

MINUTES
BOARD OF FINANCE
REGULAR MEETING
FEBRUARY 25, 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.

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

Acceptance of Minutes

Nancy Schmitt moved to accept the Minutes of the 1/30/13 special meeting. This was seconded by Bob DeBisschop. (3) Ayes. (1) Abstention by Nancy Schmitt. Motion passes.

Audience of Citizens – None.

Amendments of Agenda

Motion: Jack Kiley moved to amend the agenda to move Old Business item six to Executive Session to be held at the end of the meeting. This was seconded by Nancy Schmitt. Motion passed unanimously.

New Business

Transfer Planning and Zoning

Jim Hliva explained that the request is for \$2,000 for the secretary of the department for potential overtime between now and the end of the fiscal year. The funds will be taken from the engineering fees line item. Funds spent to date (through 2/19/13) is \$1,211 and \$288 is remaining.

Motion to approve \$1,500 to Wages Overtime from Engineering Fees made by Lila Ferrillo. This was seconded by Jack Kiley. Discussion: Nancy Schmitt felt that the figure is high.

Motion to Amend to approve \$1,000 to Wages Overtime from Engineering Fees made by Lila Ferrillo. This was seconded by Jack Kiley. Motion passes unanimously.

2012-2013 Transfers / Approved by Board of Selectmen 2/20/13

1. TO: Town Hall	Facility Maintenance	5545-613	\$2,317.50
FROM: Finance Contingency	Finance Contingency	5320-560-5320	\$2,317.50

Motion to approve by Nancy Schmitt

Second by Bob DeBisschop

Discussion: Jim Hliva noted that this request was brought to the Board in September 2012 and it was not approved at the time. During a storm the switches for the computer system were

damaged and FEMA will fund the replacement of them. The transfer is for other work that needs to be done for computer wiring. It will save the Town money to do the work at the same time the switches are replaced. Jack asked if the work was bid on and Jim noted that it was.

Vote: Unanimous

Tom Kelly arrived at 7:15.

Jim indicated that the following transfer for \$8,000 is additional funds for a police car that was budgeted. The department wants to order a four-wheel-drive vehicle instead of a car for use in bad weather conditions. There are two 4x4 vehicles in the department at this time.

2. TO: Capital Police	Vehicle Purchase	5235-612-7014	\$8,000.00
FROM: Finance Contingency	Finance Contingency	5320-560-5320	\$8,000.00

Motion to approve made by Nancy Schmitt.

Motion to Deny made by Tom Kelly.

Second by Jack Kiley.

Vote: (4) Ayes; (1) Nay by Nancy Schmitt. Motion passes.

Jim indicated that the following transfer for \$2,000 is due to the fact that the engineering account is depleted and there is an unanticipated project submitted in the commercial district.

3. TO: Conservation IWWC	Cont Serv. Engineer	5265-570-111	\$2,000.00
FROM: Conservation IWWC	Legal Serv. Land Use	5265-672	\$2,000.00

Motion to approve made by Tom Kelly

Second by Bob DeBisschop

Motion passes unanimously

Jim indicated that the following transfer for \$2,000 is for CCM dues.

3. TO: Selectmen	Dues	5480-585	\$2,000.00
FROM: Finance Contingency	Finance Contingency	5320-560-5320	\$2,000.00

Motion to deny made by Bob Debisschop

Second by Tom Kelly

Motion passes unanimously

Discussion of Playscape

Kyra Nesteriak, Adam Kinkel, Reverend David Steel, and Debbie Gatto attended the meeting.

Kyra provided information about the playscape to Board members. Kyra indicated that the Board of Selectmen approved \$165,000 from Locip at their regular meeting of 10/3/12. Lila asked how much was raised through fund raising for the project. Kyra noted that they raised \$4,000 and indicated that the Board of Selectmen received a \$20,000 private donation. She spoke about ideas for future fundraising.

Adam reviewed the proposed site, playscape plan, construction principles, design and components for the plays system. Estimated costs for equipment, landscape and hardscape and site work were reviewed. Total cost for the project is estimated at \$177,000. Jack noted that the

bids for site work show a large variance. He also voiced his concern that there are no funds for blasting that may be necessary. Adam commented that the piers/footings that will be set for the playscape can be modified if ledge is present. Tom noted that fencing is needed in the area due to a drop-off to the rear of the property. Kyra noted that fencing is in the proposal. Nancy noted she understands that the committee will be seeking volunteers to assemble the playscape but asked for a figure to have it built by the company. Adam gave an estimate of \$50,000. Lila asked when the committee would like the project to begin and Kyra said they would like to see it start in late March.

Lila noted that it is budget season and emergencies have been brought to the town's attention which includes the need to improve school security. LoCip funds will be used for the work that needs to be done. She noted that she is not against the project but would like to see it tabled for at least one month.

Bob DeBisschop asked that a map of the area be reviewed by Board members, which shows the proposed library also which will be next to the playscape (provided by the library building committee). Kyra noted that the committee has talked about having a walking path between both sites, in the future. Bob asked about the figures for the equipment and Adam noted that the committee has an estimate but will need to prepare figures to be presented to the Board.

Motion to table the matter until the Board of Finance has deliberated on budgets and are ready to review the matter at a regular or special meeting made by Tom Kelly. This was seconded by Jack Kiley. Motion passes unanimously.

Discussion on Library joint meeting

George Mitchell, Jim Weisgate and Hamilton Brosious attended the meeting.

George noted that the committee has made good progress since last meeting with the Board. The project has been adjusted to fit the guidance that was received at the September meeting. \$14,000 is needed to complete Phase I architectural work to be able to have a package to bring to referendum. A 10,000 square foot building is planned. George reviewed figures for the project and noted that \$20,000 was approved by the Board of Finance. \$4,200 was spent on engineer's site work and feasibility study, \$810 is to be spent on septic work and \$29,000 is to be spent on architecture fee.

Proposal from architect will include analysis of size of library, drawings to show townspeople what building and surrounding area would look like and models of the building. He noted that the committee feels comfortable in using Peter Gisolfi Associates, Architects.

Tom Kelly asked if the Board of Selectmen approved the increase in the committee's budget in the amount of \$14,000 and George indicated that they did not (and noted that he had requested a joint meeting). Lila reviewed the steps in the process to having this approved and noted that the matter needs to be put on the Board of Selectmen's agenda, reviewed and approved by them before the Board of Finance can include the matter on their agenda.

Discussion ensued about the possibility of having the library moved to Center School if and when a new school is built.

Hamilton Brosious, Library Director, commented that the current library is very small. Our library is one of the smallest libraries in the State of Connecticut. He noted that the opportunity

to do something great for a relatively small amount of money is in our hands and he would like to see it taken into consideration.

Discussion on budget meeting schedule

Jim noted that the Board of Selectmen will vote on the proposed budget on 3/6/13. The Town Meeting date has to be approved by 3/11/13. The regular Board meeting is on 3/25/13 and Board members agreed to have a special budget meeting after the regular meeting on that evening. Board members agreed to meet at 6:30 p.m. for budget meetings.

Monthly Reports

Jim Hliva reported as follows:

Report of Tax Collections – Jim reviewed information discussed at the recent advisory committee meeting. Discussion included orphan accounts. Many accounts have proven to be paid. He also informed the Board that the budget will be short for the cost of liability and workers compensation insurance (to be discussed further at the next regular meeting).

Board of Finance Contingency Activity report – \$161,648.22;

General Fund Surplus - Surplus as a percent of budget 2011/2012 12.02%;
Surplus as a percent of budget 2012-2013 11.83%;

Trial balances and balance sheets – Reports were e-mailed to all Board members.

Cash position statement - \$15,412,682.75.

Reports presented by Board of Education – None.

Motion to go into Executive Session made by Lila Ferrillo at 8:30 p.m. Second by Tom Kelly Kiley. Motion passes unanimously. The purpose of Executive Session is to discuss Economic Development personnel. The following people were invited to stay for Executive Session: Chairman Lila Ferrillo, Tom Kelly, Jack Kiley, Robert DeBisschop, Nancy Schmitt, and James Hliva.

Motion to come out of executive session was made by Tom Kelly at 8:40 p.m. Second by Jack Kiley.

Adjournment

Motion to adjourn was made by Tom Kelly at 8:42 p.m. This was seconded by Jack Kiley. Motion passes unanimously.

Respectfully submitted, subject to approval

Marni Soss

Marni Soss, Clerk

13 FEB 28 PM 3:46
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK