

Board of Selectmen's  
Regular Meeting

Wednesday, January 15, 2014  
7:30 PM - Town Hall

Present: First Selectman George R. Temple, Jeffrey Haney, David McKane, Joanne Pelton, Administrative Assistant.

First Selectman George R. Temple led the Pledge of Allegiance.

First Selectman George R. Temple called the meeting to order at 7:39 p.m.

A Moment of Silence was held in memory of William Schmidt, who served on the Board of Finance.

**Acceptance of Minutes**

1. 12/18/13 Regular Meeting

**MOTION:**

Jeff Haney moved to approve the 12/18/13 Regular Meeting minutes as presented. This was seconded by Dave McKane with 1 correction. At the bottom of Page 4 of the minutes where Dave McKane recused himself, it should be noted he did return to the meeting after that item was discussed.

Jeff Haney moved to accept the minutes with the change. This was seconded by Dave McKane.  
All 3 Ayes. Motion carries.

**Amendment of Agenda**

1. Tax Collection Action Committee Request to Credit Accounts to Reflect Proof of Payment

**MOTION:**

Jeff Haney moved to amend the agenda to add Tax Collection Action Committee Request to Credit Accounts to Reflect Proof of Payment as item # 14 under New Business and move Report of First Selectman to item #15. This was seconded by Dave McKane. All 3 Ayes. Motion carries

2. Appointment of Judith Gross to the Board of Ethics

**MOTION:**

Jeff Haney moved to amend the agenda to add under appointments, Judith Gross, to the Board of Ethics as item #15, and move the Report of First Selectman to Item #16. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

### **Appointments**

#### 1. Animal Control – Re-Appointments/Appointment

##### **MOTION:**

Dave McKane moved to re-appoint the following:

- \* Cori Wlasuk, of 48 Rimmon Hill Road in Beacon Falls, as Assistant Animal Control Officer
- \* James Wlasuk, of 77 Captain Wooster Road, as Kennel Maintenance and as a Volunteer Assistant As-Needed
- \* Sue Wlasuk, of 77 Captain Wooster Road, as a Volunteer Assistant As-Needed
- \* Domenic DiPaola, of 157 Chestnut Tree Hill Road, as a Volunteer Assistant As Needed.

all with terms to commence immediately and expire on 12/31/15. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: All of these are repeat re-appointments and are doing a good job.

#### 2. Board of Ethics – Re-Appointment/Appointment

##### **MOTION:**

Jeff Haney moved to re-appoint Mary Androski, of 40 Belinsky Circle, to the Board of Ethics with a term to commence immediately and expire on 12/31/17. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

#### 2a. Board of Ethics - Re-Appointment/Appointment.

##### **MOTION:**

Jeff Haney moved to appoint Judith Gross, of 511 Quaker Farms Road, to the Board of Ethics with a term to commence immediately and expire on 12/31/17. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

#### 3. Council of Governments Regional Planning Representative – Appointments

##### **MOTION:**

Jeff Haney moved to appoint Wayne Watt (Planning & Zoning Commission) and Andrew McGeever (Economic Development Commission) both as Representatives to the Council of Governments Regional Planning Agency. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

4. Cultural Arts Commission – Re-Appointments/Appointment

**MOTION:**

Jeff Haney moved to re-appoint Martin Earley, of 20 Good Hill Road, and Patricia Pace, of 297 Loughlin Road, both to the Cultural Arts Commission with terms to commence immediately and expire 12/31/16. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

**MOTION:**

Jeff Haney moved to appoint Laura Maksymiw, of 150 Governor's Hill Road, to the Cultural Arts Commission with a term to commence immediately and expire 12/31/16. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

5. Economic Development Commission – Re-Appointments/Appointment

**MOTION:**

Dave McKane moved to re-appoint Patricia Blanko, of 55 Rees Drive, and Michael Macchio, of 25 Silano Drive, both to the Economic Development Commission with terms to commence immediately and expire on 12/31/18. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

**MOTION:**

Jeff Haney moved to re-appoint David Stocker, of 144 Punkup Road, to the Economic Development Commission as an Alternate with a term to commence immediately and expire on 12/31/14. This was seconded by First Selectman George Temple. 1 abstention by Dave McKane. 2 Ayes. Motion carries.

Discussion: Both are very committed to economic development, and very hard workers. They will do a good job.

6. Economic Development Director – Re-Appointment

**MOTION:**

Jeff Haney moved to re-appoint Andrew McGeever, of 204 Flag Stick Court, as the Economic Development Director effective immediately and to expire on 11/30/15 with an annual salary of \$49,000.00. This was seconded by First Selectman George Temple. All 3 Ayes. Motion carries.

Discussion: Andy has been doing an excellent job, thank you for all your efforts.

7. Lake Housatonic Authority – Re-Appointment

**MOTION:**

Dave McKane moved to re-appoint Kathy Udall, of 437 Roosevelt Drive, to the Lake Housatonic Authority with a term to commence immediately and expire on 12/31/16. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

8. Municipal Agent – Re-Appointment

**MOTION:**

Dave McKane moved to reinstate the appointment of Joanne Jelenik as the Municipal Agent along with the term that commenced on 1/1/12 which will expire on 12/31/15; as previously approved by the Board of Selectmen on 12/21/11. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: The municipal Agent is there to help people in need in the town. Joanne Jelenik has given a lot of comfort to the people in Oxford.

9. Planning & Zoning Alternates – Appointments

**MOTION:**

Jeff Haney moved to appoint Donald Pelletier, of 217 Hogsback Road, David Stocker, of 144 Punkup Road, and Peter Zbras, of 26 Autumn Ridge Road, all to the Planning & Zoning Commission as Alternate's with terms to commence immediately and expire on 12/31/15. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: First Selectman George Temple met Peter Zbras at the last election and was very impressed with his enthusiasm about the town. Donald Pelletier, he has known for years, and knows David Stocker is a very hard worker. We appreciate all their efforts.

One comment made by Dave McKane was that Mr. Stocker sits on the Economic Development Committee, and felt there might be a conflict of interest. First Selectmen noted that if either the EDC or P&Z feel there is a conflict, they won't let it happen, and doesn't feel it will be a problem. David Stocker's heart is for the town.

10. Pomperaug District Department of Health Representatives – Re-Appointments

**MOTION:**

Dave McKane moved to re-appoint John Calderwood, of 37 Jenny Lane Two, and Fred D'Amico, of 19 Wychwood Lane, both to the Pomperaug District Department of Health as Oxford's Representatives with terms to have commenced on 1/1/13 and expire on 12/31/15. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

11. Pomperaug Valley Water District Commission – Re-Appointment

**MOTION:**

Dave McKane moved to re-appoint Fred D'Amico, of 19 Wychwood Lane, to the Pomperaug Valley Water District Commission with a term to commence immediately and expire on 12/31/18. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

12. Quaker Farms 2014 Fire Police – Re-Appointments/Appointments

**MOTION:**

Jeff Haney moved to re-appoint Edward Roman, Louis Mazzucco, Jay Hawthorne and Ronald Stebar as the 2014 Fire Police for Quaker Farms Volunteer Fire Company as they presented and recommended in their letter dated 12/15/13. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

13. Recycling Enforcement Officer – Re-Appointment

**MOTION:**

Jeff Haney moved to re-appoint Wayne Watt, of 1 Toppenfjell Lane, as the Recycling Enforcement Officer with a term to have commenced on 1/1/13 and expire on 12/31/15. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

14. Registrar of Voters Deputies – Re-Appointments

Take off #14 from the agenda.

15. Roads Commission – Re-Appointments

**MOTION:**

Jeff Haney moved to re-appoint William Baxter, of 15 Upson Drive, and Arnold Jensen, of 21 Apple Drive, both to the Roads Commission with terms to commence immediately and expire on 12/31/17. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: Both William and Arnold are terrific at what they do. They have accomplished a lot.

16. Water Pollution Control Authority – Re-Appointments/Appointment

**MOTION:**

Dave McKane moved to re-appoint Fred D’Amico, of 19 Wychwood Lane, and Robert Peck, of 548 Oxford Road, both to the Water Pollution Control Authority with terms to commence immediately and expire on 12/31/16. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

16a. **MOTION:**

Dave McKane moved to appoint Karl Borkowski, of 22 Newgate Road, to the Water Pollution Control Authority with a term to commence immediately and expire on 12/31/16. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

17. Website Committee – Re-Appointment

**MOTION:**

Jeff Haney moved to re-appoint Thomas Adamski, of 17 Council Drive, to the Website Committee with a term to commence immediately and expire on 12/31/19. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: We can depend on Tom, always. He is a “Mr. Everything.”

18. Zoning Board of Appeals Alternate – Appointment(s)

**MOTION:**

Jeff Haney moved to appoint Joseph Rasberry, of 16 Greenbriar Road, to the Zoning Board of Appeals as an Alternate with a term to commence immediately and expire on 12/31/16. This was seconded by First Selectman George Temple . All 3 Ayes. Motion carries.

Discussion: Question was made as to whether Joseph Rasberry was on the Zoning Board of Appeals. He is not on the Zoning Board any more.

**Audience of Citizens**

Tonya Carver, 1 Old Moose Hill Road, had a comment on the Economic Development Commission Reappointment of Dave Stocker as an alternate. She didn’t feel he would be able to make both meetings he is on, since one meeting is the 1st and 3rd Tuesday, and the other committee meets the 3rd Tuesday. Suggestion was that if there is a problem, they will address it.

First Selectman George Temple stated that they had received a resignation from Joanne Jelenik, but never accepted it.

## New Business

### 1. Town Audit Presentation

The Auditor, Ms. Sandy Wellwood, handed out a 3 page summary to the Board of Selectmen. This is usually presented to the Board of Finance, but it is not important to all people. She commented that Jim and his team, and Rosemary from the Board of Education gave them what they asked for and in a very timely manner. Everything went very smoothly.

There are changes in the report, but they have no effect on operation and no effect on the people of Oxford, only in the change of terms. There was one change required which was a new fund was added for the High School Athletic Complex. Disbursements and debt to do a project should be a separate fund, not part of the Operating Fund.

Total revenue versus actual received, Oxford was in the positive \$1.8 million. Total expenditures were less than expected, so it was a positive of \$315,000. The net change in fund balance was positive \$2.1 million. Oxford had a good year. Revenues were \$400,000 more than expected in tax receipts. Half of that was because of back taxes received. Oxford also received a Special Education Grant; a FEMA/STEAP grant, and legal settlements of \$430,000 which was not budgeted. On the Expenditure side, had Education insurance reimbursement of \$599,000 which was another plus. We had to offset to that the Town Clerk fees for Building permits of \$150,000, which were less than we had anticipated. We had thought things were coming back, but it didn't. All of this gave Oxford a great year. It had increased the fund balance by \$1.4 million more than we thought we were going to have.

\$500,000 is ear marked for next year's budget. The Unassigned portion of the General Fund balance is \$5.6 million, which is approximately 14%. This is a very solid number. Last year it was 12%. It is good, it is not too much. The rule of thumb use to be 7%, those days are gone. If it is up to 20%, that is too much; 14%-16% is a good place to be.

Debt limits were discussed. Our Debt levels are decent. From a financial standpoint, the General Fund is important to run daily operations. She commented that Oxford needs to push for a better, more efficient processes. It means that we need to measure risks of loss due to errors or misappropriation of funds. We had one last year with the reconciliation of Board of Education records and the General Fund records. It is much improved, but need more timely and better communication between the two sets of records. It will make it more efficient having good sound processes, that are also efficient.

With the property tax department, there have been many enhancements, and are much improved, but still have some room for improvement. There needs to be a standardized consistent process done at the same time every month. We need to figure out the best process and do it consistently for internal control.

The last comment was WPCA is part of the General Fund for revenue and expenses. It is suppose to be a separate fund. From a dollar standpoint, it is not huge, but would like to see it. She was very pleased with the audit and felt it was a big improvement.

Question was asked how does Oxford rate with other towns in the area with their financial condition. She stated we were a tad above normal; on the good side of normal. First Selectman George Temple thanked Jim for a good job and thanked Rosemary also. It was definitely a team effort.

## 2. Agricultural Committee Update Presentation

An update on the Gardens at the Middle School was discussed. The committee got input regarding adding a water line, removing asphalt and getting dirt. The amount was far in excess of the grant. The committee would respectfully like to ask again for the help of the Public Works Department do some of the work. George would like an idea of the plans and what needs to get done, and the best way to get it accomplished. There was a \$7000 grant obtained.

Last year the Agricultural Advisory Committee decided to develop a children's garden at Great Oak Middle School at the tennis court site. The committee met with farmers in the area and Nonewaug Agriculture School, and UCONN and all felt that if you will be using a tennis court, you need to get rid of the asphalt. It is petroleum based, and you will still be absorbing oil from the asphalt. We need an area for an outdoor classroom, nothing fancy, but at this time the committee has not spoken to the school board. There are teachers at the school who are very interested in this project and are looking forward to getting it rolling this year.

We did have a Farmer's Market this year from August through October, from 10am - 2pm at Center School. Most Saturdays there were about 85 cars per week. One weekend we had 139 cars. Everyone like it, but wanted to see more variety. The committee would like to continue with it and expand it. Most groups that meet at Center School were accommodating, but one group asked them not to be there when they had something planned. The committee would like to keep the same area; safety is their main concern.

First Selectman George Temple agreed to have the Public Works Dept. tear up the asphalt. Jeff Haney will use his resources, and Dave McKane will carry through with Wayne to see what day they can go up to rip out the asphalt. Jeff Haney will contact John Barlow, the facility coordinator for all schools who can advise where the water tap is, and then have a trench dug so the water doesn't freeze. The Board will get on it. The committee is ready to go, so they can bring it to the school board. There is a meeting next Thursday at 7pm, and the committee is invited to attend.

Also discussed was that the committee is thinking about taking on one additional task, and bringing back the "Old Time Oxford Fair." Plenty of the people of Oxford remember when we use to have one. It will be held in the summer, at Center School. Activities will include fruit and vegetable judging, animal judging, and a small scale country fair. First Selectman asked for the committee to present a proposal to use Center School

## 3. Oxford Ambulance Association Funding Request

### **MOTION:**

Jeff Haney moved to approve the funding request, in an amount not to exceed \$199,998.00 and taken from \_\_\_\_\_, for the purchase of a new ambulance as presented and requested by the Oxford Ambulance Association in their letter dated 12/13/13. This was seconded by Dave McKane.

Discussion: The Ambulance Association thought the funding was coming from the oil remediation money to purchase a third ambulance for the town. Lengthy discussion ensued regarding financing for this vehicle and other vehicles needed for the town. Looking at a purchase lease for the new ambulance, the Public Works Department equipment, and the Fire Department fire truck. A recommendation was made to hold a joint meeting with the Board of Selectmen and the Board of Finance to discuss the purchasing of this equipment. The Board of Finance will need to find out the best financing available. The Public Works Dept. equipment is 15 years old and in bad shape. Previous administrations were interested in keeping taxes down, but now we have a fire truck that is not going to be insurable, and the town does not want to send anyone out in unsafe vehicles. The fire truck was in the budget. Some monies from the \$1.4 million surplus could be used to fund these items. Comment made was that even if it was approved here tonight, it would not be seen for another year, since it would have to go back to the Board of Finance, then back to the Board of Selectmen, then to a Town Meeting. The quickest way is to hold a joint meeting instead of special meetings. Based on the number of vehicles needed for the town, we need to push to get this done. We need to set it up for one night and establish priorities and how to finance it in the cheapest way. A reasonable financing proposal needs to be done. Once the plan is laid out, then we can move on it. If we don't follow a plan, it is a waste of time putting a plan into effect.

The Roads Plan that First Selectman George Temple started is making a big improvement already in the town. First Selectman Temple is for a lease purchase if we get the best terms. He will approve the funds, but would like to be a part of that discussion, if it is in the best interest in the town.

**MOTION:**

Jeff Haney moved to table item #3. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Jeff Haney moved to table item 12, Award Engine 51 Bid for Riverside Fire Department. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

4. Hire Part-Time Police Department Clerk

**MOTION:**

Jeff Haney moved to continue to hire Denise Randall, as the Part-Time Police Department Clerk at a pay rate of \$15.05 per hour, four hours per week, with no benefits, effective immediately. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: Dave McKane inquired whether this was cleared with the Union, and that it is not overtime. First Selectman George Temple stated it was discussed with the union, and the only thing she is doing is working extra. This position is classified with no benefits and it is a separate job. Dave McKane would like to see it in writing.

5. Blue Skies Estates, Lantern Ridge Court Maintenance Bond Release

**MOTION:**

Jeff Haney moved to approve the release of the Maintenance Bond, in the amount of \$28,000.00, for Blue Skies Estates, Lantern Ridge Court as requested by the applicant on 9/20/13, approved by the Town Engineer on 11/22/13 and the Planning & Zoning Commission in their letter dated 12/31/13. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: The Zoning Board is good with this.

6. Oxford Historical Society 2013-2014 Budget Funding Request

No action

7. Oxford Greens Pump Station Partial Bond Release

**MOTION:**

Jeff Haney moved to reduce Pulte Homes of New England's Performance Bond for the temporary pump station #6 in the amount of \$200,000.00 to a 25% Maintenance Bond in the amount of \$50,000.00 as presented and recommended by the Water Pollution Control Authority in their letter dated 1/14/14. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: Everything is well documented.

8. Second Annual Pedal for Parent Child Resource Center Community Cycling Event –  
Approve Town of Oxford Routes

**MOTION:**

Dave McKane moved to approve the use of the following Town of Oxford routes for the Lower Naugatuck Valley's Third Annual Pedal for Parent Child Resource Center Community Cycling Event which will take place on Sunday, May 18, 2014 between approximately 10:30 AM – 12:00 PM:

Route 188 North Sqauntuck Road, left at rotary circle onto Route 188 and continue North on Quaker Farms Road, left onto Route 67/188, right onto Route 188 North Strongtown Road, right onto Airport Access, right onto Christian Street, right onto Hawley Road and then left onto Route 67 East into Seymour.

Also to authorize the First Selectman to sign the appropriate approval documents for this event. This was seconded by Jeff Haney. All 3 Ayes. Motion carries. The Police and Fire Departments will be notified. Note: This event is fully supported by volunteers, regular rest stops and support

vehicles with safety precautions being provided.

Discussion: All are in favor of this.

9. Hire Fill-In Custodian

**MOTION:**

Dave McKane moved to hire Sean Pennell, of 17 Redwood Drive, as the Fill-In Custodian effective immediately and a rate of pay of \$16.48 per hour. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: Please explain the pay rate. This is currently what the Custodian, Stanley, makes per hour.

10. Disband Community Carpool Commission

**MOTION:**

Jeff Haney moved to disband the Community Carpool Commission. This was seconded by First Selectman George Temple. All 3 Ayes. Motion carries. All remaining members will be notified and thanked for their service.

Discussion: This Commission has not met in years; it is handled out of the Senior Center, with volunteers that are dispatchers. The cars are maintained through the town. If it is not important to the members, then all agreed to disband the Community Carpool Commission.

11. Disband Personnel Appeals Board

**MOTION:**

Jeff Haney moved to disband the Personnel Appeals Board. This was seconded by First Selectman George Temple. All 3 Ayes. Motion carries. Note: There have been no active members since 2009.

Discussion: This board does not meet. Some of the members are deceased.

12. Award Engine 51 Bid for Riverside Fire Department

Jeff Haney moved to table Item 12, Award Engine 51 Bid for Riverside Fire Department, as stated above in Item #3. Dave McKane seconded. All 3 Ayes.

13. FY 2013 – 2014 Transfer Requests

**MOTION:**

Jeff Haney moved to approve the attached 2013 – 2014 transfer requests (Attachment A) as presented by the Finance Director in his letter dated 1/15/14. This was seconded by Dave McKane.

Discussion: Under Item 4. To: Planning and Zoning Account: Recruitment in the amount of \$2,161.44. Should be overtime. Tonya Carver discussed the need for anticipating 48 hours of work, for two people, over the normal hours, for a 6 week block of time. The Planning & Zoning are asking for the extra hours to complete a Return of Record for a pending law suit that is due February 6, 2014. The P&Z office is unable to complete it during normal business hours. If the Board approves it, P&Z can shut down one day per week for the next six weeks so it can get all of the information done. Discussion ensued regarding the justification for 48 hours. Question raised if it was straight time hourly rate in the letter dated January 8, and if the Union had agreed to it being straight time. P&Z did not want it put in as overtime, since it might not pass. The Board felt they would need confirmation from the union to agree to pay at straight time. The Board of Selectmen are not sure there is a need for two people, and if they should be doing it on a Saturday.

First Selectman George Temple would like a motion filed to give an extension due to the voluminous. You have 30 days from the return date to return a record. Feb. 22 is the deadline. George Temple knows it is involved and is a big project. First Selectman George Temple said to hold off until he looks into it a little bit more and to justify it.

Under Item 6: Elderly Commission, Account Snow Removal, Amount \$1,310. Discussion ensued as to what did this entail. This item was for snow removal for the Senior Center for sidewalks being cleared. Originally only one company had bid on it, and have spent \$1300 so far this year, and it is only January.

#### **MOTION:**

Jeff Haney moved to approve the attached 2013 - 2014 transfer requests(Attachment A) minus Item #4 as presented by the Finance Director in his letter dated 1/15/14. Item #4 will be tabled. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

#### 14. Tax Collection Action Committee Request to Credit Accounts to Reflect Proof of Payment

#### **MOTION:**

Jeff Haney moved to credit the accounts of taxpayers to reflect proof of payment that the taxpayers provided to the Town of Oxford in order to satisfy their specific tax bills which were not previously properly credited; as presented and recommended by Tax Collection Action Committee in their letter dated today, January 15, 2014. This was seconded by Dave McKane. All 3 Ayes. Motion carries. The Attached list was not read due to it being very voluminous.

Discussion: The Tax Collection Action Committee did meet and the major item was the taxes for motor vehicles. It was causing a hardship with people in the town. They will publish the entire list of people exonerated from the list. They looked at all the accounts out through 2004, and had proof that they were paid. June is the last phase. After June, all the accounts will be on line, so citizens can pay their bill on line, and they will be able to check on line and verify the account has been paid. It is a good auditing tool.

## 15. Report of First Selectman

First Selectman George Temple announced the following items:

- 1) Things to see and do this weekend: This Friday at 6pm there will be a Pasta Dinner for the Animal Shelter. Cost is \$10.
- 2) Saturday night, there will be an evening of comedy at Colonial Tavern with comedian Dave Reilly. Cost is \$25 per person, and this will benefit Chelsea Wheeler. It was noted it is adult comedy.

There is a Super Bowl Pool going on for Chelsea Wheeler at the Town Hall, \$10 a square, with 20% of the monies raised going to Chelsea's fund. Villa Bianca is also having a Silent Auction on February 22 to raise funds for Chelsea. There will also be a road race for her benefit, plans will be forthcoming. So far, they have raised over \$45,000 for Chelsea and need at least \$60,000. It is very difficult to find a donor for such a small child.

### Audience of Citizens

Dave McKane noted that he has been to the Animal Shelter supper and it is great. The comedian is one funny dude.

Discussion was held regarding the possibility of maneuvering cars around the fire house and Center School when school is opening and closing. First Selectman George Temple stated that he has directed a State Trooper to direct traffic during those times on Monday - Friday morning and when the students get out of school. Safety is the main concern. It was noted that something may also be needed at Great Oak School, because of the amount of parents dropping off and picking up their children. The town pays for buses for every kid, and not to many children use the bus system.

John Downs, 666 Roosevelt Drive wanted to know the status of the scenic road along Route 34. The First Selectman's office did write a letter to the neighboring towns, and the response was not favorable. We would also need to identify all of the historic sites. First Selectman did discuss it with the Selectman/Mayors of Seymour and Derby. The main concern John had was the pounding on the dam. The other item was the gate at the cell tower. The Zoning Enforcement Officer was working with the company and Nextel was looking into it. Suggestion was to call Joanne Pelton during the week for follow-up.

Tabling the Finance situation was a good move. Thank you.

Adjournment

### MOTION:

Dave McKane moved to adjourn the meeting at 9:40 PM. This was seconded by Jeff Haney. All 3 Ayes. Motion Carries.

Respectfully submitted,



Lynda Romanowski  
Board of Selectmen Clerk

**To: Board of Selectmen****January 15, 2014****From: Finance Director****Re: 2013-2014 Transfer requests**

Item #	Department	Account	Account Number	Amount
1	TO: Fire	Postage	5325-715	\$ 3.01
	FROM: Fire	Programs Regular	5325-729	\$ 3.01
			5325-729	
	Motion			
	Seconded			
	Vote			
	Comments			
2	TO: Conservation IWWC	Wages Overtime	5265-521-1000	\$ 1,000.00
	FROM: Conservation IWWC	Legal Serv land Use	5265-672	\$ 1,000.00
	Motion			
	Seconded			
	Vote			
	Comments			
3	TO: Ambulance	Supplies Oxygen	5210-769	\$ 1,000.00
	FROM: Ambulance	Equipment Depreciable	5210-603	\$ 1,000.00
	Motion			
	Seconded			
	Vote			
	Comments			
4	TO: Planning and Zoning	Recruitment	5430-521-1000	\$ 2,161.44
	FROM: Contingency	Finance Contingency	5320-560-5320	\$ 2,161.44
	Motion			
	Seconded			
	Vote			
	Comments			

**To: Board of Selectmen**

**January 15, 2014**

**From: Finance Director**

**Re:2013-2014 Transfer requests**

tem #	Department	Account	Account Number	Amount
5	TO: Planning and Zoning	Engineering	5430-598	\$ 15,000.00
	FROM: Contingency	Finance Contingency	5320-560-5320	\$ 15,000.00

Motion  
Seconded  
Vote  
Comments

6	TO: Elderly Commission	Snow Removal	5295-736	\$ 1,310.00
	FROM: Contingency	Finance Contingency	5320-560-5320	\$ 1,310.00

Motion  
Seconded  
Vote  
Comments

RECEIVED January 22, 2014  
AT 4:35 pm  
TOWN OF OXFORD  
[Signature]  
ASST. TOWN CLERK

**Town of Oxford, Connecticut  
Board of Selectmen Meeting  
Discussion - For Year Ended June 30, 2013**

Attachment C

**1. General Results of the Audit**

- All personnel were very responsive to our requests with all information requested provided to us  
Very much appreciated and created a great team effort - always a positive
- All areas were reviewed in detail with Jim and Board of Education items were reviewed with Rosemary

**2. Items of Interest**

- Required Changes to Financial Statements
  - > New High School Athletic Complex Fund is required to be a major fund - pages 12 and 13
  - > Other changes required by new accounting/auditing rules - no effect on Town operations
    - > Required change in Governmental Fund Balance sheet - Deferred inflows and outflows - page 12
    - > Required change to Auditor Opinion - pages 1 and 2
    - > Required change in terminology - "net assets" is now "net position"  
- pages 10 and 11 and throughout the report
- Financial highlights - pages 2 and 3 of this summary

**3. Opportunities for Consideration**

- A** Prior year significant deficiencies reduced to general comments classification
  - > Unrecorded General Fund Activity from BOE accounts
  - > BOE activity reconciliation to General Fund - not performed, large adjustments needed  
and affected other funds as well (such as Education Grant fund)
- B** Property taxes - continue enhancements  
Standard process and year end process (including reporting)
- C** Water Pollution Control Authority (WPCA) accounting

**Town of Oxford, Connecticut**  
**Board of Selectmen Meeting**  
**Financial Statement Discussion - For Year Ended June 30, 2013**

**1. General Fund Results - Budgetary Basis (derived from page 15)**

- Reminder the budgetary basis uses the current financial resources measurement focus and does not include the effects of recognizing all assets and liabilities

	Final Budget	Actual	Variance Positive (Negative)
Total revenues	\$ 39,955,464	\$ 41,774,288	\$ 1,818,824
Total expenditures	(39,713,464)	(39,398,239)	315,225
Interfund Transfers - net	(976,000)	(976,000)	-
Net change in fund balance	\$ (734,000)	\$ 1,400,049	\$ 2,134,049

- Although individual line items on page 15 show variances, in total the results in the General Fund is under budget for both the revenue and expenditure lines - highlights detailed below which are derived from pages 36 to 38

<u>REVENUES</u>	Final Budget	Actual	Variance Positive (Negative)
Property taxes	\$ 33,509,100	\$ 33,941,529	\$ 432,429
Education grant - special education	-	517,555	517,555
FEMA/STEAP and other grants	7,192	704,607	697,415
Legal settlement	-	430,000	430,000
Town clerk fees/Building permits	495,000	345,519	(149,481)
All other	5,944,172	5,835,078	(109,094)
Total Revenues	\$ 39,955,464	\$ 41,774,288	\$ 1,818,824

<u>EXPENDITURES</u>	Final Budget	Actual	Variance Positive (Negative)
Education - insurance reimbursement	\$ -	\$ (599,329)	\$ 599,329
Education grant - special education	-	517,559	(517,559)
Employee Benefits	2,029,481	1,890,726	138,755
All other	37,683,983	37,589,283	94,700
Total Expenditures	\$ 39,713,464	\$ 39,398,239	\$ 315,225

**Town of Oxford, Connecticut**  
**Board of Selectmen Meeting**  
**Financial Statement Discussion - For Year Ended June 30, 2013**

**2. General Fund Balance (derived from page 12)**

- General fund balances are set forth below:

	2013	2012	Change
Unassigned	\$ 5,627,712	\$ 4,727,663	\$ 900,049
Assigned for next year	500,000	-	500,000
Total Fund Balance	<u>\$ 6,127,712</u>	<u>\$ 4,727,663</u>	<u>\$ 1,400,049</u>

- The unassigned portion of the General Fund balance is \$5,627,712, which is approximately 14% of current year expenditures - prior year was \$4,727,663, which was approximately 12% of prior year expenditures

**3. Debt Levels (derived from pages 29 and 30)**

Pay down of existing debt (normal annual required) was offset by new equipment loans

	2013	2012	Change
Year End Balance - GOB & Notes	<u>\$ 27,804,955</u>	<u>\$ 27,816,662</u>	<u>\$ (11,707)</u>