

MINUTES
BOARD OF FINANCE
SPECIAL MEETING – OXFORD TOWN HALL
MAY 28, 2014 – 7:00 P.M.

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

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

Acceptance of Minutes

Motion made by Tom Kelly to approve the Minutes for the following meetings: 3/12/14, 3/18/14, 3/20/14, 3/24/14 (special meeting), 3/24/14 (regular meeting), 3/26/14, 3/31/14, 4/9/14, 4/16/14, 4/21/14, 4/22/14. Second by Dick Burke. Motion passes unanimously.

Old Business – None.

New Business

Transfers for FY 2013-2014.

Department	Account	Account No.	Amount
To: Ambulance	Facility Maintenance	5210-613	\$1,000.00
From: Ambulance	Facility Supplies	5210-614	\$1,000.00

Motion to approve by Tom Kelly
Second by Dick Burke
Motion passes unanimously.

To: Ambulance	Heating Oil	5210-625	\$2,466.69
From: Ambulance	Finance Contingency	5320-560-5320	\$2,466.69

Motion to approve by Tom Kelly
Second by Dick Burke
Motion passes unanimously.

To: IWWC	Contract Serv Engineering	5265-570-111	\$1,000.00
From: IWWC	Legal Service Land Use	5265-672	\$1,000.00

Motion to approve by Tom Kelly
Second by Jack Kiley
Vote: (3) Ayes (1) Abstention by Lila Ferrillo. Motion passes.

To: Elderly Commission	Snow Removal	5295-736	\$1,243.00
From: Contingency	Finance Contingency	5320-560-5320	\$1,243.00

Motion to approve by Tom Kelly

Second by Dick Burke

Comments: Jack asked if Public Works does any snow removal at the facility and Jim indicated they clean off the van. The company that does the snow removal is expensive and Jim found someone who will do the work for a better rate next winter.

Motion passes unanimously.

Appointment of Auditor for 2013-2014 audit

Motion made by Tom Kelly to approve hiring of Sandra E. Welwood, LLC as the Auditor for one more year at the current rate. Second by Jack Kiley. Discussion: Jim noted that we used to appoint an auditor on a two year basis per the Charter (and the current contract is for two years). Since the Charter revision, the appointment changed to three years. Next year will include a detailed audit of the tax collector's office and we need the current auditor to do this. They anticipate forty to fifty hours at the rate of \$75/hr. Jack commented the current auditor completes the audit in a timely manner and has done a thorough job. Dick noted that policy should be reviewed by the auditor and the information should be included in the report with recommendations. Board members agreed. Motion passes unanimously.

Monthly Reports

Jack commented that the Tax Collector needs to attend these meetings from now on to review the report with the Board.

Jim Hliva reported as follows:

Tax Collections – 99.62% total collections. Jim commented that the \$400,000 collected is included in this figure. Total revenues as of last week are \$150,000 over the full year budget. Expenses should be covered within the budget.

Finance Contingency - \$103,434.31.

Fund balance (percentage of original budget) – 10.62%.


Cash position statement - \$15,496,769.18.

Adjournment

Motion to adjourn was made by Lila Ferrillo at 7:50 p.m. This was seconded by Tom Kelly. Motion passes unanimously.

Respectfully submitted, subject to approval


Marni Soss, Clerk

14 JUN -5 PM 3:11
TOWN OF OXFORD, CT

TOWN CLERK