

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2017/2018 BUDGET REVIEW
OXFORD TOWN HALL
WEDNESDAY, MARCH 8, 2017 – 6:00 P.M.**

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

The meeting was called to order by Chairman Kiley at 6:00 p.m. and the Pledge of Allegiance was recited.

The purpose of the meeting was to review the FY 2017-2018 budget requests for the following departments:

PARKS & RECREATION

Debbie Gatto, Parks & Recreation Director, appeared to present the budget.

Ms. Gatto is asking for substantial increases. Minimum wage is going up and affects everybody. She included the 3% increase in the budget (Wages-Others, Maintenance, Part-time Assistant) although she is not sure if it will happen.

Ms. Gatto put Lawn Maintenance out to bid. Eventually all the line items will be consolidated into the Parks and Recreation Department.

She also asked for a slight increase in the PortaPotties (Contracted Services-Other).

Electric bills have increased. Eversource and Constellation sends individual bills for all properties. She receives six bills for Jackson Cove alone. She does charge Babe Ruth for Posypanko Park; she pays the first \$50.00 and they pay the rest.

There is a minimal increase (\$500.00) in Facility Maintenance Services (water testing). Mr. Kiley asked if Ms. Gatto had any information regarding status of the wells at Tetlak Park and she said she did not at this time.

Another dumpster will have to be added at Tetlak Park which slightly increases the cost for Waste Removal.

Internet service is increased whenever cameras are added. Ms. Gatto receives an individual invoice for every location. Last year there were two locations and this year includes: Posypanko, Lily Park, Jackson Cove (2 sets of cameras).

Mr. Kiley asked Ms. Gatto if she knew what revenues were for Parks & Recreation. She did not know the answer but Mr. Hliva said he will look it up. As of July 1, 2015 there was \$189,000 in Special Activities. \$445,000 was brought into the department; \$562,000 was spent; and the year end was \$174,000. Money comes into the department but goes right back out again.

Ms. Flach asked about the cost of the phone bill. Ms. Gatto said she does not see the phone bills. It was one of the items that gets rolled into Town expenses.

Mr. Kiley asked how the summer camp at Colonial Tavern works. Ms. Gatto said she pays the Colonial Tavern per child. She went on to explain in detail the different camps and how they operate. There was also a discussion regarding provision for underprivileged children to attend camp, participation in sports camps. Ms. Ferrillo asked if older children can be used as counselors (CIT). Ms. Gatto said she did do this for a while but then she had a bad situation and ended the program.

Notice was taken that March 23, 2017 is Ms. Gatto's last day as Parks & Recreation Director for the Town. We wish her well . . .

ELDERLY COMMISSION

Patricia Babbage, Chairperson for Elderly Commission, appeared to present the budget overview.

Ms. Babbage had very little information regarding salaries. Two full-time people (Ms. Babbage and Assistant Director) are union and contracts are negotiated. Non-union salaries are determined by the Town. The Commission did hire a Scheduler for Transportation. This position is listed under line item for Drivers. There are four part-time drivers and the Scheduler (not a CDL driver). There is a \$25,000 grant (\$6,400 per quarter) for drivers. Budgeted money has to be used before the grant money is used. The grant cannot be included into the budget.

Ms. Ferrillo confirmed that Ms. Babbage is requesting an additional \$21,000. This request is to cover the addition of the Scheduler. A discussion ensued regarding drivers (cannot work more than 19.5 hours) and the Scheduler. The Scheduler works 17.5 hours. There has been an increase in the amount of driving hours.

Mr. Hliva asked Ms. Babbage to explain the new policy that the driver needs to go into the driveway to pick up passengers. A discussion ensued regarding the liability to the Town. The Town makes decisions about driving.

There has been an increase in the alarm system. Facility Maintenance is used to take care of the building. The building is 10 years old and this is something that needs to be increased. Facility

Maintenance covers gutters, floors, carpets, plumbing, refrigerator, outside lighting, furnace system.

ADJOURN

Mr. Kelly made a Motion to adjourn. Ms. Flach seconded the Motion. All in favor. Meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Symette Steeves, Clerk

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TOWN OF OXFORD, CT
Christina A. West
TOWN CLERK