

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2017/2018 BUDGET REVIEW
OXFORD TOWN HALL
THURSDAY, MARCH 23, 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:

TOWN CLERK: Margaret West appeared to present the budget for the Town Clerk Office.

Ms. West noted that items are the same as last year. Personnel is the same. Salaries shown are current. She asked for overtime in last year's budget. Around December 2016, one assistant clerk worked one-half day and another assistant clerk worked one day which caused an overage of \$98.12. The original amount requested last budget year was cut. She appeared before Board of Selectmen and asked for a transfer of \$300.00. She said it doesn't matter whether \$98.12 was transferred or \$300.00 because clerks need to get paid.

Land Records is contractual, still \$21,000. The company owns the records back to 1978. The company covers computers, documents, audit (by law documents have to be audited), Iron Mountain (document storage). Company is giving an increase in revenue to obtain more towns. Maps are also on the computers. Land Record is run by state statute. Entire Town Clerk office is run by state statute. Original records are maintained in Town Hall.

Mr. Kiley asked Ms. West about Town Clerk revenues. Mr. Hliva answered that revenues for the Town Clerk are up to about \$250,000 to \$300,000 this year. Most months average about \$25,000.

Ms. Ferrillo asked about the accuracy of names on the committees/boards on the Town website. Ms. West noted that she receives a copy of members of boards/committees. She can add new names but she cannot remove members who are no longer members. She said the appointment list is still confusing.

LIBRARY: Dawn Higgison, Librarian, appeared to present the budget.

There are some changes because the library will be moving into the new building in December. There are new line items for consideration. In Wages, there is the addition of part-time adult services librarian and a part-time teen services for after-school and weekend supervision. The projected salaries is \$21,060 for both positions. Also, Ms. Higgison anticipates having at least a

staff of four for a total of \$29,952 (48 hours per week). The library will be open more hours (58 hours vs. 51 hours). Wages-Custodian was added in for total of \$5,650.00. She asked for Overtime wages increase because she anticipates a few more meetings. Ms. Higgison asked for a \$5,000 increase (to \$25,000) in the Books item to bring the budget back to where it had been previously. She is hoping to buy more E-books and print books. Circulation of E-books has decreased. There will be more programs for Civic Activities. This budget was increased to \$5,500.00. Ms. Ferrillo asked what Civic Activities consists of. Ms. Higgison said this is the programming budget. It is used for supplies for programs, storytellers, honorariums, authors. She believes there will be more room for teen and adult programs. The Library will be adding extensive increase in computer capabilities. Ms. Higgison is looking to purchase seven (7) computers in the Children/Teen Area. The three (3) staff computers, one of which was purchased in 2009, need to be replaced. The cost for ten (10) computers is estimated to be \$15,000.00 with all software included.

Computer capacity will be tripling so Ms. Higgison increased the Computer Maintenance budget from \$700.00 to \$1,200.00. This will consist of software upgrades, repairs and possible setup issues. Mr. Kiley commented that he believed that certain items would be coming out of Friends of Library fund. Ms. Higgison said that there was not enough money in the initial outlay to provide computers.

Mr. Kelly commented on the cost of \$1,500.00 for each computer. He wanted to know what drives this cost. Ms. Higgison said that the last computer purchased by Bibliomation with all the software was about \$1,200.00-\$1,300.00. This includes the anti-virus, Publisher software and other software used by Library patrons. She said this cost may be pared down. Mr. Kelly asked Ms. Higgison to obtain the latest computer pricing provided by Bibliomation and provide that to Mr. Hliva who will then forward same to the Board of Finance.

Ms. Ferrillo commented that these costs were not supposed to come from Operating Budget. Board of Finance was assured by the Library Building Committee that there would be no additional funds. Friends of Library will pay for furniture. She objects to the increase in the budget funds. There is \$70,000 earmarked for furniture, fixtures, inventory and equipment.

Mr. Hliva explained that bids came in they were higher than anticipated. The Library Building Committee cut down items (i.e., furniture, fixtures, inventory, landscaping). There was \$150,000 and it was cut to \$55,000-\$60,000. The Committee then came back for an additional \$125,000 for a basement. Mr. Hliva suggested contacting George Mitchell with regard to these monies.

Integrated Library System includes Bibliomation which is increased every year by 3% plus additional software. This is system controls the checking in/checking out. This charge should be \$18,000 based on the size of the library and level of service, but they are only paying \$12,800.00. Databases which are provided for e-books come out of this item. Security for computers, emails come out of this item. The circulation system which is shared with other libraries also comes out of this item. Mr. DeBisschop asked if Bibliomation is funded by the State. Mr. Higgison said no, it is privately funded. Mr. Kelly asked about consortiums and Ms.

Higginson said there are consortiums but they are more expensive. He also asked how State libraries fund. Ms. Higginson said it is not prudent to use State functions. There are different focuses and levels of need.

Mr. Hliva had a question regarding thirteen (13) items in this item. Of the thirteen items, which are new programs and which currently exist? Ms. Higginson said the two newest ones are ConixPlus and ArtistWorks but the other programs have always been there.

Mr. Hliva asked if the costs for electricity, heating, propane, waste removal, etc. is full year cost. Ms. Higginson responded that the costs are for six months. She anticipates full year cost of electricity to be \$30,000. He asked her to double-check full year cost numbers.

Mr. Kelly asked Ms. Higginson if she could find out about mix of lighting in the library. She replied that she believed that most lighting was LED.

She needs to replace the copier. It was acquired in 2009. \$1800 is what she would need to replace the copier. Mr. Hliva has been working with Office Works.

New chairs are needed in the library because they are falling apart. Ms. Higginson can replace two chairs for \$400.00.

Facility Maintenance would be items needed in the new library. Ms. Flach asked why carpet cleaning is listed in first year. She believed everything should be under warranty.

Ms. Ferrillo asked Mr. Hliva is the account for Friends of the Library is separate and does he see statements. Mr. Hliva stated the account does not go through the Town. He said that there is approximately \$70,000 in the account; plus there are gifts and bequests to Library Board totaling approximately \$52,000. Ms. Ferrillo asked why these funds cannot be used for books, computers and the like.

Ms. Higginson increased Magazines & Newspapers by \$500.00. Departmental supplies increased by \$600.00. Office supplies is increased by \$500.00 for ink, paper, etc.

Telephone is currently through Town Hall. Cable and Internet are connected through Connecticut Education Network for free. Public Internet is connected through Cable. After June 30, 2017 this program will no longer be free. Library chose to go with Comcast to provide Internet connectivity which will cost \$100.00 per month beginning July 1, 2017 for all the computers. The new Library will have metered water which was previously not needed.

EMERGENCY MEDICAL SERVICES (formerly Ambulance):

Ms. Madalene Taggart appeared to present the budget for this department.

Total Salaries amount to \$238,671.00. Ms. Taggart is asking for \$60,835.19 in the Contracted-Labor. Mr. Kiley asked how many people are represented in \$238,671.00, plus Stipend. There are four (4) management people: Director; Assistant Director; Operations Supervisor; and Training Coordinator (\$30,000.00). He asked for a total breakdown for the four people.

Mr. Kiley asked if there is a difference between the Assistant Director and Operations Supervisor. The Assistant Director is responsible for the finances, i.e. paying bills. As Director she is still doing this. Colin is the Assistant Director. He is in charge of oversight of operations of ambulance, he overseas Operations Supervisor.

Officers are different from Directors. The stipend is given to officers. Officers are: Captain, First Lieutenant, Second Lieutenant, three Engineers. There are minimum volunteer hours required for stipend. Stipend is \$750.00 paid quarterly. If minimum hours are not met, stipend is not paid.

There are 18 active volunteers.

Coverage is 6:00 p.m. to 6:00 a.m., five days a week. One or two people cover weekends.

There was an explanation of the ambulance services provided.

Mr. Kiley asked about revenues. Net revenue is \$305,000.00.

Mr. Kiley asked why Oxford pays \$32,000.00 to VEMS. This is the paramedic service. This is available to the five towns.

Mr. Kiley asked about status of third ambulance. Ms. Taggart said the power stretcher/power loader needs to be removed. It is not registered and not in service.

POLICE DEPARTMENT: Sergeant Dan Semosky appeared to present the budget for the Police Department.

There are four (4) State troopers (plus Sgt. Semosky), eleven (11) full-time local police, one (1) part-time. Once a week a civilian person comes in to perform administrative duties, i.e. filing pistol permits and weapons information that comes in, plus daily paperwork. There are eight (8) Oxford police vehicles. Troopers have their own vehicles. Oxford officers are sharing vehicles. There are a minimum of two (2) officers per shift, sometimes four on a shift. Two officers are still out on Workers' Compensation. One officer will need to be recertified because he has been

out for a long time. One of the troopers is having surgery and will be out but a replacement trooper has arrived.

The Town will have to resume paying 100% for the troopers at the cost of about \$220,000.00 per trooper.

Sgt. Semosky gave a lengthy explanation of the status of the Police Department, i.e. work hours, man hours, etc.

Ms. Flach asked about the body cameras. Sgt. Semosky said the cameras are not operating. There is no software. There is no policy for the bodycams. He also reminded the BOF that he told them last year to not purchase the bodycams. She asked if the software will be obsolete when it's time to use the bodycams.

Most of the increase (\$560,308) has to do with hiring officers (weapons, uniforms), retroactive increases. Overtime has increased from \$50,000 to \$80,000. Discussion ensued regarding disposition of overtime among local officers and State troopers.

Mr. Kiley gave an overview of the previous police budget as applied to the new budget. The budget for 2015/2016 was \$1.2MM but came in at \$1.8MM. Mr. Kelly made mention of instituting a Town police department, at which point Sgt. Semosky said it would cost the Town more to do that because everything would have to be purchased, i.e., recording systems, computer systems, weapons, dispatch center, 24/7 dispatchers, two full-time clerks.

Mr. Kiley asked about the overtime. Sgt. Semosky said the actual overtime last year was \$39,743 but now there are more officers. That is the reason for the increase. Mr. Kiley asked for a breakdown for arriving at \$80,000.00 for overtime. The placing of officers at Town or school events is at Sgt. Semosky's discretion.

Ms. Ferrillo asked if the State sends replacement if a trooper is on vacation or out sick. Sgt. Semosky said if a trooper is out on long-term illness, he will get a replacement.

Sgt. Semosky said he is trying to keep the Crown Victorias in service. They do have high mileage.

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ADJOURN

Ms. Kelly made a Motion to adjourn. Ms. Flach seconded the Motion. All in favor. Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Sydney Steeves, Clerk

OXFORD AMBULANCE ASSOCIATION
FY 2017-2018 BUDGET REQUEST

Amb. Budget	Account #		FY 16-17 Current		FY 17-18 Requested		\$ increase (decrease)		% increase (decrease)	
			Budget							
	5210-570-5649	Contracted Services - Labor	\$71,866.00		\$60,835.19		-\$11,030.81		-18.13%	
	5210-570-5688	Contracted Services - VEMS	\$31,827.00		\$32,000.00		\$173.00		0.54%	
	5210-590	Training	\$8,000.00		\$10,000.00		\$2,000.00		20.00%	
	5210-601	Equipment Lease / Purchase	\$15,000.00		\$15,000.00		\$0.00		0.00%	
	5210-603	Equipment - Depreciable	\$22,000.00		\$22,000.00		\$0.00		0.00%	
	5210-604	Equipment - Expensed	\$21,000.00		\$21,000.00		\$0.00		0.00%	
	5210-613	Facility Maintenance (Services)	\$10,000.00		\$10,000.00		\$0.00		0.00%	
	5210-614	Facility Maintenance (Supplies)	\$3,500.00		\$3,500.00		\$0.00		0.00%	
	5210-625	Heating Oil	\$5,500.00		\$5,500.00		\$0.00		0.00%	
	5210-688	Medical	\$500.00		\$500.00		\$0.00		0.00%	
	5210-769	Supplies - Departmental - Oxygen	\$2,500.00		\$2,500.00		\$0.00		0.00%	
	5210-770	Supplies - Office	\$3,000.00		\$3,000.00		\$0.00		0.00%	
	5210-785	Uniforms	\$9,000.00		\$10,000.00		\$1,000.00		10.00%	
	5210-811	Vehicle Maintenance	\$12,000.00		\$15,000.00		\$3,000.00		20.00%	
		Total Appropriation	\$215,693.00		\$210,835.19		-\$4,857.81		-2.30%	

2016 Incidents by Day

	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2016
Days @ 0 calls	3	2	4	2	1	4	3	2	4	2	0	1	
Days @ 1 calls	6	5	8	6	8	4	7	9	5	5	5	6	
Days @ 2 calls	8	10	6	11	10	11	11	5	8	10	9	8	
Days @ 3 calls	7	6	7	5	6	3	6	4	5	8	10	5	
Days @ 4 calls	6	3	4	4	3	6	4	6	3	4	1	5	
Days @ 5 calls		2	1	1	1	2		4	1	2	2	3	
Days @ 6 calls	1	1						1	4		1	2	
Days @ 7 calls			1	1	2						1	1	
Days @ 8 calls											1		
Total days	31	29	31	30	31	30	31	31	30	31	30	31	366
Average calls/day													2.5

2016 Incidents by Day

Day	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2016 TOTAL
1	2	4	3	3	1	4	2	2	5	1	3	3	
2	2	2	4	3	3	1	3	1	2	3	1	2	
3	0	2	4	1	1	3	0	2	0	2	3	4	
4	4	5	2	4	1	2	1	2	1	4	3	1	
5	1	6	0	2	0	1	4	4	3	2	2	1	
6	3	2	1	2	3	0	2	1	6	3	8	3	
7	2	1	2	4	1	0	2	0	2	3	1	1	
8	1	1	3	2	2	4	3	5	2	4	1	3	
9	3	5	4	2	2	4	3	2	2	4	1	2	
10	2	4	7	1	3	2	1	1	4	1	3	4	
11	4	2	3	0	2	3	3	1	2	1	4	1	
12	1	1	1	1	2	1	3	3	0	2	2	4	
13	3	2	1	2	1	5	4	1	2	2	3	5	
14	1	3	1	3	4	2	1	3	3	2	5	3	
15	4	2	3	2	2	2	2	4	0	3	2	2	
16	4	2	1	3	4	4	2	4	3	2	2	2	
17	2	2	2	1	4	4	0	2	0	2	2	4	
18	6	3	3	2	3	2	1	3	4	1	3	2	
19	2	0	2	2	1	2	2	4	1	3	3	6	
20	2	1	1	5	5	2	2	5	1	0	3	2	
21	0	3	2	2	2	2	0	5	3	3	5	1	
22	1	0	1	1	1	0	2	4	1	3	2	2	
23	3	4	4	1	7	2	3	3	4	1	2	5	
24	1	3	1	7	2	1	1	5	2	3	3	7	
25	4	3	0	0	2	0	2	6	6	2	2	0	
26	4	1	3	4	2	3	2	1	6	5	2	4	
27	3	2	0	2	3	2	2	4	2	2	1	1	
28	3	3	5	2	1	2	1	1	3	5	3	2	
29	0	2	2	3	3	5	4	1	1	0	7	3	
30	3		3	4	7	4	4	0	6	2	6	5	
31	2		0		2	4	1	1		4		6	
Totals	73	71	69	71	77	69	63	81	77	75	88	91	905

**TOWN OF OXFORD
LINE ITEM DESCRIPTION AND JUSTIFICATION
EXPENDITURES
FY 2017-2018**

DEPARTMENT: Ambulance

Account Number: 5210-570-5649

Account Name: Contracted Services - Labor

17 APR 10 PM 5:34
TOWN OF OXFORD, CT
TOWN CLERK

Current Budget	Projected Current Expense	Requested Amnt
71,866	71,866	68,425.45

CONTRACTED SERVICES - LABOR

Salaries	\$238,671.00
Officers Stipend	\$21,000.00
Sick / Vacation	\$19,000.00
Transportation Reimbursement	\$0
Insurance	\$39,979.36
FICA - Social Security	\$19,864.83
Federal Unemployment	\$3000.00
Employee Retirement Program	\$14320.00
Audit	\$10,000.00
OAA salary operating costs	\$365,835.20
Less projected billing revenue after billing fee	(\$305,000.00)
Total request for Salaries budget	\$60,835.19

The Town of Oxford and Oxford Ambulance Association jointly contribute the cost of salaries and benefits of staff needed to provide Emergency Medical Services to the Town of Oxford. The cost to the Town is the total expenses of salaries and benefits for all staff minus projected billing revenue. This year we are concerned about either a flat revenue stream or a slight decrease in revenues from Medicaid patients because of reductions from the State of Connecticut. Concerns also exist because of a larger amount of self-pay patients. Increase in self-pay patients is in our opinion a product of the economy and increase unemployment.