

**MINUTES  
BOARD OF FINANCE  
REGULAR MEETING, OXFORD TOWN HALL  
MAY 21, 2018 – 7:00 P.M.**

Present: Chairman Jack Kiley; Sue Arpin; Dana Flach; Paula Jensen; Robert DeBisschop and Jeff Grant. Also present: James Hliva, Finance Director; Mr. Sean O'Grady, Manager and Christopher King, Owner of King, King & Associates, auditors.

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

**3) INTERVIEW OF AUDITOR**

Christopher King, Owner of King, King & Associates and Mr. Sean O'Grady, Manager, King, King & Associates, appeared to present an overview of their company for purposes of introducing themselves to the Board of Finance.

Mr. O'Grady gave an overview of the company. There are 14 people in the office. The company covers services on the west side of the state up to Massachusetts border. A handout was provided to the Board members for their review.

Mr. King continued the discussion of the performance of the company. Mr. Kiley asked how this company could detect any possibility of fraud in the Town Hall. Mr. King gave his description of same but did say that any department that deals in cash is difficult to detect.

After in-depth discussion with Messrs. King and O'Grady, Mr. Kiley asked what their quoted fee would cover and approximately how much time would it take to perform the audit. A conversation with Mr. Kiley and Mr. Hliva included LOCIP, FEMA, accruals, etc.

Members of King, King & Associates concluded their presentation by approximately 7:30 p.m.

**3) ACCEPTANCE OF MINUTES**

- (a) January 22, 2018 Regular Meeting**
- (b) March 14, 15, 20, 22 and 27 Special Meetings**
- (c) April 4, 11, 12, 17, 18, 19, 23, 24 and 25 Special Meetings**

Mr. DeBisschop made a Motion to table the Acceptance of Minutes until the next meeting to give Board members adequate time to review same. Ms. Flach seconded the Motion. A vote was taken.

Aye

Jack Kiley  
Dana Flach

Nay

Abstain

Sue Arpin  
Jeff Grant  
Paula Jensen  
Bob DeBisschop

All in favor; Motion passes and the above-referenced Minutes are accepted. Mr. Kiley recommended that the members review these Minutes.

- 4) **AMENDMENTS TO THE AGENDA – N/A**
- 5) **AUDIENCE OF CITIZENS - N/A**
- 6) **OLD BUSINESS – N/A**
- 7) **NEW BUSINESS**

Mr. George Temple, Oxford First Selectman, appeared at approximately 7:45 p.m. to present an update on the status of the Town's tornado cleanup efforts. Town is still 10% without power. He discussed the efforts and progress being made by Eversource. Lot 14 by the Airport will be used for the transfer of brush, branches, logs and trees. He also noted that there will be extensive overtime incurred by Public Works and the Police Department, which will hopefully be reimbursable under FEMA. Mr. Temple left just after 8:00 p.m.

- (a) Transfer approved by Board of Selectman 5/2/18 (5)

**TRANSFER REQUESTS ATTACHED.**

- (b) Appropriation from CNR for Board of Education, Center School Blinds \$17,760

Ms. Flach had questions regarding the need to replace blinds at the end of the school year. Mr. Barlow has stated that the blinds are needed as a safety issue. Ms. Flach made a Motion to deny the appropriation until Mr. Barlow can appear before the BOF with an explanation. Ms. Arpin seconded this Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jack Kiley		
Dana Flach		
Sue Arpin		
Jeff Grant		
Paula Jensen		
Bob DeBisschop		

All in favor; Motion to deny the appropriation until Mr. Barlow presents substantiation for same is passed.

(c) Transfer on Board of Selectmen agenda for May 21 (3)

Mr. Hliva commented that Transfer #3 should be \$300.00 **NOT** \$3,000.00. Mr. Kiley made a Motion to approve all three (3) transfers.

**SEE ATTACHED TRANSFERS**

(d) Appointment of Auditor for 2017-2018 Audit

A discussion ensued regarding the presentation of King, King & Associates, with opinions, likes/dislikes regarding same, and a comparison of services between King, King & Associates and Sandra E. Weldon, LLC. Some of the Board members are happy with the existing auditor (Weldon); some members believe it is time for a change. There is a cost difference of about 10%.

Sandra E. Weldon, LLC

King, King & Associates, P.C.

Yes

Jack Kiley (only 2 years)  
Dana Flach  
Sue Arpin (only 2 years)  
Paula Jensen

Yes

Jeff Grant  
Bob DeBisschop

Mr. Kiley made a Motion to re-hire Sandra E. Welwood, LLC for \$31,800, for one year to be renewed at the end of fiscal year by the Board of Finance. Ms. Arpin seconded the Motion. A vote was taken.

Aye

Jack Kiley  
Dana Flach  
Sue Arpin  
Paula Jensen

Nay

Jeff Grant  
Bob DeBisschop

Abstain

Motion to approve the Motion to re-hire Sandra E. Welwood, LLC, on the above conditions, is passed.

(e) Update on budget referendum schedule

Mr. Hliva reported that the Town Attorney stated a Special Town Meeting will be held on May 29, 2018 at Town Hall for a Referendum date to be set. It is only a meeting to set

the Referendum date. The Referendum will be held on June 7, 2018 at Quaker Farms School from 6:00 a.m. to 8:00 p.m.

8) **MONTHLY REPORTS**

(a) Report on Tax Collections

The report shows gross cash collected. The actual percentage of collections will be lower due to refunds issued, overpayments that have not been returned to the taxpayers and money collected for the Connecticut Green Bank.


(b) Board of Finance Contingency Activity report

Mr. Hliva will send out the report. No changes have been made.

There being no further discussion, Motion to adjourn was made by Ms. Flach, and seconded by Mr. DeBisschop. All in favor. Meeting was adjourned at 9:12 p.m.

Respectfully submitted,

  
Lynnette Steeves, Clerk

18 JUN -6 PM 4:08  
TOWN OF OXFORD, CT  
  
TOWN CLERK

**To: Board of Finance**

**May 1, 2018**

**From: Finance Director**

**Re:2017-2018 Transfer and Appropriation requests**

## **TRANSFER**

Item #		Department	Account Number	Account		Amount
1	TO:	Police	5433-785	Uniforms	\$	11,000.00
	FROM:	Police	5433-603	Equipment Depreciable	\$	2,000.00
	FROM:	Police	5433-605	Equipment Maintenance	\$	2,000.00
	FROM:	Police	5433-550	Computer Hardware	\$	7,000.00

**Motion** Mr. DeBisschop made a Motion to approve the transfer.

**Seconded** Ms. Arpin seconded the Motion.

**Vote** A vote was taken. All in favor. Motion passes

**Comments**

**Comments** Three new officers were hired

2	TO:	Conservation	5265-770	Supplies Office	\$	250.00
	FROM:	Conservation	5265-708	Photographic Supplies	\$	100.00
	FROM:	Conservation	5265-570-105	Stenographer	\$	150.00

**Motion** Mr. DeBisschop made a Motion to approve the transfer.

**Seconded** Mr. Grant seconded the Motion.

**Vote** A vote was taken. All in favor. Motion passes

**Comments** Purchase of new Minute Book

3	TO:	Assessor	5215-590	Education	\$	520.00
	FROM:	Assessor	5215-525	Books	\$	400.00
	FROM:	Assessor	5215-570-135	Printing	\$	120.00

**Motion** Mr. DeBisschop made a Motion to approve the transfer.

**Seconded** Ms. Flach seconded the Motion.

**Vote** A vote was taken. All in favor. Motion passes

**Comments**

4	TO:	Assessor	5215-513-61	Wages Assessor	\$	21,000.00
	FROM:	Assessor	5215-513-23	Wages Asst Assessor	\$	21,000.00

**Motion** Mr. DeBisschop made a Motion to transfer these monies for Wage Assessor from Contingency

**Seconded** Ms. Flach seconded the Motion.

**Vote** A vote was taken. Mr. DeBisschop, Ms. Flach, Mr. Grant, Ms. Jensen vote AYE; Mr. Kiley and Ms. Arpin vote NAY.

**Comments** Lengthy discussion was held among the members regarding the funding of the \$21,000.00

**To: Board of Finance**

**May 1, 2018**

**From: Finance Director**

**Re:2017-2018 Transfer and Appropriation requests**

## **TRANSFER**

Item #		Department	Account Number	Account		Amount
5	TO:	Library	5390-680	Magazines	\$	693.53
	FROM:	Library	5390-736	Sidewalk Snow Removal	\$	693.53

**Motion** Mr. Kiley made a Motion to approve the transfer.

**Seconded** Mr. DeBisschop seconded the Motion.

**Vote** A vote was taken. All in favor. Motion passes.

**Comments** Mr. Hliva noted that Library should be finished by the third week of June 2018.

To: Board of Finance

May 11, 2018

From: Finance Director

Re: 2017-2018 Transfer and Appropriation requests

## TRANSFER

Item #		Department	Account Number	Account		Amount
1	TO:	Elderly	5295-585	Dues	\$	10.00
	FROM:	Elderly	5295-555	Conferences	\$	10.00

Motion Mr. DeBisschop made a Motion to approve the transfer.

Seconded Mr. Grant seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

Comments

2	TO:	Elderly	5295-521-1000	Overtime	\$	30.00
	FROM:	Elderly	5295-517-90	Wages Clerk	\$	30.00

Motion Mr. DeBisschop made a Motion to approve the transfer.

Seconded Mr. Grant seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

3	TO:	Elderly	5295-799	Water	\$	\$300.00
	FROM:	Elderly	5295-811	Vehicle Maintenance	\$	<del>XXXXXX</del>
						<del>XXXXXX</del>
						\$300.00

Motion Mr. DeBisschop made a Motion to approve the transfer.

Seconded Mr. Grant seconded the Motion.

Vote A vote was taken. All in favor. Motion passes.

Comments

**TOWN OF OXFORD  
TAX COLLECTORS REPORT  
April 30, 2018**

		ACTUAL	YEAR TO DATE	BUDGET	ACTUAL BILLINGS	PERCENT T OF	OF ACTUAL
4000-401	CURRENT TAX	81,969.44	32,476,924.69	32,701,599.00	32,636,583.00	99.31%	99.51%
4000-100-1	BACK TAX	30,810.43	472,010.48	300,000.00			
4000-402	INTEREST	18,655.23	259,853.06	200,000.00			
4000-402	LIEN	216.00	2,320.50				
4000-410	FEES	42.00	561.00	1,500.00			
SUB TOTAL ALL OTHER		49,723.66	734,745.04	501,500.00		146.51%	
4450-416	SEWER USAGE	26,858.46	231,786.60	260,000.00			
4450-402	SEWER INTEREST	495.62	2,307.72				
4050-417	CPACE		38,223.14				
SUB TOTAL SEWER		27,354.08	272,317.46	260,000.00		104.74%	
4500-443	aircraft	-	4,000.00	50,000.00		8.00%	
TOTAL		159,047.18	33,487,987.19	33,513,099.00		99.93%	

**NOTE: This report is gross cash collected. The actual percentage of collections will be lower due to refunds issued, overpayments that have not been returned to the taxpayers and money collected for the Connecticut Green Bank.**