

MINUTES
SPECIAL MEETING - BOARD OF FINANCE
OXFORD TOWN HALL
MONDAY, FEBRUARY 23, 2015 – 7:00 P.M.

Present: Chairman Jack Kiley; Richard Burke; Tom Kelly; Lila Ferrillo; Robert DeBisschop.
Also present: James Hliva, Finance Director. .Absent: Nancy Schmitt

Also present: Wayne Watt, Lead Man Public Works

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

ACCEPTANCE OF MINUTES

- (a) **Minutes of Special Meeting January 28, 2015:** Motion to accept, Tom Kelly; Second, Jack Kiley; acceptance passed unanimously.
- (b) **Minutes of Joint Meeting with Board of Selectmen January 22, 2015:** Motion to approve made by Tom Kelly; seconded by Jack Kiley; acceptance passed unanimously.
- (c) **Minutes of Special Meeting February 4, 2015:** Motion to approve made by Tom Kelly; seconded by Jack Kiley; acceptance passed unanimously.

For the record, Bob DeBisschop made mention that he was not in attendance at the January 28, 2015 Special Meeting but understood that discussion was held by the BOF regarding the high school. Mr. DeBisschop said that the Board of Education did approve the high school. He was present at that meeting where it was approved.

Mr. Hliva said that he would call Mr. DeBisschop to set up a time for them to review the Minutes of the BOE meeting where the high school was approved. A description of the event was provided by Mr. DeBisschop and a brief discussion ensued with Mr. Kiley, Mr. DeBisschop, Ms. Ferrillo and Mr. Hliva.

AMENDMENTS TO THE AGENDA: None

AUDIENCE OF CITIZENS: None

Mr. Burke brought up the subject of the Quaker Farms roof and a lengthy discussion was held with Mr. Kelly, Mr. Kiley, Ms. Ferrillo.

Wayne Watt was at the meeting to discuss Item 7(A) of New Business regarding the costs of overtime budget, snow removal and sand and material budgets and what cost overruns will be. As of February 14, 2015, 58% of the materials general account has been used and there is \$97,000 available. Another 500 tons of salt has been ordered which amounts to \$36,000 +/- which comes off of the \$97,000; another 200 yards of sand costs about \$4,000 does not leave

much left to get through the rest of the year. Funds are definitely needed for hot patch for roads which are heaving from the ice cold weather. Mr. Watt explained that there is not much he can do regarding overtime. Crews have been working weekends. Overtime cost is at \$14,769.00 before next bill. Mr. Hliva stated that as of February 19, funds were within \$1,000 of zero. With the next payroll, Public Works will be about \$10,000 over budget. Mr. Hliva said that as part of New Haven County, Oxford was included in a claim for FEMA funds. If Oxford gets any of these funds, the money will go into the General Fund. Mr. Watt said that the State did not take care of Routes 67 and 188 during the ice storm. It was the Town's responsibility to take care of these roads because the State did not. He continued to explain in detail how the costs escalate. Mr. Kelly asked what protocol Mr. Watt follows in the case of the State not responding. Mr. Watt's answer was all he can do is call them. Ms. Ferrillo asked what was the over budget estimate by the end of the year. The estimate is \$75,000-\$100,000. Trucks are ordered and are being put together.

Mr. Watt left the meeting at 7:25 p.m.

OLD BUSINESS

(A) **Stipend for Web Site Coordinator:** Mr. Kiley reiterated the discussion held at the BOF meeting regarding reinstating the old website. Mr. Kiley was never informed of a meeting of the website committee so he could attend. Mr. Kiley and Ms. Ferrillo commented on the ease of use of the old website. Mr. DeBisschop said if no one is willing to explain or listen to suggestions nothing needs to be done.

Mr. Kelly made a motion to keep this tabled, seconded by Ms. Ferrillo. All in favor unanimous. Motion passes.

(B) **Transfer \$2300 to Senior Center Newsletter:** Mr. Hliva contacted Pat Babbage to attend this BOF meeting. Instead of attending the meeting Ms. Babbage sent a letter to the BOF explaining the reason for the \$2300. Ms. Ferrillo said with more members should more dues be collected. Mr. Kelly asked about Ms. Ferrillo's previous suggestion to post newsletter online. Discussion ensued among members. Motion made by Mr. Kelly to take item off table; seconded by Mr. Kiley. Ms. Ferrillo suggested making newsletter available at the meeting and put on website. Motion to deny the \$2300 made by Ms. Ferrillo; seconded by Mr. Kelly. All in favor unanimous. Motion passes.

(C) **Emergency transfer for Ebola equipment.** Mr. Kelly explained that Charter says BOS can authorize emergency expenses. They have thirty (30) days to get BOF approval. Discussion was held regarding protocol for approving funds ordered by the BOS. Mr. Burke suggested a request for documentation from Mr. Pelletier to show what drove this expenditure. Mr. DeBisschop said a letter should be sent to Mr. Temple citing 30 day accountability, i.e. provide the BOS motion, authorization, date occurred. Lengthy in-depth discussion among members occurred

Motion made by Mr. Kelly that emergency transfer for allocation Ebola equipment be made from BOS line items. Seconded by Mr. DeBisschop. All in favor, unanimous. Motion passes.

NEW BUSINESS

- (A) **Appropriation for Snow Removal – see earlier discussion with Wayne Watt.**
- (B) **Appropriation for Senior Center subfloor:** Mr. Haney arrived at 8:00 p.m. to discuss this issue. He went into in-depth discussion as to why there is such an increase (\$17,220) to the original approved budget amount of \$15,000. When the tiles were removed the subfloor came up because the previous materials used on the floor had not bonded causing the floor to come up in chunks. Mr. Haney used Public Works crews to pick up floor which was questioned by Mr. Kiley. Navis & Young is charging nothing. Three bids came in for the floor re-do: (1) \$13,950 (lowest bid); (2) \$19,666; (3) approximately \$20,000. Problems were unforeseen.

Mr. Kelly asked if it was going to be mastic right to the concrete; Mr. Haney corrected him and said it would be thinset. He asked if substrate flooring was going to be used because tile should not be put directly to the concrete if there is moisture. Floor will not be sealed. Mr. Haney described out the floor was being done.

Mr. Kiley questioned the confidence that this newest increase will solve the problem. Mr. Kiley said that prior to this problem, Mr. Haney was confident that all the Senior Center needed was a new tile floor. Mr. Haney again said that the previously discussed problems could not have been anticipated.

Mr. Haney inserted that a possible new issue has come up, that being the thorough cleaning of the Senior Center after the new floor is down. He said that Pat Babbage attended the BOS budget meeting and brought up bringing in professional cleaning crew. The price that Ms. Babbage received was \$1500 per day and the cleaning should take 2 days.

Mr. Kelly asked where the \$17,220 is going to come from and Mr. Haney said he hadn't thought about that. Ms. Ferrillo questioned if the Elderly Commission has money in their budget. Ms. Ferrillo said there is \$3900 in the Maintenance Account; the cleaning cost should come out of that money. Mr. Kiley noted that the \$15,000 came out of the General Fund; he feels the \$17,220 should come out of the same place. Mr. Haney said it has already been sanctioned for that. Mr. Kiley and Ms. Ferrillo pointed out that BOF needs to approve the cost first.

Mr. Kelly very strongly laid out for Mr. Haney the protocol for BOF approving transfer requests.

Mr. Hliva will speak with Pat Babbage about cleaning the Senior Center.

A motion was made by Mr. Kiley to send this appropriation to a Town Meeting. The Motion was seconded by Mr. DeBisschop. Motion passed unanimously.

(C) Transfer approved by Board of Selectmen (4): See attached.

There was a very lengthy discussion with regard to Tax Collector Request for Transfer. Comments by Mr. DeBisschop, Ms. Ferrillo, Mr. Hliva, Mr. Burke and Mr. Kiley resulted in a suggestion by Mr. DeBisschop that a policy be put down on paper with regard to the Tax Collector. Mr. Burke reminded the BOF that this policy suggestion had been made previously (meeting with auditors). The final decision was reached that Jack Kiley will write a letter to Sharon Scinto inviting her to the next BOF meeting.

(D) Update on closeout of High School Building Project: Mr. Hliva reported that BOE told him what they needed and the BOF told him what they wanted. He submitted everything to BOE the next day. BOE is working on budgets so this item will have to wait.

(E) Set Budget Meeting Schedule: Calendar was included in the budget package. Discussion about setting meetings.

(F) Results of bid for Audit: Mr. Hliva put out bids for audit. He passed out responses.

8) Monthly Reports

Brief discussion was held on all the Monthly Reports.

ADJOURNMENT

Motion was made by Tom Kelly to adjourn, which was seconded by Bob DeBisschop, and vote was unanimous. Meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Sybil Steves
Clerk

15 MAR -9 PM 12:55
TOWN CLERK
Sybil Steves

To: Board of Selectmen

February 17, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Elderly Commission	Vehicle Repairs	5295-812	\$ 992.86
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 992.86
	Motion by Tom Kelly			
	Seconded by Bob DeBisschop			
	Vote Motion passed unanimously			
	Comments			
2	TO: Elderly Commission	Computer Equipment	5295-549	\$ 81.00
	FROM: Elderly Commission	Office Supplies	5295-770	\$ 81.00
	Motion by Tom Kelly			
	Seconded by Bob DeBisschop			
	Vote Motion passed unanimously			
	Comments			
3	TO: Police	Uniforms	5433-785	\$ 541.49
	FROM: Police	Wages Police Officers	5433-515	\$ 541.49
	Motion by Tom Kelly			
	Seconded by Bob DeBisschop			
	Vote Motion passed unanimously			
	Comments			
4	TO: Tax Collector	Wages part Time	5505-517-98	\$ 4,850.00
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 4,850.00
	Motion by Tom Kelly to table			
	Seconded by Lila Ferrillo			
	Vote Motion passed unanimously			
	Comments Bring Sharon Scinto into the next BOF meeting for justification of part-time position. Jack Kiley will write a letter to Ms. Scinto.			

REQUEST FOR TRANSFER

Transfer number /

To: Board of Selectmen

Date: February 4, 2015

From: Elderly Commission

Re: Budget Line Item Transfer

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5295-812	Vehicle Repairs	\$992.86
To:	_____		
From:		Town Contingency Fund	\$992.86
From:	_____		

Explanation: This repair was for the rear brake pads and rotors, the emergency brake shoes and rear backing plate, as well as an oil change. There have been unexpected expenses for repairs on our vehicles this year. All repairs have been necessary to maintain the safety of our passengers and to adhere to all state mandates.

ACTION

Department Head Signature

Patricia Babbage

Date: 2/4/15

Board of Selectmen Action

Date: _____

Board of Finance Action

Approved

Date: 2/23/2015

REQUEST FOR TRANSFER

Transfer number 2

To: Board of Selectmen

Date: February 11, 2015

From: Elderly Commission

Re: Budget Line Item Transfer

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5295-549	Computer Equipment	\$81.00
To:	_____		
From:	5295-770	Office Supplies	\$81.00
From:	_____		

Explanation: Unexpected replacement of Director's computer. Insufficient funds in Computer Equipment account.

ACTION

Department Head Signature Petrucci Date: 2-11-15

Board of Selectmen Action _____ Date: _____

Board of Finance Action Approved Date: 2/23/2015

REQUEST FOR TRANSFER

Transfer number 3

To: Board of Selectmen

Date 2/16/15

From: Sgt. SEMUSLEY

Re: Budget Line Item Transfer

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	<u>5433-785</u>	<u>UNIFORMS</u>	<u>541.49</u>
To:			
From:	<u>5433-513</u>	<u>WAGES Police OFFICERS</u>	<u>541.49</u>
From:			
From:			
From:			

Explanation:

Due to new hire of off. (asms) + normal equipment replacement line items was depleted.

ACTION

Department Head Signature

[Signature] 1222

Date 2/16/15

Board of Selectmen action

Date _____

Board of Finance Action

Approved

Date 2/23/2015

Received
2/16/15

REQUEST FOR TRANSFER

Transfer number 4

To: Board of Selectmen

Date 2-4-15

From: Tax Collector

Re: Budget Line Item Transfer

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	<u>5505-517-0098</u>	<u>Wages-P/T</u>	<u>\$ 4850.00</u>
To:			
From:	<u>55</u>	<u>Finance Contingency Fund</u>	<u>\$4850.00</u>
From:			
From:			
From:			

Explanation: At Budget Time I included only 4 hrs. to part time wages. The hours are 6 hrs daily, 3 wk = 19 hrs wkly.

ACTION

Department Head Signature

J. Santo

Date 2-4-15

Board of Selectmen action

Date _____

Board of Finance Action

Tabled by BOF

Date 2-23-2015