

**MINUTES
BOARD OF FINANCE
REGULAR MEETING, OXFORD TOWN HALL
MONDAY, JANUARY 25, 2016 – 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; Glen Schumitz, Chairman-Aggie Park Building Committee; Debbie Gatto, Director-Oxford Parks and Recreation/Aggie Park Liaison; Bryan Nesteriak, Town Engineer

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) December 21, 2015 Regular Meeting
- (b) December 30, 2015 Joint Meeting (information only)
- (c) January 5, 2016 Special Meeting

Mr. Kelly made the motion to accept Items (a), (b) and (c); Motion was seconded by Mr. DeBisschop. Mr. Kiley gave the Board time to review the Minutes. Vote was taken to accept the Minutes

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

Minutes of the three (3) above-referenced meetings were accepted unanimously; Motion to accept passed.

AMENDMENTS TO THE AGENDA

Mr. DeBisschop asked for an Amendment to the Agenda. He asked for a discussion of long range capital plan financing and monthly budget statements. Mr. Kelly made a Motion to approve Mr. DeBisschop's request; Ms. Ferrillo seconded the motion. A vote was taken.

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

All in favor of this Motion; unanimous. Motion passed. This amendment will be heard after New Business and before Monthly Reports.

AUDIENCE OF CITIZENS

N/A

OLD BUSINESS

N/A

Mr. Kiley noted that the sixty (60) day window starts with approval of Selectmen's meeting. For anything discussed at this meeting the sixty (60) days started last Wednesday (1/20/16). For the record, the Board has tonight, thirty (30) days to the next Board meeting then a decision about appropriations that are not approved at this meeting.

NEW BUSINESS

(A) Appropriation request from Board of Education for \$94,795.95 to complete Wolverine Field.

No members from the Board of Education were present at the meeting to present this request. Mr. Hliva said that he had spoken to Ms. Rosemary Hanson and she said someone would be present. Ms. Ferrillo made a motion to discuss this item; Mr. Kelly seconded the motion. Ms. Ferrillo asked if the amount was the remainder of the money or is this new money. Mr. Kiley said that this is new, additional money for the field. A lengthy discussion ensued with regard to these monies, i.e. equipment, complete field, etc. Mr. Kelly offered an explanation as to why this item has been requested. There has been no review of the current budget to see if money can be found somewhere to cover this amount. Mr. DeBisschop asked if that was the building committee. Mr. Kelly said that he understands certain items are not available; nothing was completed. The field is there; it's available and usable. Ancillary equipment is missing for an actual track meet. The allotted funding was spent other places. Ms. Flach asked what the \$30,000 was needed for. Mr. Hliva said that \$30,000 is needed to repair a drainage problem located under bleachers and causing erosion. Also, at the meeting of the Selectmen, the Board of Education Chairman realized that she had not included another item in the bid which was \$8,000 to purchase a second storage facility and she was told to send it in. Ms. Ferrillo believes that the \$94,795.95 will be broken down so no Town meeting/bids would be required. The discussion continued regarding the request.

Mr. Kelly said with regard to the sixty (60) day rule, he made a motion this request be denied, with specifics and what the reason is for the denial. Ms. Ferrillo seconded the Motion. Mr. DeBisschop made the suggestion to table the item until later in the meeting in case the Board of Education makes an appearance. Ms. Ferrillo said that was fair. Mr. Kelly rescinded his motion. Mr. DeBisschop made the motion to table the item in case the Board of Education

shows up. It will be tabled until Mr. DeBisschop's Amendments to the Agenda. If no one shows up, the item will be denied. The motion was seconded by Mr. Kelly. A vote was taken.

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

(B) Appropriation request from Parks and Recreation for \$403,531. Does not include grant in the amount of \$500,000.

Mr. Glen Schumitz, Chairman of the Aggie Park Building Committee (197 Freeman Road, Oxford, CT), Bryan Nesterniak, Town Engineer (39 New Haven Road, Seymour, CT), and Ms. Debbie Gatto, Director-Oxford Parks and Recreation/Aggie Park Liaison appeared to present this item.

Mr. Kiley presented the item. Mr. Schumitz discussed the plan in detail for Aggie Park. It has been designed primarily for recreational use. Mr. Nesterniak presented an overall site plan on a board and proceeded with the detailed description of the site plan for the Board of Finance.

Mr. Kiley asked what is the big driver to get to over \$900,000. Mr. Kiley said the amount is staggering. Mr. Nesterniak talked about the sophisticated drainage system to avoid any potential problems. The drainage system was previously presented to the Wetlands Commission. There were also State requirements which needed to be met. A cost estimate was prepared before the bids went out. A copy of this document is available.

Mr. Nesterniak continued on with a very lengthy, detailed explanation of the project. Ms. Gatto also entered the conversation regarding field irrigation.

A bid manual was prepared. Everything that would be needed to complete the project, from start to finish, is included in the bid manual. Eight (8) bids were received. Mr. Kelly asked what is recourse should the contractor not fulfill the contract or meet specifications. Mr. Nesterniak said there is a number in the budget for construction management and inspection but no one has been selected for either position. There are contract documents prepared should the specification not be met. Mr. Schumitz also stated that the Committee has been working closely with the State. The State has been very involved because the \$500,000 is coming from it in the form of a grant.

Mr. Nesterniak addressed the credentials of the selected contractor. He researched the company thoroughly, checking references, and received no bad feedback.

Mr. Kiley asked if Town money can be released after grant money is spent. Mr. Hliva responded that the Town money needs to be spent before the grant money kicks in.

Mr. Nesterniak explained the cost estimate with relation to the grant money and Town money.

Ms. Flach asked if there was a way to have any change orders over a specific amount submitted to the Board of Finance for a meeting to be approved. In other words, no change orders over a certain amount are to come out of Contingency without Board of Finance approval.

Mr. Schumitz also discussed how Townspeople have stepped up in the past to raise money to maintain other Town parks. This is to attempt to limit having to use Town money/resources to take care of other fields and parks. He believes that this will happen with Aggie Park.

Mr. Kiley would still rather see the State provide the money before the Town has to pay. Mr. Schumitz said he will look at the grant again to see out it is laid out. Ms. Ferrillo said the Board of Finance wants to see all invoices before they are sent to the State. Mr. Hliva said the State won't pay unless contract is awarded and the contract can't be awarded until funding is approved.

Mr. Kelly said it is very important that the Board of Finance is informed along the way by way of invoices, Minutes of Committee meetings, etc.

Ms. Ferrillo asked if it will be necessary to hire another maintenance person. Ms. Gatto said she does not foresee additional maintenance.

The total project is \$903,000.00. The State is providing a \$500,000.00 grant. Mr. Kiley made the Motion to approve \$403,531.00 for Aggie Park in conjunction with the \$500,000.00 from the State. Money in excess of \$764,000.00 will be approved based upon approval from Board of Finance. Board of Finance will be checking releases of expenditures. Mr. Kelly seconded the Motion. A vote was taken.

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

Motion passes unanimously.

Mr. Kiley just reminded Aggie Park Committee to keep the Board of Finance informed.

Mr. DeBisschop made a Motion to remove the Board of Education discussion from the table. Mr. Kelly seconded the Motion. Vote is taken.

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

All in favor; Motion passes.

Mr. Kelly made the Motion to deny the appropriation request until the Board of Education provides specific delineation of costs and bids and funding sources are fulfilled under the present Charter. Ms. Ferrillo seconded the Motion. A vote is taken.

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

All in favor; Motion passes.

Mr. DeBisschop is concerned that the budget after Capital Town Meeting, there is no money coming in. He believes discussion needs to be held before requests are presented to the Board. There are several issues pending, the new school being the most important. Oxford may be on the hook for Naugatuck sewer upgrades. Mr. Kiley also mentioned Seymour sewer upgrade. Something should be put on paper to provide information on upcoming projects.

Mr. Kiley suggested was made that a group should come together before budget time to prepare all projects that are not funded and projects coming forward. Page 30 on audit shows what is paid out on long term bond. Mr. Kiley will send out an email. Ms. Ferrillo believes a Special Meeting should be held.

Mr. DeBisschop would like to receive a copy of the monthly department budget statements. Ms. Flach asked also to receive copies especially special invoices. Ms. Flach asked can departments be told that expenditures requested be pushed over to next years' budget. Mr. Hliva said he can make the recommendation. Ms. Flach asked if a letter be sent to the

departments. Mr. Kelly said usually departments are able to spread their requests to cover the year. Mr. Hliva said the department with difficulty will be the police department.

MONTHLY REPORTS

- a. Mr. Hliva noted that the Tax Collector could not be at the meeting.

Mr. Hliva continued that the Town is at 62% through December, but will not have a true figure until the end of February. Ms. Flach commented that collections are very good.

Mr. Kiley said he is still upset that bills cannot be paid online without paying a fee. He does not want to pay a fee. He wants the ACH (automatic clearing house). Ms. Flach described the Webster Bank lockbox. Mr. Kiley said he is not talking about a lockbox; he wants to do electronic funds without a fee.

Mr. Kiley has requested a Special Meeting regarding the Tax Collector. He will call a Special Meeting and advise Board members.

- b. Contingency

Nothing out of Contingency this year. Everything has gone to Town Meeting.

- c. General Fund Surplus - \$752,000 above 10%


Approximately \$2.4MM has been added to General Fund

The next Board of Finance meeting will be February 22, 2016.

There being no further discussion, motion to adjourn was made by Mr. Kelly, seconded by Mr. Kiley. Meeting was adjourned at 9:15 p.m.

Respectfully submitted,


Lynnette Steeves

16 FEB - 1 PM 4:20
TOWN OF OXFORD, CT

TOWN CLERK

AGNES TETLAK SCHIAVI PARK

PHASE 1

OXFORD, CONNECTICUT

PRELIMINARY SITEWORK COST ESTIMATE

18-Nov-14

ITEM/DESCRIPTION	QUANTITY	UNIT	UNIT COST	ESTIMATE COST
ON-SITE PREPARATION				
EARTHWORK				
CLEARING & GRUBBING	3	ACRE	\$2,500.00	\$7,500
STRIP & STOCKPILE TOPSOIL (8" ASSUMED)	5,300	CY	\$2.00	\$10,600
CUT TO FILL MATERIAL ON-SITE	18,000	CY	\$15.00	\$270,000
ROCK EXCAVATION (BUDGET)	1	LS	\$75,000.00	\$75,000
			SUBTOTAL	\$363,100
SOIL EROSION/SEDIMENT CONTROL				
SILT FENCE	1,745	LF	\$3.25	\$5,671
HAYBALE PLACEMENT	200	EA	\$5.00	\$1,000
TEMPORARY SEDIMENT TRAP	1	LS	\$5,000.00	\$5,000
			SUBTOTAL	\$11,671
			TOTAL ON-SITE PREPARATION:	\$374,771
ON-SITE UTILITIES				
STORM DRAINAGE				
24" HDPE	85	LF	\$36.25	\$3,081
18" HDPE	390	LF	\$26.75	\$10,433
12" HDPE	85	LF	\$20.00	\$1,700
12" HDPE Perforated	240	LF	\$16.95	\$4,068
15" HDPE	520	LF	\$20.40	\$10,608
4" PVC	540	LF	\$10.00	\$5,400
4" PVC Perforated	120	LF	\$9.15	\$1,098
MULTIFLOW DRAINAGE SYSTEM - MATERIALS	1	EA	\$25,000.00	\$25,000
MULTIFLOW DRAINAGE SYSTEM - LABOR	1	EA	\$25,000.00	\$25,000
CRUSHED STONE	500	CY	\$30.00	\$15,000
CONCRETE MANHOLE	3	EA	\$1,800.00	\$5,400
CATCH BASIN	7	EA	\$2,000.00	\$14,000
LEVEL SPREADER	2	EA	\$2,000.00	\$4,000
WATER QUALITY SWALE	1	LS	\$12,000.00	\$12,000
BIORETENTION BASIN	1	LS	\$7,500.00	\$7,500
			SUBTOTAL	\$130,774
WATER				
DRILL WELL	1	EA	\$10,000.00	\$10,000
WELL PIPE/TANK SYSTEM	1	LS	\$10,000.00	\$10,000
WATER SERVICE PIPING	600	LF	\$12.00	\$7,200
WATER FOUNTAIN	1	EA	\$2,500.00	\$2,500
YARD HYDRANTS	2	EA	\$1,500.00	\$3,000
			SUBTOTAL	\$32,700
ELECTRIC SERVICE				
SERVICE FEE - CL&P	1	LS	\$9,000.00	\$9,000
TRANSFORMER PAD	1	EA	\$2,000.00	\$2,000
HANDHOLES	4	EA	\$1,500.00	\$6,000
CONDUIT TO PAD & BUILDING (PVC) FROM ROAD	1,350	LF	\$12.00	\$16,200
ELECTRIC SERVICE BY ELECTRICIAN (BUDGET)	1	EA	\$10,000.00	\$10,000
			SUBTOTAL	\$43,200
			TOTAL ON-SITE UTILITIES:	\$206,674
in				

AGNES TETLAK SCHIAVI PARK

PHASE 1

OXFORD, CONNECTICUT

PRELIMINARY SITEWORK COST ESTIMATE

18-Nov-14

ITEM/DESCRIPTION	QUANTITY	UNIT	UNIT COST	ESTIMATE COST
ON-SITE SITEWORK				
ROADWAYS/PARKING LOTS				
GRAVEL ROADWAY & PARKING LOT	3,900	SY	\$5.00	\$19,500
GRAVEL MAINTENANCE ACCESS ROAD	850	SY	\$5.00	\$4,250
GRAVEL WALKWAYS	1,700	LF	\$4.00	\$6,800
			SUBTOTAL	\$30,550
LANDSCAPING				
SCREEN ONSITE TOPSOIL	5,300	CY	\$5.00	\$26,500
SPREAD TOPSOIL & HYDROSEED	180,000	SF	\$0.50	\$90,000
			SUBTOTAL	\$26,500
MISCELLANEOUS				
SIGNAGE	1	LS	\$5,000.00	\$5,000
CLAY - SOFTBALL DIAMONDS	350	CY	\$100.00	\$35,000
SOFTBALL FENCE BACKSTOP & SURROUNDING FENCING	2	EA	\$15,000.00	\$30,000
STORAGE SHED & FOUNDATION	1	EA	\$12,000.00	\$12,000
PARKING LOT STRIPING	1	EA	\$1,500.00	\$1,500
FLAGPOLE	1	EA	\$5,000.00	\$5,000
FENCING - BLACK VINYL, 4' HEIGHT	600	LF	\$12.00	\$7,200
WOOD SPLIT RAIL FENCE	1,600	LF	\$20.00	\$32,000
ALUMINUM BENCHES	4	EA	\$1,500.00	\$6,000
			SUBTOTAL	\$133,700
			TOTAL ON-SITE SITEWORK:	\$190,750
ADMINISTRATIVE COSTS				
ENGINEERING/SURVEYING (BUDGET)	1	EA	\$35,000.00	\$35,000
BID PACKAGE/COORDINATION (BUDGET)	1	EA	\$5,000.00	\$5,000
CLERK OF THE WORKS (BUDGET)	1	EA	\$30,000.00	\$30,000
CONSTRUCTION INSPECTION (BUDGET)	1	EA	\$25,000.00	\$25,000
			SUBTOTAL	\$95,000
			TOTAL ON-SITE ADMINISTRATIVE COSTS:	\$95,000
ON-SITE PREPARATION				\$374,771
ON-SITE UTILITIES				\$206,674
ON-SITE SITEWORK				\$190,750
ADMINISTRATIVE COSTS				\$95,000
SUBTOTAL				\$867,195
15% CONTINGENCY				\$130,079
GRAND TOTAL				\$997,275

TOWN OF OXFORD
TAX COLLECTORS REPORT
 December 31, 2015

		ACTUAL	YEAR TO DATE	BUDGET	ACTUAL BILLINGS	BUDGET COLLECTED	ACTUAL BILLS COLLECTED
4000-401	CURRENT TAX	2,597,074.61	22,368,002.48	35,961,351.00	36,121,180.07	62.20%	61.92%
4000-100-1	BACK TAX	42,677.93	251,414.91	300,000.00			
4000-402	INTEREST	25,385.92	125,396.94	200,000.00			
400-402	LIEN	120.00	1,007.00				
4000-410	FEES	281.00	1,638.00	3,000.00			
SUB TOTAL ALL OTHER		68,464.85	379,456.85	503,000.00		75.44%	
4450-416	SEWER USAGE	9,471.45	210,767.60	225,000.00			
4450-402	SEWER INTEREST	868.73	1,913.66				
4050-417	SEWER ASSESSMENT		-	-			
SUB TOTAL SEWER		10,340.18	212,681.26	225,000.00		94.53%	
4000-419	aircraft	5,180.00	46,160.00	55,000.00		83.93%	
TOTAL		2,681,059.64	23,006,300.59	36,744,351.00		62.61%	

**TOWN OF OXFORD
BOARD OF FINANCE CONTINGENCY
ACCOUNT ANALYSIS**

6/30/2016

January 22, 2016

Balance per approved budget	200,000.00
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Department	Reason	Date Approved
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APPROVED TRANSFERS

-

There have not been any transfers approved for the current fiscal year

Approver Transfers

-

PENDING TRANSFERS

Total Pending transfers

-

Contingency Balance including pending items

200,000.00

**TOWN OF OXFORD
FUND BALANCE
BUDGET RECONCILIATION
June 30, 2016
as of January 22, 2016**

Board of Education approved budget	\$	28,113,735.00
Town approved budget	\$	14,693,480.00
Total Approved Budget	\$	<u>42,807,215.00</u>

