

**MINUTES
BOARD OF FINANCE
REGULAR MEETING, OXFORD TOWN HALL
MAY 23, 2016 – 7:00 P.M.**

Present: Chairman Jack Kiley; Tom Kelly; Robert DeBisschop; Sue Arpin; Dana Flach, Lila Ferrillo (arrived at 7:20 p.m.). Also present: James Hliva, Finance Director.

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

ACCEPTANCE OF MINUTES:

(a) – (p) February 16, 2016 through April 25, 2016

Mr. Kelly made a Motion to accept all of the Minutes (a) through (p) as listed in the Agenda; Ms. Flach seconded the Motion. Mr. Kiley gave the Board time to review the Minutes. Vote was taken to accept the Minutes

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Bob DeBisschop		
Jack Kiley		
Dana Flach		
Sue Arpin		

All in favor; Motion passes.

AMENDMENTS TO THE AGENDA

There were no Amendments to the Agenda.

AUDIENCE OF CITIZENS - NONE

OLD BUSINESS

(a) Police Department Tasers \$14,225.00

Mr. Kelly made a Motion to discuss this item; Ms. Arpin seconded the Motion. Mr. Kelly said unless body cams are included he has an issue with Tasers. He believes a policy should be in place for camera operation when Tasers are in use. He would like the Police Department to come up with a policy. Discussion ensued with Mr. Hliva and the Board members regarding this issue.

Meeting was briefly recessed at 7:05 p.m. for Board members to attend a caucus.

Ms. Flach pointed out that the dollar amount listed on the Agenda of \$14,225 for the Tasers is incorrect. The correct dollar amount should be \$27,724.60.

Meeting was reconvened at 7:30 p.m. by a Motion from Mr. Kiley and seconded by Mr. DeBisschop.

Mr. Kelly made a Motion to deny this request for Tasers until the Police Department presents an active policy regarding both cameras and Tasers. Sergeant Smoky could not be present at this meeting due to the death of his father. The Motion was seconded by Ms. Flach. There being no further discussion a vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Bob DeBisschop		
Jack Kiley		
Dana Flach		
Sue Arpin		

All in favor; Motion to deny passes.

(b) Surveillance Cameras Lily Park and Ryan Court \$17,834.00

Mr. Hliva said the low bid was from a company in Massachusetts. Sean Burke did not bid but Mr. Hliva asked if he would investigate if this was a fair price. Jackson Cove and Posypanko have surveillance that is wired in. These parks' cameras will not be wired in.

Mr. Kelly made a Motion to deny this request until more information is obtained; Ms. Arpin seconded the Motion. Mr. Kiley asked for clarification of a comment made that cameras will be purchased regardless of BOF decision. Mr. Hliva was instructed by Mr. Kiley not to cut a check if, in fact, this purchase occurs. The purchase will not be classified as an emergency.

Again, how will the surveillance be managed, how will cameras be monitored? BOF needs more information. This surveillance will not prevent any incidences, only show who perpetrated same. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Bob DeBisschop		
Jack Kiley		
Dana Flach		
Sue Arpin		

All in favor; Motion to deny passes.

As an aside, Mr. Kiley mentioned that the transfer of \$619,136.62 to reduce Town debt was approved at the Town meeting.

NEW BUSINESS

(b) Appropriation for CNR for Fire Dept. Mezzanine Project (\$30,000)

This is for storage for emergency rations. This is from 2015 Capital Non-Recurring Funds and would have to go to Town meeting. There were seven bids sent out; two came back; Jeff Haney had the low bid.

Scott Pelletier explained to the Board the purpose for this project and what it will entail.

Mr. Kelly made a Motion to approve appropriation of \$23,403.00 from Capital Non-Recurring Fund to complete the mezzanine project. Motion was seconded by Ms. Arpin. A vote was taken.

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

All in favor; Motion passes.

(a) Transfers 2015-2016 **SEE ATTACHED**

1. Elderly Commission – Motion to approve made by Mr. Kelly; Mr. DeBisschop seconded the Motion. Mr. Hliva explained that there was a repair on a freezer and a water pressure valve. Mr. Kelly asked about shifting of funds within the department.

Vote was taken.

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

All in favor; Motion passes.

2. and 3. Fire Department and Planning & Zoning. See attached.

4. Probate. Mr. Hliva explained the request. Ms. Ferrillo asked if BOF is obligated to cover this. Mr. Kelly made a Motion to table this request pending a detailed explanation. Mr. Kelly asked that a note be sent to the Probate judge asking for same. Motion was seconded by Ms. Ferrillo. A vote was taken.

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

All in favor; Motion passes. Mr. Hliva noted that this request was approved by Selectmen so BOF still has 54 days to approve or deny.

5., 6., and 7. Motion to approve made by Ms. Flach; seconded by Mr. Kelly.

8., 9., 10., and 11. Motion to approve made by Mr. Kelly; seconded by Ms. Ferrillo.

Mr. Kelly asked if electricity number (\$2,200) in line with past history; Mr. Hliva responded that it is in line with past history. Mr. Kiley asked if No. 10 is due to new hires and the response was yes from Mr. Hliva.

A vote was taken.

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

All in favor; Motion passes.

MONTHLY REPORTS

a. Mr. Kiley said the document he received is not what he is looking for. He needs something very simple that shows delinquencies, payments made, action or no action, i.e. refinancing. Mr. Kelly said the BOF needs a device to provide oversight. A lengthy detailed

Board of Finance Regular Meeting

May 23, 2016

Page 5

discussion was held among the BOF about the tax collection situation. Ms. Flach asked if there will be a suspense list before year end (June 30). Mr. Kiley said this will be demanded. Can this be put on the Agenda for the next meeting?

b. There was no BOF Contingency Activity report.

c. There was no General Fund Surplus report.

d. No grant overview of Grant Writer. Grant Writer is still out ill; not expected back until August. No reports have been forthcoming from substitute grant writer.

A Motion is made by Mr. Kelly to break for Executive Session to discuss Economic Developer position. Ms. Arpin seconded the Motion. Meeting breaks for Executive Session at 7:50 p.m.

Mr. Kelly makes a Motion to come out of Executive Session at 8:10 p.m. Ms. Flach seconded the Motion. At 8:10 p.m., BOF comes out of Executive Session.

There being no further discussion, Motion was made to adjourn by Mr. Kelly, and seconded by Mr. Kiley. Meeting was adjourned at 8:10 p.m.

Respectfully submitted,



Lynnette Steeves

Clerk

To: Board of Selectmen

May 17, 2016

From: Finance Director

Re: 2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Elderly Commission	Facility Maintenance	5295-613	\$ 2,500.00
	FROM: Elderly Commission	Sidewalk Snow Removal	5295-736	\$ 1,451.00
	FROM: Elderly Commission	Conference and Meeting	5295-555	\$ 259.00
	FROM: Elderly Commission	Education	5295-590	\$ 390.00
	FROM: Elderly Commission	Books	5295-525	\$ 400.00

Motion Motion to approve made by Mr. Kelly

Seconded Motion seconded by Mr. DeBisschop

Vote

Comments A vote was taken; Motion passes unanimously

2	TO: Fire	Utility Internet Access	5325-905	\$ 11.16
	FROM: Fire	Programs Regular	5325-729	\$ 11.16

Motion Motion to approve made by Mr. Kelly

Seconded Motion seconded by Mr. DeBisschop

Vote

Comments A vote was taken; Motion passes unanimously

3	TO: Planning and Zoning	Stenographer	5430-593	\$ 486.25
	FROM: Planning and Zoning	Uniforms	5430-785	\$ 150.00
	FROM: Planning and Zoning	Conf and Meetings	5430-555	\$ 336.25

Motion Motion to approve made by Mr. Kelly

Seconded Motion seconded by Mr. DeBisschop

Vote

Comments A vote was taken; Motion passes unanimously

4	TO: Probate	Fees	5450-808	\$ 1,500.84
	FROM: Finance	Contingency	5320-580-5320	\$ 1,500.84

Motion Mr. Kelly made a Motion to table pending a more detailed explanation.

Seconded Motion was seconded by Ms. Ferrillo

Vote

Comments A vote was taken; Motion to table passes unanimously. See Minutes for comments.

To: Board of Selectmen

May 17, 2016

From: Finance Director

Re: 2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
5	TO: Registrar of Voters	Dues	5465-585	\$ 10.00
	FROM: Registrar of Voters	Conference and Meeting	5465-558	\$ 10.00

Motion Motion to approve made by Ms. Flach

Seconded Motion seconded by Mr. Kelly

Vote A vote was taken; Motion to approve passes unanimously

Comments

6	TO: Town Clerk	Dues	5530-686	\$ 95.00
	FROM: Town Clerk	Education	5530-590	\$ 95.00

Motion Motion to approve made by Ms. Flach

Seconded Motion seconded by Mr. Kelly

Vote A vote was taken; Motion to approve passes unanimously

Comments

7	TO: Town Clerk	Primary	5530-594	\$ 130.00
	FROM: Town Clerk	Referendum	5530-596	\$ 130.00

Motion Motion to approve made by Ms. Flach

Seconded Motion seconded by Mr. Kelly

Vote A vote was taken; Motion to approve passes unanimously

Comments

8	TO: Police	Electricity	5433-595	\$ 2,200.00
	TO: Police	Water	5433-7995433-769	\$ 200.00
	FROM: Police	Supplies Departmental	5430-553	\$ 2,400.00

Motion A Motion was made by Mr. Kelly to approve

Seconded Motion was seconded by Ms. Ferrillo

Vote A vote was taken; Motion to approve passes unanimously. See Minutes for comments

Comments

9	TO: Police	Computer Hardware	5433-550	\$ 189.74
	TO: Police	Computer Software	5433-552	\$ 300.00
	FROM: Police	Computer Maintenance	5433-551	\$ 489.74

Motion Motion to approve was made by Mr. Kelly

Seconded Motion was seconded by Ms. Ferrillo

Vote A vote was taken; Motion to approve passes unanimously.

Comments

To: Board of Selectmen

May 17, 2016

From: Finance Director

Re:2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
10	TO: Police	Recruitment	5433-782	\$ 3,900.00
	TO: Police	Uniforms	5433-785	\$ 10,000.00
	FROM: Police	Wages	5433-515-58	\$ 13,900.00

Motion Motion to approve was made by Mr. Kelly.

Seconded Motion was seconded by Ms. Ferrillo

Vote

Comments A vote was taken; Motion to approve passes unanimously. See Minutes for comment

11	TO: Police	Equipment maintenance	5433-605	\$ 602.96
	TO: Police	Facility Maintenance	5433-613	\$ 1,591.90
	FROM: Police	Equipment Depreciable	5433-603	\$ 2,194.86

Motion Motion to approve was made by Mr. Kelly

Seconded Motion was seconded by Ms. Ferrillo

Vote

Comments A vote was taken; Motion to approve was passed unanimously

16 JUN -6 PM 5:09
TOWN OF OXFORD, CT
Christina A. West
TOWN CLERK