

**MINUTES
BOARD OF FINANCE
SPECIAL MEETING, OXFORD TOWN HALL
AUGUST 29, 2016 – 7:00 P.M.**

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

Also present: First Selectman George Temple; Selectman Mr. Jeff Haney; Madalene Taggart; Scott Halstead; Bob Farnum.

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

3) Approve additional appropriation in the amount of \$34,048.00 for the purchase of a new ambulance. (Town Meeting approval required)

Mr. Kiley made a Motion to move this Item #3 concerning the purchase of a new ambulance, to #12 as Jerry Schwab will not arrive at the meeting until 8:00 p.m. Mr. Kelly seconded the Motion; a vote was taken.

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

All in favor; Motion passes.

4) Approve appropriation in an amount not to exceed \$75,000 for WPCA corrosion evaluation study. (Town Meeting approval required)

Mr. DeBisschop made a Motion to discuss this item; Mr. Kelly seconded the Motion. All in favor. This was for discussion.

Mr. Kiley introduced Mr. Bob Farnum as a new addition to the WPCA Board. He is retired from Yankee Gas and has 40 years' experience. Mr. Farnum may be able to determine a better way to investigate and repair the leak at Towner Lane. Scott Halstead gave a recap of the issue from last year's sewer line break. The Commission feels there is a better way to prevent future problems and they have a company to perform a review for \$75,000. Mr. Farnum spoke to the issue. The purpose of the survey would be to try to determine where the worst corrosion is without digging. He described what would occur after the results of the study are released and the equipment/software that would be needed. Mr. Kelly described videos that he had seen which described alternative methods for repairs of the pipe. Mr. Farnum spoke to Mr. Kelly's

suggestions and an in-depth, lengthy explanation ensued. Mr. Halstead joined in the discussion regarding the reason for the pipe failing and why there may be future failings. Mr. Farnum passed out a few handouts which described how the survey/review would proceed.

Mr. Hliva made a recommendation with regard to funding this survey to check if this survey would be payable under LoCIP; it probably is not. If that is the case, his alternative recommendation would be that the money comes from General Fund. If the study requires construction and replacement of pipe this would require a bond issue and the study be rolled into a bond issue.

Mr. Kiley made a Motion to approve \$75,000 to the WPCA for the study, with money coming from General Fund, or LoCIP if possible; if more money is required under the bond that this study be rolled into the bond. Mr. Kelly seconded the Motion. A vote was taken.

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

All in favor; Motion passes.

5) Approve appropriation of \$71,107.50 for School Security measures (2016-2017 fiscal year with funding from LoCIP. Town Meeting approval required)

Mr. Kelly recalled that this item was to be tabled until more information had been presented to Mr. Hliva. Mr. Kelly then made a Motion to table the item until such time as Mr. Hliva is in possession of more information for a cost analysis. Mr. Hliva described to other BOF members what occurred with this project. Mr. Flach seconded the Motion. A vote was taken.

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

All in favor; Motion passes.

6) Approve appropriation for police in the amount of \$504,954.23 to cover State Police salaries and benefits for 2015-2016 (Town Meeting approval required)

Mr. Kelly made a Motion to approve this appropriation for discussion. Mr. Kiley seconded the Motion.

Mr. Hliva began a lengthy description with regard to the need for this appropriation; after the budget approval, Governor Malloy cancelled the State Police 30% subsidy to the Town (\$250K-\$300K); two (2) local officers are out of work on Workers' Compensation. Two additional State Troopers were brought in to replace those two officers. Mr. Kelly asked Mr. Hliva why State Troopers are being utilized to cover those duties and Mr. Hliva said he could not answer that. Mr. Kelly would have to ask Sergeant Semosky. Ms. Ferrillo said she believed that the State Troopers are paid at straight time. Mr. Kelly pointed out that they are paid at 100% which is at or above the current cost. Mr. Kiley pointed out that the salaries of the out-of-work officers are covered by Workers' Compensation so there would be a gain.

A discussion was held among the BOF members and Mr. Hliva with regard to results and recommendations. Mr. Hliva noted that the State did not send this bill until after the budget was approved. This item will need to go to Town meeting.

Mr. Kelly made a Motion to approve this appropriation of \$504,954.23 to be taken out of General Fund. Mr. Kiley seconded the Motion. A vote was taken.

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

All in favor; Motion passes.

7) Approve transfer of \$4,762.00 from Contingency for additional costs on Lily Park cameras

Mr. Kelly made a Motion to approve this transfer; Mr. DeBisschop seconded the Motion. Mr. Kiley proceeded to explain why this is a problem. Two boxes are needed which contain heating and air-conditioning to protect them from weather elements and these were not included. Mr. Haney responded to this discussion. One box has been installed by him on August 29, 2016. The box is installed but not connected. Mr. Haney is hoping both boxes will be installed and operating by the end of the week. An in-depth discussion began among the BOF members and Mr. Haney.

Mr. Kelly modified his Motion to approve taking the \$4,762.00 from Board of Finance Contingency; Ms. Arpin seconded the Motion. A vote was taken.

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

All in favor; Motion passes.

8) **Approve transfer approved by Selectmen on August 3, 2016 2015-2016 Fiscal Year (8) (SEE ATTACHED)**

A lengthy discussion opened regarding **Item #3** with regard to Wages Building Official and the funding involved. There is protocol that needs to be followed with regard to funding requested increases.

9) **Approve transfer approved by Selectmen on August 18, 2016 2015-2016 Fiscal Year (28) (SEE ATTACHED)**

Mr. Hliva gave the explanation regarding **Item #1**. Employee's position was eliminated but the employee is on Workers' Compensation. As long as the person is on Workers' Compensation, Mr. Hliva must continue to pay benefits.

A discussion ensued regarding **Item #3**. Mr. Hliva described that the position has been made a union position. Ms. Ferrillo pointed out that the position was a Charter position at the pleasure of the Selectman and not a Union position. Mr. Temple noted that this issue will be resolved at the next Selectmen's meeting.

Page missing which contained **Items #18 through #23:**

Item #18: Registrar of Voters

To:	5465-543-28 Wages Registrars	\$526.98
To:	5465-517-29 Wages Deputies and Assist.	\$120.07
From:	5465-517-85 Wages Primaries	\$647.05

Mr. Kelly made a Motion to approve the item.

Mr. Kiley seconded the Motion.

A vote was taken; all in favor. Motion passes

Comment: Raises give to non-Union employees in December 2015.

Item #19: Public Works

To:	5456-811	Vehicle Maintenance	\$2,246.69
From:	5456-683	Road Lining	\$2,246.69

Mr. Kelly made a Motion to approve.

Ms. Arpin seconded the Motion.

A vote was taken; all in favor. Motion passes.

2% overage in repairs. New Trucks not delivered until April.

Item #20: Public Works (actually Quaker Farm oil tank remediation)

To:	5457-570-148	Cont. Serv. Storm Water	\$1,351.99
From:	5456-610	Gasoline	\$1,351.99

Mr. Kelly made a Motion to approve.

Ms. Arpin seconded the Motion.

A vote was taken; all in favor. Motion passes.

Bills for clean-up at Quaker Farm Oil Tank was greater than anticipated.

Item #21: Public Works

To:	5457-625	Heating Oil	\$15,336.07
From:	5456-610	Gasoline	\$15,336.07

Mr. Kelly made a Motion to approve.

Ms. Arpin seconded the Motion.

A vote was taken; all in favor. Motion passes.

Higher price because Town was locked in with consortium in 2015/16. This year price will increase because of storage fee of fuel.

Item #22: Public Works

To	5457-799	Water	\$145.46
From:	5457-715	Postage	\$145.46

Mr. Kelly made a Motion to approve.

Ms. Arpin seconded the Motion.

A vote was taken; all in favor. Motion passes.

Increase in Heritage water bills

Return to Transfer pages

Item #25:

A question arose regarding the increase for the Web Site Coordinator. Position has not changed. Stipend is budgeted for 2016/2017. Mr. Hliva said \$300.00 per month stipend is paid for Web Site Coordinator.

Ms. Arpin asked if the transfer request could be divided and only increase custodian wage. She made her Motion accordingly.

Ms. Arpin then made the Motion to not approve Website Administrator increase; Mr. Kelly seconded the Motion.

A discussion ensued regarding the purpose of the Website Administrator. Mr. Temple advised if there are any issues, they should be presented to him.

Mr. Hliva discussed the Board of Finance Contingency Account analysis noting that after all transfers approved/tabled at this BOF meeting there is a balance in the Contingency Fund of \$38,507.64.

10) Discussion on Police Budget

Mr. Temple began a discussion on the hiring of two (2) new police officers. The Board of Selectmen will be voting at their next meeting. There seven (7) troopers presently, which is three (3) too many. There would then be four (4) troopers and eleven (11) Oxford police. If the count goes below four troopers, the Town would lose Sergeant Semosky. The BOS needs to decide which three will be released.

11) Discussion on the 2015-2016 Tax Collections

Mr. Kiley said there was a discussion was held with the Tax Collector. The Town is at 98% collections. Mr. Hliva said that Ms. Flach, Mr. Kiley and Mr. Hliva will meet with the Tax Collector the Friday before the BOF meetings.

12) (formerly Item #3) Approve additional appropriation in the amount of \$34,048.00 for the purchase of a new ambulance. (Town Meeting approval required)

Mr. Kiley reiterated the history of the purchase of the new ambulance and the issues associated with same. Ambulance is ready but is being held up pending receipt of extra funding. Also, the contract was made out to Oxford Ambulance Association. Contract needs to be amended to be between the Town of Oxford and the vendor since the Town will own the ambulance. Contract was signed on June 28, 2015.

Mr. Schwab disputed the history as reported by Mr. Kiley. Mr. Schwab said he never heard that there was ever a problem. Mr. Hliva said he had sent over the description of the vehicle to be purchased from Trumbull. Mr. Kelly asked why does OAA expect the Town to pay more when they already knew the Town would allocate \$170,000. Ambulance was being bought to replace, not to subsidize, the existing ambulance. It appears that there will now be three ambulances, instead of two.

Mr. Temple said he sees no reason for the Town to have three ambulances. He wants to see ambulance reports, showing calls, etc.

Ms. Flach asked Mr. Schwab where are the copies of monthly ambulance reports. BOS receives these reports every month for BOF does not. Mr. Temple said he does not see these reports. Mr. Kiley is insistent on seeing reports for increase for revenue.

Mr. Kiley asked Mr. Schwab where additional equipment would come from. Mr. Schwab said he has no need for additional equipment.

Mr. Haney produced documents with regard to the old ambulance showing expensive repairs made to the old ambulance.

A lengthy discussion (approximately 40 minutes) ensued among the Board of Finance members, Mr. Temple and Mr. Schwab. Mr. Kiley said the OAA has never appeared at a Budget presentation to his recollection. If no decision can be reached on financing, Board of Selectmen makes the final decision. BOS will instruct the Town attorney to change the contract. Mr. Temple will have the ambulance issue placed on the BOS agenda for their next meeting.

Mr. Kiley revised his Motion as follows:

Approve new ambulance purchase for additional \$34,048

Contract from vendor will be in the name of the Town of Oxford;
Town of Oxford will lease ambulance to OAA for \$1.00 per year.
Town of Oxford and OAA will be on contract.

\$34,048 will come out of operating budget of OAA

Town will pay costs, insurance, etc. for ambulance

Disposition of third ambulance will be up to BOS to retire 3rd
ambulance

BOF approval is contingent on BOS retiring 3rd ambulance

Mr. Hliva will establish two new accounts: (1) one called "Ambulance Purchase" and funded with \$34,048; and (2) one called "Classified from Oxford Ambulance Association" showing (\$34,048).

Mr. Kelly seconded this Motion. A vote was taken. All in favor – Mr. DeBisschop votes nay. The Motion passes.

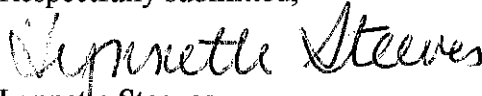
Ms. Ferrillo made a Motion to put money into the Capital Plan during the next budget process for replacement of the 2008 ambulance.


Mr. Kelly seconded this Motion. A vote was taken. All in favor; Motion passes.

Mr. Kiley noted that this Motion needs to be requested by the Oxford Ambulance Association and presented by the Board of Selectmen.

There being no further discussion, Motion to adjourn was made by Ms. Flach, and seconded by Mr. Kelly. All in favor. Meeting was adjourned at 9:30 p.m.

Respectfully submitted,


Lynnette Steeves
Clerk

16 SEP 12 PM 5:28
TOWN OF OXFORD, CT

TOWN CLERK

To: Board of Selectmen

August 3, 2016

From: Finance Director

Re:2015-2016 Transfer requests

tem #	Department	Account	Account Number	Amount
1	TO: Ambulance	Vehicle Maintenance	5210-811	\$ 8,853.83
	FROM: Ambulance	Equipment Lease Purchase	5210-801	\$ 2,003.39
	FROM: Ambulance	Facility Supplies	5210-814	\$ 1,995.70
	FROM: Ambulance	Heating Oil	5210-625	\$ 2,427.54
	FROM: Ambulance	Facility Services	5210-613	\$ 715.86
	FROM: Ambulance	Supplies Departmental	5210-769	\$ 652.68
	FROM: Ambulance	Equipment Expensed	5210-604	\$ 8.68
	FROM: Ambulance	Contract Service VEMS	5210-570-5688	\$ 850.00

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. DeBisschop seconded the Motion.

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

Comments Mr. Kelly asked if Vehicle Maintenance was on all vehicles and Mr. Hliva responded yes.

2	TO: Assessor	Wages Assessor	5215-513-81	\$ 1,438.60
	FROM: Assessor	Contract Service Field Work	5215-570-113	\$ 1,438.60

Motion Mr. DeBisschop made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

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

Comments Mr. Hliva explained that the Assessor chose to work floating holidays. DMV issue and re-evaluation caused more hours to be worked.

3	TO: Building	Wages Building Official	5230-511-37	\$ 1,759.90
	TO: Building	Wages Clerk	5230-515-39	\$ 218.16
	TO: Building	Wages Overtime	5230-521-1000	\$ 43.68
	FROM: Building	Wages Asst Building Official	5230-513-38	\$ 2,021.74

Motion Mr. Kelly made a Motion to approve. / Mr. Kelly rescinds his Motion. Mr. DeBisschop made the Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor; Mr. Kelly voted Nay. Motion passes.

Comments SEE DISCUSSION IN MINUTES

4	TO: Economic Development	Advertising	5290-527	\$ 149.10
	FROM: Economic Development	Computer Maintenance	5290-551	\$ 149.10

Motion Mr. Kiley made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote is taken. All in favor; Motion passes.

Comments

To: Board of Selectmen

August 3, 2016

From: Finance Director

Re:2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
5	TO: Elderly Commission	Electricity	5295-595	\$ 1,524.13
	TO: Elderly Commission	Facility Maintenance	5295-613	\$ 1,564.28
	TO: Elderly Commission	Vehicle Repairs	5295-812	\$ 347.80
	FROM: Elderly Commission	Heating	5295-825	\$ 3,436.01

Motion Mr. DeBisschop made a Motion to approve.

Seconded Mr. Kiley seconded the Motion.

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

Comments

6	TO: Employee Benefits	Buybacks	5305-522-88	\$ 658.17
	FROM: Employee Benefits	Longevity	5305-522-87	\$ 658.17

Motion Mr. DeBisschop made a Motion to approve.

Seconded Mr. Kiley seconded the Motion.

Vote A vote is taken. All in favor; Motion passes

Comments All full-time employees who have unused sick days at the end of the year may bank them or take pay. Maximum is seven (7) days.

7	TO: Employee Benefits	Payment in Lieu of Medical	5305-523-96	\$ 5,649.86
	FROM: Employee Benefits	Pension	5305-705	\$ 5,649.86

Motion Mr. Kelly made a Motion to approve

Seconded Ms. Arpin seconded the Motion.

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

Comments Mr. DeBisschop asked how there is money in pension. Mr. Hliva responded it is because of the two officer out on Workers' Compensation. Three (3) officers hired last year are taking Payment in Lieu of Medical instead of medical.

8	TO: Employee Benefits	53 week payroll	5305-530	\$ 88,858.46
	FROM: Employee Benefits	Longevity	5305-522-87	\$ 1,043.83
	FROM: Employee Benefits	Unemployment	5305-780	\$ 15,000.00
	FROM: Employee Benefits	Workers Comp	5305-794	\$ 9,361.50
	FROM: Employee Benefits	Pension	5305-705	\$ 22,024.13
	FROM: Employee Benefits	Health Insurance	5305-643	\$ 2,266.34
	FROM: Finance	Contingency	5320-560-5320	\$ 39,162.66

Motion Mr. Kiley made a Motion for discussion.

Seconded Mr. DeBisschop seconded the Motion.

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

Comments Mr. Hliva explained the 53-week payroll process. Money is in General Ledger Account called "53-week Payroll".

To: Board of Selectmen

August 17, 2016

From: Finance Director

Re: 2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Employee Benefits	Medical	5305-643	\$ 18,195.27
	FROM: Finance	Contingency	5320-560-5320	\$ 18,195.27
Motion Ms. Ferrillo made a Motion for discussion;				
Seconded Mr. DeBisschop seconded the Motion				
Vote A vote was taken; all in favor. Motion passes.				
Comments See Minutes for explanation of expense.				
2	TO: Elderly Commission	Wages Director	5295-511-45	\$ 1,267.28
	TO: Elderly Commission	Wages Municipal Agent	5295-511-48	\$ 249.86
	TO: Elderly Commission	Wages Asst Director	5295-515-48	\$ 320.47
	TO: Elderly Commission	Wages Floater	5295-517-46	\$ 26.01
	FROM: Elderly Commission	Wages Drivers	5295-517-47	\$ 1,863.42
Motion Mr. DeBisschop made a Motion.				
Seconded Ms. Arpin seconded the Motion.				
Vote A vote is taken; all in favor. Mr. Kelly votes nay. Motion passes.				
Comments				
3	TO: Economic Development	Wages Director	6290-570-106	\$ 1,700.88
	FROM: Finance	Contingency	5320-560-5320	\$ 1,700.88
Motion Mr. Kiley made a Motion to approve.				
Seconded Ms. Arpin seconded the Motion.				
Vote A vote was taken; All in favor. Mr. Kelly, Ms. Ferrillo and Ms. Arpin vote nay. Motion not approved.				
Comments See Minutes for explanation.				
4	TO: Finance	Wages Director	5315-511-17	\$ 1,953.69
	TO: Finance	Wages Clerk	5315-517-88	\$ 1,754.29
	TO: Finance	Wages Recording Secretary	5315-517-110	\$ 202.64
	FROM: Finance	Financing Costs	5315-608	\$ 3,910.52

Motion Mr. Kelly made a Motion to approve

Seconded Ms. Arpin seconded the Motion.

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

Comments Overage was caused by Mr. Hliva's increase in December; December increase in part-time clerk wage in Finance Department; and recording clerk costs because of length of budget hearings.

received
8/18/16

To: Board of Selectmen

August 17, 2016

From: Finance Director

Re: 2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
5	TO: Fire	Vehicle Repairs	5325-812	\$ 1,607.67
	TO: Fire	Waste removal	5325-798	\$ 55.20
	FROM: Fire	Heating Oil	5325-625	\$ 1,607.67
	FROM: Fire	Heating Oil	5325-625	\$ 55.20

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. Kiley seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments

6	TO: Fire	Wages Chief	5325-513-60	336.51
	TO: Fire	Wages Assistant	5325-513-51	455.02
	TO: Fire	Wages Clerk	5325-517-52	395.59
	FROM: Fire	Wages Secretary	5325-517-99	1187.12

Motion Mr. Kiley made a Motion to discuss

Seconded Ms. Ferrillo seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments All December raises.

7	TO: Fire	Electricity	5325-595	\$ 4,678.31
	FROM: Fire	Computer Hardware	5325-550	\$ 1,026.14
	FROM: Fire	Computer Software	5325-552	\$ 1,100.00
	FROM: Fire	education	5325-590	\$ 1,703.50
	FROM: Fire	Telephone	5325-775	\$ 848.67

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. DeBisschop seconded the Motion.

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

Comments Increase in electricity was due to Eversource increase.

8	TO: Fire	Equipment Maintenance	5325-605	\$ 1,506.74
	FROM: Fire	Facility Maintenance	5325-613	\$ 1,506.74

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments

To: Board of Selectmen

August 17, 2016

From: Finance Director

Re:2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
9	TO: Fire	Vehicle Repairs	5325-812	\$ 6,589.06
	FROM: Fire	Printing	5325-570-135	\$ 350.00
	FROM: Fire	Programs Regular	5325-729	\$ 88.15
	FROM: Fire	Physical Exams	5325-710	\$ 5,950.00
	FROM: Fire	Water	5325-799	\$ 180.91

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. Kiley seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments Repairs made to equipment throughout the year.

10	TO: Insurance	Insurance Package	5365-641-5365	\$ 52,928.95
	TO: Insurance	Insurance Emergency	5365-641-5366	\$ 21,427.58
	FROM: Insurance	Insurance Payments	5365-641-5368	\$ 15,927.95
	FROM: Finance	Contingency	5320-560-5320	\$ 58,428.58

Motion Ms. Ferrillo made a Motion to approve.

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments Includes all of Town insurances. Paid more in premiums, but received a rebate of \$125K.

11	TO: Parks	Wages Seasonal	5425-517-17	\$ 10,636.20
	FROM: Parks	Cont Serv Janitor	5425-570-120	\$ 2,595.66
	FROM: Parks	Telephone	5425-775	\$ 616.87
	FROM: Parks	Programs Special	5425-730	\$ 82.15
	FROM: Parks	Programs Regular	5425-729	\$ 540.20
	FROM: Finance	Contingency	5320-560-5320	\$ 6,798.52

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments Reason for Wages Seasonal increase: Two raises in minimum wage. No snow days caused summer camp to be opened two weeks early.

To: Board of Selectmen

August 17, 2016

From: Finance Director

Re:2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
12	TO: Parks	Electricity	5425-595	\$ 3,350.01
	FROM: Parks	Cont Serv Janitor	5425-570-120	\$ 175.43
	FROM: Parks	Telephone	5425-776	\$ 425.55
	FROM: Parks	Programs Special	5425-730	\$ 600.00
	FROM: Parks	Programs Regular	5425-729*	\$ 530.17
	FROM: Parks	Propane	5425-826	\$ 350.00
	FROM: Parks	Facility Repairs	5425-815	\$ 162.32
	FROM: Parks	Field Maintenance	5425-570-121	\$ 1,106.54

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote a vote was taken; all in favor. Motion passes.

Comments

13	TO: Parks	Mileage	5425-690	\$ 55.76
	TO: Parks	Waste Removal	5425-798	\$ 70.00
	TO: Parks	Internet Security	5425-817	\$ 882.50
	FROM: Parks	Vehicle Repairs	5425-812	\$ 200.00
	FROM: Parks	Vehicle Maintenance	5425-811	\$ 369.69
	FROM: Parks	Summer Concerts	5425-810	\$ 10.00
	FROM: Parks	Conference and Meetings	5425-555	\$ 153.25
	FROM: Parks	Cont serv Janitor	5425-570-120	\$ 275.32

Motion Mr. DeBisschop made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken; all in favor. Motion is approved and passes.

Comments

Vote

Comments

14	TO: Planning and Zoning	Legal Services	5430-672	\$ 1,415.00
	FROM: Planning and Zoning	Legal Notice	5430-870	\$ 1,415.00

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken; all in favor. Motion is approved.

Comments Not an application for Garden Homes.

To: Board of Selectmen

August 17, 2016

From: Finance Director

Re: 2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
15 TO:	Police	Uniforms	5433-785	\$ 2,008.13
FROM:	Police	Supplies Departmental	5433-769	\$ 880.80
FROM:	Police	Books	5433-525	\$ 183.00
FROM:	Police	Janitorial	5433-570-109	\$ 178.00
FROM:	Police	Education	5433-590	\$ 764.33

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments Uniforms for three (3) new officers.

16 TO:	Police	State Police OT	5433-570-1000	\$ 64,061.43
FROM:	Police	Wages	5433-615-58	\$ 36,896.19
FROM:	Police	Clerical	5433-517-155	\$ 2,399.16
FROM:	Police	Overtime	5433-521-100	\$ 10,267.24
FROM:	Police	Buybacks	5433-522-86	\$ 1,465.02
FROM:	Police	Longevity	5433-522-87	\$ 470.00
FROM:	Police	Heating Fuel	5433-625	\$ 2,867.97
FROM:	Police	Medical	5433-688	\$ 281.90
FROM:	Police	Office Supplies	5433-770	\$ 593.02
FROM:	Finance	Contingency	5320-560-5320	\$ 8,830.94

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. Kiley seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments \$500,000 is for State Police straight time; this amount is for State Police overtime.

17 TO:	Police	Vehicle Repairs	5433-811	\$ 388.07
TO:	Police	Waste Removal	5433-798	\$ 19.72
TO:	Police	Facility Maintenance	5433-813	\$ 247.99
TO:	Police	Electricity	5433-595	\$ 804.73
FROM:	Police	Equipment Lease	5433-601	\$ 568.31
FROM:	Police	Supplies Departmental	5433-769	\$ 894.20

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments

To: Board of Selectmen

August 17, 2016

From: Finance Director

Re:2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
23	TO: Fire Hydrants	Water	5578-788	\$ 603.60
	FROM: Finance	Contingency	5320-560-5320	\$ 603.60
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. Kiley seconded the Motion.				
Vote A vote was taken; all in favor. Motion passes.				
Comments Rate increases granted by DPUC were higher than anticipated.				
24	TO: Street Lights	Electricity	5492-788	\$ 1,873.05
	FROM: Finance	Contingency	5320-560-5320	\$ 1,873.05
Motion Mr. Kelly made a Motion to approve.				
Seconded Ms. Arpin seconded the Motion.				
Vote A vote was taken; all in favor. Motion passes.				
Comments				
25	TO: Town Hall	Wages Custodian	5545-517-36	\$ 778.08
	TO: Town Hall	Web Site Admin	5545-789	\$ 3,545.00
	FROM: Town Hall	Postage	5545-715	\$ 4,323.08
Motion Ms. Arpin made a Motion to approve the wage increase for Custodian only.				
Seconded Mr. Kelly seconded Ms. Arpin's Motion.				
Vote A vote was taken; all in favor of wage increase for Custodian only. Motion passes.				
Comments SEE DISCUSSION IN MINUTES.				
26	TO: Treasurer	Wages Treasurer	5555-513-19	\$ 192.24
	TO: Treasurer	Wages Deputy Treasurer	5555-513-20	\$ 164.69
	FROM: Finance	Contingency	5320-560-5320	\$ 356.93
Motion Mr. Kelly made a Motion to discuss. / Mr. Kelly made a Motion to table.				
Seconded Mr. DeBisschop seconded the Motion. / Mr. Kiley seconded Motion to table.				
Vote A vote was taken; all in favor. The Motion is tabled.				
Comments				

To: Board of Selectmen

August 17, 2016

From: Finance Director

Re: 2015-2016 Transfer requests

Item #	Department	Account	Account Number	Amount
27	TO: WPCA	Wages Line Maintenance	5580-511-74	\$ 1,514.12
	FROM: WPCA	Equipment Depreciable	5580-803	\$ 1,514.12

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken; all in favor. Motion passes.

Comments

28	TO: Civil Defense	Wages EMD Director	5250-513-150	102.52
	FROM: Civil Defense	Bottled Water	5250-532	102.52
	TO: IWWC	Conservation Wages	5265-517-40	1124.75
	FROM: IWWC	Conservation Fill IN	5265-517-42	1124.75
	TO: Tax Collector	Wages Tax Collector	5505-511-21	1481.12
	FROM: Tax Collector	Office Supplies	5505-770	1481.12
	TO: Town Clerk	Wages Town Clerk	5530-511-25	2686.63
	TO: Town Clerk	Wages Deputy	5530-511-26	1130.8
	TO: Town Clerk	wages Assistant	5530-511-27	921.35
	FROM: Town Clerk	Equipment Lease	5530-301	3157.83
	FROM: Town Clerk	Land Records	5530-660	1017.54
	FROM: Town Clerk	Election November	5530-592	395
	FROM: Town Clerk	Education	5530-590	178.41

Motion Mr. DeBisschop made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote a vote was taken; all in favor. Ms. Ferrillo abstained; Mr. Kelly voted nay. Motion passes.

Comments Mr. Hliva combined four (4) departments into one transfer (Civil Defense; Inland/Wetlands; Tax Collector; Town Clerk). All in-department transfers.