



TOWN OF OXFORD

**S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298**

Board of Selectmen Regular Meeting

Wednesday, August 15, 2018

7:30 PM – Town Hall Main Meeting Room

The Town of Oxford Board of Selectmen Regular Meeting was called to order by First Selectman George Temple at 7:30 PM, and the Pledge of Allegiance was recited.

Present: First Selectman George Temple, Esq., Selectman Jeff Haney, Selectman Scott Flaherty and Kristyn Rosa, Administrative Assistant

Absent: None

ACCEPTANCE OF MINUTES

1. 7/18/18 Regular Meeting

MOTION:

Selectman Scott Flaherty moved to approve the 7/18/18 Regular Meeting minutes as presented. This was seconded by First Selectman George Temple. All 3 Ayes. Motion carries.

2. 7/30/18 Special Meeting

MOTION:

Selectman Scott Flaherty moved to approve the 7/30/18 Special Meeting minutes as presented. This was seconded by First Selectman George Temple. 2 Ayes: First Selectman George Temple, Selectman Scott Flaherty. 1 Abstain: Selectman Jeff Haney. Motion carries.

AMENDMENT OF AGENDA

1. Hire Youth Conservation Corp

MOTION:

Selectman Jeff Haney moved to amend the agenda to add Hire Youth Conservation Corp as Item #16. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

2. Timbercrafts Peddler's Permit – Approve

MOTION:

Selectman Jeff Haney moved to amend the agenda to add Timbercrafts Peddler's Permit - Approve as Item #17. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

3. Hire Part-Time Library Clerks

MOTION:

Selectman Jeff Haney moved to amend the agenda to add Hire Part-Time Library Clerks as Item #18. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

4. Review Community Support Committee's Grant Application – Approve Recommendations

MOTION:

Selectman Jeff Haney moved to amend the agenda to add Review Community Support Committee's Grant Application – Approve Recommendations as Item #19 and move Report of First Selectman to Item #20. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

5. Move Audience Of Citizens To Hear The Group From Oxford Housing So They Don't Have To Drive In The Dark

MOTION:

First Selectman George Temple moved to amend the agenda to Hear from Oxford Senior Housing now so they don't have to drive in the dark. This was seconded by Selectman Jeff Haney. All 3 Ayes. Motion carries.

Frank Thomas, 17-year resident of Crestview Ridge Senior Housing. Mr. Thomas, speaking on behalf of the residents of Crestview Ridge, stated that Crestview Ridge has been under the control of Seymour Housing for the last eight years and has since deteriorated. He asked if the Board of Selectmen could arrange for the Town of Oxford to take over Crestview Ridge and have someone from Oxford manage the senior housing complex. Mr. Thomas stated the following reasons for this request:

1. Seymour Housing Authority has no concern for Crestview Ridge seniors.
2. Mr. Thomas had contacted the State and Dave Labriola's office concerning the problem with Seymour Housing Authority's management of Crestview Ridge and received no response.
3. Seymour Housing is spending money in ways that is not benefiting Crestview Ridge residents. The maintenance man who serviced the complex for the last 25 years was

4. recently terminated. Work that was completed by the maintenance man at the rate of \$15/hour is now being outsourced to other people for more money:
 - a. \$1,000/week to mow the lawn.
 - b. Over \$30,000/year to snow plow.
 - c. Replaced over 200 shutters that did not need replacement for \$10,000-\$15,000.
 - d. Just replaced bathroom fans that were replaced last year for thousands of dollars.
 - e. Crestview Ridge has a savings account that had over \$266,000.00 a year ago. That account is now at \$206.00.
5. Rent increased \$50.00 last year. This year rent increased another \$25.00. There were never increases in rent like this in past years.
6. There is only someone in the Oxford office from 8:00 AM-12:00 PM. If there is a problem after 12:00 Noon, residents have to call Seymour Housing and wait for someone from Seymour to come to correct the problem.
7. There are walkway lights that are not working and pose a safety hazard at night. These lights have not been repaired.
8. There are cracks in walkway cement that are a safety hazard and have not been repaired.
9. Materials used in renovations have been subpar.
10. Spent \$63,000.00 on to replace keys with fobs without discussion with residents.

Mr. Thomas reiterated that it would be beneficial to the Crestview Ridge residents and to the Town of Oxford for the Town of Oxford to take over the management of Oxford senior housing. Seymour Housing does not support or represent the residents of Crestview Ridge Senior Housing.

First Selectman George Temple thanked Mr. Thomas and the two other residents in attendance for coming this evening. He stated that the Housing Authority is an adjunct of the State. The Board of Selectman appoints the members to the Housing Authority (Oxford). First Selectman George Temple is in agreement that Oxford senior housing should be run by the Town of Oxford. He would like to arrange a special meeting with Seymour Housing Authority, the Oxford Board of Selectmen and Crestview Ridge residents to address these questions. First Selectman George Temple said that the Crestview Ridge residents need to be present for this meeting, which he would like to have at the Oxford Senior Center. He instructed Mr. Thomas to give Kristyn Rosa, Administrative Assistant, his phone number. Kristyn will then coordinate everything before the next meeting.

Kathy Johnson, former First Selectman, spoke in support of Mr. Thomas. She stated that she and Selectman Jeff Haney were there last year and saw firsthand how rudely Seymour Housing Authority treated the Oxford Crestview Ridge residents.

APPOINTMENTS

1. Deputy Treasurer Appointment

MOTION:

Selectman Jeff Haney moved to remove this matter from the table. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

MOTION:

Selectman Jeff Haney moved to appoint Paula Guillet, of 175 Good Hill Road, as the Deputy Treasurer with a term to commence immediately and expire on 11/19/19, at the rate indicated in the personnel regulations (\$55.46 per month). This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: Vincent Palutis is the new Town Treasurer, replacing the late Mike Angelini. Paula will take Vincent's prior position as Deputy Treasurer. She will audit the tax collector on a weekly basis. The pay scale for the position will be discussed at a later date. Vincent noted that he worked approximately two hours per week in fulfilling the responsibilities of Deputy Treasurer.

NEW BUSINESS

1. Deputy Fire Marshal Position Changes

MOTION:

Selectman Jeff Haney moved to approve the following Deputy Fire Marshal position and wage changes as presented by the Fire Marshal in his letter dated 7/12/18:

Mark Krassner, First Deputy (FM3) with a pay rate of \$25.34 per hour
Kyle Leake, Deputy (FM4) with a pay rate of \$21.55 per hour
Jim Geis, Part-Time Per Diem (FM2)

This was seconded by Selectman Scott Flaherty. This matter will be forwarded to the Finance Department. All 3 Ayes. Motion carries.

Discussion: First Selectman George Temple indicated that he knows all three men, and they are very helpful to the Town. They work under 20 hours per week, but the hours vary based on the inspections during certain times of the year.

2. Sunshine Kids Annual Ride 2018 – Approve Oxford Road Route and Authorize First Selectman to Sign Letter of Approval

MOTION:

Selectman Jeff Haney moved to approve the use of Route 42, Route 67 and Route 188 through the Town of Oxford, on Saturday, October 6, 2018, approximately between 11:00 AM – 11:30 AM, for the 8th Annual Sunshine Kids Motorcycle Ride to benefit the Sunshine Kids Organization and to authorize the First Selectman to sign the Letter of Approval for the Connecticut Department of Transportation Special Event Permit. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: This event occurs every year. Many people attend and enjoy the event. The event is for a good cause.

3. Hire Board of Finance Clerk

MOTION:

Selectman Jeff Haney moved to hire Dawn Passerine, of 11 Cheyenne Road, as the Board of Finance Clerk at a pay rate of \$15.50 per hour effective immediately. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: Dawn is a part-time employee at Town Hall and is a very good worker.

4. Hire Water Pollution Control Authority Assistant Maintenance Person

MOTION:

Selectman Jeff Haney moved to hire Marty Wing, of 94 O'Neill Road, as the Assistant/Coverage Maintenance Person for the Water Pollution Control Authority at a pay rate of \$18.50 per hour effective immediately; as presented and requested by the Chairman in his letter dated 7/27/18. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: Marty Wing is reliable, knows his business and is a hard worker.

5. Custom Built, Inc. Peddler's Permit – Approve

MOTION:

Selectman Jeff Haney moved to approve the Peddler's Permit for Custom Built, Inc., of 500 Bic Drive in Milford, as presented, effective August 15, 2018 through September 15, 2018 and CONTINGENT UPON that the applicant or agent must Contact the Oxford Police Department every day they are peddling in Oxford stating their location and hours of operation for that day. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: This company sells windows and doors. They will be required to have
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ID badges. The length of the contract is one month. Kristyn Rosa, Administrative Assistant, stated that residents have expressed concern with peddlers going door-to-door. First Selectman George Temple said that the Town cannot legally stop peddlers as there is no ordinance to prevent such activity. The only legal recourse is to have controls in place that must be adhered to by the peddlers.

6. Purchase 2018 Ford Interceptor for Oxford Ambulance Association – Approve Purchase and Funding

MOTION:

Selectman Jeff Haney moved to approve the purchase of a 2018 Ford Interceptor, in an amount not to exceed \$29,832.00 to be taken from Capital and Non-Recurring, for the Oxford Ambulance Association in order to replace the 2007 Ford Expedition that is currently being used as a fly-car; all as presented and requested by the Director in her letter dated 8/3/18. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries. This matter will be forwarded to the Board of Finance and then to a Town Meeting.

Discussion: Madalene Taggart requested a budget of \$40,000.00 because the vehicle needs to be outfitted, have the radios changed and have lights installed. The vehicle they have is 14-years-old, and the bottom is rusted.

MOTION:

First Selectman George Temple moved to amend the motion not to exceed \$40,000.00 including the upfit. Selectman Scott Flaherty seconded the amendment to the motion. All 3 Ayes. Motion carries.

7. Third Garden Park Limited Partnership Settlement Agreement – Approve and Authorize First Selectman to Sign

MOTION:

Selectman Jeff Haney moved to approve the Third Garden Park Limited Partnership Settlement Agreement, as presented, and to authorize the First Selectman to sign. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: The Town of Oxford has been in litigation with Garden Homes for 12 years. It is the recommendation of Oxford Planning & Zoning and Atty. Olson, who represents Oxford Planning & Zoning, to settle so the Town does not incur additional costs.

8. Hire Assistant Tax Assessor

MOTION:

Selectman Scott Flaherty moved to hire Jane Davison, of 419 Field Street in Naugatuck, as the Assistant Tax Assessor at a pay rate per the union contract UPSEU, and a start date of Monday, August 20, 2018. This was seconded by First Selectman

George Temple. 2 Ayes: First Selectman George Temple, Selectman Scott Flaherty
1 Abstain: Selectman Jeff Haney. Motion carries.

Discussion: Jane is currently working in the tax department, has attended tax assessor classes and intends to obtain certification. She has a background in mortgage appraisal.

9. Hire Part-Time Personal Property Assessment Clerk

MOTION:

Selectman Jeff Haney moved to hire Lois Caprio, of 7 Old Farm Road, as the Part-Time Personal Property Assessment Clerk at a pay rate of \$15.00 per hour and a start date of Monday, August 20, 2018. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: Lois Caprio applied for another position and interviewed well. She is a retired teacher/principal. Jane and the assessor can train her in this position.

10. Cycle for the Cause 3-Day Bike Ride – Approve Town of Oxford Routes and Authorize First Selectman to Sign Highway Use Permit

MOTION:

Selectman Jeff Haney moved to approve the use of Route 34 in Oxford for the Cycle for the Cause 3-Day Bike Ride on Saturday, September 22, 2018 and to authorize the First Selectman to sign State of Connecticut Highway Use Permit. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: This is a good cause, and the Town supports these types of events.

11. Purchase Police S.U.V. –Approve

MOTION:

Selectman Jeff Haney moved to approve the purchase of a 2019 Ford Utility Police Interceptor AWD from MHQ, Inc., in the amount not to exceed \$45,882.22 to be taken from Capital and Non-Recurring, as requested by the Resident State Trooper in his letter dated 8/8/18. This was seconded by Selectman Scott Flaherty. This matter will be forwarded to the Board of Finance and then to a Town Meeting. All 3 Ayes. Motion carries.

Discussion: Police cars at the police station have over 200,000 miles on their odometers and are used for road jobs as well as decoys. Mileage does not reflect wear and tear. One police car will go to Public Works or will be sold and will be replaced with a new vehicle.

12. Purchase Police Radios – Approve

MOTION:

Selectman Jeff Haney moved to approve the purchase of four (4) portable radios with desk chargers and speaker microphones and three (3) mobile vehicle radios, one with an antenna, in an amount not to exceed \$32,798.25 to be taken from General Fund Balance, as requested by the Resident State Trooper in his letter dated 8/8/18. This was seconded by Selectman Scott Flaherty. This matter will be forwarded to the Board of Finance and then to a Town Meeting. All 3 Ayes. Motion carries.

Discussion: The radios are expensive and need to have several frequencies. They are all on the State bid list. Communication is essential for the police. They need to have the best equipment to perform their jobs safely and efficiently.

13. CodeRed Upgrade Proposal – Approve and Authorize First Selectman to Sign

MOTION:

Selectman Jeff Haney moved to approve the CodeRed Upgrade Proposal, as presented, and to authorize the First Selectman to sign said proposal and to approve the following FY 2018 – 2019 transfer request from the Fire Department for updating the existing CodeRed system from limited to unlimited:

| | | | |
|-------|----------|-----------|----------|
| To: | 5300-618 | CodeRed | \$273.00 |
| FROM: | 5300-775 | Telephone | \$273.00 |

This was seconded by Selectman Scott Flaherty. This matter will be forwarded to the Board of Finance. All 3 Ayes. Motion carries.

Discussion: Kristyn Rosa, Administrative Assistant, stated that the CodeRed will be upgraded to do general notifications as well as emergency notifications. General notifications have been done by robocalls in the past, costing the Town \$150.00 each time. CodeRed will reach more people. This system will also have automatic weather future warning feature.

14. FY 2017-2018 Transfer Requests

MOTION:

Selectman Jeff Haney moved to table Item #14. This was seconded by First Selectman George Temple. All 3 Ayes. Motion carries.

Discussion: None.

15. FY 2017-2018 Appropriation Requests

MOTION:

Selectman Jeff Haney moved to table Item #15. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: None.

16. Hire Youth Conservation Corp

MOTION:

Selectman Jeff Haney moved to hire Ethan Yeh, of 102 Bowers Hill Road, to the Youth Conservation Corp at a pay rate of \$10.10 per hour effective immediately. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: Ethan Yeh was recommended by Joe Lanier. Students volunteer upwards of 50 work hours during the school year to be considered the Youth Conservation Corp.

17. Timbercrafts Peddler's Permit – Approve

MOTION:

Selectman Jeff Haney moved to approve the Timbercrafts Peddler's Permit for selling wood sculptures and custom signs at Kirk's Pond parking area on Saturdays & Sundays from 10:00 AM to 4:00 PM. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: Timbercrafts creates sculptures from trees. The permit expires December 31, 2018. This area of Town property is also used for the farmer's market and hot dog stand.

18. Hire Part-Time Library Clerks

MOTION:

Selectman Jeff Haney moved to hire Kathy Johnson, of 68 Dorman Road, as a Part-Time Library Clerk and to transfer titles for Laurie Abbot, of 13 Coventry Lane, and Kathleen Anderson-Solicito, of 114 Rolling Hills Drive, to Part-Time Library Clerks; all at \$10.50 per hour effective Thursday, August 16, 2018. This was seconded by First Selectman George Temple. All 3 Ayes.

Discussion: There are four (4) circulation stations in the library requiring coverage. The Board of Selectman would like the library to be open on both Saturday and Sunday during the winter months. This will require additional personnel. There will need to be at least two people in the library each day: someone to manage the children's section and someone to manage the general circulation section. Laurie

and Kathleen were library substitutes who will now serve with Kathy Johnson as permanent personnel and become part of the library schedule.

19. Review Community Support Committee's Grant Application – Approve Recommendations

MOTION:

Selectman Jeff Haney moved to approve the Community Support Committee's Grant Application submitted by Oxford Grange #194, in the amount of \$5,646.00, for the purchase of materials in order to complete the handicap ramp at the Grange; as presented and requested by the President of the Grange and as approved by the Community Support Committee at their meeting of 8/13/18. This was seconded by Selectman Scott Flaherty. All 3 Ayes. Motion carries.

Discussion: Todd Romagna sent an e-mail (see Attachment A) to serve as notification of approval for the grant for acceptance by the Board of Selectmen. The Grange does not have much funding. This fund is coming from the Power Plant as part of a tax agreement. The Grange has been very helpful, giving and accommodating to the Town and its residents.

20. Report of First Selectman

The 2018 Quaker Farms Fire Co. Annual Carnival and Fireworks are this evening.

There was a kind donation from CPV Towantic Energy Center (Power Plant) of over \$9,000.00 for the relocation of the Oxford Public Library from the Town Hall location to its new location on Great Oak Road. The library is now open at its new location, and it will be open on weekends. Hours of operation will be announced. There will also be a Library Open House with refreshments, probably on a Saturday, which will be announced. The Library Committee did an excellent job with the opening of the new library facility and ribbon cutting.

The Board of Selectmen is in the process of deciding how the old library space will be used. One consideration is to move Planning & Zoning and Conservation/Inland Wetlands into the old library, which will provide ample space for storing maps and other documents.

There are several projects that will be addressed at Town Hall:

- The ceiling will be replaced.
- Town Hall will be painted.
- The front door of Town Hall will be replaced with a more traditional wooden door.
- Rugs will be replaced.
- The area that honors the veterans will be improved.

The roof has already been repaired.

AUDIENCE OF CITIZENS

Katherine Hellman, 33 Hawley Road. Katherine asked two questions regarding the library:

1. At the June 11, 2018 meeting, the Board set the salary of the Director at a little over \$55,000.00 a year, and the Adult Services Librarian at a little over \$47,000.00, and the Budget that was proposed and passed included \$71,000 for the salary of the Library Director and an additional of \$161,000.00 for the rest of the staff. Katherine asked the Board to clarify where the difference in salary, about \$31,000.00, is going to come from.

First Selectman George Temple stated that the difference will probably come from the Contingency Account. James Hliva, Finance Director, concurred by stating that there is about \$300,000.00 in the Contingency Account. The net on the two (2) positions is about \$40,000.00. This is something that was discussed with the Board of Finance. First Selectman George Temple went on to say that there is a contingency budget, which is built into the budget, so that if there is an over expenditure, the money is taken out of the contingency budget. This is distinguished from the surplus, in which the Town has about \$5 Million. The surplus is never touched unless there is an emergency; it is kept high to maintain a high bond rating with Moody's. The surplus with the contingency puts Oxford in good standing to meet the approved salaries.

2. Katherine asked the Board to elaborate on how they determined the job descriptions and requirements of the staff that were hired. For example, the job descriptions that were attached to the June 11th meeting required the Assistant Director job applicant to have a Master's Degree in Library Science and six (6) years of experience working in a library, but the Director job required no advanced degree, no experience working in a library and no training or education in the field. Since the Director job is at the top of the hierarchy, Katherine was confused as to why there were less relevant requirements for the Library Director than for other library positions and asked for clarification.

First Selectman George Temple responded that he thought there was a college degree requirement. Katherine stated that it was a Bachelor's Degree in Administration. First Selectman George Temple answered that part of running a library is library science which is basically circulation, categorizing, circulation, cataloging, ordering, and other things. That requires no supervision, and that is why it pays less. The other position is a managerial position where supervision is at a premium. The Director of Municipal Library/Media Operations will be responsible for the running of the library in all phases, and she will be in charge of the staff, scheduling, paying bills, and other aspects of the library. Robbi Costigan was hired after an interview process, and the Town followed hiring protocol. Robbi is known by everyone at Town Hall, and she worked in the grant department. She will also be responsible for getting the library grants to help in a variety of areas.

Katherine then stated that Library Management is an entire subfield of the field of Library Science. She explained that she is a Library Science graduate student, and one of the things she can major in is Library Directorship/Library Management. She said that she assumed that the purpose of creating a job description is to attract the best candidates to hire for the available position, so she could not understand why the job description did not require any library experience. The First Selectman indicated that the position is for general management experience and a general ability to supervise people. He also stated

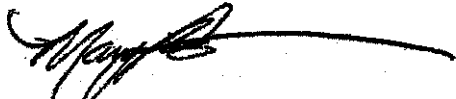
that Oxford has had a difficult time attracting qualified people for the library. He explained that he wants to focus on management labor issues and other areas of operation within the municipal government.

ADJOURNMENT

MOTION:

Selectman Scott Flaherty moved to adjourn the meeting at 8:45 PM. This was seconded By Selectman Jeff Haney. All 3 Ayes. Motion carries.

Respectfully submitted,



Mary LoPresti
Clerk, Board of Selectmen

18 AUG 20 PM 4:00
TOWN OF OXFORD, CT
Scott Flaherty
TOWN CLERK

Kristyn Rosa

From: Todd Romagna
Sent: Wednesday, August 15, 2018 6:04 PM
To: adminassistant@oxford-ct.gov
Subject: Approval

Please except this email as notification of approval for the Oxford Grange to be granted for \$5600 for them to install handicap ramp

Official letter of approval will follow from our board this is to expedite the process so that the ramp is to be installed as soon as possible

Todd Romagna