

**MINUTES  
SPECIAL MEETING  
BOARD OF FINANCE – 2016/2017 BUDGET REVIEW  
OXFORD TOWN HALL  
WEDNESDAY, MARCH 16, 2016 – 7:00 P.M.**

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

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

The purpose of the meeting was to review the FY 2016-2017 budget requests for the following departments:

**TAX COLLECTOR:**

Sharon Scinto, Tax Collector, appeared to present the budget. She has asked for a full-time employee and \$500.00 for mileage. The rest of the budget is pretty much the same.

Mr. Kiley questioned the Tax Collector salary. Ms. Scinto said she asked for a 3% increase, but the Selectmen raised the request. The \$1.00 is in the budget to leave the Assistant position open. Education will be reimbursed when Ashley takes the test and passes to become Assistant Tax Collector.

Mr. Kiley asked about the duties of a full-time clerk. Ms. Scinto said she is not allowed to delegate to Ashley without more money. The new person would deal with delinquent motor vehicles, the retention schedule, and many other tasks. Ms. Ferrillo asked why more work was not given to Ashley, to assist Ms. Scinto. Ms. Scinto said Ashley does help her.

Mr. Kiley said that the lock box is still being looked into for during the tax season. Ms. Scinto said she wants to speak with Ms. Flach about it. Ms. Flach gave a lengthy explanation about the advantages of the lock box during tax season, two times a year.

ION Bank, Webster Bank and Naugatuck Bank will be submitting proposals to Mr. Hliva for lock box. The use/cost of a lock box will be weighed against the cost of hiring a full-time employee.

Ms. Scinto provided the BOF with a list of delinquent real estate accounts.

**PUBLIC WORKS DEPARTMENT**

Mr. Wayne Watt appeared to present this budget. He began with wage accounts and said they are all contractual. He had put in for a New Mechanics helper and a New Utility Man. There is a lot of equipment needing to be fixed; many roads to plow (14 miles); road repair to be done.

Mr. Kiley asked if the work was subcontracted out. Mr. Watt said yes.

Mr. Kiley asked for an explanation for the two positions. Mr. Watt said a utility helper does everything. The mechanics helper was not properly listed.

Mr. Watt explained how the jobs are given out daily.

Mr. Kiley commented on the overtime account. Mr. Watt said he added a percentage to the account and the bad weather is not over yet.

Mr. Hliva gave the explanation for the job title in question and the reason for the position. He explained how the position could be negotiated with the union.

Equipment rental refers to equipment used for sweeping, catch basin cleaning which is done in April, May and June. Discussion ensued regarding sweeping contracts. Bids will be going out next week.

Ms. Ferrillo noted that the LOCIP funds for paving had not been used. Mr. Watt said he was told to not use the fund. LOCIP is a State grant.

Ms. Arpin asked Mr. Watt who decides what roads to fix. He said there is a Road Commission and sometimes the Board of Selectmen made the decision.

Mr. Kiley asked if equipment is scheduled for maintenance. Mr. Watt said there is money in the budget for equipment. Mr. Kelly asked if there is a line for maintenance; he sees no line for repair. Mr. Watt said maintenance and repairs are inclusive. Each vehicle and piece of equipment has a log book and everything is recorded in this log book.

Highway material contains sand/salt. Mr. Watt said there is no more reserve. He bought \$200,000 salt/sand and about one-third because this winter was light. He does not want to cut this item.

Public Works Administration and General Expenses: New telephone system, fuel systems, training for new fuel systems. A new GPS system and monitoring of fuel systems. The State said they wanted an A, B and C operator. All the cards had to be purchased for the fuel system. This is for every Town car by department that goes through for fuel.

Ms. Ferrillo asked Mr. Watt to bring the Board a proposal for the fuel recapturing system.

Facility maintenance includes alarm systems, cameras, radio systems. GPS system is in place. Helps keep track of employees, vehicles and equipment.

Contracted Services-Stormwater contains Quaker Farms remediation.

Mr. Kelly asked about status of catch basins. Ms. Ferrillo corrected Mr. Kelly to refer to detention ponds. Mr. Watt says Inland/Wetland is involved with detention ponds. Mr. Watt said if Public Works obtains the mini-excavator, the department could maintain the detention ponds.

Recycling/Solid Waste: Wages-Attendant is the straight time for additional worker. When the worker is at Recycling on Wednesday during the work hours, Payroll puts it into Public Works Department. Mr. Hliva moves the actual money from one account to another.

Materials-Maintenance: This is money for improvements to the Recycling yard.

### **PARKS & RECREATION**

Debbie Gatto, Parks & Recreation Director, appeared to present the budget.

Main increase (90%) is wages. Minimum wage is going up and affects everybody. Extra people have been hired in maintenance. Ms. Gatto would like to have a part-time afternoon assistant. This would allow someone to be in the office at all times.

Internet service is increased for WiFi line to sell permits at Jackson Cove. This will take the strain off of Town Hall. It will be credit card only; no cash.

Mr. Kiley asked if Parks & Recreation will take care of Tetlak Park. Ms. Gatto said yes, and right now she takes care of all the parks except the high school. After Tetlak Park is finished she will put a contract out to bid.

The gate at Posypanko Park needs to be repaired.

Mr. Hliva discussed security using the Oxford Police at Jackson Cove. Ms. Gatto said she uses the security particularly during the concert season.

### **DEBT SERVICE-PRINCIPAL**

Mr. Hliva called this the “Bob DeBisschop Plan”. When cell towers were sold the money that was not used for Tetlak Park and ball field, the rest of the money should pay off debt. Next year’s debt will be down to \$2.2MM by paying down \$700,000. This will pay off leases and Great Oak roof.

Brief in-depth discussion regarding the power plant was held among Mr. Hliva and the Board members.

### **ADJOURN**

Ms. Kelly made a Motion to adjourn. Ms. Flach seconded the Motion. All in favor. Meeting was adjourned at 8:50 p.m.

Respectfully submitted,

*Lynette Steves, Clerk*

16 MAR 21 PM 5:09  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK