

MINUTES
**BOARD OF SELECTMEN
SPECIAL BUDGET MEETING
Oxford Town Hall
February 20, 2013**

The meeting was called to order by First Selectman George Temple at 4:30 p.m. Present: First Selectman George Temple, Selectman Jeffrey Haney, Selectman Dave McKane. Also present: James Hliva, Finance Director.

The purpose of the Special Meeting is to review department budgets.

Fire Department

Scott Pelletier, Andrew Coy and Victor Noll attended the meeting

Scott was asked to explain the wages for the Clerk and he noted that the request is to increase the clerk's hours to fifteen hours per week. He explained that the workload is being shifted from the administrative assistant to the clerk. There is a 3% wage increase for the Clerk. Computer hardware was discussed. Scott noted that this is to replace one computer and purchase a laptop for the Fire Commission. Equipment depreciable is for turnout gear that needs to be replaced, the Hurst pump that needs to be replaced and SCBA masks. If the Hurst pump is replaced as a capital item, this budget can be reduced by \$12,000. Reduction in education was discussed.

The need to replace Hurst equipment as a capital request was discussed. Jim reminded the Board that the tanker ordered by the Fire Department came in under budget. The possibility for funding the purchase of the Hurst equipment with the excess funds was discussed, which is from the current year budget.

Discussion ensued about using a lease program for capital request items.

Equipment maintenance covers portable pagers and maintenance and testing for SCBA bottles. An increase is requested in this line item for flow testing of all self contained breathing apparatus. New regulations require that the test be done annually (instead of every other year).

The capital request to replace SCBA bottles was discussed. Scott explained that the department had set a plan to replace a portion of the bottles annually. The request was not approved during the budget process in prior years and it has come to the point that the majority of the bottles have to be replaced in the next fiscal year. It was agreed that the maintenance cost could be adjusted for the small number of bottles that can be tested and used again, if new bottles are purchased.

The need to replace the Assistant Chief's vehicle, Riverside's E51 and the Fire Department boat were discussed.

Fire Marshal

Scott was asked to explain the wages for the Clerk and he noted that the request is to increase the Clerk's hours to fifteen hours per week. Discussion ensued about the Clerk becoming a full-

time employee if the wage requests are approved (for both the Fire Department and Fire Marshal offices). Procedure in creating a full time position for the Clerk was discussed. Questions arose and Jim was asked to research the topic and get back to the Board. He was also asked to compute the cost for benefits for a full time clerk position.

First Selectman Temple reviewed all the positions that Scott Pelletier handles. It was noted that he earns additional wages for time spent working during storms. It was noted that Scott receives no compensation for **Emergency Preparedness**. First Selectman Temple indicated that he would like to see \$10,000 added to the budget for this position. Jim added that an additional line item could be added to the Emergency Preparedness budget for the Emergency Management Director.

Requested increase for computer systems software is needed so that inspection reports can be done by deputies with iPads.

Scott noted that the vehicle repairs line item will need to be increased if the new Assistant Chief's vehicle is not approved.

Open Burning Official

A minimal increase for this position was requested.

Civil Preparedness

Scott Pelletier reviewed the budget which includes emergency supplies. A civil defense storage facility that is requested as a capital project was discussed.

The request for public safety voting site on Rt. 67 was discussed (capital project). The site will enable the use of radios in the south end of town. It was approved at the 12/5/12 Board of Selectmen meeting.

Motion to adjourn was made by Selectman McKane at 6:45 p.m. This was seconded by First Selectman Temple. Motion passes.

Respectfully submitted, subject to approval

Marni Soss

Marni Soss, Clerk

13 FEB 28 PM 3:46
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK