

**MINUTES  
SPECIAL MEETING  
BOARD OF FINANCE – 2016/2017 BUDGET REVIEW  
OXFORD TOWN HALL  
MONDAY, MARCH 21, 2016 – 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 meeting was called to order by Chairman Kiley at 7:00 p.m. and the Pledge of Allegiance was recited.

The purpose of the meeting was to review the FY 2016-2017 budget requests for the following departments:

**PUBLIC WORKS:**

Mr. Wayne Watt appeared to discuss two items that were not brought up at the previous meeting. The two priorities for the Capital Budget are a loader and a new truck.

There are two loaders. The loader to be replaced is a 1986 model. It will be traded in for the new model. The cost is about \$159,000; \$220,000 is in the Capital Plan. Mr. Kelly asked for specific information. Mr. Hliva reminded Mr. Watt that this item has to go out for bid.

The other item to be replaced is an old 4x4 truck. The truck has a cracked frame. He is looking to replace this truck and move it off the front line and only used as a back-up. He is looking for another 4x4 truck.

These items will be considered.

**DOG WARDEN:**

Jeff Haney represents the Dog Warden. The BOS have changed the job of the dog warden from full-time to part-time. Mr. Kiley questions the \$36,952 for the dog warden. Mr. Haney says that the dog warden is not a part-time job; it should be full-time. The \$36,952 represents the full-time position salary. The phones are monitored by an outside person. Ms. Ferrillo asked if calls can be transferred to his phone. Mr. Haney said he is looking into hiring a full-time position. With a full-time dog warden and the deputy warden the kennel can be run efficiently.

Originally, there were two full-time positions: the full-time dog warden (\$36,852) and the assistant dog warden (\$17,272). The deputy warden was 12 hours per week (\$6,700). Now the two full-time positions are being eliminated. Without the two full-time positions, the deputy warden can be increased from 12 hours per week to 19.5 hours per week. Mr. Hliva will get the pay scale.

\$10,000 which was allocated for Vet Bills was not used. The \$1,000 which was allocated for dog food has not been used due to donations.

Ms. Flach said the only change was in the phone. Mr. Hliva explained that there is a package through Comcast which includes phone, Internet and basic television.

Mr. Kiley said \$10,000 is not needed for vet bills and Mr. Haney responded that it has not been used not that it wasn't necessary. Mr. Kelly recommended lowering the vet bills to \$5,000 and if more money is needed it can be requested. Mr. Haney recommended bringing it down to \$6,000.

### **FIRE DEPARTMENT:**

Scott Pelletier, Andrew Coy and Vic Knowle appeared to present the budget for Fire Department.

Clerk position to full part-time position in Fire Department (\$16,450)/part-time in Fire Marshal (\$16,952). Duties would be administrative duties, OSHA, inventory, bills, management of computer, handling input on training, vehicle scheduled repairs, inspections for air bottles/air pacs.

Mr. Hliva said when the positions are approved by BOS, then it will go to the union to determine salary.

Mr. Kiley asked what the secretary duties consist of. Mr. Pelletier said she does Minutes. That position may get rolled into the new clerk full-time position and if that occurs, the secretary position goes away.

The next item is Education. The increase was \$1,500; OSHA training, outside firefighter classes. FEMA gave a grant for Firefighter I. Mr. Pelletier discussed all the training classes included in the increase. OSHA training was done in January.

Equipment-Depreciable: Department was notified this year that air bags have a 10-year life on physical bags so increase includes mandatory bag replacement. One set is 25 years old; second set is 20 years old. Hardware is still good but bags need to be replaced. There is trade-in value on old bags.

Physical Examinations: Every new firefighter gets a complete physical exam. All interior firefighters gets one every single year. Every driver gets a DOT exam. Membership is picking up.

Vehicle Maintenance – a letter goes to the BOF when any amount is taken out of that line. A corrosion preventive is applied to the undercarriage of the vehicle when it is inspected by DOT (\$225.00 x 13 vehicles)

Mr. Hliva asked Mr. Pelletier about airpacs. There are no more NFPA upgrades to airpacs. There are 45 airpacs. No new bottles need to be purchased. Bottles are good for 15 years, tested every 5 years. There was a discussion raised by Ms. Flach regarding rotation and the discussion continued by the members and Mr. Pelletier.

**FIRE MARSHAL:**

Biggest increases are Clerk wages and adding eight hours to junior deputy. That is two four-hour days or one eight-hour day. This is a part-time position, no benefits. Fire Marshal salary went up \$8,000. Last year blasting permit issue was settled with BOS and negotiated so Fire Marshal no longer kept permit fees but a portion was returned to Fire Marshal and going forward fees go to the Town. \$700 was added from Open Burning and Open Burning was rolled into Fire Marshal job description.

Budget line for Open Burning is at zero.

In the Fire Marshal's budget there is a regular phone line and a fax line. There is a wireless cards for deputies iPad. All inspections are done on iPads.

**CIVIL PREPAREDNESS:**

The Ebola suit is at the fire house. The mezzanine will be complete shortly then water and MREs will be able to be stored there. Line Item of \$1,200 for MREs is missing. Line called "Shelter Sand Bags" should be moved to Departmental and line is renamed "MREs". Emergency supplies need to be for 10% of Town population for three days.

**EMERGENCY COMMUNICATIONS:**

There may be a reduction in Telephone when dispatch center moves to Waterbury lines will be routed to Center Fire House and line is free. Dispatch will impacted by call volume and population.

Northwest Connecticut Public Safety is who Oxford uses. Fees are lower. AMR is not good.

**EMERGENCY MEDICAL SERVICES (formerly Ambulance):**

Mr. Jerry Schwab appeared to present the budget for this department.

The Department request was \$228,399 but BOS left it at last year's amount until they meet with Mr. Schwab.

The big increase was caused by putting the training person back into the budget. There were 322 total unbillable calls. If there is no transport to the hospital, they cannot bill.

There is no mutual aid capability. Southbury does not respond to Oxford. There are 45 volunteers and they staff 6:00 p.m. to 6:00 a.m., all nights and weekends.

The topic of regionalization of ambulance was recommended by Seymour. Ms. Ferrillo would not like to see the Town regionalized.

VEMS employees are paid. There are 35 people. VEMS goes on a call, bills the patient directly; Oxford Ambulance bills directly. The Town subsidizes VEMS.

Ms. Ferrillo would like to see a page that shows actual operating budget for the year, this is what is collected, this is what we get from the Town.

**ADJOURN**

Ms. Kelly made a Motion to adjourn. Ms. Flach seconded the Motion. All in favor. Meeting was adjourned at 8:45 p.m.

Respectfully submitted,

*Lynnette Steeves*  
Clerk

16 APR 11 AM 9:31  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK