

MINUTES
Board of Selectmen's
Regular Meeting
Wednesday, September 18, 2013

Open Meeting

First Selectman George R. Temple opened the meeting at 7:30 p.m. and the Pledge of Allegiance was recited. Selectman Temple called a moment of silence for Lily Brooks, 3, of Oxford who passed away as a result of a motor vehicle accident on 9/11/2013. Present: First Selectman George R. Temple, Jeff Haney, Dave McKane, Finance Director Jim Hliva, Joanne M. Pelton administrative assistant

ACCEPTANCE OF MINUTES

1. 9/4/13 Regular Meeting

MOTION:

Dave McKane moved to approve the 9/4/13 Regular Meeting minutes as presented. This was seconded by Jeff Haney. All (3) Ayes. Motion carries.

AMENDMENT OF AGENDA

1. Tax Refunds

MOTION:

Jeff Haney moved to add Tax Refunds to the agenda. This was seconded by Dave McKane. All (3) Ayes. Motion carries

2. Planning & Zoning Commission Appointments

MOTION:

Jeff Haney moved to add Planning & Zoning Commission Appointments to the agenda. This was seconded by Dave McKane. All (3) Ayes. Motion carries

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

MOTION:

Jeff Haney moved to add Tax Collection Action Committee Request to Credit Accounts to Reflect Proof of Payment to the agenda. This was seconded by Dave McKane. All (3) Ayes. Motion carries

4. Name New Playscape

MOTION:

Jeff Haney moved to add Name New Playscape to the agenda. This was seconded by David McKane. All (3) Ayes. Motion carries

RECESS: The Board recessed the meeting at 7:35 p.m. The Board came out of recess at 7:37 p.m.

5. Agricultural Advisory Committee Appointment

MOTION:

Jeff Haney moved to add the appointment of Robin Michalak of 5 Macintosh Drive to the Agricultural Advisory Committee. This was seconded by Dave McKane. All (3) Ayes. Motion carries.

APPOINTMENTS

1. Riverside Fire Police 2013 – Appoint Eric Benzon

MOTION:

Jeff Haney moved to appoint Eric Benzon, of 60 Punkup Road, to the 2013 Riverside Fire Police. This was seconded by Dave McKane. All (3) Ayes. Motion carries.

2. Planning & Zoning Commission Appointments

MOTION:

Jeff Haney moved to appoint Jeff Luff, of 253 Oxford Road, to the Planning & Zoning Commission with a term to commence immediately and expire on 12/31/13. This was seconded by George Temple. All (3) Ayes. Motion carries.

MOTION:

Jeff Haney moved to appoint Arnold Jensen, of 21 Apple Drive, to the Planning & Zoning Commission as an Alternate with a term to commence immediately and expire on 12/31/13. This was seconded by Dave McKane. All (3) Ayes. Motion carries

3. Agricultural Advisory Committee

MOTION:

Jeff Haney moved to appoint Robin Michalak, of 5 Macintosh Drive to the Agricultural Advisory Committee with a term to commence immediately and expire on 12/31/17. This was seconded by Dave McKane. All (3) Ayes. Motion carries.

AUDIENCE OF CITIZENS

None.

NEW BUSINESS

1. Riverside Firehouse Site Improvement Alternate Funding Source

MOTION:

Dave McKane moved to award the Riverside Firehouse Site Improvement bid to R.P. Dalton Asphalt and Paving, of Waterbury, as described by Nafis and Young with \$100,000 in funding to come from LoCIP and to send the matter to the Board of Finance and to Town Meeting. This was seconded by Dave McKane. All (3) Ayes. Motion carries. (Note: \$92,942.80 from LoCIP administered by the State of Connecticut and \$7,057.20 from LoCIP administered by the Town of Oxford)

There was some discussion about money coming back to the town for the Great Hill Road project. Selectman Temple said he will set up a meeting with Jim Hliva and Jim Galligan to discuss the project and get an update. Dave McKane said he wants to make sure the town does not pay twice for work that had to be done a second time on the road. Jeff Haney also said the town is watching engineering fees very closely and said the town does not want to have an open checkbook for engineering costs.

2. Combine Agriculture Advisory Committee and Great Oak Garden Committee

MOTION:

Jeff Haney moved to combine the Agriculture Advisory Committee and the Great Oak Garden Committee. The Committee will be called the Agriculture Advisory Committee.

**Town of Oxford
Agriculture Advisory Committee Charge
(Revised 9/18/13)**

The Agriculture Advisory Commission shall be charged with the following:

General

- a. To foster sustainable agriculture in Oxford
- b. To serve as a conduit between local farmers and non-profit agencies, civic organizations, municipal boards and commissions, elected officials, and non-farm residents
- c. To advocate for agriculture before land use commissions
- d. To act as a resource for agriculture information
- e. To comply with all provisions of the Charter of the Town of Oxford and the Connecticut General Statutes

Education and Outreach

- a. To increase awareness of agriculture enterprises in the community
- b. To provide information to town government about agriculture laws and legal issues and to review regulatory language and practices among town agencies and, if appropriate, recommend changes to help assure a consistent definition and treatment of agriculture, farming and farms
- c. To promote the value of agriculture viability in the areas of employment, property taxes, environment and open space preservation
- d. To act as a sounding board and provide review to town departments, boards, commissions concerning the impact of proposed town policies on agricultural activities
- e. To encourage young and new farmers by supporting local, regional, and state vocational agricultural education and 4-H programs
- f. To recognize and support new farming operations and farms
- g. To serve in an advisory capacity to residents, established town committee, commission and departments and boards related to agricultural issues
- h. To convert the abandoned tennis courts at Great Oak School to a garden which will act as a training device for school aged children and or community use and:
 - 1. To work with the science department and administration at Great Oak School in furtherance of this goal
 - 2. To provide estimates and design criteria to the Board of Selectmen relating to this project
 - 3. To engage in any other legal actions deemed appropriate by the committee and the Board of Selectmen regarding this matter

Economic Opportunities

- a. To identify opportunities to preserve and expand agriculture in Oxford
- b. To promote opportunities for residents and local businesses to support farming
- c. To provide information regarding available financial support related to agricultural viability and serve as a conduit between state and non-profit agencies, funders and local farmers
- d. To support efforts to secure the land base necessary for future agricultural uses
- e. To foster, with support of residents, boards, commission, a climate that supports the economic viability of farming as a career in Oxford

Membership

The Agriculture Advisory Commission will consist of eight (8) members with interest and involvement in the viability, sustainability, and protection of agriculture as defined by Connecticut General Statutes 1-1(q) and 19a-341, and the Oxford, Connecticut Code of Ordinances Chapter 92 – Right to Farm, including as available, a member of Future Farmers of America (FFA).

Terms

Staggered 4-year terms, with initial appointments to be 4 members for 3 years and 4 members for 4 years.

And the following appointments and terms:

Mary Duford, with a term to commence immediately and expire on 12/31/17

Mary Beth Williams with a term to commence immediately and expire on 12/31/16

Robin Michalak, of 5 Macintosh Drive, with a term to commence immediately and expire on 12/31/17

This was seconded by Dave McKane. All (3) Ayes. Motion carries.

3. Establish Tetlak Park Fields Committee, Approve Charge and Appoint Members**MOTION:**

Jeff Haney moved to establish the Tetlak Park Fields Committee and approve the following charge:

**Tetlak Park Fields Committee
Charge**

The Tetlak Parks fields Committee is charged to study, plan and develop Agnes Tetlak Schiavi Park into a center for the Town of Oxford's youth and adult residents to enjoy active sports and recreational programs. The committee will review the Agnes Tetlak Schiavi Park Master Plan and along with the Parks and Recreation Commission will make recommendations toward excavation and construction of much needed baseball and softball diamonds, as well as soccer and football fields. The committee will also develop fund-raising ideas and approach various sources for Grants to help finance the project.

This was seconded by Dave McKane . All (3) Ayes. Motion carries.

MOTION:

Jeff Haney moved to appoint the following members to the Tetlak Park Fields Committee:

Elaine Raccio, of 3 Rome Drive

Glen Schumitz, of 197 Freeman Road

Victor Fallas, 8 Marian Lane

Scott Coleman, 55 Tram Drive

Greg Kaether, 54 Reality Road

Jay Borkowski, 22 Newgate Road

Liaison: Debbie Gatto, Park & Recreation Director

This was seconded by Dave McKane . All (3) Ayes. Motion carries. Discussion: Selectman Temple said there will be additional members to this committee in the future.

4. FY 2012 - 2013 Transfer Requests

MOTION:

Jeff Haney a moved to approve the FY 2012 – 2013 transfer requests (Attachment A) as presented and recommended by the Finance Director in his letter dated 9/13/13. This was seconded by Dave McKane. All (3) Ayes. Motion carries. This matter will be forwarded to the Board of Finance. Discussion: Jim Hliva said the town is looking at a \$400,000 to \$500,000 surplus. Dave McKane questioned the transfer for legal fees. Selectman Temple said fees increased due to a tax sale and subsequent lawsuit from the former owner who claimed he paid the taxes but that they were taken by the former tax collector. Dave McKane asked how much the marshal was compensated. Selectman Temple said he would meet with the town counsel and marshal and inform Dave McKane of the results.

5. Appropriation for Expenses for Schools Upgrade Committee – Approve

MOTION:

Jeff Haney moved to approve the appropriation, in an amount not to exceed \$20,000 to be taken from Board of Finance Contingency, for the Schools Upgrade Committee for expenses associated with marketing, engineering, bidding and clerical; as requested in the Committee's letter dated 9/2/13. This was seconded by Dave McKane. All (3) Ayes. Motion carries. This matter will be forwarded to the Board of Finance.

6. Designate a Veteran's Service Contact Person

MOTION:

Dave McKane moved to table an appointment of a town employee as the veterans' Service Contact Person per Public Act 13-34 "AN ACT REQUIRING CITIES AND TOWNS TO DESIGNATE A VETERANS' SERVICE CONTACT PERSON" effective October 1, 2013. This was seconded by Jeff Haney. All (3) Ayes. Motion carries.

7. Report of First Selectman

First Selectman Temple said the press conference at the airport on Sept. 16 was a success and said the new zone should spark interest in land there. He thanked Rob Kane and Dave Labriola for their hard work in getting the zone and said Economic Development Director Andy McGeever did a great job coordinating getting local town officials to the conference. He said many people came up to him to commend the job McGeever is doing.

On a sad note, Selectman Temple mentioned the passing of Lily Brooks, 3, who died of injuries sustained in a motor vehicle accident on 9/11. Selectman Temple said people have to drive better

and they should not be texting while driving and that he intends to enforce all motor vehicle laws and regulations in Oxford.

AMENDMENTS

1. Tax Refunds

MOTION:

Jeff Haney moved to approve the tax refunds, totaling \$3,597.41, as presented by the Tax Collector in her letter dated 8/7/13, and to authorize two signatures. This was seconded by Dave McKane. All (3) Ayes. Motion carries.

2. 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 9/13/13.. This was seconded by Dave McKane . All (3) Ayes. Motion carries. Discussion: Jack Kiley, 88 Bee Mountain Road, of the Tax Collection Action Committee, said these accounts will be cleared and letters sent to the taxpayers. Selectman Temple thanked Mr. Kiley and Jim Hliva for their effort in this matter.

3. Name New Playscape

MOTION:

Jeff Haney moved to name the new Playscape 'Lily Brooks Park'. This was seconded by Dave McKane. All (3) Ayes. Motion carries. Discussion: Selectman Temple said it would be appropriate to name the new playscape after Lily Brooks, 3, who was killed in a motor vehicle accident on 9/11/2013. He said the accident has been devastating to people in town. He also invited residents to come out over the weekend to help construct the playscape. He said every time someone will use the park they will think about Lily and thus she will not be forgotten.

AUDIENCE OF CITIZENS

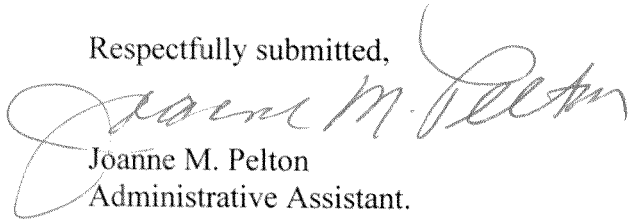
David Stocker, of 144 Punkup Road said he is concerned about additional costs to the Great Hill Road project and hopes it gets resolved. Selectman Temple said the selectmen are very serious about this project and wants to look at the bills associated with the project. Jeff Haney said in reality the problems with the project happened to take place and now the town has to make sure they are fixed and make sure something like this does not happen again.


ADJOURNMENT

MOTION:

Dave McKane moved to adjourn the meeting at 8:34 PM. This was seconded by Jeff Haney.
All (3) Ayes. Motion Carries.

Respectfully submitted,


Joanne M. Pelton
Administrative Assistant.

13 SEP 19 PM 2:49
TOWN OF OXFORD, CT

TOWN CLERK

Attachment A

To: Board of Selectmen

September 13, 2013

From: Finance Director

Re:2012-2013 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Elderly	Vehicle Repairs	5295-595	\$ 137.78
	FROM: Elderly	HVAC	5295-635	\$ 120.00
	FROM: Elderly	Facility Supplies	5295-770	\$ 17.78
	Motion			
	Seconded			
	Vote			
	Comments			
2	TO: Ambulance	Equipment lease Purchase	5210-601	\$ 175.00
	FROM: Ambulance	Vehicle Maintenance	5210-811	\$ 175.00
	Motion			
	Seconded			
	Vote			
	Comments			
3	TO: Ambulance	Uniforms	5210-785	\$ 681.30
	FROM: Ambulance	Vehicle Maintenance	5210-811	\$ 559.38
	FROM: Ambulance	Facility maintenance	5210-614	\$ 50.44
	FROM: Ambulance	Supplies	5210-77	\$ 34.87
	FROM: Finance	Contingency	5320-560-5320	\$ 36.61
	Motion			
	Seconded			
	Vote			
	Comments			
4	TO: Capital Projects	Center School	5235-612-7067	\$ 917.13
	FROM: Capital Projects	High School	5235-612-7024	\$ 917.13
	Motion			
	Seconded			
	Vote			
	Comments			

received
9/16/13

To: Board of Selectmen

September 13, 2013

From: Finance Director

Re:2012-2013 Transfer requests

Item #		Department	Account	Account Number		Amount
5	TO:	Police	Overtime State Police	5433-570-1000	\$	3,148.71
	FROM:	Police	Facility Maintenance	5433-613	\$	1,216.27
	FROM:	Police	Equipment Maintenance	5433-605	\$	572.53
	FROM:	Police	Electrility	5433-595	\$	453.97
	FROM:	Police	Office Supplies	5433-770	\$	531.83
	FROM:	Police	Waste Removal	5433-798	\$	198.07
	FROM:	Police	Equipment Leased	5433-601	\$	128.13
	FROM:	Police	Water	5433-799	\$	35.48
	FROM:	Police	Computer Software	5433-605	\$	12.43

Motion
Seconded
Vote
Comments

6	TO:	Public Works	Equipment Rental	5456-602	\$	30,580.00
	FROM:	Public Works	Gasoline	5456-610	\$	15,164.24
	FROM:	Public Works	Highway Signs	5456-742	\$	2,413.52
	FROM:	Public Works	Snow Removal Part Time	5455-515-69	\$	2,306.75
	FROM:	Recycling	Cont Serv Disposal	5464-570-310	\$	7,022.51
	FROM:	Recycling	Contract Serv Freon	5464-570-312	\$	1,218.00
	FROM:	Public Works	Electricity	5457-595	\$	888.08
	FROM:	Public Works	Facility Maint Supplies	5457-614	\$	530.49
	FROM:	Public Works	Maintenance Materials	5457-685	\$	679.17
	FROM:	Public Works	Supplies Departmental	5456-769	\$	357.24

Motion
Seconded
Vote
Comments

7	TO:	Tax Collector	Computer Maintenance	5505-551	\$	2,325.00
	FROM:	Tax Collector	Computer Maintenance	5505-517-23	\$	2,325.00

Motion
Seconded
Vote
Comments

To: Board of Selectmen

September 13, 2013

From: Finance Director

Re:2012-2013 Transfer requests

Item #		Department	Account	Account Number		Amount
8	TO:	Town Counsel	Outside Legal	5535-672-203	\$	10,875.50
	FROM:	Finance	Contingency	5320-560-5320	\$	10,875.50
	Motion					
	Seconded					
	Vote					
	Comments					
9	TO:	Town Counsel	Attorney	5535-672-201	\$	20,445.00
	FROM:	Town Counsel	Land Use	5535-672-205	\$	19,163.93
	FROM:	Town Counsel	Legal Expenses	5535-672-202	\$	976.16
	FROM:	Town Counsel	Legal Claims	5535-672-204	\$	304.91
	Motion					
	Seconded					
	Vote					
	Comments					
10	TO:	Planning and Zoning	Dues and Fees	5430-585	\$	100.00
	FROM:	Planning and Zoning	Zoning Map Update	5430-796	\$	100.00
	Motion					
	Seconded					
	Vote					
	Comments					
11	TO:	Planning and Zoning	Engineering	5430-598	\$	2,805.00
	FROM:	Planning and Zoning	Zoning Map Update	5430-796	\$	1,900.00
	FROM:	Planning and Zoning	Zoning Regulations Update	5430-797	\$	500.00
	FROM:	Planning and Zoning	Supplies Office	5430-770	\$	405.00
	Motion					
	Seconded					
	Vote					
	Comments					