

MINUTES  
**BOARD OF FINANCE**  
**SPECIAL MEETING**  
**March 19, 2013**

The meeting was called to order by Chairman Lila Ferrillo at 6:30 p.m. and the pledge of allegiance was recited.

Present: Chairman Lila Ferrillo, Jack Kiley, Tom Kelly, Nancy Schmitt and James Hliva, Finance Director. Richard Burke arrived at 6:40 p.m.

The purpose of the meeting is to review the FY 2013/2014 budget requests.

**Conservation Commission**

*Tom Adamski and Andy Ferrillo attended the meeting.* Trail maintenance was discussed. Tom explained that more funds are needed for materials and labor. Storms have damaged trails on the Von Wettburg property and fencing needs to be replaced. Also, a new bar way needs to be put up for access to the trails for maintenance vehicles. Access is no longer available near the high school due to construction of the new field. There is increased trail use for the high school cross-country team. The Board of Education was asked to help fund the fee for maintenance but the request was denied. Nancy asked if a grant is available. Tom noted that a grant is available for new trail construction (which is funding work at the VonWettburg property). Maintenance of detention ponds was discussed. The department plans to focus on two to three ponds each year.

*Dick Burke arrived at 6:40 p.m.*

Tom Kelly asked if the Public Works Department can help with this project. Tom informed him that they don't have the equipment to handle the work.

**Library**

*Dawn Higginson attended the meeting.* Dawn was informed that wages will be determined per union contracts. Dawn asked for an increase in wages for the part-time workers. She reminded the Board that the library is open on Fridays now which has brought the total hours per week that the library is open from 48 to 51 hours. There is a requested increase for books (which includes books, downloadable books, reference materials, music and movies). She explained that there are many requests from patrons which the library tries to meet. There is little funds left at this point and the line item must provide summer reading books for children. E-books were discussed (included in the books line item). These can be used by one Oxford patron at a time (not shared with other towns). There is a requested increase for computer hardware for the purchase of five tablet computers to be used by patrons. Dawn noted that the number of computers is inadequate in the library and the tablets would be a great addition. Computer library catalogue is for computer software for the website. There is a requested increase for magazines and newspapers for the New York Times which has been requested by patrons. Telephone cost was discussed. Jim noted that a breakdown of the phone bill for each department in Town Hall will be done and there will be more funds expended from the line item at that time.

### **Town Clerk**

*Margaret West attended the meeting.* She noted that there is a decrease in equipment lease/purchase. The department has a new large format copy machine that is cheaper to run than the prior machine. She noted that she had requested a 4% increase which was changed by the Selectmen. She told the Board that she did research of salaries for like positions (certified personnel) in Town hall and found that there is a large discrepancy between such positions in different departments. She commented that her assistants are non-union personnel and do not get step increases like union employees. Lila spoke about the difference in benefits for elected officials versus other employees. Lila reminded Margaret that non-union employees do not pay into their health plan. Margaret noted that there are many differences between union and non-union personnel in Town Hall. Lila noted that nothing will be discussed regarding salaries until after union contracts are settled. Margaret indicated that she is applying for a grant that will fund the purchase of a computer for the counter in the office which will also act as a cash drawer. She explained the many things that the computer will handle in the office. It will use the monthly data to help create reports, including the monthly report that goes to the Finance Department. Tom asked if the Town has to pay a portion to receive the grant. Margaret noted that it is her State Library Grant and the portion that the Town has to put in will come from the funds that she receives from the Historical Fund. Jim gave the Board information as to how funds are handled from the department. Revenue was discussed.

Benefits for employees was discussed by the Board.

### **Building Department**

Jim Hliva reviewed the budget with the Board. He reminded the Board that the hours for the assistant building official were decreased in the fall. The assistant resigned. The position is funded at a lower rate than in the past. An assistant is not needed at this time but funds are available in case there is a need.

### **Probate Court**

The Board reviewed the back-up information received by the Probate Court. Board members had various questions and asked Jim to obtain the information from the Probate Court to be reviewed by the Board.

### **Revenue**

Jim Hliva reviewed the report with Board members and indicated that the Selectmens' goal is to have no tax increase this year. The Board discussed the matter and commented that they would like to be conservative with revenue projections due to the possibility that the figure could be overestimated. Revenue figures for investment income, town clerk, building and planning and zoning will be adjusted. Lila noted that she prefers that in the event of an surplus, it be used for capital plan items instead of being shown in the budget or such funds could be put in capital non-recurring so that it does not affect the following years' budget.

**Adjournment**

Motion to adjourn was made by Dick Burke at 8:43 p.m. This was seconded by Bob Debisschop.  
Motion passes.

Respectfully submitted, subject to approval

*Marni Soss*  
Marni Soss, Clerk

13 MAR 22 AM 10:37  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK