

**MINUTES
REGULAR MEETING - BOARD OF FINANCE
OXFORD TOWN HALL
MONDAY, SEPTEMBER 28, 2015, 7:00 p.m.**

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

Also present: Ana Ortiz, Superintendent of Schools; Rosemary Hanson, Director of business Management, and Amy Cote, Chairman of the Board of Education.

Also present: Scott Pelletier, Fire Chief; Ron Prajer, Assistant Chief.

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

Acceptance of Minutes

Mr. Hliva asked that the Board only vote to accept the Minutes of August 24, 2015 Regular Meeting. The Minutes of September 14, 2015 Public Hearing and Special Meeting are missing attachments and were amended but as of this meeting, he had not looked at them. They will be presented at the next meeting of the Board.

Motion was made by Mr. Kelly to accept the Minutes of August 24, 2015 Regular Meeting. Mr. Burke was not present at the August 24, 2015 meeting and asked for some discussion and clarification of the Minutes. His first question was with regard to the \$27,000.00 left in Contingency and why did Ms. Ferrillo recommend taking money out of the General Fund. Mr. Hliva explained that when the Board was presented with the annual State Police bill it was substantially over the budgeted amount. Since there was not enough money in Contingency, Ms. Ferrillo recommended taking it out of the General Fund. But Mr. Hliva was able to find the money in medical insurance account. This will be discussed later in this meeting. Mr. Burke asked if the \$65,000 FEMA reimbursement was going into the Contingency. Mr. Hliva responded that this money goes into General Fund as undesignated revenue.

Mr. Kiley asked if there was any other discussion on the August 24, 2015 Minutes. There was no further discussion. Vote was taken; all in favor. Minutes of August 24, 2015 are accepted.

Amendment to the Agenda

Ms. Ferrillo made the motion to have an Executive Session for about ten minutes at the end of the Regular Meeting to discuss personnel issues. Mr. Kelly seconded this Motion; all in favor. Motion is passed.

Mr. Kelly made a motion to move the Board of Education representatives to the beginning of the meeting to discuss an issue occurring at Center School. Mr. Kiley seconded the amendment. All in favor; Motion passed.

Ms. Ana Ortiz, Superintendent of Schools, introduced the forthcoming discussion. She thanked the Board of Finance for allowing Ms. Amy Cote, Chairman of Board of Education, Ms. Rosemary Hanson, Director of Business Management, and Ms. Ortiz to be present at the meeting. She wanted to bring the BOF up to date with a situation that occurred several weeks prior involving Center School. She also wanted to advise the Town of this situation in case it became cumbersome and funding would be needed. At this point, Ms. Ortiz introduced Ms. Rosemary Hanson, Director of Business Management. Ms. Hanson explained some of the issues occurring for some time in Center School. This current situation at Center School involved an unexplainable pungent odor described as “wet basement” in Campus Building #1 which necessitated relocating classes to the art room. In an attempt to find the cause of this odor, classrooms were emptied, the floors and ceilings were stripped of tiles. Outside, major tree work was done. A lot of work has been done, and continues to be done on Campus Building #1. Ms. Hanson explained in great specific detail efforts that have been performed in the search to solve the odor problem. The floors and ceilings were stripped of their tiles and major tree work was done. Cleaning was done and a type of Ozone Treatment is scheduled to be performed. Everything is being done to prevent having to bring in portables. Portables are expensive and defeat the purpose of “temporary”.

Hopefully, the Ozone Treatment will resolve the problem of the odor. Ms. Ortiz wants the parents to come to an open house before the children are brought back into the classrooms.

Mr. Kiley wants to begin looking at continuing issues with Center School.

Amy Cote, Chairman of the Board of Education, spoke and reiterated Rosemary Hanson’s report. There is a Facility Study included in the Capital Plan but not funded. The estimated amount was \$60,000 for four schools. A Facility Study would update the previous study done in 2007 for three schools. These studies offer suggestions along with estimated dollar amounts and show what physical needs are necessary

Ms. Ferrillo stated the updating an existing facility study should not cost \$60,000. Ms. Ortiz explained that there are procedures that need to be followed, i.e. going out to bid and based on bid determine what company would be used. Specifications need to be set out.

Ms. Cote said the same committee, Oxford School Upgrades Committee, who worked on Quaker Farms would work on this project. She will attend their next meeting as a liaison. She has spoken to Chairman, Ken Sharron, to get the process moving forward.

Mr. Kiley pointed out that the Board of Finance cannot make any decisions for the Board of Education. Any process needs to begin with the Board of Selectmen. It is good to keep the

Oxford School Upgrades Committee informed so when approvals come through, they are prepared.

The Board of Education representatives left the meeting at 7:35 p.m.

Audience of Citizens – N/A

Old Business

- (A) Tabled transfers (2 from June 22 for Police and Fire) will fall off as they are included in transfers to be considered at this current meeting.

New Business

- (A) Transfer 2014-2015 for Fire Engine cost overage

Mr. Kiley introduced Scott Pelletier. Mr. Pelletier explained the reason for the cost overage. During the process of creating the bid documents for the new engine, one of the issues to be addressed was the engine size and related changes. The decision was made that the bid document would specify the smaller diesel engine and an option would be added to the bid for the cost of replacing the larger engine with the smaller engine. The smaller engine was approved.

The bid was awarded to Pierce Manufacturing. However, when ordering the engine, Pierce was not informed that the engine size had been changed and this change was never put into the contract. In addition, the Board of Finance was not notified that the price with the larger engine was \$9,280 more than the approve amount. Thus, the new fire truck put the Fire Department \$9,280 over budget.

Motion was made by Mr. Kelly. Mr. DeBisschop seconded the Motion. Mr. Pelletier was able to locate money to be taken from SCBA Fit Tester (\$2,171.52) and the 2013-2014 Voting Site (\$7,156.48). All in favor of this Motion; Motion passed.

Mr. Pelletier left the meeting at 7:40 p.m.

- (B) Appropriation of \$250,000 for the Oxford High School Diamond Project (from Cell Tower Lease Revenue)
- (C) Appropriation of \$400,000 for Tetlak Park Improvement Project (from Cell Tower Lease Revenue)

Mr. Kelly asked Mr. Hliva when the anticipated revenue is expected to the Town. Mr. Hliva said that contracts have been approved and are awaiting Mr. Temple's signature. Once

contracts have been signed, title search will be ordered and a survey of property. When those are turned, a closing will be scheduled. This should occur hopefully within thirty (30) days.

Ms. Ferrillo made a motion to table Items (B) and (C) until those monies have been received. Mr. Kelly seconded this Motion. Vote is taken. All in favor; Motion passed.

Mr. Burke asked what is the amount of the check and Mr. Hliva answered \$1,350,000. Mr. Burke asked if due diligence has been done. Is it a good idea to be selling these towers? Cell towers will be necessary. He believes that the Town is giving up an annual revenue fee. Discussion began among the Board regarding the wisdom of selling the cell towers. There are two towers; one tower is on a fixed amount \$1,950 per month. The other tower is with a vendor \$2,178 per month plus revenue sharing, approximately \$700.00 per month. Mr. DeBisschop said that selling the towers is taking away income over 20 years. Appropriate use of the money from the sale of the cell towers should be to pay off 20 year note. Projects should come out of current ability to pay not from the sale of the towers.

Mr. Kelly asked if there were any projections with regard to current lease. What were differentials with current lease process vs. short term payout for lifetime? Mr. Hliva said the numbers were approximately \$750,000 vs. \$1.3MM. At the Town meeting it was decided to go with \$1.3MM.

Mr. Kelly commented that selling the towers creates an income loss to the Town.

Mr. Kiley then commented on the \$400,000 to Tetlak Park. \$400,000 was not what was agreed to. The grant was \$500,000; additional \$300,000 was agreed to.

(D) 2014-2015 Transfers approved by Board of Selectmen on 9/2/2015 (18)

SEE ATTACHED

(E) Appropriation \$24,434.05 from General Fund for Outside Legal Counsel

(F) 2015-2016 Transfers approved by Board of Selectmen on 9/2/15 (2)

SEE ATTACHED

Blasting fees are now being turned into the Town. The Fire Marshal is salaried.

Ms. Ferrillo stated that the practice of keeping fees was occurring before the Town had a full-time Fire Marshal, going back many years. The fire marshal was like a contract service. Fees took care of expenses. There was nothing in a full-time contract stating that Fire Marshal could continue to keep fees. He is no longer entitled to keep fees.

Lengthy discussion was held once again regarding Fire Marshal wages.

To: Board of Selectmen

September 3, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Capital Equipment	Fire Pumper Riverside	5235-600-6017	\$ 9,328.00
	FROM: Capital Equipment	SCBA Fit Tester	5235-619-7080	\$ 2,171.52
	FROM: Capital Equipment	Voting Site 2013-2014	5235-730-7080	\$ 7,156.48

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. DeBisschop seconded this Motion.

Vote All in favor; Motion passes.

Comments See Minutes for discussion

To: Board of Selectmen

September 2, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Planning and Zoning	Contracted Service	5430-570-133	\$ 755.00
	FROM: Planning and Zoning	Conference and Meetings	5430-555	\$ 755.00
Motion Motion made by Mr. Kelly to approve				
Seconded Motion seconded by Mr. DeBisschop				
Vote All in favor; Motion passed.				
Comments				
2	TO: Civil Preparedness	Supplies EBOLA	5250-770	\$ 7,227.50
	FROM: Civil Preparedness	Supplies Departmental	5250-769	\$ 1,457.66
	FROM: Emergency Communications	Code Red	5300-618	\$ 647.00
	FROM: Emergency Communications	Telephone	5300-775	\$ 5,122.84
Motion Motion made by Mr. Kelly to table this transfer as an unauthorized expenditure.				
Seconded Motion was seconded by Mr. Burke.				
Vote All in favor; Motion passed.				
Comments Better explanation is needed as to the need for this expenditure. Mr. Schwab will be invited to next meeting.				
3	TO: Parks	Electricity	5425-595	\$ 734.35
	TO FROM: Parks	Part Time Maintenance	5425-521-80	\$ 734.35
Motion Mr. Kelly made a Motion to approve				
Seconded Motion was seconded by Ms. Ferrillo				
Vote All in favor; Motion passed				
Comments				
4	TO: Police	Vehicle Maintenance	5433-811	\$ 3,909.59
	FROM: Police	Water	5433-799	\$ 76.61
	FROM: Police	Waste Removal	5433-798	\$ 56.96
	FROM: Police	Uniforms	5433-785	\$ 2,052.96
	FROM: Police	Office Supplies	5433-770	\$ 1,723.06
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. Kiley seconded the Motion				
Vote				
Comments All in favor; Motion passed.				

To: Board of Selectmen

September 2, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
5	TO: Police	Trooper Cont Service	5433-570-5433	\$ 71,436.66
	FROM: Police	Wages Clerical	5433-517-155	\$ 2,696.68
	FROM: Police	Police Wages	5433-515-58	\$ 5,427.40
	FROM: Police	Police Buybacks	5433-522-86	\$ 9,254.81
	FROM: Police	Longevity	5433-522-87	\$ 1,040.00
	FROM: Police	Books	5433-525	\$ 225.90
	FROM: Police	Computer Hardware	5433-550	\$ 3,587.36
	FROM: Police	Computer Maintenance	5433-551	\$ 3,515.58
	FROM: Police	Computer Software	5433-552	\$ 400.00
	FROM: Police	Janitorial	5433-570	\$ 201.00
	FROM: Police	Education	5433-590	\$ 914.00
	FROM: Police	Electricity	5433-595	\$ 878.75
	FROM: Police	Equipment Leased	5433-601	\$ 1,702.08
	FROM: Police	Equipment Depreciable	5433-603	\$ 153.09
	FROM: Police	Equipment Maintenance	5433-605	\$ 1,165.39
	FROM: Police	Facility Maintenance	5433-613	\$ 1,148.72
	FROM: Police	Heating Oil	5433-625	\$ 23.92
	FROM: Police	Medical	5433-688	\$ 450.92
	FROM: Police	Supplies Departmental	5433-769	\$ 2,513.27
	FROM: Police	Office Supplies	5433-770	\$ 556.91
	FROM: Employee Benefits	Medical Insurance	5305-643	\$ 30,000.00
	FROM: Finance	Contingency	5320-560-5320	\$ 4,100.88

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Ferrillo seconded the Motion.

Vote All in favor; Motion passed.

Comments

6	TO: Police	Trooper Overtime	5433-570-1000	\$ 35,431.45
	FROM: Police	Police Overtime	5433-521-1000	\$ 27,459.79
	FROM: Police	Police Wages	5433-515-58	\$ 7,971.66

Motion Mr. Kelly made a Motion to approve.

Seconded Ms. Ferrillo seconded the Motion

Vote All in favor; Motion is passed

Comments Mr. Kelly commented that there were several personnel issues causing the overtime charges.

7	TO: Town Counsel	Additional Counsel	5535-672-203	\$ 1,827.73
	FROM: Town Counsel	Legal Assessor	5535-672-207	\$ 1,000.00
	FROM: Town Counsel	Legal Land Use	5535-672-205	\$ 827.73

Motion Mr. Kelly made a Motion to approve.

Seconded Motion is seconded by Mr. DeBisschop.

Vote All in favor; Motion is passed.

Comments

To: Board of Selectmen

September 2, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
8	TO: Town Counsel	Legal Expenses	5535-672-202	\$ 5,610.00
	FROM: Town Counsel	Legal Claims	5535-672-204	\$ 2,625.00
	FROM: Town Counsel	Legal Land Use	5535-672-205	\$ 2,985.00
Motion Mr. Kelly made a Motion to approve				
Seconded Mr. DeBisschop seconded this Motion.				
Vote All in favor; Motion passed.				
Comments This is charge for expert witnesses.				
9	TO: Planning and Zoning	Legal Notice	5430-670	\$ 3,029.95
	FROM: Planning and Zoning	Engineer	5430-598	\$ 3,029.95
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. Burke seconded this Motion.				
Vote All in favor; Motion passed.				
Comments Increase in applications; Town Center amendments;				
10	TO: Planning and Zoning	Legal land Use	5430-672	\$ 1,360.00
	FROM: Planning and Zoning	Engineer	5430-598	\$ 1,360.00
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. Burke seconded this Motion.				
Vote All in favor; Motion passed.				
Comments				
11	TO: Fire	Electricity	5325-595	\$ 1,228.69
	FROM: Finance	Contingency	5320-560-5320	\$ 1,228.69
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. Burke seconded this Motion.				
Vote All in favor; Motion passed.				
Comments				
12	TO: Fire	Facility Maintenance	5325-613	\$ 447.04
	FROM: fire	Equipment Maintenance	5325-605	\$ 447.04
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. DeBisschop seconded this Motion.				
Vote All in favor; Motion passed.				
Comments				

To: Board of Selectmen

September 2, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
13	TO: Fire	Heating Oil	5325-625	\$ 7,862.78
	FROM: Finance	Contingency	5320-560-5320	\$ 7,862.78
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. DeBisschop seconded this Motion				
Vote All in favor; Motion passed.				
Comments This takes into account all fire departments.				
14	TO: Fire	Physical Exams	5325-710	\$ 60.90
	FROM: fire	Postage	5325-715	\$ 60.90
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. DeBisschop seconded this Motion.				
Vote All in favor; Motion passed				
Comments				
15	TO: Fire	Vehicle Repairs	5325-812	\$ 4,635.95
	FROM: Fire	Wages Chief	5325-512-50	\$ 60.70
	FROM: Fire	Wages Asst Chiefs	5325-513-51	\$ 89.02
	FROM: Fire	Wages Secretary	5325-517-99	\$ 216.60
	FROM: Fire	Books	5325-625	\$ 73.00
	FROM: Fire	Computer Hardware	5325-550	\$ 392.81
	FROM: Fire	Computer Software	5325-552	\$ 300.00
	FROM: Fire	Admin Expense	5325-570-105	\$ 831.65
	FROM: Fire	Printing	5325-571-135	\$ 134.00
	FROM: Fire	Dues	5325-585	\$ 81.00
	FROM: Fire	Education	5325-590	\$ 432.04
	FROM: Fire	Equipment Leased	5325-601	\$ 121.00
	FROM: Fire	Equipment Depreciable	5325-603	\$ 348.80
	FROM: Fire	Equipment expensed	5325-604	\$ 27.50
	FROM: Fire	Equipment Maintenance	5325-605	\$ 114.43
	FROM: Fire	Facility Improvements	5325-612	\$ 13.00
	FROM: Fire	Facility Supplies	5325-614	\$ 367.99
	FROM: Fire	Supplies Departmental	5325-685	\$ 60.94
	FROM: Fire	Postage	5325-715	\$ 100.78
	FROM: Fire	Programs Regular	5325-729	\$ 229.11
	FROM: Fire	Supplies Office	5325-770	\$ 340.31
	FROM: Fire	Telephone	5325-775	\$ 0.02
	FROM: Fire	Waster Removal	5325-798	\$ 66.60
	FROM: Fire	Water	5325-799	\$ 203.08
	FROM: Fire	Vehicle maintenance	5325-811	\$ 31.57
Motion Mr. Kelly made a Motion to approve.				
Seconded Mr. Burke seconded this Motion.				
Vote All in favor; Motion is passed.				
Comments				

To: Board of Selectmen

September 2, 2015

From: Finance Director

Re:2014-2015 Transfer requests

tem #		Department	Account	Account Number		Amount
16	TO:	Fire	Vehicle Repairs	5325-812	\$	19,161.12
	FROM:	Finance	Contingency	5320-560-5320	\$	19,161.12

Motion Mr. Kelly made a Motion to approve.

Seconded Motion is seconded by Mr. Burke.

Vote All in favor; Motion passed.

Comments

17	TO:	Tax Collector	Computer System	5505-551	\$	2,939.99
	FROM:	Town Hall	Postage	5545-715	\$	2,463.34
	FROM:	Town Hall	Electricity	5545-595	\$	476.65

Motion Mr. Kelly made a Motion to approve.

