begin especially taking into consideration the replacement of Center School. This is the right way to start.

Ms. Flach asked if this facility study has gone out to bid and Ms. Cote said yes, it had been put out. Some of the bids came back with no numbers; the ones that did were within the \$50,000 to \$60,000 range, hence the \$60,000 request.

A vote was taken on the Motion to approve the \$60,000 appropriation; All in favor; Motion passes.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Lila Ferrillo		
Tom Kelly		
Bob DeBisschop		
Jack Kiley		
Dana Flach		
Sue Arpin		

The meeting returns to **Old Business Item 6(C)-2014-15 Transfer for EBOLA supplies.**

For the benefit of the new Board members, Mr. Hliva reiterated the issue of the purchase of EBOLA supplies and the problem created by the Board of Selectmen.

Ms. Ferrillo made a Motion that this transfer should go back to the Board of Selectman and the transfer should come from the Engineering line item in the Board of Selectmen budget-. Motion seconded by Mr. Kelly. All in favor of sending this back to the Board of Selectmen; Motion passes.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Lila Ferrillo		
Tom Kelly		
Bob DeBisschop		
Jack Kiley		
Dana Flach		
Sue Arpin		

(D) 2015-16 Transfer requests (2)

These requests were held over from the last time. The vote was 2 for and 2 against and 1 abstain. It did not pass before.

Ms. Ferrillo made a Motion to deny the transfer requests. Mr. Kelly seconded the Motion.

Mr. Kelly explained the reason for this transfer denial in detail to Ms. Flach.

No further discussion. All in favor. Four ayes; two nays.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Lila Ferrillo	Bob DeBisschop	
Tom Kelly	Jack Kiley	
Dana Flach		
Sue Arpin		

NEW BUSINESS

7. (A) Appropriation from Capital and Non-Recurring for Fire Department CTI voter monitoring and forward to Town Meeting

This item is for monitoring the phone lines. The display will be installed at Fire Marshall's Office and Public Works. This \$25,000 has two components: \$21,663.68 is the quote from Utility Communications and \$3,663.68 for unplanned issues found during installation.

Motion made by Bob DeBisschop to approve \$25,000 from Capital and Non-Recurring; Motion seconded by Mr. Kelly.

Mr. Kelly requested adding a caveat to the appropriation that the \$3,663.68 is to be used only for CTI, not for other things. This money is strictly for CTI remote display and to get it operating properly.

No further discussion. All in favor.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Lila Ferrillo		
Tom Kelly		
Bob DeBisschop		
Jack Kiley		
Dana Flach		
Sue Arpin		

MONTHLY REPORTS

a. Tax collections.

Tax collection is at 54.61% which is where everything needs to be. \$19,585,000 has been collected. Sharon Scinto was not present for this meeting. Ashley is back so Tax Collector's office is fully staffed.

Ms. Flach would like to see the cash report and Grand Report. Mr. Hliva said he will get that and Mr. Kelly asked to have it sent electronically.

Mr. Kiley made mention of a property auction being conducted in Derby. The question came up as to why Oxford cannot do this. A discussion ensued among Ms. Flach, Ms. Ferrillo, Mr. Kelly. The option of using a marshal was included in the discussion. The Town Attorney can also be used. Ms. Flach discussed in detail how she uses the marshal.

Mr. Hliva did not include the Contingency Report because the contingency has not been used. He also did not include General Fund because it is so close to the audit. Audit is done, just waiting for State of Connecticut to deliver pension numbers.

Mr. Kelly asked if Oxford has received any information that would impact the budget. Mr. Hliva said Oxford is receiving about \$74,000 less than budgeted. Also regarding the State Police, Oxford budgeted 75% that we pay. Governor has said for any officers above two, the Town will pay 100%.

Ms. Flach asked if Mr. Hliva knew how old Ms. Scinto's server is. Mr. Hliva said she runs through the Town server. Ms. Flach asked Mr. Hliva to check with Quality to see if the tax collector's server is up to date.

Last item is the voting for Vice Chairman of the Board of Finance. The last vote was 3-3; if the vote stays tied, Mr. Kiley will have to meet with Town Attorney.

Mr. Kiley made a motion to nominate Mr. Tom Kelly as Vice Chairman. The nomination was seconded by Ms. Flach. Mr. DeBisschop nominated Ms. Lila Ferrillo as Vice Chairman. Seconded by Ms. Arpin. A vote was taken.

Lila Ferrillo

Tom Kelly

Bob DeBisschop

Dana Flach

Susan Arpin

Jack Kiley

Lila Ferrillo

Tom Kelly

Mr. Kiley will meet with the Town Attorney since the vote is still tied 3-3.

Ms. Flach's request to discuss and approve Board of Finance 2016 meeting dates is the last item. Mr. Kelly seconded the motion. All in favor of this Motion; unanimous. Motion passed. This amendment will be heard as the last item of the Agenda.

Board of Finance meetings will continue to be held on the fourth Monday of the month. If the Monday is close to a holiday, it is moved to the third Monday of the month.

The proposed 2016 dates are as follows:

January 25, 2016	July 25, 2016
February 22, 2016	August 22, 2016
March 28, 2016	September 26, 2016
April 25, 2016	October 24, 2016
May 23, 2016	November 28, 2016
June 27, 2016	December 26, 2016

The next Board of Finance meeting will be December 21, 2015.

Ms. Flach made the Motion to continue the Board of Finance meetings on the fourth Monday of the month unless that date is too close to a holiday, then the third Monday of the month; Motion seconded by Mr. Kelly. All in favor.


<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Lila Ferrillo		
Tom Kelly		
Bob DeBisschop		
Jack Kiley		
Dana Flach		
Sue Arpin		

Motion passes.

There being no further discussion, motion to adjourn was made by Mr. Kelly, seconded by Mr. Kiley. Meeting was adjourned at 8:05 p.m.

Respectfully submitted,


Lynnette Steeves

15 NOV 30 PM 5:56
TOWN OF OXFORD, CT

TOWN CLERK

To: Board of Selectmen

September 3, 2015

From: Finance Director

Re: 2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Fire Marshall	Wages	5330-513-53	\$ 4,233.00
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 4,233.00
Motion Ms. Ferrillo made the Motion to deny this request				
Seconded The Motion was seconded by Mr. Kelly				
Vote The vote was four ayes: Ms. Ferrillo; Mr. Kelly; Ms. Flach; Ms. Arpin. Two opposed: Mr. DeBisschop and Mr. Kiley.				
Comments The Motion to deny passes.				
2	TO: Fire Marshall	Wages	5330-513-53	\$ 1,500.00
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 1,500.00
Motion Ms. Ferrillo made the Motion to deny this request.				
Seconded The Motion was seconded by Mr. Kelly.				
Vote The vote was four ayes: Ms. Ferrillo; Mr. Kelly; Ms. Flach; Ms. Arpin. Two opposed: Mr. DeBisschop and Mr. Kiley				
Comments The Motion to deny passes.				