

**MINUTES
BOARD OF FINANCE
SPECIAL MEETING, OXFORD TOWN HALL
NOVEMBER 18, 2015 – 7:30 P.M.**

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

The meeting was called to order by Chairman Kiley at 7:30 p.m. and the Pledge of Allegiance was recited.

Chairman Kiley introduced the two new members of the Board of Finance, Susan (“Sue”) Arpin and Dana Flach.

ELECTION OF OFFICERS

The first office to be elected is Chairman of the Board. Mr. Kelly made a motion to nominate Mr. Jack Kiley to be Chairman. The nomination was seconded by Ms. Flach. There being no other nominations a vote was taken and Mr. Kiley was unanimously voted to the office of Chairman.

The second office is Vice Chairman. Mr. Kiley made a motion to nominate Mr. Tom Kelly as Vice Chairman. The nomination was seconded by Ms. Flach. Mr. DeBisschop nominated Ms. Lila Ferrillo as Vice Chairman. A vote was taken.

Lila Ferrillo

Tom Kelly

Bob DeBisschop

Dana Flach

Susan Arpin

Jack Kiley

Lila Ferrillo

Tom Kelly

Because there is a tie, it needs to go to a vote. Mr. Kelly said he believes this needs to go to the Board of Selectmen.

The next office is Secretary. Mr. Kiley nominated Ms. Flach and the nomination was seconded by Mr. Kelly. There were no other nominations and a vote was taken. Ms. Flach was unanimously voted to the office of Secretary.

Next item of business is the approval \$72,000 for the replacement of the Town Hall Roof and gutters. The funds will come from the Special Activities Fund Town LoCIP account.

Ms. Ferrillo made a motion to approve the \$72,000 for the roof replacement. Mr. Kelly seconded the motion. A lengthy detailed discussion ensued. Mr. Hliva noted that the \$72,000 amount is incorrect; the amount should be \$68,600. He needed a motion to change the amount. Ms. Ferrillo made a motion to amend the amount to \$68,600; the motion was seconded by Mr. Kelly. Mr. Hliva then began the extensive discussion about the history of the need for the roof

replacement and the processes involved in reaching the \$68,600 number. There were eight contractors who made bids and attended a pre-bid conference. The bid was ultimately awarded to Scholar Painting by the Selectmen. Allowance was made for rotted wood decking, gutters, fascia boards and the roof rates.

Item #2 on the chart represents the cost of the flat roof. The major belief was that the roof did not have to be replaced. Scholar Painting recommended a 20-year sealant to be put on the roof. If the roof does not have to be replaced, the Town will get a credit of \$10,980.00. If the sealant is used the cost will be written into the contract.

The discussion continued regarding the gutter size, downspout size. It is less expensive to replace the old gutters than to repair the old ones. Ms. Ferrillo asked about installing heaters on the gutters which will help with the ice dams. Mr. Hliva said this could be written into the contract.

Mr. Kiley asked about the gaps in the eight companies' prices. Mr. Haney and Mr. Hliva met with Scholar Painting and presented their references. They are confident that Scholar is the way to go.

Funding is coming from Special Activities Fund-Capital and Non-Recurring. This is a Town LoCIP fund into which an extra \$1.00 of recording fees collected by the Town Clerk goes. This fund has been used one other time for Riverside Firehouse parking lot. There is currently \$74K in the account. This does not affect the fund balance. However, this has to go to Town meeting because it is LoCIP. Town meeting is scheduled for November 24, 2015.

Ms. Flach asked to get an updated contractor's license from Scholar Painting. She also asked if there was a completion date and Mr. Hliva said that Scholar Painting will come in over the Thanksgiving break.

After discussion, the motion to approve funding from the Town LoCIP in the amount of \$68,600 for the repair of the Town Hall Roof was voted on and was unanimously passed. This will be heard at the November 24, 2015 Town Meeting.

