

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE
OXFORD TOWN HALL
WEDNESDAY, JANUARY 28, 2015 – 7:00 P.M.**

(SCHEDULED MEETING FOR MONDAY, JANUARY 26, 2015 POSTPONED DUE TO WEATHER)

Present: Chairman Jack Kiley; Richard Burke; Tom Kelly; Nancy Schmitt. Also present: James Hliva, Finance Director. Absent: Lila Ferrillo; Robert DeBisschop.

Also present: Members of the Board of Education (Annie Ortiz, Superintendent; Rosemary Hanson; Amy Cote)

The meeting was called to order by Chairman Kiley at 7:10 p.m. and the Pledge of Allegiance was recited.

ACCEPTANCE OF MINUTES

- (a) **Minutes of Special Meeting December 1, 2014:** Motion to accept, Tom Kelly; Second, Nancy Schmitt; Motion to approve made by Tom Kelly; seconded by Richard Burke. Abstain: Nancy Schmitt.
- (b) **Minutes of Special Meeting December 16, 2014:** Motion to accept, Tom Kelly; Second, Nancy Schmitt; Motion to approve Richard Burke; seconded by Tom Kelly. Abstain: Nancy Schmitt.

OLD BUSINESS

- (A) **Stipend for Web Site Coordinator:** Tom Kelly wants to see it stay tabled. Richard Burke said he's neither for nor against, he just wants more facts. Mr. Kelly said he will take the opportunity to call Mr. David Yish to find out more information.
- (B) **Transfer Open Burning Official Wages:** Move to approve made by Nancy Schmitt, seconded by Mr. Kiley. Mr. Kiley reiterated explanation of these wages. Mr. Kiley would make motion to take money out of contingency. Mr. Kelly began a diatribe of his understanding of the reason for these additional wages to Mr. Pelletier which then opened a lengthy discussion among Mr. Kiley, Ms. Schmitt, Mr. Hliva and Mr. Burke.

Vote taken: AYE: Mr. Kiley, Mr. Burke, Ms. Schmitt; NAY: Mr. Kelly. Motion passes.

NEW BUSINESS

- (B) **Public hearing date** for Quaker Farms Roof Replacement Project is set for February 4, 2015 at 7:00 p.m. Motion made by Mr. Kelly, Mr. Burke 2nd; All in favor, motion is passed.
- (C) **Meeting date** for Board of Finance for Quaker Farms Roof Replacement Project is set for February 4, 2015 at 7:30 p.m. Motion made by Mr. Kelly, Mr. Kiley 2nd; All in favor, motion is passed.

Mr. Burke announced that he would not be at the February 4, 2015 meetings.

Discussion with Board of Education re open items: Rosemary Hanson, Amy Cote and Superintendent Annie Ortiz.

One of the purposes of the meeting is to introduce the Board of Education to the Board of Finance.

Mr. Kiley began discussion with Ms. Hanson regarding bonding money from State of Connecticut and follow-up regarding receiving bonding money. It appears that committees come and go and there is no follow-up. Town is expecting approximately \$2 million. This would be the bonding for Quaker Farms School roof. Ms. Schmitt questioned whether field at the high school was piggy-backed onto original project so therefore project cannot be finalized. Mr. Hliva had five different authorizations from high school: (1) original \$40MM; (2) money ran short to open school so authorization for about \$250,000 was needed for books; (3) authorization to finish baseball field; (4) back parking lot; and (5) what is now soccer/utility field. This was all under the auspices of High School Building Committee. When Mr. Temple came into office, the football field was built. Football field did not go through the Committee, did not go to State for approval. State will say field is not eligible so Town will have to go to State Legislature for them to include field in project.

Ms. Hanson said Wolverine Field was with its own committee, separate from High School Building Committee. High School Building Committee was officially disbanded after they had not met for over a year.

According to Ms. Schmitt, original plan was that football field would be included in the high school project and Mr. Kelly concurred but said that was not how it was done. Mr. Hliva noted that there was an urgency to get the field built and not waste time waiting for the State approval.

Ms. Hanson is concerned that another school construction project is done correctly. When any vendor payment is approved by a committee (including their own costs), the expense should be listed on a spread sheet attached to the minutes and forwarded to Mr. Hliva. When Mr. Hliva's department cuts the check, the check number should be given

to Ms. Hanson for insertion into the State website for reimbursement. By not following this procedure and then trying to figure it out later, it becomes a nightmare.

According to Ms. Hanson, many costs for the football field are not eligible for reimbursement from the State.

Mr. Kelly stated that the talk should not be about the football field, but about what has been mishandled. The process of building the high school has not been accepted by the BOE in a formal manner with a motion and documentation. Formally, to the State, the project is not ended.

Mr. Burke made the suggestion that Mr. Hliva and Ms. Hanson get together to create an action plan as to what has to be done to finish the project. Mr. Burke said he believes the field should be done simultaneously.

Ms. Hanson said that she cannot find any change orders on the entire project. Mr. Hliva stated that there may be change orders in the archives dating back to the Ms. Hanson's predecessors.

Mr. Hliva stated that the field and the high school have to go in together otherwise there will be no project number to be submitted.

Ms. Hanson confirms Mr. Burke's statement that the football field was in the original specification actually in the same position it's in now. Ms. Schmitt asked if it could go in now as a change order and Mr. Hliva answered yes.

Ms. Hanson and Mr. Hliva explained in detail how the original specification was submitted. The field was originally included but when the spec went out for bid the field was not included because of costs.

Mr. Burke and Mr. Kiley asked is there a plan, where does the Town go from here. Mr. Hliva said they know what has to be done but there is no plan with dates on it. Mr. Kiley asked if Mr. Kelly would get involved with the BOE.

Mr. Kelly asked if there is a way for him to acquire information/change orders and where would these records be found. Ms. Hanson believes that the responsibility would lie with the Building Committee. So that gives Mr. Kelly a beginning place. Ms. Cote said there used to be in a filing cabinet in a closet but she's not sure if it's still there. Mr. Kelly will be a "coordinator". Ms. Nancy O'Hara was recording clerk.

According to Mr. Hliva: Step 1 will be to have the BOE accept the building; Step 2 will be tracking down change orders and submitting them.

Mr. Burke asked if there could be a presentation of what the plan is at the next BOF meeting. Mr. Kiley said yes.

Ms. Hanson will be leaving with Mr. Hliva a copy of all of the progress payments that have been submitted. She explained to Mr. Hliva and the Board how the spread sheet works and what it shows.

Superintendent Anna Ortiz spoke about the issue of finalization of the high school. She said she has a lot of new ideas, not all of which involve money, just looking ahead and using available resources. Budgets are coming along for the BOE. First meeting was cancelled because of weather. Ms. Hanson says BOE is on target.

There was a discussion with Mr. Kiley, Mr. Hliva, the BOE, Mr. Burke regarding budget plans for the Town and the BOE.

Ms. Cote has invited Mr. Kelly to attend the next BOE meeting to get an idea of what's going on. Next budget workshop is February 9 and a regular BOE meeting on February 10. Mr. Kelly will be away those dates.

Superintendent Ortiz asked if BOF requires a monthly report from BOE. Mr. Kiley said he just needs a brief overview, not too much detail.

Mr. Burke asked members of the BOE what is the status of high school accreditation. He was informed by Ms. Hanson and Superintendent Ortiz that official the state comes in May and official report is released in the fall.

At this point, Board of Education people are finished with their report.

(A) 2014-2015 Transfer Requests: SEE ATTACHED

Item No. 2: Dick Burke brought up previous discussion regarding Senior Center raising fees to cover the newsletters instead of Town paying for them. Mr. Hliva said at last budget hearing that was the recommendation. Mr. Kelly said they asked for \$4,000, they were approved for \$2,000 and now they are asking for additional \$2,300 which is \$300 over what they asked for. Mr. Kelly asked why do they not consider taking money out of some of their programs to help defray costs? Mr. Kiley suggested perhaps a bi-monthly newsletter. Mr. Hliva is working with Patricia Babbage to change copying machines from Xerox to Konica which would allow the Center to print their own newsletters and cut down costs. Mr. Burke would like to see a copy of their budget. Suggestions were putting newsletter on website or sending via email.

Motion to table by Mr. Kelly, with Mr. Hliva inviting Ms. Babbage to next BOF meeting. Motion seconded by Mr. Burke and passed unanimously.

Item No. 4: During Ebola breakout, State was having training sessions and making recommendations for preparation and equipment. First Selectman Temple authorized spending \$7500 for protective gear and equipment. Discussion ensued between Ms.

Schmitt and Mr. Kelly regarding the purchase of the suits and the expiration of any protective equipment. Money has already been spent without BOF approval.

Mr. Kelly suggested taking the expenditure out of Board of Selectmen line items. Mr. Temple decided it was an emergency by letter dated October 31, 2014 and authorized the expenditure. BOF needs to meet within 30 days of that emergency expenditure.

Mr. Kiley made a motion to table this item and the motion passed unanimously. Item will be tabled until next meeting.

ADJOURNMENT

Ms. Schmitt left the meeting at 8:20 p.m. Mr. Hliva said the rest of the agenda can wait. Meeting was adjourned at 8:20 p.m.

Respectfully submitted,

X Lynnette Steeves
Lynnette Steeves
Clerk

15 FEB -9 PM 12:25
TOWN
CLERK
Clerk
Clerk

**AGENDA
BOARD OF FINANCE
SPECIAL MEETING
JANUARY 26, 2015
7:00 p.m.**

- 1) Open Meeting & Roll Call
- 2) Pledge of Allegiance
- 3) Acceptance of Minutes
 - (a) December 1, 2014 Special Meeting
 - (b) December 16, 2014 Special Meeting
- 4) Old Business
 - (A) Stipend for Web Site Coordinator
 - (B) Transfer Open Burning Official Wages
- 5) New Business
 - (A) Transfer approved by Board of Selectmen
 - (B) Set Public Hearing date for Quaker Farms Roof Replacement Project
 - (C) Set Meeting Date for Quaker Farms Roof Replacement Project
 - (D) Discuss appointment and bid of Annual Audit
 - (E) Discuss Budget Schedule
- 6) Monthly Reports
 - a. Report on Tax Collections
 - b. Board of Finance Contingency Activity report.
 - c. General Fund Surplus
 - d. Trial balances and Balance Sheets
 - e. Cash Position Statement
 - f. Reports presented by Board of Education.
- 7) Adjournment

Jack Kiley

Jack Kiley

Chairman, Board of Finance

To: Board of Selectmen

January 20, 2016

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Elderly Commission	Vehicle Repairs	5295-812	\$ 818.79
	FROM: Elderly Commission	Vehicle Maintenance	5295-811	\$ 786.79
	FROM: Elderly Commission	Dues	5295-858	\$ 52.00

Motion Moved by Nancy Schmitt

Seconded Jack Kiley

Vote AYE: Dick Burke, Nancy Schmitt, Tom Kelly; NAY: N/A Motion passed

Comments None

2	TO: Elderly Commission	Books and Publications	5295-525	\$ 2,300.00
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 2,300.00

Motion to Approve Jack Kiley / Mr. Kelly moved to table this item

Seconded Dick Burke / Jack Kiley seconded Mr. Kelly's motion to table

Vote AYE: Dick Burke, Nancy Schmitt, Tom Kelly; NAY: N/A Motion to table passed

Comments Mr. Hliva will contact Patricia Babbage to attend next BOF meeting.

3	TO: Bd of Assessment Appeals	Legal Notice	5212-870	\$ 35.00
	FROM: Bd of Assessment Appeals	Education	5212-590	\$ 35.00

Motion to Approve Jack Kiley

Seconded Dick Burke

Vote AYE: Dick Burke, Nancy Schmitt, Tom Kelly; NAY: N/A Motion passed.

Comments NONE

4	TO: Civil Preparedness	Supplies	5250-789	\$ 7,500.00
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 7,500.00

Motion to Table made by Jack Kiley

Seconded Unanimously passed.

Vote Mr. Kelly recommended taking this expenditure out of Selectmen line items. Expense was approved without

Comments approval and/or meeting discussion of BOF.

REQUEST FOR TRANSFER

Transfer number 1

To: Board of Selectmen

Date: January 12, 2015

From: Elderly Commission

Re: Budget Line Item Transfer

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5295-812	Vehicle Repairs	\$818.79
To:	<hr/>		
From:	5295-811	Vehicle Maintenance	766.79
From:	5292-585	Dues	52.00

Explanation: There have been unexpected expenses for repairs on our vehicles this year. All repairs have been necessary to maintain the safety of our passengers and to adhere to all state mandates.

ACTION

Department Head Signature Patricia Bollogg Date: 1/12/15

Board of Selectmen Action _____ Date: _____

Board of Finance Action Passed-approved Date: 1/28/15



TOWN OF OXFORD

Senior Center
10 Old Church Road
Oxford, Connecticut 06478
Telephone (203) 881-5231 Fax (203) 881-5236

Memo

November 18, 2014

To: Board of Finance
Jim Hliva

From: Elderly Commission
Pat Babbage

Re: Account #5295-525-0000-0000

The funds in line item #5295-525 are used to pay for the printing of our monthly newsletter. By December it is apparent that we will be short of funding for the rest of the fiscal year. The monthly cost of printing runs about \$325.00 per month. We now have 1,000 members so our mailing list is increasing. The Elderly Commission originally requested \$4,000.00 in that line item, but they were approved for \$2,000.00.

We are requesting additional funding of \$2,300.00 for the remainder of this fiscal year.

REQUEST FOR TRANSFER

TO: Bd. Of Selectmen

DATE: 1-9-15

FROM: Bd of Assessment Appeals

RE: BUDGET LINE ITEM TRANSFER

COMPLETE ACCT#	TITLE	AMOUNT
TO: 5212-670-0000-0000	Legal Notices	\$ 35 ⁰⁰
FROM: 5212-590-0000-0000	Education	\$ 35 ⁰⁰
FROM: _____	_____	\$ _____
FROM: _____	_____	\$ _____

PROVIDE EXPLANATION: A clerical error necessitated the posting of an additional legal notice.

ACTION

DEPT. HEAD: L. Caplan: BD. OF SEL. - APPROVED _____
DENIED _____
TABLED _____
DATE: _____

BD. OF FINANCE- ACTION - APPROVED ☒
DENIED _____
TABLED _____
DATE: 1/28/15

PLEASE PROCESS TRANSFER AS NOTED ABOVE



4
TOWN OF OXFORD
S.B. Church Memorial Town Hall
186 Oxford Road, Oxford, Connecticut 06478-1298

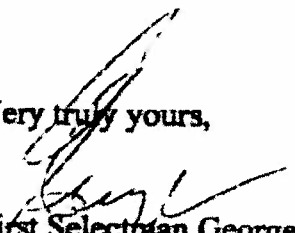
Oct. 31, 2014

Scott Pelletier
Emergency Management Director
Town of Oxford

Dear Scott,

You have my approval to spend \$7,500 for protective gear for our emergency services workers and volunteers in an effort to battle the current Ebola situation.

Very truly yours,



First Selectman George R. Temple Esq.