

**Board of Selectmen's
Regular Meeting**

Wednesday, August 3, 2016
7:30 PM - Town Hall

The meeting was called to order at 7:40 p.m. by First Selectman George Temple, and the Pledge of Allegiance was recited.

Present: First Selectman George R. Temple, Esq., Selectman Jeff Haney, Selectman Kathy Johnson, Joanne Pelton, Administrative Assistant

ACCEPTANCE OF MINUTES

1. 6/15/16 Special Meeting

MOTION:

Jeff Haney moved to approve the 6/15/16 Special Meeting minutes as presented. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

2. 6/21/16 Special Meeting

MOTION:

Jeff Haney moved to approve the 6/21/16 Special Meeting minutes as presented. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

3. 6/22/16 Special Joint Meeting

MOTION:

Jeff Haney moved to approve the 6/22/16 Special Joint Meeting minutes as presented. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

4. 7/6/16 Special Meeting 4:00 PM

MOTION:

Jeff Haney moved to approve the 7/6/16 Special Meeting (4:00 PM) minutes with the following amendments:

Item #1 ~ Change \$8,985 to \$9,644

Item #2 ~ Change \$9,644 to \$4,685

This was seconded by Kathy Johnson with the changes. All 3 Ayes. Motion carries.

Discussion: These changes were typos.

5. 7/6/16 Special Meeting 4:15 PM

MOTION:

Jeff Haney moved to approve the 7/6/16 Special Meeting (4:15 PM) minutes as presented. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

AMENDMENT OF AGENDA

1. School Security Measures Appropriation – Approve

MOTION:

Jeff Haney moved to amend the agenda to add School Securities Measures Appropriation – Approve as Item #15 and move Report of First Selectman to Item #16. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

2. Oxford Schools Planning and Building Committee Appointments

MOTION:

Jeff Haney moved to amend the agenda to add Oxford Schools Planning and Building Committee appointments under Appointments. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

APPOINTMENTS

Oxford Schools Planning and Building Committee appointments

1. Jeff Haney moved to appoint Richard Krueger of 31 Ledge Hill Drive and Stephen Kozek of 8 Evergreen Lane, both to the new Oxford Schools Planning and Building Committee with both terms to commence immediately. This was seconded by Kathy Johnson for discussion. All 3 Ayes. Motion carries.

Discussion: Kathy Johnson has met Mr. Kozek, and he expressed a great interest in sitting on this committee and it is her pleasure to recommend him to the board. First Selectman George Temple knows Mr. Krueger and his father very well, and Mr. Krueger is very much interested in helping out and loves Oxford. First Selectman Temple feels these are very good appointments. Jeff Haney stated that the Building Committee expressed interest that whomever gets on the committee, they will be in need of a Chairman. First Selectman Temple stated that we can talk about this at a later time.

MOTION:

First Selectman George Temple received the resignation from John Kerwin from the Oxford School Upgrade Committee, and moved to accept the resignation of John Kerwin with regrets. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

MOTION:

First Selectman George Temple received the resignation from Eric Benzon from the Oxford School Upgrade Committee, and moved to accept the resignation of Eric Benzon with regrets. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

MOTION:

First Selectman George Temple received the resignation from Ken Sharron from the Oxford School Upgrade Committee, and moved to accept the resignation of Ken Sharron with regrets. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

NEW BUSINESS

1. Library Building Committee Update

George Mitchell, Chairman of the Oxford Library Building Committee gave a detailed presentation of the update for the Oxford Public Library. (Attached.) The committee has made good progress and the project is almost ready to go out to bid. This project is something the Town will be very proud of. Groundbreaking is tentatively scheduled for October, 2016, with a grand opening scheduled for September, 2017. Mr. Mitchell discussed the plan designs, estimates, and referendum amounts compared to estimates. Mr. Mitchell also discussed why the committee went with a wood frame versus steel frame construction. Kathy Johnson asked about the full basement. The budgeted amount will only allow for a partial basement. The bid will include an option for a full basement. We will be using the existing furniture in the Library and only allow the budgeted \$70,000 for some new furniture, and can solicit donations for other items. The roofing was discussed. First Selectman George Temple stated that before this goes out to bid, he would like to take a look at it and have the Town attorney look at it. There cannot be any brand names. He is happy that this is going forward. First Selectman Temple asked how many more books are needed. A town this size should have a collection of 60,000, and we currently have 35,000 per Dawn Higginson. Jeff Haney would like to have seen a simpler design and spent more money on technology. Jeff Haney expressed his concerns regarding the cost for a timber roof, and suggested instead of cathedral ceiling, do a standard truss and sheetrock the ceilings. Mr. Mitchell stated that the steel roof will cost \$756,000 and the wood roof will cost \$818,000. First Selectman George Temple stated that there are other ways to get money and if we can apply any savings to technology that would be great, and possibly get other donations. The committee would like to have the Board of Selectmen's input. Jack Kiley asked if the building will be energy efficient.

Mr. Mitchell stated yes from windows, to insulation, electrical, etc. First Selectman Temple thanked the committee members for all of the work they have put into this project. Kathy Johnson stated it was a job well done!

2. **Connecticut Partnership For Children Proclamation – Approve and Authorize First Selectman to Sign**

MOTION:

Jeff Haney moved to approve the following Connecticut Partnership For Children Proclamation and authorize the First Selectman to sign:

PROCLAMATION

WHEREAS, Diaper Need, the condition of not having a sufficient supply of clean diapers to ensure that infants and toddlers are clean, healthy and dry, can adversely affect the health and welfare of infants, toddlers and their families; and

WHEREAS, national surveys report that one in three mothers experiencing diaper need at some time while their children are less than three years of age forty-eight percent of families delay changing a diaper to extend their supply; and

WHEREAS, the average infant or toddler requires an average of 50 diaper changes per week over three years; and

WHEREAS, diapers cannot be bought with food stamps or WIC vouchers, therefore obtaining a sufficient supply of diapers can cause economic hardship to families; and

WHEREAS, a supply of diapers is generally an eligibility requirement for infant and toddlers to participate in childcare programs and quality early education programs; and

WHEREAS, the people of the Town of Oxford recognize that addressing Diaper Need can lead to economic opportunity for the state's low-income families and can lead to improved health for families and their communities; and

WHEREAS, the Town of Oxford is proud to be home to various community organizations that recognize the importance of diapers on helping provide economic stability for families and distribute diapers to poor families through various channels; now

THEREFORE, I George R. Temple, First Selectman of the Town of Oxford, do hereby proclaim the week of September 26th through October 2nd, 2016 as **DIAPER NEED AWARENESS WEEK** in the Town of Oxford and encourage the citizens of oxford to donate generously to diaper banks, diaper drives, and those organizations that distribute diapers to families in need to help alleviate diaper need in the Town of Oxford and environs.

This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: Town Hall has a diaper drive every year. It is a very serious concern and we do support it in Town Hall, and many employees of the town contribute to it. First Selectman Temple supports this and it is a good initiative and will help a lot of people.

3. Oxford Ambulance Association New Ambulance Appropriation Request

MOTION:

Jeff Haney moved to approve the additional appropriation request, in an amount not to exceed \$34,048.00, for the Oxford Ambulance Association in order to purchase a new ambulance as presented and requested in their letter dated 6/15/16. This was seconded by Kathy Johnson.

MOTION:

First Selectman George Temple moved to amend the motion to approve the additional appropriation request, in an amount not to exceed \$34,048.00, for the Oxford Ambulance Association in order to purchase a new ambulance as presented and requested in their letter dated 6/15/16, provided that the current ambulance is being disposed of and/or conveyed to someone else. Jeff Haney seconded for discussion. All 3 Ayes.

Discussion:

Jerry Schwab, 264 Quaker Farms Road, Executive Director, stated that the Ambulance Association was not able to fundraise the difference on it so the amount requested is the balance of it. As far as the disposing of the older ambulance this was never their intention when discussed. They would like to keep it as a backup since sometimes there is a problem if one of the two ambulances is in for maintenance, you may need another one for an emergency. Today with the fire was a prime example, one of the ambulances was tied up for maintenance and the second ambulance was tied up at the fire with a five hour delay. Keeping this vehicle would not cost the town much money and would be a huge benefit. Southbury will not come to Oxford, and a lot of other neighboring towns won't come in to assist Oxford either. There have been incidents where there were only two ambulances and they were both unavailable, one was in for maintenance, and another was on a call, and they had nothing to take people to the hospital in. Jeff Haney gave his thoughts on this after reviewing the packet of information that was given. Jeff Haney's thought is to just keep the older ambulance and don't put major money into it. Section 19A 179-5 of the CT rules for ambulances, the Ambulance companies in general have to apply for their license, and at that time you actually make the service to be provided, and total number of EMS vehicles by category, certificates of malpractice, etc. Mr. Schwab stated you can go up by one ambulance every year, and go down as many as you want. You don't have to keep three vehicles if one dies. First Selectman Temple stated that Oxford has no control over what money goes into which ambulance or the Oxford Ambulance Association. They submit repairs done on a brand new ambulance and then it is done the other way. First Selectman Temple asked what Mr. Schwab did to raise money? First Selectman stated Mr. Schwab was told they needed to raise \$40,000. They raised \$4,000. Per Mr. Schwab, the committee thought that the purchase of the new ambulance became a political football at the election, so our guys stopped. They did one fund drive. A lengthy discussion was held. Kathy Johnson stated this does not feel

right, there is a very honest man standing in the room, Bob DeBisschop, and knows he would not allow this to happen. We ask them to exercise their best practices and best opinion for safety. We are talking about the safety of Oxford. The town is growing, and is asking Jerry to be frugal with that ambulance if we keep it, asking to do the right thing and asking that the next time if the ambulance is obsolete, I don't want to see the town throwing the money into it, that you do what you just said. Jerry Schwab asked why we don't talk about the facts and statistics.

MOTION:

Jeff Haney moved to go to the first motion that was presented. Jeff Haney moved to approve the additional appropriation request, in an amount not to exceed \$34,048.00, for the Oxford Ambulance Association in order to purchase a new ambulance as presented and requested in their letter dated 6/15/16. This was seconded by Kathy Johnson. All 2 Ayes. 1 No by First Selectman George Temple. Motion carries. This matter will be forwarded to Board of Finance for further action. First Selectman Temple would like his opposition to this conveyed to the Board of Finance and the reasons behind it.

4. Tax Refunds

MOTION:

Jeff Haney moved to approve the tax refunds, totaling \$4,275.59, as presented and recommended by the Tax Collector in her letter dated 7/6/16, and to authorize two signatures. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

5. Arcadis Proposed 2016 – 2017 Groundwater Monitoring and Reporting Contract – Approve and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to approve the Proposed Arcadis 2016 – 2017 Groundwater Monitoring and Reporting Contract, as presented, and authorize the First Selectman to Sign. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: This is for the oil spill that had happened. We need to do this until there are five consecutive quarters that show no oil. The last 2 quarters have been clear, and no oil was found.

6. Sunshine Kids Motorcycle Ride – Approve Oxford Route and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to approve the use of Route 42, Route 67 and Route 188 through the Town of Oxford, on Sunday, October 3, 2016, approximately between 11:00 AM – 11:30 AM, for the annual Sunshine Kids Motorcycle Ride to benefit the Sunshine Kids Organization and authorize the First Selectman to sign the Letter of Approval for the Connecticut Department of Transportation Special Event Permit. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: This is a good cause, and they are well attended.

7. Proposed Senior Center Bus Driver's Policy – Approve

Jeff Haney recused himself from this matter.

MOTION:

Kathy Johnson moved to approve the proposed Senior Center Bus Driver's Policy as presented. This was seconded by First Selectman George Temple. All 2 Ayes, 1 recusal by Jeff Haney. Motion carries.

Discussion: This will allow the bus drivers to wheel wheelchairs, but limits them to what they can do. The driver can assist the seniors and help those confined to a wheelchair, but they cannot take the place of a nurse, or act as medical personnel.

8. Oxford Safety & Health Committee – Decrease Membership

MOTION:

Jeff Haney moved to approve to decrease the Oxford Safety & Health Committee's membership from eight (8) members to seven (7) members. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries. The Town Clerk will be notified of this action.

Discussion: This is being done in part because they meet during the day and it is hard to get a quorum. Their feeling is if they decrease it by one, it would be helpful to them.

9. Oxford Grange Pop-Up Market Peddler's Permit – Approve and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to approve the Oxford Grange Pop-Up Market Peddler's Permit, as presented, and to authorize the First Selectman to sign. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: It's farm fresh, antiques, handmade art, yoga, massage, and live music. They are doing it correctly to get this permit, and it is a nice activity.

10. FY 2015 – 2016 Transfer Requests

MOTION:

Jeff Haney moved to approve to the FY 2015 – 2016 transfer requests as presented by the Finance Director in his letter dated 8/3/16. This was seconded by Kathy Johnson.

Discussion: Jim Hliva discussed that items #9 through #14 are for the Library. Regarding items #1 through #8, one item is for repairs for the ambulance and Jim Hliva does not know what vehicle was repaired; the transfer was all internal. This is from their budget. Item #8, this is because this year is a 53 week payroll year, which happens every 6 years we end up with 53 pay periods. Dawn Higginson, Library Director, discussed items that fall under the Library. Item #9 is for magazines; #10 is for the Children's Library; Item #11 is for supplies for various activities. Item #13 and #14 were discussed. First Selectman asked Dawn what are we reimbursing her for. She had paid for items that were only available for on-line purchasing of books. First Selectman Temple asked, "You bought books for \$4000 that was allocated for wages for the Children's Librarian?" Dawn did. Dawn explained that since there was not a librarian for seven weeks, she bought books using the money that would have been spent on wages. Jim Hliva had sent a report in March showing there was only \$100 for the book account, and during the months of April, May & June there was \$5,900 spent on books. Dawn stated she had sent the request form upstairs to make a transfer along with the pile of bills that never made it to the Finance board. First Selectman Temple stated she needs to meet with Jim Hliva to discuss these items.

MOTION:

First Selectman Temple would like to table the Library items #9 through #14. This was seconded by Kathy Johnson. All 3 Ayes.

16. Report of First Selectman

1. There was a bad fire today on Hawley Road, and we had Beacon Falls, Seymour, Southbury, Middlebury and Monroe all respond to the call. First Selectman Temple feels very good that all of our neighbors came to help and were very impressed with their professionalism. There were a few minor injuries, but he is very proud of our Fire Department. They are dedicated citizens that work very hard, and would like to thank them.
2. First Light participated in the Housatonic River project, and we got recognized for it.
3. Town Hall roof project has been completed and was under budget.
4. Center Fire House used the Town Hall grounds.
5. The town is proceeding with Aggie Park project and it is looking good. Two girls' softball fields and one all-purpose field are being done.
6. Lily Park surveillance cameras are still in the process of being installed. Jeff Haney has emailed the company, and is trying to get this done as soon as possible.
7. There was one armed robber caught, and there were a few robberies today, one at a Chinese restaurant and one at Subway. There were video surveillance cameras. The Police had a busy weekend and they are doing a good job.
8. Oxford Town Center project is going well, with an anticipated opening of the grocery store in September. First Selectman Temple has received interest in an After-Care facility to be placed in the Town Center.
9. The Power Plant road is 90% complete. The town owns both sides of that road. First Selectman Temple has gotten inquiries regarding buying the lots.
10. First Selectman Temple stated they have an approval for another brewery in town.

AMENDMENTS

None.

AUDIENCE OF CITIZENS

Kim Kraus, Ancient Highway, discussed the burglary of her son's best friend's house, in which the thief got over \$30,000 in cash from his house. The police have a video and have the best way to enlarge the video. She had posted signs around town and went asking neighbors if they had heard about it and 60% of them knew something about it, but 40% didn't, and they were grateful that they received the information. Ms. Kraus wanted to know why something was not in the Voices. First Selectman Temple stated the town does not have any control over the Voices and it is not our function to tell the press what to print. First Selectman Temple stated he knows about the case and it is an on-going criminal investigation and he cannot comment on it. He appreciates her concern. First Selectman Temple stated that our Police Department has four retired detectives as well as statewide major crime departments. If the newspaper needs information, they get it immediately from the Board of Selectmen. Kathy Johnson told Ms. Kraus that she is a very kind and caring person and appreciates her concerns and suggested she call the Voices newspaper. Kathy Johnson stated it is very good that you brought this in front of us today. Ms. Kraus stated she has already contacted the Voices. On her road, there were 4 robberies. Jack Kiley, 88 Bee Mountain Road, stated that in the Voices there is a police blotter printed out and is wondering who sends that in because they do put it in for Newtown, and Southbury puts it in also. It was stated that you have to physically have someone go to the Police department to get the information.

Jack Kiley, 88 Bee Mountain Road, questioned the surveillance cameras for Lily Park, and stated that a few months ago the cameras were approved, and thought they were up, what happened? Joanne Pelton stated that they need to get weatherproof boxes for the cameras and will get them installed as soon as possible. Kudos to the Finance Board for sending it right back!

John Downs, 666 Roosevelt Drive, stated he was glad he drove over here to see the meeting being held tonight instead of being cancelled.

ADJOURNMENT

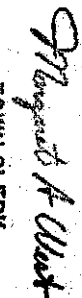
MOTION:

Kathy Johnson moved to adjourn the meeting at 9:24 PM. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Respectfully submitted,



Lynda Romanowski
Clerk, Board of Selectmen

16 AUG -8 PM 5:52
TOWN OF OXFORD, CT

TOWN CLERK

TITLE: ASSISTANT TAX COLLECTOR - Page 1

TITLE: ASSISTANT TAX COLLECTOR

GENERAL DESCRIPTION:

This is a very responsible technical, clerical and administrative position involving the collection, documentation and reporting of municipal taxes, WPCA sewer bills, and aircraft billing.

Work involves responsibility for assisting the Tax Collector in all facets of collecting current and delinquent taxes, collecting other receivables, preparation of reports, and extensive contact with the general public.

Assistant Tax Collector must have State of Connecticut certification as a Tax Collector.

SUPERVISION RECEIVED:

The Assistant Tax Collector is supervised by the Tax Collector.

SUPERVISION EXERCISED:

In the absence of the Tax Collector the Assistant Tax Collector will supervise all activities of the Tax Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists the Tax Collector in all aspects of tax collection.

Managing escrow accounts with additions and deletions throughout the year, preparation of the tax bill cycle including all changes before the tax bills are sent out.

Assists in mailing all tax bills.

The Assistant Tax Collector must have the ability to handle heavy phone call volume and work directly with the public concerning collections.

After Tax Revenue is posted, the Assistant Tax Collector will close and balance all monies to the check validator and prepare appropriate reports. Close out will be on a daily basis during collection and weekly during non-collection periods or at the discretion of the Tax Collector.

Assists the Tax Collector in sending out delinquent notices along with preparation and release of Tax Liens.

The Assistant Tax Collector is responsible for preparing Aircraft billing, collection and filing of the Aircraft Report to the Department of Transportation.

The Assistant Tax Collector will assist the Tax Collector in the preparation and mailing of all sewer use and assessment bills.

The Assistant Tax Collector must be able to speak to taxpayers in a courteous and professional manner always maintaining control and be knowledgeable in all aspects of the Tax Collection

TITLE: ASSISTANT TAX COLLECTOR - Page 2

procedure in order to answer all questions.

NONESSENTIAL DUTIES:

None

KNOWLEDGE, SKILL, AND ABILITIES:

Considerable knowledge of tax collections and accounting principles and practices.

Considerable knowledge of tax collection laws and ordinances.

Good knowledge of the principles of public administration as applied to a tax collection department.

Considerable skills in business mathematics.

Considerable ability to establish and maintain working relationships with superiors, coworkers, subordinates, banks, other agencies, and the general public.

Good ability to administer the activities of a municipal revenue collection department.

Good ability to enforce regulations with firmness and tact.

Good ability to make decisions within deadlines.

QUALIFICATIONS:

State of Connecticut certification as a Tax Collector. **In lieu of the certification the candidate may have three years experience working in a Municipal Tax Office in the State of Connecticut and have completed two of the certification courses and continue working towards the certification.**

SPECIAL REQUIREMENTS:

Possession of CCMC certification by the State of Connecticut.

TOOLS AND EQUIPMENT USED:

Computer, calculator, typewriter, fax machine, and copy machine.

PHYSICAL AND MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of the job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job

TITLE: ASSISTANT TAX COLLECTOR - Page 3
include close vision and the ability to adjust focus.

Employee must be able to read and interpret routine correspondence and memos, write standard reports and correspondence, and speak effectively before groups. The position requires the ability to apply common sense and understanding in carrying out detailed programs involving several variables in standardized situations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work performed in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is generally quiet.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Price Totals School Security

Window Coating

Millard Enterprises (all schools)	\$ 22,983.00	\$ 22,983.00
(also includes tinting for energy conservation)		

Silvers Solar	OHS	\$ 5,470.52
	GOMS	\$ 14,384.82
	QFS	\$ 4,734.02
	OCS	\$ 3,457.84
Total Silver Solars		\$ 28,047.20

Great Oak Communication System	\$ 17,650.00
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Great Oak Door Alarm	\$ 12,824.50
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Quaker Farms Communication System	\$ 17,650.00
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TOTAL	\$ 71,107.50
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To: Board of Selectmen

August 3, 2016

From: Finance Director

Re: 2015-2016 Transfer requests

tem #	Department	Account	Account Number	Amount
1	TO: Ambulance	Vehicle Maintenance	5210-811	\$ 8,653.83
	FROM: Ambulance	Equipment Lease Purchase	5210-601	\$ 2,003.39
	FROM: Ambulance	Facility Supplies	5210-614	\$ 1,995.70
	FROM: Ambulance	Heating Oil	5210-625	\$ 2,427.54
	FROM: Ambulance	Facility Services	5210-613	\$ 715.86
	FROM: Ambulance	Supplies Departmental	5210-769	\$ 652.66
	FROM: Ambulance	Equipment Expensed	5210-604	\$ 8.68
	FROM: Ambulance	Contract Service VEMS	5210-570-5688	\$ 850.00
Motion				
Seconded				
Vote				
Comments				
2	TO: Assessor	Wages Assessor	5215-513-61	\$ 1,438.60
	FROM: Assessor	Contract Service Field Work	5215-570-113	\$ 1,438.60
Motion				
Seconded				
Vote				
Comments				
3	TO: Building	Wages Building Official	5230-511-37	\$ 1,759.90
	TO: Building	Wages Clerk	5230-515-39	\$ 218.16
	TO: Building	Wages Overtime	5230-521-1000	\$ 43.68
	FROM: Building	Wages Asst Building Official	5230-513-38	\$ 2,021.74
Motion				
Seconded				
Vote				
Comments				
4	TO: Economic Development	Advertising	5290-527	\$ 149.10
	FROM: Economic Development	Computer Maintenance	5290-551	\$ 149.10
Motion				
Seconded				
Vote				
Comments				

To: Board of Selectmen

August 3, 2016

From: Finance Director

Re:2015-2016 Transfer requests

tem #	Department	Account	Account Number	Amount
5	TO: Elderly Commission	Electricity	5295-595	\$ 1,524.13
	TO: Elderly Commission	Facility Maintenance	5295-613	\$ 1,564.28
	TO: Elderly Commission	Vehicle Repairs	5295-812	\$ 347.60
	FROM: Elderly Commission	Heating	5295-625	\$ 3,436.01
	Motion			
	Seconded			
	Vote			
	Comments			
6	TO: Employee Benefits	Buybacks	5305-522-86	\$ 656.17
	FROM: Employee Benefits	Longevity	5305-522-87	\$ 656.17
	Motion			
	Seconded			
	Vote			
	Comments			
7	TO: Employee Benefits	Payment in Lieu of Medical	5305-523-96	\$ 5,649.86
	FROM: Employee Benefits	Pension	5305-705	\$ 5,649.86
	Motion			
	Seconded			
	Vote			
	Comments			
8	TO: Employee Benefits	53 week payroll	5305-530	\$ 88,858.46
	FROM: Employee Benefits	Longevity	5305-522-87	\$ 1,043.83
	FROM: Employee Benefits	Unemployment	5305-780	\$ 15,000.00
	FROM: Employee Benefits	Workers Comp	5305-794	\$ 9,361.50
	FROM: Employee Benefits	Pension	5305-705	\$ 22,024.13
	FROM: Employee Benefits	Health Insurance	5305-643	\$ 2,266.34
	FROM: Finance	Contingency	5320-560-5320	\$ 39,162.66
	Motion			
	Seconded			
	Vote			
	Comments			

To: Board of Selectmen

August 3, 2016

From: Finance Director

Re: 2015-2016 Transfer requests

tem #		Department	Account	Account Number		Amount
9	TO:	Library	Magazines	5390-680	\$	12.14
	FROM:	Library	Dues	5390-585	\$	12.14
	Motion					
	Seconded					
	Vote					
	Comments					
10	TO:	Library	Water	5390-799	\$	146.00
	FROM:	Library	Wages Childrens Librarian	5390-515	\$	146.00
	Motion					
	Seconded					
	Vote					
	Comments					
11	TO:	Library	Department Supplies	5390-769	\$	1,463.96
	FROM:	Library	Equipment Expensed	5390-604	\$	685.00
	FROM:	Library	Office Supplies	5390-770	\$	90.88
	FROM:	Library	Wages Childrens Librarian	5390-515-81	\$	688.08
	Motion					
	Seconded					
	Vote					
	Comments					
12	TO:	Library	Civic Activities	5390-535	\$	1,300.00
	TO:	Library	Wages Bd Clerk	5390-517-158	\$	600.00
	FROM:	Library	Wages Part Time	5390-517-84	\$	1,900.00
	Motion					
	Seconded					
	Vote					
	Comments					

To: Board of Selectmen

August 3, 2016

From: Finance Director

Re:2015-2016 Transfer requests

tem #	Department	Account	Account Number	Amount
13 TO:	Library	Books	5390-525	\$ 5,751.64
FROM:	Library	Wages Childrens Librarian	5390-515-81	\$ 3,800.00
FROM:	Library	Facility Maintenance	5390-613	\$ 369.00
FROM:	Library	Computer Software	5390-552	\$ 82.64
FROM:	Library	Computer Hardware	5390-550	\$ 1,500.00

**Motion
Seconded
Vote
Comments**

14 TO:	Library	Books	5390-525	\$ 4,000.00
FROM:	Library	Wages Childrens Librarian	5390-515-81	\$ 40,000.00

**Motion
Seconded
Vote
Comments**