The next item for discussion was the approval for \$19,648.60 for the Town's portion of the Inter-town Capital Equipment ("ICE") Purchase Incentive Program Grant. Dana Flach made the motion to approve this item for discussion and seconded by Tom Kelly.

Kathleen O'Neil, Grant Administrator, was present at the meeting to discuss this program in detail.

ICE consists of towns of Oxford, Beacon Falls and Seymour for the purchase of a roller, a track excavator and a screener, plus the trailers. State and Federal are encouraging towns to regionalize and these three towns, by agreement of their respective First Selectmen, decided they could work together. The three towns had meetings with Public Works. The state will pay 80%

of the total. The total amount of the equipment is \$294,472.90. Oxford will pay 20% or \$58,945.80. That amount is divided by three, so the bottom line cost to Oxford is \$19,648.60. Oxford will house the equipment. Oxford Public Works will schedule when it gets used. A governing body will be created with the heads of the three Public Works Departments and the three First Selectmen and all decisions will go through this group.

Oxford has been approved for the grant. An inter-municipality agreement is being prepared by Attorney Condon.

Mr. Kiley had a question about who would pay for repairs to the equipment. Oxford, as the host town, carries the insurance to be divided three ways. Mr. Kiley and Ms. Ferrillo envision that, down the road, a proposed three-way division of responsibilities, i.e. repairs to the equipment, maintenance of the equipment, insurance costs, etc.

Ms. Flach asked if public works employees will have an increase in salaries to operate the equipment.

Mr. Hliva said that the Town has a roller that needs to be replaced so this would solve the problem; the Town also does not have a track excavator or a screener.

Mr. Kelly offered his comments about the three-way split with regards to equipment repairs. The groups need to get together to decide budgetary amounts that are available and exclusive to this deal.

Oxford became the host town because Oxford wrote the grant. Ms. Ferrillo pointed out the advantage to the other two towns. Ms. O'Neil suggested perhaps putting in the contract a charge for storage since the equipment will be stored in Oxford.

Equipment did not go out for bid. The costs are estimated.

Many more details were discussed regarding ICE and a lengthy conversation continued. Ms. O'Neil said her plan is to circulate copies of the proposed inter-municipality agreement among the Selectmen and the Board of Finance before it is finalized.

Mr. Kelly said a schedule should also be developed between the towns. He said a line item should be put into the budget under Public Works so Oxford is showing separate funding and the joint towns are doing a similar procedure. Ms. Ferrillo said she would prefer to see it in a Special Activities account so it can go from year to year but still keep it a separate line item. Mr. Kiley said the Town should receive an extra \$20,000 for being the host town, i.e. storage, maintenance, repairs, operating expenses. Rescission language should be put into the contract if the partners disagree or cannot pay their share.

Ms. O'Neil wants to have a meeting with the Oxford First Selectmen to go over the inter-municipality agreement and perhaps have Attorney Condon attend the meeting.

Mr. DeBisschop asked, assuming everything goes forward as planned and everything is in place, is there a continuing timeframe under which the grant has to operate? Reports need to be filed every five years, a five-year state audit.


Ms. Flach made the motion to approve moving \$19,648.60 from the General Fund for the Town's portion of funding for the Inter-town Capital Equipment ("ICE") Purchase Incentive Program Grant and forward to Town meeting. Motion seconded by Mr. Kelly. No further discussion, all in favor. Motion carries.

Mr. Kiley pointed out that under the new Charter, the Board of Finance has sixty (60) days to pass items beginning January 1, 2016. Mr. Hliva is looking into when the sixty days begins. If the BOF does not move on an item within the time limit (day one after the Selectmen's meeting), it will automatically pass. If a decision cannot be reached, the best thing to do is deny the item so another sixty days can be gained and the process begins all over.

There being no further discussion, motion was made to adjourn by Mr. Kiley, seconded by Mr. Kelly. Meeting was adjourned at 8:30 p.m.

Respectfully submitted,


Lynnette Steeves

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TOWN OF OXFORD, CT

TOWN CLERK