

**MINUTES  
SPECIAL MEETING  
BOARD OF FINANCE – 2018/2019 BUDGET REVIEW  
OXFORD TOWN HALL  
TUESDAY, MARCH 20, 2018 – 6:00 P.M.**

Present: Chairman Jack Kiley; Jeff Grant; Paula Jensen; Sue Arpin; Dana Flach. Absent: Robert DeBisschop. Also present: James Hliva, Finance Director.

The meeting was called to order by Chairman Kiley at 6:00 p.m. and the Pledge of Allegiance was recited.

The purpose of the meeting was to review the FY 2018-2019 budget requests for the following departments:

**LIBRARY:**

Dawn Higgison, Librarian, appeared to present the budget. Mr. Kiley asked if this budget includes expenses for the new library. Ms. Higgison said she believed the new library expenses are included. Mr. Kiley pointed out that the 2017/2018 budget was \$310,000 and has increased for the 2018/2019 budget to \$432,000. With benefits added in (\$146,000), the budget will increase to \$580,000. Ms. Higgison said some of the increase is attributed to providing services. Mr. Kiley asked about the increase in personnel. Ms. Higgison responded there are four (4) full-time, three (3) part-time plus substitutes. One part-time position is not staffed. For 2018/19, there are five (5) full time, two (2) part-time supervisors (Technology librarian and Teen librarian) and four part-time clerical. The library will be open seven days a week for a total of 61 hours (four hours on Sunday, eight hours on Friday and Saturday, ten hours Monday to Thursday). Mr. Kiley asked Mr. Hliva how many people are included in full-time benefits. Mr. Hliva stated there are four single people and one family. Ms. Flach pointed out that new items added to the budget only reflect six months, not a full year of library operation. Mr. Temple, First Selectman, has requested reorganization in the library, including an Executive Director instead of a Library Director. A lengthy discussion ensued among the Board members and Ms. Higgison regarding staffing schedules for the additional hours, educational requirements for new staff, hiring a cleaning service as opposed to a custodian.

Mr. Kiley asked if the Library Fund paying for new books. Ms. Higgison replied that there are unpaid bills which accounts for current expense of \$10,000. Mr. Hliva said books will be purchased upon the move to the new library.

**WATER POLLUTION CONTROL AUTHORITY:**

Scott Halstead and Larry Ellis appeared to present this budget.

Department requested \$16,640 for an Assistant Helper in the event that Mr. Halstead is not available. The person would need Confined Space training. The Selectman cut the request to \$8,140. There are twelve (12) Town employees plus one (1) secretary.

A lengthy discussion ensued among the Board members and Mr. Halstead regarding salary issues, i.e. overtime, exempt/non-exempt status. At the Board of Selectmen's meeting, Mr. Halstead was offered the option of a salary of \$68,000 with overtime over 40 hours, or \$71,000 salary without overtime.

Mr. Kiley pointed out the proposed \$695,000 budget does not include \$53,000 in benefits. Mr. Halstead replied that portions of the \$695,000 are contracted fees.

Ms. Flach asked about the increase in Maintenance Materials. Mr. Halstead replied that the increase is for the Bison system which is an odor control system for Towner Lane Pump station. It is an ongoing expense.

The Board and Mr. Halstead had a discussion regarding the Sewer Improvement Reserves, the use, advantage and amount of same.

#### **PUBLIC WORKS:**

Mr. Wayne Watt appeared to discuss this budget. Mr. Kiley asked how many employees are at Public Works. There are twelve (12) Town employees and one (1) secretary for a total of 13 employees. Mr. Watt began discussion regarding the request for a new utility man. He would like to replace two part-time employees for plowing. There are 120 miles of roads in the Town to plow and in the summer he needs two mowers just to cut grass. Mechanic's Helper was removed by the Selectmen and moved into New Utility Man. Mr. Watt would prefer a New Utility Man.

Amount for Secretary/Administrator is being reduced in anticipation of retirement. However, she may be waiting for new contract.

Mr. Kiley asked if wages in the budget are under contract. Mr. Hliva noted that they are existing numbers are under current contract until June 30, 2018 when contract expires.

There were several questions regarding Fringe Benefits, i.e. Pension, Medical Insurance, Buybacks. The Town pays medical insurance. The Town was led to believe that Union dues went towards Union insurance payments. However, that was not the case.

Highway Maintenance: Mr. Hliva said there is money in LOCIP. He will provide the amount at a later time. Equipment Rental is for having the Town swept, clean catch basins, includes guard rails, GPS.

Public Works Admin & General Expenses: DEEP required a water separator to be installed which separates oil and water, plus a 3,000 gallon tank. This also includes monitoring of the oil tank at Quaker Farms School.

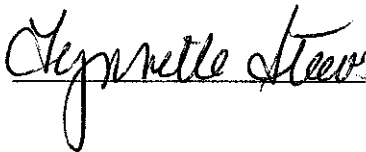
Recycling: DEEP said there is no tipping fee to the Town to defray the costs of removing recyclables so now there is a charge of \$20.00 per ton (approximately \$12,000 per year) which goes to the vendor who then pays the State.


Ms. Flach asked about status of Town-wide pickup. Mr. Hliva noted there are several pitfalls. Ms. Arpin said she pays for pick up in an association fee so it would not be fair for associations to be charged for Town-wide pickup. The charge for Town-wide pickup would be based on assessment.

**ADJOURN**

Ms. Flach made a Motion to adjourn. Ms. Arpin seconded the Motion. All in favor. Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

 Clerk

18 MAR 26 PM 3:35  
TOWN OF OXFORD, CT  
  
TOWN CLERK