

MINUTES
BOARD OF FINANCE
SPECIAL MEETING
JUNE 24, 2013 – 7:00 P.M.

The meeting was called to order by Chairman Lila Ferrillo at 7:00 p.m. and the Pledge of Allegiance was recited.

The following members were present: Chairman Lila Ferrillo, Jack Kiley, Tom Kelly, Richard Burke, Robert DeBisschop and Nancy Schmitt. Also present: James Hliva, Finance Director.

Old Business

Due to the fact that it was the intention of the Board for the meeting to be a "Regular Meeting", **Motion** made by Tom Kelly to Amend the Agenda to add Audience of Citizens as item 2A of New Business. This was seconded by Bob DeBisschop. Motion passes unanimously.

Audience of Citizens – None.

Amendments of Agenda

Motion made by Dick Burke to Amend the Agenda to add discussion of having a consultant review purchases made by the Town and possible savings. This was seconded by Tom Kelly. Motion passes unanimously.

Motion made by Tom Kelly to take item 8A-Report of Tax Collections as the next item of business (before Old Business Item 3A). This was seconded by Dick Burke. Motion passes unanimously.

Monthly Reports/Report on Tax Collections

Sharon Scinto and Marie Carrubba attended the meeting.

Validator slips were reviewed. The question as to why the validator slips are different from the bank deposits came up and how adjustments in the system are being processed. Suggestion was made to have a column showing manual adjustments. Also, the question was asked how much of the processing report was for the current grand list versus the prior year grand list collection. Suggestion was made to create a report showing the collections received and the Grand List year that they represent.

Appropriation for Workers Comp and Liability Insurance – No action taken.

Transfer for Senior Center newsletter

Pat Babbage and Walter Gatsgy attended the meeting.

Pat explained that the request for \$1,080 is for the activities account because the department used funds from this account to pay for the newsletter. The request (for the books and publications line item) was originally made in a letter dated 2/22/13.

Motion made by Jack Kiley to approve transfer of \$1,080 from Finance Contingency to Elderly Commission activities account. This was seconded by Tom Kelly. Motion passes unanimously.

Transfers for Ambulance

Motion made by Tom Kelly to approve the following transfers. This was seconded by Dick Burke. (5) Ayes (1) Abstention by Bob DeBisschop. Motion passes.

Department	Account	Account No.	Amount
To: Ambulance	Supplies office	5210-770-0000-0000	675.21
From: Ambulance	Medical	5210-688-0000-0000	326.03
From: Ambulance	Vehicle Maint	5210-811-0000-0000	349.18
To: Ambulance	Supplies Dept.	5210-769-0000-0000	800.00
From: Ambulance	Uniforms	5210-785-0000-0000	800.00

Motion made by Jack Kiley to approve the following transfers contingent upon the First Selectman being satisfied after reviewing the audit report with the auditor on 6/26/13. This was seconded by Tom Kelly. Vote: (5) Ayes (1) Abstention by Bob DeBisschop. Motion carries.

Department	Account	Account No.	Amount
To: Ambulance	Facility Maint Services	5210-613-0000-0000	6,048.47
From: Ambulance	From: Contrac Serv. CMED	5210-570-0107	1,391.50
Ambulance	From: Uniforms	5210-785-0000-0000	500.00
Ambulance	From: Finance contingency		4156.97

New Business

2012/2013 Transfers

Department	Account	Account No.	Amount
To: Board of Ass. Appeals	Legal Notice	5212-670	\$3.38
From: Board of Ass. Appeals	Supplies	5212-770	\$3.38

Motion to Approve made by Tom Kelly. Second by Nancy Schmitt. Motion passes unanimously.

To: Health District	Cont Services	5438-570-5438	10,000.00
From: Accounts Payable	2011-12 fees	2000-100	10,000.00

Motion to Approve made by Jack Kiley. Second by Bob DeBisschop. Discussion: Board reviewed letter from Condon and Savitt, P.C. and legal opinion. Jack noted he will write a letter with payment. Dick asked about the contract we have with the health district and Jim noted he will forward a copy of the contract to Board members. The liaison for the Town was discussed and may be changed. (5) Ayes (1) Nay by Lila Ferrillo. Motion passes.

To: Assessor	Wages Assessor	5215-513-61	\$1,365.34
From: Assessor	Conferences	5215-555	\$479.46
From: Assessor	Printing	5215-570-135	\$392.68
From: Assessor	Education	5215-590	\$493.20

Motion to Approve made by Nancy Schmitt. Second by Dick Burke. (5) Ayes (1) Nay by Tom Kelly. Motion passes.

To: Dog Warden	Vet Bills	5285-787	\$1,000.00
From: Finance	Contingency	5320-560-5320	\$1,000.00

Motion to Approve made by Jack Kiley. Second by Tom Kelly. Motion passes unanimously.

To: Town Clerk	Election exp ref	5530-596	\$98.00
From: Town Clerk	Election exp Nov	5530-592	\$98.00

Motion to Approve made by Tom Kelly. Second by Bob DeBisschop. Motion passes unanimously.

To: Registrar of Voters	Wages Nov elec	5465-517-30	\$899.50
From: Registrar of Voters	Elec Exp Nov	5465-592	\$899.50

Motion to Approve made by Tom Kelly. Second by Dick Burke. Motion passes unanimously.

To: Conservation IWWC	Wages Enforc	5265-517-40	\$2,500.00
From: Conservation IWWC	Leg Serv Landuse	5265-672	\$2,500.00

Motion to Approve made by Tom Kelly. Second by Nancy Schmitt. Motion passes unanimously.

To: Conservation IWWC	Legal Notice	5265-670	\$200.00
From: Conservation IWWC	Maint Ret Pond	5265-676	\$200.00

Motion to Approve made by Tom Kelly. Second by Nancy Schmitt. Motion passes unanimously.

To: Library	Books	5390-525	\$1,450.00
From: Library	Comp Maint	5390-551	\$650.00
From: Library	Facility Maint	5390-613	\$800.00

Motion to Approve made by Tom Kelly. Second by Nancy Schmitt. Motion passes unanimously.

To: Library	Water	5390-799	\$75.00
From: Library	Office Suppl	5390-770	\$75.00

Motion to Approve made by Tom Kelly. Second by Nancy Schmitt. Motion passes unanimously.

To: Elderly Comm		5295-798	\$14.66
From: Elderly Comm		5295-812	\$14.66

Motion to Approve made by Jack Kiley. Second by Nancy Schmitt. Motion passes unanimously.

To: Elderly Comm	Heating	5295-625	\$1,550.79
To: Finance	Contingency	5320-560-5320	\$1,550.79

Motion to Approve made by Tom Kelly. Second by Nancy Schmitt. Motion passes unanimously.

To: Center School	Cap projects	5295-798	\$14,000.00
From: QFS	Cap projects	5295-812	\$7,000.00
From: GOMS	Cap projects		\$7,000.00

Motion to Approve made by Tom Kelly. Second by Nancy Schmitt. Motion passes unanimously.

Discussion with Town Engineer on Great Hill Road – No action taken.

Appropriation of \$7,500 from Land Acquisition for a survey

Tom Adamski attended the meeting and reviewed the reason for the request of funding for land surveying services. The services are to establish boundaries and ownership of property lying between properties of n/f Dalling, n/f Oxford Supply, f/f Bishop Von Wettburg and the Town of Oxford and possibly others. All are in the Rockhouse Hill Sanctuary area. The property is approximately forty acres. The survey services include conducting a Class A-2 survey of the area, deed research, consulting with the Town's attorney and the Town's title searcher in addition to meeting with Town officials. Board members discussed the matter at length.

Motion made by Tom Kelly to approve expenditure of \$7,500 from Land Acquisition for a survey. This was seconded by Jack Kiley. (4) Ayes (1) Nay by Bob DeBisschop and (1) Abstention by Dick Burke. Motion passes.

Appropriation request for Survey of new library site for \$3,900

Motion made by Tom Kelly to Table the matter of appropriation request for Survey of new library site of \$3,900. This was seconded by Jack Kiley. (3) Ayes Tom Kelly, Jack Kiley, Dick Burke (3) Nays Bob DeBisschop, Nancy Schmitt and Lila Ferrillo. Motion fails.

Motion made by Bob DeBisschop to approve appropriation request for Survey of new library site of \$3,900. This was seconded by Nancy Schmitt. Discussion: Jim Hliva noted that the architect needs an A-2 survey so he knows where the building will be placed on the property (on Great Oak Road). He noted that there is a letter from the Selectmen's office but no further back-up documentation on the matter. Motion passes unanimously.

Update on the high school athletic complex

Chairman Todd Romagna attended the meeting.

Todd reviewed the project and noted that savings on the project to date are \$48,806 on excavation, \$87,692 on electrical and \$4,800 on field turf application for a total of \$141,298. That combined with contingency of \$207,853 brings total to \$141,298. The project is close to completion.

The following change orders are requested:

Bleachers (380 seats)	\$127,540
Excavation cost	\$ 22,380
P.A. system	\$ 38,900
Storage building	\$ 65,950
Excavation cost	\$ 15,000
Fencing	\$ 40,000
Total change orders:	\$309,770

The project is under budget by \$39,381.

Todd spoke about the ADA access and seating for the project. A change from the original plan was made. The change saved funds which were put into other areas of the project. The storage building which is 30' x 20' was discussed.

Todd reviewed a problem that arose due to a radius point on the drawing. Guerrero used the point to set the drainage. When the company came out to set the tack dimensions, they found that the point for the drainage wasn't going to work. Guerrero, Nafis & Young and parties involved in planning the project met and it was decided that Guerrero would do the work to fix the problem (which has been done) at no further cost to the Town.

Discussion of having a consultant review purchases made by the Town

Dick Burke indicated that he has met a gentleman who works at his company in the procurement area. He also owns a company called Procurement Analytics and through a conversation with him, it was found that his company may be able to save the Town money. Dick would like the Board's permission to have the gentlemen meet with Jim Hliva to discuss a proposal to help the Town save money with purchasing (services and materials). There is no fee for a consultation. The Board agreed to this.

Adjournment

Motion to adjourn the meeting was made by Tom Kelly at 9:15 p.m. This was seconded by Jack Kiley. Motion passes unanimously.

Respectfully submitted, subject to approval

Marni Soss
Marni Soss, Clerk

13 JUL -3 PM 12:15
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK