

MINUTES
**BOARD OF FINANCE
SPECIAL MEETING
MARCH 20, 2014 – 6:00 P.M.**

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

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

The purpose of the meeting is to review the FY 2014-2015 budget requests.

Elderly Commission

Patricia Babbage and Walter Gadsky attended the meeting. Pat informed the Board that they got the transportation grant which will reduce the budget for wages-drivers. The grant is a matching grant for \$25,611. Pat spoke about wages for the custodian and told the Board that she is looking to get this rate to be the same as the rate for the custodian who works in Town Hall. She was informed that the duties of the Town Hall custodian also include the Public Works building and don't compare to the work done at the Senior Center and that he has been working for the Town for a long time. The budget for books and publications is a concern since the Selectman cut the budget that was requested. Lila noted that the newsletter rate has gone up and that the commission should consider the membership fees being increased. Facility maintenance was discussed. Pat noted that since the building is getting a little older, it will need maintenance. Pat was asked what projects are anticipated for facility maintenance and she did not have anything specific in mind. Pat was asked why there is an increase of \$1,500 for wages-municipal agent. She informed the Board that the Board of Selectmen proposed the increase. Pat was asked to talk about the needed increase for program-supplies. She noted that this is an increase for paper goods and similar items for lunches served at the center. Sidewalk snow removal was discussed.

Tax Assessor

Eva Linzer attended the meeting. She spoke about a reevaluation for 2015 which would increase the contracted services-field amount of work but would be paid out of the Capital Plan budget. Subsequently, the line item was decreased by the Selectmen. She had hoped for two people to be able to go to school (to maintain accreditation) but the education budget was decreased by the Selectmen which will allow one person to go to school. Funding for mileage was requested which has not been awarded in the past. The budget for mapping was reviewed. It was noted that the line item contains only what the Assessor's office needs. Other departments have funds within their budgets (which changed recently).

Tax Collector

Sharon Scinto attended the meeting. Sharon indicated that there is an increase for computer maintenance which is paid to Quality Data for sending delinquency notices. The notices are currently sent once with one follow up notice. The request is for the notices to be sent seven

times per year which was increased upon suggestion from the Board of Finance. The Board of Selectmen decreased it to funding for notices to be sent four times a year. The line item for outside services late notice is now set at \$0 because the funds are all in computer maintenance. The Board commented that the Computer Maintenance line item should be renamed to Contracted Services-Quality Data (for the work they do for delinquency notices). Jim Hliva made a note of this.

Nancy Schmitt arrived at 6:40 p.m.

Discussion continued on this matter and the Board decided that sending the delinquency notices four times a year would be adequate. Staffing and their hours were discussed. Sharon also noted that she had put in a request for supplies-office for \$13,000 for office furniture. The Selectman decreased the figure.

Pomperaug Health

Neil Lustig, Director of Health and Fred D'Amico, Board member attended the meeting. Neil provided a report showing per capital history for the last seven years. He noted that it indicates that they have been good with their budget for those years. He noted that their finances are strong and the towns share in this by not seeing an increase in fees. Neil reviewed ways that funds have been saved. Staff was reviewed and Neil noted that one person retired. Information on fringe benefits is included in the report that was supplied to the Board and this was discussed. Rent expense is gone because Pomperaug Health purchased office space with a forty year loan and the mortgage payment is less than the cost of rent. Jack asked what the mortgage balance is and Neil indicated it is approximately \$220,000. Fund balance is approximately \$200,000. Jack asked why this is maintained and Neil noted it is recommended. Programs and services that they offer and inspections that they do were reviewed. Proceeds from these covers the full time nurse and billing staff. Medical insurance was reviewed and Neil noted that employees who do not take the medical insurance receive 35% to 40% of cost of insurance. Those employees who do take the insurance pay 15% of the cost. Pension was reviewed. Telephone expense was reviewed. Vehicle operation stipend is given to employees of \$415 per month. They use their own vehicles. Neil noted that the Board meetings are once a month and are open to the public. He noted that two people from Oxford are on the Board including the Chairman.

Adjournment

Motion to adjourn was made by Dick Burke at 7:25 p.m. This was seconded by Bob DeBisschop. Motion passes unanimously.

Respectfully submitted, subject to approval

Marni Soss
Marni Soss, Clerk

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TOWN OF OXFORD, CT
Michael H. Clark
TOWN CLERK