

**MINUTES  
BOARD OF FINANCE  
REGULAR MEETING, OXFORD TOWN HALL  
FEBRUARY 22, 2016 – 7:00 P.M.**

Present: Chairman Jack Kiley; Tom Kelly; Robert DeBisschop; Sue Arpin; Dana Flach. Also present: James Hliva, Finance Director. Absent: Lila Ferrillo

Also present: Scott Halstead, WPCA; Amy Cote, Board of Education; Rosemary Hanson, Board of Education; Dan Semosky, Oxford Police Department; Wayne Watt, Public Works.

The Regular Meeting was opened at 7:00 p.m. by Chairman Jack Kiley. The Pledge of Allegiance was recited.

**ACCEPTANCE OF MINUTES:**

(a) January 25, 2016 Regular Meeting

Mr. Kelly made a Motion to accept the Minutes of January 25, 2016 Regular Meeting. Ms. Flach seconded the Motion. 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		
Bob DeBisschop		
Jack Kiley		
Dana Flach		
Sue Arpin		

All in favor; Motion passes.

**AMENDMENTS TO THE AGENDA**

Mr. Kiley asked to move Item (H) to the first item of New Business because the item concerned Public Works (Mr. Wayne Watt) and was only one item. Mr. DeBisschop made a Motion to move Item (H) to the beginning of New Business; Mr. Flach seconded the Motion. Vote was taken.

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

All in favor; Motion passes.

**OLD BUSINESS – NONE**

**NEW BUSINESS**

(H) Wayne Watt, Road Foreman for Public Works, is requesting funding to replace a 2008 Ford F350 4 x 4 truck. The truck was involved in an accident. However, due to the fact that insurance proceeds of \$14,000.00 have not yet been received, Mr. Watt requested that this item be tabled. Under the terms of the new Charter, it was agreed to deny the item rather than table it. Mr. Hliva commented that the reason for the delay in insurance monies is because the vehicle title cannot be located. A lost title has been requested from Motor Vehicle, but is expected to take a while because of delays in the department. Mr. Kelly made a Motion to deny the appropriation request for \$28,000; Mr. Kiley seconded this Motion. A vote was taken.

Aye

Nay

Abstain

Tom Kelly  
Bob DeBisschop  
Jack Kiley  
Dana Flach  
Sue Arpin

All in favor; Motion passes.

(A) **Wolverine Field.** Ms. Rosemary Hanson, BOE Director of Business Management, appeared to explain the \$94,795.95 appropriation request. She referred to the quote presented to the BOF with the Agenda, explaining that there are numerous pieces of equipment needed as well as a storage unit in which to store this equipment. She also said there is some site work to be performed, i.e. drainage issue by the bleachers.

The \$94,795.95 is divided into two purposes: (1) \$64,795.95 is for equipment for the field to be used for track and field; (2) \$30,000.00 to deal with drainage issues at the field. This is an estimated amount to fix the drainage. One estimate is from Navis & Young and another firm put together bid specs.

Mr. Kelly asked if these items were requested in the yearly Capital. Ms. Hanson said both items were requested for next year. \$35,000.00 was put in last year's capital and denied.

A lengthy discussion was held among the Board members and Ms. Hanson including a reference to \$3.5MM that had been previously appropriated to the Board of Education which had been presumed to include some of the equipment which was never purchased. The storage unit seemed to be an aside which had been added although not originally requested. Ms. Hanson does not want the Town to purchase equipment for track and field which cannot be stored.

The \$64,975.95 is needed for this year in order for meets to be held this spring.

Mr. Kelly asked if these monies are provided, does this absolutely complete Wolverine Field. Will there be anything else be needed down the road aside from maintenance, vandalism, etc.?

Mr. Kelly made a Motion to approve \$94,795.95; Mr. Kiley seconded the Motion. The monies will come out of General Funds Surplus.

Mr. Kiley asked out of the \$64,975.95 what items are "nice to have" and what items are absolutely necessary?

Mr. Kelly wants everything to be completed at the high school and Wolverine Field in order to have paperwork submitted to the State for reimbursements. Ms. Hanson said the information to be given to the State comes from the Town and the Building Commission. She went on to explain the process that needs to be followed.

Mr. Kelly said he would like to have a structured path to follow before the new school is built.

Mr. Kelly rescinded his Motion to approve \$94,795.95; Mr. Kiley seconded that Motion. Mr. Kelly went on to make a Motion to approve \$64,795.95 to cover materials and actions involved for this particular quote. Mr. Kiley seconded this Motion. Mr. DeBisschop confirmed that the Motion includes the money will be coming from General Fund Surplus thus needing a Town meeting. A vote was taken.

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

All in favor; Motion passes.

Mr. Kelly makes a Motion to take \$30,000.00 from General Fund Surplus to fix drainage problem at bleachers. Ms. Arpin seconded the Motion. A vote was taken.

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

All in favor; Motion passes.

Mr. DeBisschop asked if the \$13,000 was approved by BOF. Mr. Hliva said money was approved in July 2015.

**(G) Oxford High School Diamond Project - \$63,000.00**

Mr. Kelly spoke to this. He made a Motion to approve the \$63,000.00; Mr. DeBisschop seconded the Motion.

This item had been approved to get footings in dugouts before bad weather set in. \$225,000.00 had been requested and \$152,000.00 was released. Ryan Horrigan, Diamond Committee, stated that \$63,000.00 is needed to finish the project (scoreboard and security system); it appears that the project is under budget. This was money held back from total project. A vote was taken.

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

All in favor; Motion passes.

Ms. Flach made a Motion to take the Agenda out of order by hearing Item (I) next because the WPCA only has one item. Motion was seconded by Mr. DeBisschop. A vote was taken.

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

All in favor; Motion passes. Item (I) will be next item to be discussed.

**(I) WPCA Construction Inspector - \$25,000**

Scott Halstead represented the WPCA. The Authority has requested additional funding for main line tour inspector. At this time, 20% of job is done. Approximately 50% of allocated money has been spent. Authority feels it needs additional funding.

Mr. DeBisschop made a Motion to approve the \$25,000; Motion was seconded by Ms. Flach for discussion.

Mr. Kiley began the discussion surrounding this request. This project involves the sewer line going up to Town Center and being installed by Mr. Haynes. Mr. Haynes is paying for installation of the line. There was an amendment made to the agreement on the last section. Town agreed that Mr. Haynes would pay \$10,000.00 for line inspection fees. \$7,247.00 was also paid by Mr. Haynes for on-site inspections and the inspections were performed by Mr. Halstead from July 2015 to October 2015. A discussion continued among the Board members and Mr. Halstead.

The \$25,000.00 is needed to complete the inspection. Larry Ellis, WPCA Vice-Chairman, entered the discussion at this point to describe the reason for the need for the \$25,000.00 appropriation. This project was granted a special fee negotiated with the Town. WPCA allowed this to happen. This 2004 agreement came about as an economic development project for the Town. Mr. Kelly pursued a line of discussion regarding the status of the agreement for the project.

There were two amendments to the Agreement, 2008 and October 2015. The 2008 amendment was for water line to be included with sewer line from Seymour to Pies & Pints. But there will be no connection from water line to Pies & Pints and Town Center project because water line is coming from different direction.

Mr. Kiley said the WPCA request should be reduced from \$25,000.00 to \$15,000.00

Mr. DeBisschop said he will make a Motion to approve the WPCA request for \$15,000.00 to come out of Contingency. Ms. Arpin seconded the Motion to approve the \$15,000.00. A vote was taken.

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

All in favor; Motion passes.

Mr. DeBisschop asked Mr. Halstead and Mr. Ellis if there has been any notification received regarding Naugatuck improvements. Both gentlemen said they have heard nothing yet.