Seconded Motion is seconded by Mr. Kiley.

Vote All in favor; Motion is passed.

Comments Outside vendors mail out bills.

18	TO:	Tax Collector	Full Time Clerk	5505-517-23	\$	410.14
	TO:	Tax Collector	Part Time Clerk	5505-517-98	\$	4,012.07
	FROM:	Tax Collector	Legal Notice	5505-670	\$	1,377.18
	FROM:	Tax Collector	Office Supplies	5505-770	\$	985.47
	FROM:	Tax Collector	Education	5505-590	\$	750.00
	FROM:	Tax Collector	Conf and Meetings	5505-555	\$	768.00
	FROM:	Tax Collector	Dues	5505-585	\$	55.00
	FROM:	Town Hall	Electricity	5545-595	\$	486.56

Motion Mr. Kelly made a Motion to approve.

Seconded Mr. Kiley seconded this Motion.

Vote All in favor; Motion is passed.

Comments

To: Board of Selectmen

September 3, 2015

From: Finance Director

Re:2014-2015 Appropriation from General Fund

Item #	Department	Account	Account Number	Amount
1	TO: Town Attorney	Additional Counsel	5535-672-203	\$ 24,434.05
	FROM: General Fund Balance			\$ 24,434.05

Motion Mr. Kelly made a Motion to send to Town Meeting for final approval

Seconded Mr. DeBisschop seconded this Motion

Vote All in favor to send it to Town Meeting; Motion passed.

Comments

To: Board of Selectmen

September 3, 2015

From: Finance Director

Re:2015-2016 Transfer requests

Item #		Department	Account	Account Number		Amount
1	TO:	Fire Marshall	Wages	5330-513-53	\$	4,233.00
	FROM:	Finance	Finance Contingency	5320-560-5320	\$	4,233.00

Motion Ms. Ferrillo made the Motion to Deny this request.

Seconded The Motion was seconded by Mr. Kelly

Vote All in favor: Mr. Kelly, Ms. Ferrillo; Opposed; Mr. Kiley, Mr. DeBisschop; Abstain: Mr. Burke

Comments Ms. Ferrillo would like the Selectman to come in to discuss.

2	TO:	Fire Marshall	Wages	5330-513-53	\$	1,500.00
	FROM:	Finance	Finance Contingency	5320-560-5320	\$	1,500.00

Motion Ms. Ferrillo made the Motion to deny this request

Seconded The Motion was seconded by Mr. Kelly

Vote All in favor: Mr. Kelly, Ms. Ferrillo; Opposed; Mr. Kiley, Mr. DeBisschop; Abstain: Mr. Burke

Comments Ms. Ferrillo would like the Selectman to come in to discuss.

Mr. Kelly made a Motion to rescind the vote to deny this request.

Ms. Ferrillo seconded the Motion.

All in favor: Motion to rescind motion to deny is passed.

Mr. Kelly made a Motion to table this item for a discussion with the First Selectman.

Ms. Ferrillo seconded the Motion to table this item for discussion with the First Selectman.

All in favor of tabling the item: Motion to table until discussion is passed.

Mr. Burke said what the Town lacks is a personnel policy.

Getting back to transfer requests, Ms. Ferrillo asked why are there two line items. Mr. Hliva explained that the \$1,500 is what he collected from January till June for which he now wants to be reimbursed. The \$4,233.00 is to adjust the Fire Marshal's wages for anticipated collection of blasting permits and open burning fees.

Monthly Reports

Report on Tax Collections Month of August 2015

Ms. Scinto brought Tax Collector Report for August 31, 2015. Collections are at about 53%. Delinquencies are now coming in but she can't release because people don't have "civil numbers". Mr. Hliva said collections are about .2% over last year. No reductions. He said Ms. Scinto is doing a good job. Ms. Scinto said there are some properties that need to be foreclosed on. She sends letters and people just ignore her.

A very lengthy discussion ensued regarding delinquent payments, donate in lieu, some citizens say their taxes were paid and provided proof with the signature of the former tax collector.

Ms. Scinto left the meeting at 8:30 p.m.

At 8:32 p.m., Ms. Ferrillo made a Motion to go into Executive Session.

At 8:55 p.m., the Board came out of Executive Session


ADJOURNMENT

At 8:55 p.m., a Motion was made to adjourn the Regular Meeting.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,


Lynnette Steeves, Clerk

15 OCT -6 AM 2:02
TOWN OF OXFORD, CT

TOWN CLERK