

**MINUTES  
BOARD OF FINANCE  
REGULAR MEETING, OXFORD TOWN HALL  
JUNE 27, 2016 – 7:00 P.M.**

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

First Selectman George Temple and Mr. Jeff Haney joined the meeting at 7:25 p.m. Trooper Semosky was also present.

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

**ACCEPTANCE OF MINUTES:**

Mr. Kelly made a Motion to accept the Minutes of May 12, 2016 Special Meeting; May 23, 2016 Regular Meeting; and June 8, 2016 Special Meeting (Items (a), (b) and (c) as listed in the Agenda); Ms. Arpin 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		
Lila Ferrillo		Lila Ferrillo (June 8, 2016 Minutes)

All in favor; Motion passes.

**AMENDMENTS TO THE AGENDA**

Mr. Kelly requested an amendment to discuss summer hires; seconded by Ms. Flach. A vote was taken.

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

All in favor; Motion passes. The amendment will be heard at the end of the meeting, before Monthly Reports.

## AUDIENCE OF CITIZENS

Mr. DeBisschop made a Motion to move Audience of Citizens before Monthly Reports; Mr. Kelly 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		
Lila Ferrillo		

All in favor; Motion passes.

**OLD BUSINESS** – There was no old business.

## NEW BUSINESS

(a) Sharon Trede, Tax Collector, was present at the meeting to discuss the tax warrants. She began her discussion with the Warrant Summary Report. Total warrants collected as of \$258,663.20 as of June 21, 2016 out of \$1.5MM owed.

Sixty-five (65) warrants were delivered to the marshal. Mr. Kiley asked if the marshal was overwhelmed by the amount of warrants which was making collections difficult. He said he would like to see an itemized list from the marshal showing the party, total owed, how much collected. Ms. Flach explained the list further and asked that this list be presented by the July BOF meeting. Ms. Flach said to ask the marshal if new warrants were needed since 30 days has passed. Ms. Trede said she had names of other marshals. Mr. Kiley suggested dividing up the warrants among other marshals.

(b) Ms. Trede then discussed the Suspense List. There are 348 accounts totaling \$100,695.84. Some of the items are abated but she needs the name and address in addition to the amount abated. This needs to be approved by Town Attorney and the Board of Selectmen. There was a discussion with Ms. Flach regarding suggestions and recommendations for collections.

Mr. Kelly made a Motion to approve the Suspense List submitted by the Tax Collector containing 348 accounts in the amount of \$100,695.84; Ms. Flach 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		
Lila Ferrillo		

All in favor; Motion passes.

Ms. Trede said tax bills will be sent out on June 30, 2016 from Quality Data. She has started with the lock box.

Mr. Kiley noted the total tax amount sent out last year to be collected is \$36,121,180; year-to-date collection is \$35,294,703 as of May 31, 2016 (97.7% collection). There is still \$800,000 owing. Some of the taxes are overdue.

(c) Appropriation \$23,991.00 for Security Equipment at Lily Park & Ryan's Court

Mr. Kelly made a Motion to discuss this item; Ms. Arpin seconded the Motion. A vote was taken for discussion.

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

All in favor; Motion passes for discussion.

Mr. Kiley began the discussion stating that these items should be treated as two separate issues. He reiterated discussion from the June 8, 2016 Board of Finance meeting. Mr. Kiley read a letter which he received from Amy Cote, Chairperson of the Board of Education, with regard to using Board of Education WiFi for the cameras. The Board of Education is against the use of their WiFi for the cameras at the respective parks for several reasons, i.e. the WiFi is to be specifically used only for schools, band width is not enough to support the camera usage, among other reasons.

Ms. Melissa Cole, Vice-Chairperson of the Board of Education and member of Curriculum Technology Committee, spoke regarding the use of the WiFi and the reasons against the use for the parks.

Mr. Haney joined the discussion. He spoke to the changes made at the proposal provided at the last meeting and the current proposal. The key item is license plate recognition cameras. The other important item is the ability to obtain an immediate visual in the event of an emergency. Mr. Haney continued with an in-depth discussion with response to various questions from Ms. Ferrillo and Ms. Flach.

Mr. Kiley asked if the bid presented includes the bid for Ryan's Court. Mr. Haney said he was not sure. He did know that there are only two cameras for Ryan's Court.

Mr. Temple requested that "not to exceed" language be put into the proposal. The technology requested is the ability to read a license plate in the event of an emergency. He also stated that he wants these systems put in for the summer.

A very detailed discussion began among Board members and Mr. Haney regarding the difference between wireless (WiFi) versus wired systems (Comcast). Trooper Semosky suggested that equipment is needed for 2016 technology. A determination needs to be made from the proposed vendor if his proposal can be revised to use Comcast as opposed to WiFi at the school system.

Mr. Temple requested that the Board of Finance have a Special Meeting during the week of July 4, 2016 to bring in the company to discuss the issue of changing the equipment.

Mr. DeBisschop made a Motion to deny the proposal as presented until more information is obtained.

Mr. Kelly asked that both vendors be given an opportunity to provide identical systems that are not reliant on WiFi for their transmission. A meeting will be held on July 7, 2016 to review the information.

Mr. Kelly 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		
Lila Ferrillo		

All in favor; Motion passes.

Ms. Ferrillo made a Motion to obtain two new proposals dealing with not using WiFi from the school.

Mr. Kelly 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		
Lila Ferrillo		

All in favor; Motion passes.

(d) Discussion only – Additional funding for Ambulance \$34,038

Mr. Schwab has sent a letter to Mr. Hliva regarding additional funding for the ambulance. OAA was able to raise \$4,000. The difference was to be made up from the \$175,000 that was approved by BOF.

According to Mr. Hliva, there is still \$170,000 encumbered from last year. The contract was signed for \$205,000 by the OAA but not the Town.

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

Mr. Kelly is aware that summer hire was hired for Public Works but there is no funding for this hire. The office of the Finance Director was asked to make a payment to this person but she did not know from where to take the money.

Mr. Hliva explained that Public Works is down one worker. This summer hire will fill in for this worker. He is a substitute, not a summer worker. It was a mistake in the job listing so funds are there.

Ms. Melissa Cole, Vice-Chairperson of the Board of Education and member of Curriculum Technology Committee was the Audience of Citizens. She was included in the discussion regarding the use of WiFi in the cameras proposed for Lily Park and Ryan's Court.

### MONTHLY REPORTS

Board of Finance Contingency Activity Report. Only four (4) items have come out of Board of Finance Contingency so far this year. There is still \$150,000.00 in the Contingency account. There will be more transfers coming out because of the end of year bills, however, some departments still have money in their budgets.

General Fund. Power company money is in here. Fund balance is up 26%.

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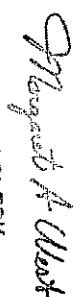
A Motion is made by Ms. Ferrillo to break for Executive Session to discuss employee financial situation. The BOF Clerk, Lynnette Steeves, remained in the session. Mr. Kelly seconded the Motion. Meeting breaks for Executive Session at 8:40 p.m.

At 9:00 p.m., BOF comes out of Executive Session.

There being no further discussion, Motion was made to adjourn by Mr. Kiley, and seconded by Mr. Kelly. Meeting was adjourned at 9:03 p.m.

Respectfully submitted,

  
Lynnette Steeves  
Clerk

16 JUL 11 AM 10:48  
TOWN OF OXFORD, CT  
  
TOWN CLERK