

**MINUTES
BOARD OF FINANCE
REGULAR MEETING, OXFORD TOWN HALL
SEPTEMBER 26, 2016 – 7:00 P.M.**

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

Also present: Scott Pelletier, Oxford Fire Chief; Glen Schumitz, Chairman-Aggie Tetlak Park Project; Dawn Higginson, Oxford Town Librarian.

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

- 3) **Acceptance of Minutes**
 (a) **June 27, 2016 Regular Meeting**
 (b) **July 7, 2016 Special Meeting**
 (c) **August 29, 2016 Special Meeting**

Mr. Kiley offered the Committee members some time to review the previous meeting Minutes. With no comments, Mr. Kelly made a Motion to accept the Minutes of the June 27, 2016 Regular Meeting, the July 7, 2016 Special Meeting and the August 29, 2016 Special Meeting. Ms. Flach seconded the Motion. A vote was taken.

| <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> |
|----------------|------------|---|
| Tom Kelly | | Lila Ferrillo from voting on the 7/7/16 Minutes |
| Jack Kiley | | |
| Bob DeBisschop | | |
| Dana Flach | | |
| Sue Arpin | | |

All in favor; Motion passes and the Minutes are accepted.

4) **Amendments to the Agenda**

Mr. Kiley made a Motion to move Item #7(g) from **New Business** before Audience of Citizens. Motion was seconded by Mr. DeBisschop. A vote was taken.

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

All in favor; Motion passes.

Scott Pelletier, Oxford Fire Chief, appeared to discuss this item. This second vehicle will allow deputies to ride independently from each other, i.e. inspections can be performed in different parts of Town by two deputies simultaneously. Repairs would be made to the second vehicle to get the car up and running. The funds needed are \$4,633.50 (see attached) and will come out of Contingency Fund into the Vehicle Repair account.

Mr. Kiley made a Motion to transfer funds, \$4,633.50, from Contingency Fund into the Vehicle Repair. Mr. DeBisschop seconded the Motion. A vote was taken.

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

All in favor; Motion passes

5) **Audience of Citizens** – N/A

6) **Old Business**

(a) Approve appropriation for school security funding from LoCIP

There was no information provided to the Board of Finance to substantiate the funding requesting for this item. Ms. Ferrillo made a Motion to deny this item; Mr. Kelly seconded the Motion. A vote was taken.

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

All in favor; Motion passes

7) **New Business**
(a) approve transfer 2015-2016 (Library)

Dawn Higginson, the Oxford Librarian, was present to discuss the transfer requests. The transfers are coming from the 2015-2016 budget. The transfers were requested in April 2015, but apparently paperwork was not received. The transfers were resubmitted in June 2015. Ms. Higginson began a detailed explanation behind the departmental transfer requests. Mr. Kelly asked why the significant difference in the budgeted amount for supplies, what was the driving factor. He noticed that Ms. Higginson was taking from different lines to cover expenses. Mr. Hliva noted that the First Selectman, George Temple, would be meeting with the Library Board of Directors to discuss the problem.

Mr. Kelly asked what brought the items into the Library which caused the expenditures. Ms. Higginson said she had ordered materials for summer reading program and updated collection of non-fiction to replace outdated materials. There was no expectation to do this at the 2014 budget preparation.

Ms. Ferrillo asked Ms. Higginson how often do bills come in and how often does she pay the bills. Ms. Higginson said she asks Mr. Hliva for an updated ledger because she does not have access on her computer. She tries to process bills as they come in.

Mr. Kelly asked with regard to Item #12-Civic Activities (programs). Are these additional programs not budgeted. Ms. Ferrillo proceeded to make the explanation of staying inside the parameters of a budgeted amount. Because of this item, Wages-Part-time is depleted. Ms. Arpin asked how far in advance the summer program is planned.

Mr. Kiley noted that the next budget numbers will be skewed. Mr. Kelly gave Ms. Higginson a very detailed explanation as to how the budget process works, i.e. now that she has transferred from line items it will lower her budget for next year.

Mr. Kiley made a Motion to approve transfer requests for Items #10 (\$146.00), 11 (\$1,798.73), 12 (\$1,900.00), and 13 (\$3,781.69). Mr. DeBisschop seconded the Motion. A vote is taken.

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

All in favor; Mr. Kelly says nay. Motion passes

(e) Request from Tetlak Park Committee to use contingency for sod and bleachers

Glen Schumitz, 197 Freeman Road, Oxford, CT, Chairman of the Tetlak Park Committee, is present to request transfer from contingency. Mr. Schumitz gave the Board of Finance a brief update on the status of the project at Tetlak Park. He is also requesting \$30,000.00 from Contingency for sod and \$12,000.00 for bleachers. He told the BOF members that the contractor has advised that because of the current weather, sod would be a better option, allowing use of the field earlier next year. Seeding might be too hard to take because of the lack of rain this summer. Seeding is scheduled to begin in mid-October.

Mr. Kiley discussed the use of the Contingency is not for "add-ons". Ms. Ferrillo asked what the plan is if there is not enough water to maintain either seed or sod. Vaz, who is the contractor hired to complete the project, gave an alternative bid of \$30,000.00 for sod.

Mr. Schumitz gave a detailed explanation of the need for the request for sod and bleachers. The original plan was for seed; there was no plan for bleachers. The expectation for bleachers is that they would be acquired through various fundraisers.

After lengthy discussion among Ms. Ferrillo, Mr. Kiley, Mr. Kelly and Mr. Schumitz, a Motion was made by Ms. Ferrillo to deny the request for \$30,000 for sod and \$12,000 for bleachers. Mr. Kelly seconded the Motion. A vote was taken.

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

All in favor; Motion to deny passes.

(b) Approve transfer 2015-16 (all other) approved by BOS September 21, 2016

1. Fire Marshal: Mr. Kelly asked why this is happening within the Department. Mr. Hliva responded the increases are due to raises approved by Selectmen. Fire Marshal's wages are increased because of open burning wages. Open burning was removed last year so no position exists. Mr. Kelly asks where is the funding. A detailed explanation among the BOF ensued regarding the increased salary. Ms. Flach brought up the issue of insurance and another lengthy discussion ensued.

Mr. Hliva explained what will happen if the wage increase is not approved by Board of Finance. The account on books will be overdrawn and auditors will question and this would be a footnote in the audit.

Mr. Kiley suggested making a Motion to only approve 2.5% of Fire Marshal's base pay and reduce the amount of transfer from Heating Line item 5325-625 to be reduced by same amount. Mr. Kiley rescinded his original Motion which had been seconded by Mr. DeBisschop

Mr. Kelly then made a Motion to table this Item #1 until the Board of Selectmen meets with the Board of Finance. Ms. Ferrillo seconded the Motion. A vote is taken.

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

All in favor; this Motion passes.

(c) Approve Appropriation request (2015-2016) (\$4,339.84)

Mr. Kelly made a Motion to table this Item (c) until Mr. Temple meets with Board of Finance. Ms. Ferrillo seconded the Motion. A vote was taken.

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

All in favor; Motion to table passes.

(d) Approve transfers (2016-2017) (2 items)

Selectmen will to pay 100% of ambulance so Town will have title to the vehicle. Mr. Kelly made a Motion to pay with the same contingency conditions as prior Motion for \$30,000+. Mr. Kiley seconded the Motion and stated that nothing goes out until contract is changed. A vote is taken.

| <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> |
|------------|------------|----------------|
| Tom Kelly | | |
| Jack Kiley | | |

Bob DeBisschop
Lila Ferrillo
Dana Flach
Sue Arpin

All in favor; Motion to deny passes.


8) Monthly Reports

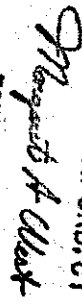
- a) Report on Tax Collections – Mr. Kiley said will hold off on this until the Board has an accurate report.
- b) Board of Finance Contingency Activity report. – pass this month.

Mr. Kiley asked Mr. Hliva for an update on the audit. Mr. Hliva said the auditor will be in to finalize week after Columbus Day. Tax office sent incorrect information to auditors five (5) times and this has caused a problem. Mr. Hliva went into detail regarding this issue with the tax office.

There being no further discussion, Motion to adjourn was made by Mr. Kelly, and seconded by Mr. DeBisschop. All in favor. Meeting was adjourned at 8:50 p.m.

Respectfully submitted,


Lynnette Steeves
Clerk

16 OCT -4 PM 2:19
TOWN OF OXFORD, CT

TOWN CLERK

To: Board of Selectmen

August 3, 2016

From: Finance Director

**Revised on
September 7, 2016**

Re:2015-2016 Transfer requests

| Item # | Comments | Department | Account | Account Number | Amount |
|--------|--------------|------------|---------------------------|----------------|-----------|
| 10 | TO: | Library | Water | 5390-799 | \$ 146.00 |
| | FROM: | Library | Wages Childrens Librarian | 5390-515 | \$ 146.00 |

Motion Mr. Kiley made a Motion to approve transfer

Seconded Mr. Debisschop seconded the Motion

Vote A vote was taken; all in favor; Mr. Kelly votes nay. Motion passes

Comments

| | | | | | |
|----|--------------|---------|---------------------------|-------------|-------------|
| 11 | TO: | Library | Department Supplies | 5390-769 | \$ 1,798.73 |
| | FROM: | Library | Equipment Expensed | 5390-604 | \$ 685.00 |
| | FROM: | Library | Office Supplies | 5390-770 | \$ 90.88 |
| | FROM: | Library | Wages Childrens Librarian | 5390-515-81 | \$ 688.08 |
| | FROM: | Library | Equipment Lease | 5390-601 | \$ 334.05 |

Motion Mr. Kiley made a Motion to approve transfer

Seconded Mr. Debisschop seconded the Motion

Vote A vote was taken; all in favor; Mr. Kelly votes nay. Motion passes

Comments

| | | | | | |
|----|--------------|---------|------------------|--------------|-------------|
| 12 | TO: | Library | Civic Activities | 5390-635 | \$ 1,300.00 |
| | TO: | Library | Wages Bd Clerk | 5390-517-158 | \$ 600.00 |
| | FROM: | Library | Wages Part Time | 5390-517-84 | \$ 1,900.00 |

Motion Mr.. Kiley made a Motion to approve transfer

Seconded Mr. DeBisschop seconded the Motion

Vote A vote was taken; all in favor; Mr. Kelly votes nay. Motion passes

Comments

To: Board of Selectmen

August 3, 2016

From: Finance Director

**Revised on
September 7, 2016**

Re:2015-2016 Transfer requests

| | | | | | | |
|----|--------------|---------|---------------------------|-------------|----|----------|
| 13 | TO: | Library | Books | 5390-525 | \$ | 3,781.69 |
| | FROM: | Library | Wages Childrens Librarian | 5390-515-81 | \$ | 1,940.05 |
| | FROM: | Library | Facility Maintenance | 5390-613 | \$ | 259.00 |
| | FROM: | Library | Computer Software | 5390-552 | \$ | 82.64 |
| | FROM: | Library | Computer Hardware | 5390-550 | \$ | 1,500.00 |

Motion Mr. Kiley made a Motion to approve transfer

Seconded Mr. DeBisschop seconded the Motion

Vote A vote was taken; all in favor; Mr. Kelly votes nay. Motion passes

Comments

| | | | | | |
|----|--------------|---------|---------------------------|-------------|------------|
| 14 | TO: | Library | Books | 5390-525 | not needed |
| | FROM: | Library | Wages Childrens Librarian | 5390-515-81 | not needed |

Motion

Seconded

Vote

Comments

September 21, 2016

To: Board of Selectmen

From: Finance Director

Re: 2015-2016 Transfer requests

| Item # | Department | Account | Account Number | Amount |
|--------|--------------------|----------------------|----------------|-------------|
| 1 | TO: Fire Marshal | Wages Fire Marshall | 5330-513-53 | \$ 8,669.36 |
| | TO: Fire Marshal | Wages Deputy Fire | 5330-513-54 | \$ 556.35 |
| | TO: Fire Marshal | Wages Asst Deputy | 5330-513-55 | \$ 925.88 |
| | FROM: Fire Marshal | Wages Clerk | 5330-517-52 | \$ 140.98 |
| | FROM: Fire Marshal | Computer Hardware | 5330-550 | \$ 700.00 |
| | FROM: Fire Marshal | Computer Maintenance | 5330-551 | \$ 500.00 |
| | FROM: Fire Marshal | Dues | 5330-585 | \$ 400.00 |
| | FROM: Fire Marshal | Telephone | 5330-775 | \$ 410.96 |
| | FROM: Fire Marshal | Conferences | 5330-555 | \$ 249.95 |
| | FROM: Fire Marshal | Heating | 5325-625 | \$ 7,749.70 |

Motion Mr. Kiley made a Motion to approve for discussion; Mr. Kiley rescinds his Motion.

Seconded Mr. DeBisschop seconded the Motion.

Vote

Comments See Minutes for discussion.

| | | | | |
|---|---------------|------------------------|-------------|-----------|
| 2 | TO: Treasurer | Wages Treasurer | 5555-513-19 | \$ 192.24 |
| | TO: Treasurer | Wages Deputy Treasurer | 5555-513-20 | \$ 49.32 |
| | FROM: Finance | Financing Costs | 5315-605 | \$ 241.56 |

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Flach seconded the Motion.

Vote A vote is taken; all in favor. Motion to approve passes.

Comments Mr. Hliva explains this is also 2.5% raise.

| | | | | |
|---|-----------------|----------------------|--------------|-----------|
| 3 | TO: Selectman | Wages Clerk | 5480-570-105 | \$ 409.54 |
| | FROM: Selectman | Wages Secretary | 5480-515-15 | \$ 302.56 |
| | FROM: Selectman | Business Development | 5480-533 | \$ 106.98 |

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Flach seconded the Motion.

Vote A vote is taken. all in favor. Motion to approve passes.

Comments

September 21, 2016

To: Board of Selectmen

From: Finance Director

Re: 2015-2016 Transfer requests

| Item # | Department | Account | Account Number | | Amount |
|--------|---------------|-----------------------|----------------|----|----------|
| 4 | TO: Selectmen | Wages Admin Asst. | 5480-511-11 | \$ | 1,353.61 |
| | TO: Selectmen | Wages First Selectmen | 5480-511-12 | \$ | 1,546.26 |
| | TO: Selectmen | Wages Selectmen | 5480-513-13 | \$ | 261.86 |
| | TO: Selectmen | Wages selectmen | 5480-513-14 | \$ | 261.86 |
| | FROM: Finance | Financing Costs | 5315-605 | \$ | 3,423.59 |

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. DeBisschop seconded the Motion.

Vote a vote is taken; all in favor. Motion to approve passes.

Comments This increase is also due to the 2.5% raises.

| | | | | | |
|---|-------------------|-------------------|---------------|----|-----------|
| 5 | TO: Town Attorney | Legal expense | 5535-672-201 | \$ | 21,304.00 |
| | FROM: Finance | Legal Contingency | 5320-560-5338 | \$ | 21,304.00 |

Mr. Kelly made a Motion to approve.

Motion / Mr. Kelly rescinds this Motion and made a Motion to table until Mr. Temple meets with BOF.

Seconded Ms. Flach seconded the Motion. Ms. Ferrillo seconded the Motion,.

Vote A vote is taken; all in favor. Motion to table is passed until Mr. Temple meets with BOF.

Comments Discussion was held regarding this transfer request. Mr. Hliva made the explanation as to where the funds from. This money will be going to Kevin Condon, Town Attorney. Lengthy discussion ensued among Board regarding this issue and caseload. Mr. Hliva has documentation to support legal bills.

To: Board of Selectmen

September 21, 2016

From: Finance Director

Re:2016-2017 Transfer requests

| Item # | Department | Account | Account Number | Amount |
|--------|---------------|---------------|----------------|-------------|
| 1 | TO: Capital | New Ambulance | 5235-603-6011 | \$ 5,190.00 |
| | FROM: Finance | Contingency | 5320-560-5320 | \$ 5,190.00 |

Motion Mr. Kelly made a Motion to pay based on same contingency as prior \$30,000+

Seconded Mr. Kiley seconded the Motion

Vote a vote was taken. all in favor. Motion to pay passes.

Comments SEE MINUTES FOR DISCUSSION REGARDING THIS PAYMENT. \$1,190 is late charge on ambulance.

| | | | | |
|---|--------------------------|----------------|---------------|--------------|
| 2 | TO: Various per attached | Wage Increases | Various | \$ 24,871.00 |
| | FROM: Finance | Contingency | 5320-560-5320 | \$ 24,871.00 |

Motion Ms. Flach made a Motion to table this item until Mr. Temple meets with Board of Finance

Seconded Mr. Kelly seconded this Motion.

Vote A vote was taken; all in favor. Motion passes to table this item.

Comments

Transfer Request
Salary Increase

| | | | | | |
|---------------|-----------------------------------|----------------------|--------------|----|--------|
| Assessor | TO: | P/T ASSESSOR'S CLERK | 5215-517-88 | \$ | 423 |
| Building | | BUILDING OFFC'L | 5230-511-37 | \$ | 1,805 |
| Building | | P/T ASST BLDG OFFCL | 5230-513-38 | \$ | 488 |
| Conservation | | INL.WETL.OFFCR | 5265-517-40 | \$ | 1,153 |
| Finance | | FINANCE DIRECTOR | 5315-511-17 | \$ | 2,004 |
| Finance | | FINANCE CLERK | 5315-517-88 | \$ | 483 |
| Fire | | Fire Chief | 5325-513-50 | \$ | 346 |
| Fire | | ASST FIRE CHIEF | 5325-513-51 | \$ | 467 |
| Fire Marshall | | fire marshall | 5330-513-53 | \$ | 1,536 |
| Fire Marshall | | DEP.FIRE MARSHALL | 5330-513-54 | \$ | 483 |
| Fire Marshall | | DEP.FIRE MARSHALL | 5330-513-55 | \$ | 384 |
| Fire Marshall | | F.M.-CLERK | 5330-517-52 | \$ | 417 |
| Parks | | PARK & REC CLERK | 5425-517-81 | \$ | 465 |
| Parks | MAINT. ASST. | | 5425-521-80 | \$ | 948 |
| Reg of Voters | | REG VTRS(R) | 5465-513-28 | \$ | 542 |
| Selectmen | | ADMIN.ASSISTANT | 5480-511-11 | \$ | 1,388 |
| Selectmen | | FIRST SELECTMAN | 5480-511-12 | \$ | 1,586 |
| Selectmen | | INTERIM GRANT WTR. | 5480-511-161 | \$ | 859 |
| Selectmen | | SELECTMAN | 5480-513-13 | \$ | 270 |
| Selectmen | | SELECTMAN | 5480-513-14 | \$ | 270 |
| Tax Collector | | TAX COLLECTOR | 5505-511-21 | \$ | 1,545 |
| Town Clerk | | TOWN CLERK | 5530-511-25 | \$ | 1,545 |
| Town Clerk | | ASST.TOWN CLK. | 5530-511-26 | \$ | 1,160 |
| Town Clerk | | ASST.TOWN CLK. | 5530-511-27 | \$ | 944 |
| Town Hall | | RECEPTIONIST | 5545-517-34 | \$ | 348 |
| Town Hall | | RECEPTIONIST | 5545-517-35 | \$ | 348 |
| Town Hall | | BUILDING MAINT. | 5545-517-36 | \$ | 928 |
| Treasurer | | TREASURER | 5555-513-19 | \$ | 166 |
| Treasurer | | DEPUTY TREASURER | 5555-513-20 | \$ | 17 |
| WPCA | | WPCA LINEMAN | 5580-511-74 | \$ | 1,553 |
| Total | From Board of Finance Contingency | 5320-560-5320 | \$ | | 24,871 |