**(B) Police Department Request for Police Car - 42,000**

Sergeant Dan Semosky appeared to request an appropriation for \$42,000 for a police car.

Mr. Kiley made a Motion to deny this request; Mr. Kelly seconded the Motion. The request is open for discussion.

Every year Sergeant Semosky has ordered a police car (Crown Victoria). Too much money is being put into maintenance of the older cars. He did not request a vehicle last year.

Ms. Flach asked how a car is ordered without a purchase order. Sgt. Semosky said he gets a purchase order. He explained the process of ordering the vehicle.

Mr. Kiley discussed the process that needs to be followed when a purchase over \$10,000 is requested. The item needs to go out to bid and this does not exclude the police department.

There was no further discussion. The Motion to deny was noted on.

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

All in favor; Motion to deny is passed.

**(C) Police Department Request for computers - \$14,225.00**

Mr. Kelly made a Motion for discussion of this item. Ms. Flach seconded the Motion.

Mr. Kelly asked what was wrong with the old computers and Sgt. Semosky said the computers are eight (8) years old and outdated. The cameras cannot be used efficiently with the old computers. Sgt. Semosky said now it takes hours to download information from the cameras as opposed to minutes with new computers.

A detailed discussion ensued between Mr. Kelly and Sgt. Semosky regarding the use of the computers, the cameras and hard drives, and the need for updated equipment. Mr. Kelly suggested that in future as the police department learns of update changes in the State Police, the police department make allowances in their budget process to align replacement.

The requested amount of \$14,225.00 is for five (5) computers and computer trays which contain the wiring so computers can be removed from the vehicles. Mr. Kiley asked if Sgt. Semosky had gotten three bids, which is according to the Charter; his answer was no. Sgt. Semosky said there is only one vendor who sells to the State of Connecticut. Mr. Hliva suggested that the sergeant submit the request to that one vendor and two others. Since the one vendor only sells to State of Connecticut, no one else will bid.

Ms. Flach asked how the Board of Selectmen allowed this appropriation to get through without being sent out to bid before it came to Board of Finance.

Mr. Kiley suggested that this Item (C), plus the \$1,000.00 installation charge (\$15,225.00), and Items (D) and (E) all be denied and sent back to the Selectmen.

Mr. Kelly made a Motion to deny Items (with redirect to the Selectmen to comply with Town Charter. Mr. DeBisschop seconded the Motion. A vote was taken.

There was no further discussion. The Motion to deny was noted on.

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

All in favor; Motion to deny is passed.

A discussion was conducted among the Board members and Sgt. Semosky regarding the request for these items needing to follow protocol, that being following Town Charter. Mr. Kelly and Mr. Kiley explained to Sgt. Semosky what the process entails and if these items are emergent in nature, they can be heard and passed through without following protocol.

Mr. Hliva said that purchase orders should be taken out of the First Selectmen's office and put under the auspices of the Board of Finance.

**(F) Request from Selectmen for Surveillance Cameras - \$17,834.00**

Mr. Kelly made a Motion to discuss; Ms. Arpin seconded the Motion.

This concerns cameras at Lily Park and Ryan's Court. Mr. Hliva passed around pictures of vandalism at these parks. This item has gone out to bid and several bids have been received. According to Mr. Hliva, the problem with the other bids is that they had to be hard-wired which meant that electricity would have to be run into meters and read every month. Setronics Corp. used solar-powered panel so hard-wire is not necessary. They also have battery back-up; solar charges the battery. Ms. Flach asked who will monitor the cameras. The cameras will be monitored in the First Selectmen's office. There will be no coverage at night or weekends.

Mr. Arpin asked how the cameras will prevent vandalism. Mr. Kelly said it does not prevent vandalism, only after the fact.

Ms. Arpin made a Motion to deny this appropriation; Mr. DeBisschop seconded the Motion. No further discussion.

There was no further discussion. The Motion to deny was noted on.

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

All in favor; Motion to deny is passed.

(J) **Board of Finance Budget Meeting Schedule**

Budget schedule is as follows:

Monday, March 14, 2016 – 7:00 p.m. (Board of Education)  
Tuesday, March 15, 2016 – 7:00 p.m.  
Wednesday, March 16, 2016 – 7:00 p.m.  
Thursday, March 17, 2016 – 7:00 p.m.

Mr. Kiley asked that the BOF use the Meeting Room for the Board of Education meeting. He also asked that everyone be in attendance for the Board of Education.

Any carryover will go to the following week:

Tuesday, March 22, 2016 – 7:00 p.m.  
Wednesday, March 23, 2016 – 7:00 p.m.  
Thursday, March 24, 2016 – 7:00 p.m.

(K) **Review Capital Projects**

Mr. DeBisschop prepared a chart showing departmental expenses, previous and predicted, 2015/2016, approved and not approved. He explained the chart set-up. The \$17MM number to rebuild Center School was a 2008 number from a prior facilities study. Mr. Kiley suggested that items approved at this meeting could be entered right into this chart.

The only item not on the chart is making the Town Hall ADA-compatible. After the library moves out, if that area is used for anything other than storage, an elevator will have to be put in.

Mr. Hliva noted to Mr. DeBisschop that he did not see the Miriam Strong money or any open space projects on his chart.

Mr. Hliva said that Mr. DeBisschop's chart will be a great assistance to him (Hliva) when he begins his five-year plan for the Board of Selectmen.

Some discussion was held regarding replacement of fire trucks and Public Works equipment.

Mr. Hliva told the Board that one of the reasons Wayne Watt asked to be tabled is that he wants to look for a piece of equipment that can be used all year in all types of weather, i.e. snow plow, mechanic's truck, etc. He will continue doing research.

**(L) Tax Collector's Office Policies and Procedures**

Although Ms. Scinto was requested at the Special Meeting on February 16, 2016 to attend this meeting to provide a property list to the BOF, and to follow up on other issues that were previously discussed, she did not attend the meeting.

Mr. Kiley reiterated the topic of the lock box. Mr. Hliva contacted Webster Bank (Laura is contact) and he is meeting with her on Tuesday, March 23, 2016. He also contacted Newtown Savings on Friday, March 19, 2016. Newtown Savings uses a company in Hartford. Mr. Kiley said that Mr. Hliva is not convinced that lockbox is the way to go. Mr. Hliva explained his reasons for feeling this way. He will get prices from the two banks. Mr. Kiley believes it is still less expensive than hiring a full-time person, taking into account benefits and salary.

Ms. Flach said she only uses the lockbox twice a year. She believes this is a savings feature for her. Mr. Hliva said Ms. Scinto would probably use it three times a year. Mr. Kiley believes this is the way to go.

An in-depth discussion was held among the Board members regarding the lock box system. This would be a tremendous help to the Tax Department and eliminate the need for a full-time person.

Mr. Kelly asked Mr. Hliva to please send a letter to Ms. Scinto expressing the Board's disappointment at her missing this Regular Meeting, when she had been asked to attend. She was to present certain requested items to the Board, and they would like an explanation as to why she did not attend the meeting. Mr. Kiley would like Ms. Scinto to know that the BOF is not out to hurt her, only to assist her and make her job easier.

The Board of Finance is responsible for procedural functions of finances in the Town. BOF establishes a reasonable set of procedures and policies, and they have to be followed. If policies are not followed, it will be documented to auditors and put into the audit report.


## MONTHLY REPORTS


Mr. Hliva did not prepare any month reports.

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

The next Board of Finance meeting is scheduled for Monday, March 28, 2016.

Respectfully submitted,

  
Lynnette Steeves  
Clerk

16 FEB 29 PM 5:26  
TOWN OF OXFORD, CT  
  
TOWN CLERK