

Board of Selectmen's

Regular Meeting

Wednesday, February 1, 2023

7:30 PM - Town Hall

First Selectman opened the meeting at 7:01 PM, and the Pledge of Allegiance was recited.

Present: First Selectman George Temple, Selectman Arnold Jensen, Selectman Dave McKane, Administrative Assistant to the First Selectman Kristyn Rosa.

A moment of silence was held for the passing of Father Dominic Valla from Saint Thomas Church in Oxford.

Acceptance of Minutes

1. 1/4/23 Special Meeting

MOTION:

Selectman Arnold Jensen moved to approve the 1/4/23 Special Meeting minutes as presented. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

Amendment of Agenda

None.

Appointments

None.

New Business

1. Trinity Solar Peddler's Permits for Dezirae Sayler and Guilherme Camargo

MOTION:

Selectman Arnold Jensen moved to approve Trinity Solar Peddler's Permits for Dezirae Sayler and also Guilherme Camargo with the following stipulations for both:

- The Oxford Police Department must be notified daily, or each day you are soliciting, of the area in town where you will be soliciting along with the hours.
- No soliciting in neighborhoods where it clearly states "No Soliciting," such as, but not limited to, Oxford Green, Meadowbrook Estates, and River Bend Estates.
- Must have an identification badge.
- No soliciting on Sundays or Holidays.

This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

2. FY 2022 – 2023 Transfer Requests

MOTION:

Selectman Arnold Jensen moved to approve the attached FY 2022 – 2023 transfer requests as presented by the Finance Director in his letter dated 1/11/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries

Discussion:

Finance Director Jim Hliva requested that the Selectman not act on #3 of the transfer request. This transfer request was prepared on January 11th before we knew that the previous Tax Collector would no longer be employed with the Town. Therefore the salary amounts have now changed, and he will need to resubmit item #3 with the correct dollar amounts.

MOTION:

Selectman Arnold Jensen made a motion to delete part three of the transfer request regarding the wages of the Tax Clerk. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

Discussion:

Selectman Jensen asked Mr. Hliva to explain the transfers. He stated that the transfer of wages is because both Union contracts (Public Works and the Clerical Union) were recently settled, and they go back to July 1, 2021. So the numbers you see there are two-year increases, not just one year. Selectman Jensen asked about the overtime for Planning and Zoning. Mr. Hliva explained that he asked the Planning & Zoning Coordinator to estimate what she thinks she will spend for overtime from now till the end of June so that she doesn't have to come back each week and ask for more. The same

with Police vehicles. They are not over now, but based on what they spent the last seven months of the year, they will have the \$24,000 to make it through the end of the year. First Selectman Temple added that we had had some mechanical issues with the police cars. He also stated that if we have overtime with Planning and Zoning, Finance, and other departments, the Administrative Assistant is to be notified. He does not just want carte blanche on overtime. Selectman David McKane asked who is responsible for ensuring the Police cars have regular maintenance. First Selectman Temple stated that he would speak with Sgt. Buinauskas to determine who is responsible for this and ensure this information is tracked.

MOTION:

Selectman Arnold Jensen made a motion to delete part three of the transfer request regarding the wages of the Tax Clerk. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

3. Tax Refunds

MOTION:

Selectman Jensen moved to approve the tax refunds, totaling \$5,515.00, as presented and recommended by the Tax Collector in her letter dated 1/17/23, and to authorize two signatures. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

4. Accept Tax Collector Resignation

MOTION:

Selectman Arnold Jensen moved to accept the resignation of Tax Collector Ashley Schremmer effective 1/20/23. This was seconded by Selectman David McKane. All 3 Ayes, Motion Carries.

Mrs. Schremmer is no longer our Tax Collector, she moved on to a new career, and we wish her the best of luck. She did a great job when she was here.

5. Appoint Acting Tax Collector

MOTION:

Selectman Arnold Jensen moved to appoint Helen Leung as Acting Tax Collector, with a wage of \$65,000.00 per year and effective 1/23/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

First Selectman Temple stated that he feels this will work out very well. He also mentioned that he does not want to lose Mrs. Leung as Grant Writer since she did a terrific job, but this position will require someone to run as Tax Collector, and she is

willing to do that. First Selectman Temple stated that he knows Mrs. Leung will be great in this position. Once we hire someone as Grant Writer, Mrs. Leung will train them. It is a busy time in the Tax Department, but things will slow down. She can work between departments and support the new grant writer during training. Mrs. Leung will also be required to obtain certification by taking the Tax Collector classes and passing the final exam. The Tax Collector Clerk is also in the tax department. She is also doing a great job. She has a good work ethic and will be very helpful in transitioning Mrs. Leung into the position.

Mrs. Leung's position as Acting Tax Collector is temporary until the election. If elected, she will receive the full Tax Collector's salary. Selectman David McKane stated that Mrs. Leung did a great job in the grant office and will continue to do an excellent job in the tax office. Congratulations Helen!

6. Disband Library Planning & Building Committee

MOTION:

Selectman Jensen moved to disband the Library Planning & Building Committee as they have fulfilled their charge and as supported by the Finance Director. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

Discussion: First Selectman Temple stated that this committee is no longer needed as the Library has been built and has been up and running for several years. It's a beautiful building. George Mitchell was the Chairman, and I would like to thank them. The committee did a great job!

7. Disband Tax Collector Action Committee

MOTION:

Selectman Arnold Jensen moved to disband the Tax Collector Action Committee as they completed their task and as supported by the Finance Director. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

Discussion: First Selectman Temple stated that this committee was put together due to our unfortunate situation with our Former Tax Collector, who ended up in jail years ago. She is currently out of jail, so there is no reason to keep this committee together.

8. Hire Part-Time Finance Clerk

MOTION:

Selectman Arnold Jensen moved to hire Nancy Naughton as a Part-Time Finance Clerk with a pay rate of \$21.00 per hour and a start date of Monday, February 13, 2023. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

Discussion: First Selectman Temple asked Finance Director Jim Hliva to explain the hire. Mr. Hliva stated that this hire would replace the previous Part-Time Finance Clerk, who resigned around Thanksgiving. Interviews were had and there were two very qualified candidates. Ms. Maughton had a bit more experience in the Accounts Payable field. Mr. Hliva explained that both candidates could have been hired right now, but the hope is to come back to the Board for an additional part-time position in the near future. The Finance Department has become so busy that two full-timers and one part-timer are not enough. First Selectman Temple also stated that we would have to start thinking about relocating the finance department since we are running out of room. Mr. Hliva also said that the Accounting Clerk has been doing a great job and working very long hours. The office needs a second person. First Selectman Temple stated that we need to get things done; we cannot let things get behind. He stated that he knows Ms. Naughton is a very nice person and will fit in very well. He feels she will do a great job.

9. Appoint Acting Facilities Manager

No action at this time.

10. Report of First Selectman

First Selectman Temple explained the hours of Town Hall might be returning to a four-day work week soon. The new schedule will be Monday through Wednesday, 9 am to 5 pm, and Thursdays from 9 am to 7 pm. The employees who work a 40-hour week will adjust their schedule to accommodate the new schedule. A date has not yet been determined.

First Selectman Temple also stated that the town received good news on the Grand List. The total increase will be 2.88% which is very good. Real Estate growth is based on the increasing market demand, and motor vehicles maintaining their value according to trade-in for new vehicles and personal property growth is due to our solid industrial industries replacing our manufacturing equipment. We are doing well.

Audience of Citizens

None.

Adjournment

MOTION:

Selectman Arnold Jensen moved to adjourn the meeting at 8:18 PM. This was seconded by Selectman David McKane. All 3 Ayes. Motion Carries.

Respectfully submitted,

Kristyn Rosa

Kristyn Rosa
TOWN OF OXFORD, CT
TOWN CLERK

2023 FEB 15 P 12:46

Attachment A

To: Board of Finance

January 11, 2023

From: Finance Director

Re:2022-2023 Transfer requests

Item #	Department	Account Number	Account	Amount
1	TO: Building	5230-515-39	Wages Building Dept	\$ 2,050.48
	TO: Conservation	5265-517-41	Wages Conservation Dept	\$ 2,402.56
	TO: Senior Center	5295-515-46	Wages Senior Center Assl	\$ 5,249.01
	TO: Finance	5315-515-18	Wages Finance Bookkeep	\$ 4,147.36
	TO: Fire	5325-517-52	Wages Fire Clerk	\$ 1,837.76
	TO: Library	5390-515-81	Wages Childrens Librarian	\$ 2,662.40
	TO: Library	5390-515-83	Wages Library Circulation	\$ 5,199.40
	TO: Planning and Zoning	5430-515-43	Wages P&Z Secretary	\$ 1,961.12
	TO: Public Works	5545-515-68	Wages P W Secretary	\$ 6,072.80
	TO: Selectmans Office	5480-515-15	Wages FS Secretary	\$ 2,714.30
	FROM: Finance	5320-560-5320	Finance Contingency	\$ 34,297.19

**Motion
Seconded
Vote
Comments**

2	To: Public Works	5455-515-61	Wages Working Foreman	\$ 7,881.56
	To: Public Works	5455-515-62	Wages Leadman	\$ 6,304.88
	To: Public Works	5455-515-66	Wages Mechanic	\$ 6,267.26
	To: Recycling	5464-515-65	Wages Additional Recycle	\$ 682.15
	To: Recycling	5464-521-1000	Wages Attendant	\$ 1,614.72
	From: Public Works	5455-515-65	Wages Utility Men	\$ 10,767.18
	From: Finance	5320-560-5320	Finance Contingency	\$ 11,983.39

3	To: Tax Collector	5505-517-23	Wages Tax Clerk	\$ 48,933.00
	From: Tax Collector	5505-515-22	Wages Asst Tax Coll	\$ 48,933.00

**Motion
Seconded
Vote
Comments**

received
1/11/23

To: Board of Finance

January 11, 2023

From: Finance Director

Re:2022-2023 Transfer requests

Item #	Department	Account Number	Account	Amount
4	To: Building Dept	5230-555	Conference and Meetings	\$ 600.00
	From: Finance	5320-560-5320	Contingency	\$ 600.00
Motion				
Seconded				
Vote				
Comments				
5	To: Registrar of Voters	5465-517-30	Wages November Electior	\$ 917.45
	From: Registrar of Voters	5465-592	Election Expenses Novem	\$ 457.42
	From: Registrar of Voters	5465-517-85	Wages Primary	\$ 460.03
Motion				
Seconded				
Vote				
Comments				
6	To: Planning and Zoning	5430-521-1000	Wages Overtime	\$ 1,000.00
	From: Planning and Zoning	5430-555	Conference and Meetings	\$ 1,000.00
Motion				
Seconded				
Vote				
Comments				
7	To: Police	5433-811	Vehicle Maintenance	\$ 24,000.00
	From: Finance	5320-560-5320	Contingency	\$ 24,000.00
Motion				
Seconded				
Vote				
Comments				