

**MINUTES
BOARD OF FINANCE - REGULAR MEETING
OXFORD TOWN HALL
MARCH 27, 2017 – 7:00 P.M.**

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

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

- 3) **Acceptance of Minutes**
 (a) **February 7, 2017 Special Meeting**
 (b) **March 7, 2017 Budget Review Meeting**
 (c) **March 8, 2017 Budget Review Meeting**
 (d) **March 16, 2017 Budget Review Meeting**

Mr. Kelly made the Motion to accept the Minutes; Ms. Arpin seconded the Motion. All in favor.

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

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

- 4) **Amendments to the Agenda**
5) **Audience of Citizens – N/A**
6) **Old Business – NONE**
7) **New Business**

- (a) Appointment of Auditor for Fiscal year End June 30, 2017

This is the third time Sandra E. Welwood, LLC has been used as the auditor. Mr. Kelly made the Motion to approve Sandra E. Welwood, LLC as the auditor; Ms. Flach seconded the Motion.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Lila Ferrillo		
Jack Kiley		

Dana Flach
Sue Arpin

All in favor; Motion passes to accept Sandra E. Welwood, LLC as the auditor.

(b) Approve funding for Architect for New School Building committee in the amount of \$28,900 as approved by Selectmen on March 23, 2017.

Ms. Ferrillo makes a Motion to deny the funding; Ms. Arpin seconded the Motion. A discussion ensued among the members regarding the status of a new school. Mr. Hliva noted that this is funding for an architect to prepare drawings to present to the State, not the actual building. However, Mr. Hliva also noted that he has no backup to substantiate the request for the \$28,900. Therefore, Mr. Kiley suggested tabling the item until there is backup for same.

Ms. Ferrillo changed her Motion to table the item until backup is received; Ms. Arpin seconded the Motion.

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

All in favor; Motion passes. Mr. Kelly reminded the Board they only have sixty (60) days.

(c) Transfers 2016 – 2017

Ms. Flach made a Motion to approve Item #1 and #5; Mr. Kelly seconded the Motion. Mr. Gramolini is requesting funds for vehicle maintenance and office expenses [see Note on Transfer Request attached]. Mr. Hliva suggested that Ford Motor Company be contacted to check for recall. Mr. Kelly revised the Motion to include the Finance Director, Jim Hliva, will contact Ford Motor Company to inquire about recalls on this vehicle.

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

All in favor; Motion passes.

Mr. Kelly made a Motion to accept Item #2 and Item #3; Ms. Flach seconded the Motion. Mr. Hliva noted that this involved a special election.

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

All in favor; Motion passes.

Mr. Kelly made the Motion to approve Item #4; Ms. Flach seconded the Motion.

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

All in favor; Motion passes.

7) **New Business**

- a) Report on Tax Collections. After April 18, 2017, weekly meetings will resume.
- b) Board of Finance Contingency Activity Report.

Mr. Hliva advised the Board that \$110,000.00 has been spent out of \$200,000.00.

There being no further discussion, Motion to adjourn was made by Mr. Kelly, and seconded by Mr. Mr. Kiley. All in favor. Meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Lynnette Steeves
Clerk



To: Board of Finance

March 24, 2017

From: Finance Director

Re: 2016-2017 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Building	Vehicle Maintenance	5230-811	\$ 300.00
	TO: Building	Mileage	5230-680	\$ 1,500.00
	FROM: Building	Meetings	5230-555	\$ 100.00
	FROM: Building	Printing	5230-570-135	\$ 300.00
	FROM: Building	Equipment	5230-600	\$ 400.00
	FROM: Finance	Contingency	5320-560-5320	\$ 1,000.00

Motion Motion to approve by Ms. Flach

Seconded Motion seconded by Mr. Kelly

Vote All in favor. Motion passes

Comments Finance Director, Jim Hliva, will check with Ford Motor Co. regarding recalls pertaining to differential issue.

Comments See note on attached back-up paperwork.

2	TO: Town Clerk	Elections	5530-592	\$ 1,010.00
	FROM: Finance Contingency	Finance Contingency	5320-560-5320	\$ 1,010.00

Motion Mr. Kelly made a Motion to approve this item.

Seconded Ms. Flach seconded the Motion.

Vote All in favor. Motion passes.

Comments Finance Director, Jim Hliva, made note that this involved a Special Election.

3	TO: Town Clerk	Overtime	5530-100-521	\$ 300.00
	FROM: Finance Contingency	Finance Contingency	5320-560-5320	\$ 300.00

Motion Mr. Kelly made a Motion to approve this item.

Seconded Ms. Flach seconded the Motion

Vote All in favor. Motion passes.

Comments Finance Director, Jim Hliva, made note that this involved a Special Election.

4	TO: Fire marshal	Books	5330-525	\$ 495.00
	FROM: Finance Contingency	Finance Contingency	5320-560-5320	\$ 495.00

Motion Mr. Kelly made the Motion to approve this item.

Seconded Ms. Flach seconded the Motion.

Vote All in favor. Motion passes.

Comments

To: Board of Finance

March 24, 2017

From: Finance Director

Re: 2016-2017 Transfer requests

Item #	Department	Account	Account Number	Amount
5	TO: Building	Asst Building Official	5230-513-37	\$ 2,500.00
	TO: Building	Overtime	5230-521-1000	\$ 350.00
	TO: Building	Mileage	5230-890	\$ 600.00
	TO: Building	Radio Repairs	5230-800	\$ 250.00
	TO: Building	Vehicle Repairs	5230-811	\$ 4,200.00
	TO: Building	Telephone	5230-770	\$ 630.00
	FROM: Finance	Contingency	5320-560-5320	\$ 8,530.00

NOTE The Building Inspector submitted a request back on November 1 (see item 1) This was tabled by the Board of Selectmen until March 15. IN March 21 the Building department sent in a revised request. Item 5 is the difference between the November 1 and March 21 requests.

Motion Ms. Flach made the Motion to approve this item.

Seconded Mr. Kelly seconded the Motion.

Vote All in favor. Motion passes.

Comments See note on Item #1.

17 APR 10 PM 5:34
TOWN OF OXFORD, CT
Theresa A. West
TOWN CLERK