Add

Diamond project Oxford High	\$	152,000.00
School Facility Study	\$	60,000.00
WPCA Emergency repair	\$	41,406.08
WPCA Inspector new sewer	\$	10,000.00
I.C.E. Grant	\$	19,648.60

Total Budget Additions	\$	<u>283,054.68</u>
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Total Amended Budget	\$	<u><u>43,090,269.68</u></u>
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Fund Balance July 1, 2015	\$	6,097,176.00
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Additional Appropriation Current Year	\$	(283,054.68)
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To be used in 2015-2016	\$	<u>(753,000.00)</u>
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Available Fund Balance	\$	5,061,121.32
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Percent of Audited budget to surplus		12.80%
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Percent of Original Budget		11.82%
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Percent of Amended Budget		11.75%
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2015 - 2016 Adopted Budget as amended	\$	43,090,269.68
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Percent of 2015 - 2016 Adopted as amended		11.75%
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Suprlus over 10%	\$	752,094.35
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TOWN OF OXFORD
CASH POSITION STATEMENT
ALL ACCOUNTS
December 31, 2015

Fund	Purpose	Bank	Book Balance 6/30/2015	Additions	Disbursements	Balance 12/31/2015	Reconciled to
General Fund	HUD Grant	Ion Bank	\$ 5,000.00	\$ 43,191.50		\$ 48,191.50	
General Fund	Tax Collector	Ion Bank	\$ 939,592.68	\$ 25,199,394.32	\$ 23,640,292.89	\$ 2,498,694.11	12/31/2015
General Fund	Tax Collector credit	Ion Bank	\$ 59,719.96	\$ 229,694.78		\$ 289,414.74	12/31/2015
General Fund	Petty Cash	Petty Cash	\$ 600.00			\$ 600.00	12/31/2015
General Fund	Education Acct	TD Bank	\$ 1,161,105.82	\$ 15,595,400.97	\$ 16,295,758.99	\$ 460,747.80	12/31/2015
General Fund	Education Acct	Education Acct	\$ 8,229.47			\$ 8,229.47	Note 1
General Fund	AP and Payroll	Ion Bank	\$ 252,093.54	\$ 12,139,589.64	\$ 10,808,496.66	\$ 1,583,186.52	12/31/2015
General Fund	Investment	STIF	\$ 1,003,180.64	\$ 1,179,255.83	\$ 2,079,012.14	\$ 103,424.33	12/31/2015
General Fund	Investment	Ion Bank	\$ 3,298,005.80	\$ 900,341.86	\$ 4,026,115.55	\$ 172,232.11	12/31/2015
General Fund	Investment	Ion Bank	\$ 1,776,122.48	\$ 1,377,518.99	\$ 69,449.90	\$ 3,084,191.57	12/31/2015
Total General Fund Cash			\$ 8,503,650.39	\$ 56,664,387.89	\$ 56,919,126.13	\$ 8,248,912.15	
Jackson Cove	Investment	TD Bank North	\$ 6,529.38	\$ 4.94		\$ 6,534.32	12/31/2015
Special Activities	credit cards	Bank of America	\$ 231,950.94	\$ 49,354.65		\$ 281,305.59	12/31/2015
Special Activities	Arts Commission	Naugatuck Valley	\$ 1,871.64	\$ 7,171.15	\$ 4,946.04	\$ 4,096.75	12/31/2015
Special Activities	Depository Acct	Ion Bank	\$ 46,827.88	\$ 363,932.30	\$ 356,692.51	\$ 54,067.67	12/31/2015
Special Activities	Senior Credit Card	Ion Bank	\$ 5,989.08		\$ 3,511.74	\$ 2,477.34	12/31/2015
Special Activities	credit cards	Webster Bank	\$ 5,000.00			\$ 5,000.00	12/31/2015
Library Construction	Investment	TD Bank North	\$ 4,834.21	\$ 3.68		\$ 4,837.89	12/31/2015
Master Escrow	Checking	Bank of America	\$ 10,519.76	\$ 2.68		\$ 10,522.44	12/31/2015
Total Other Cash			\$ 313,522.89	\$ 420,469.40	\$ 365,150.29	\$ 368,842.00	
Total All Cash			\$ 8,817,173.28	\$ 57,084,857.29	\$ 57,284,276.42	\$ 8,617,754.15	

Note 1 Reconciliations are prepared and maintained at the Board of Education. Historically this accounts are adjusted at year end after the audit work is completed.