

**MINUTES
REGULAR MEETING - BOARD OF FINANCE
OXFORD TOWN HALL
MONDAY, AUGUST 24, 2015, 7:00 p.m.**

Present: Chairman Jack Kiley, Lila Ferrillo, Robert DeBisschop, Tom Kelly. Also present: James Hliva, Finance Director. Absent: Richard Burke, Nancy Schmitt.

The meeting was called to order by Chairman Kiley at 7:00 p.m. and the Pledge of Allegiance was recited.

Acceptance of Minutes

Motion was made by Mr. Kelly to accept the Minutes of July 21, 2015 Special Meeting and August 12, 2015 Joint Meeting. Motion was seconded by Mr. DeBisschop. There was no discussion; Minutes were unanimously accepted and the motion was passed.

Amendment to the Agenda

Mr. Kelly requested to make an amendment to the agenda, that being to hold an Executive Session at the end of the Regular Meeting to discuss personnel issues. Mr. Kiley seconded the amendment. All in favor; Motion passed.

Old Business

- (A) Mr. Hliva asked that the tabled transfers (2 from June 22 for Police and Fire) continue to be tabled since neither the Police nor the Fire Department has given him their year-end numbers.

Monthly Reports

Report on Tax Collections:

Mr. Kiley asked that Sharon Scinto be allowed to present her report. Ms. Scinto brought Tax Collector Reports for June 30, 2015 and July 30, 2015. She reports that everything in the office is going well. Mr. Kiley asked that Ms. Scinto go directly to July 2015. Deposits are matched. Delinquent notices are going out for September 1, 2015. Real Estate collections are about half of what should be collected. There are 5,466 real estate accounts. Of about \$30.8M billed, approximately \$14.9M was collected. Ms. Scinto's reports are as of calendar date for July 31, 2015. Motor vehicle taxes also lag behind. Ms. Scinto says the new motor vehicle computer system has caused more work for the Tax Collector Department. She proceeded to explain the lengthy process working with the system. Motor Vehicle Department has made less work for them but more work for the Tax Collector Department.

Ms. Scinto left the meeting at 7:10 p.m.

Board of Finance Contingency Activity Report

There is \$27,000.00 left in Contingency. Ms. Ferrillo recommended taking money out of General Fund.

Fund Balance has not changed. The only thing that would affect Fund Balance would be the approved state budget which would mean the Town has to pay 100% of State Police. Contract settlement for two years 2013 and 2014 so money will be needed in salary account.

Town was approved for FEMA grant in the amount of about \$65,000.00 for reimbursement of January 2015 snowstorm.

The \$50,000 spent on the sewer line is into this current year.

New Business

- (A) Transfers approved by Board of Selectmen on August 19, 2015 (see attached). Mr. Hliva is still waiting for Police, Fire, Parks & Recreation, Planning and Zoning, and Town Attorney for final numbers so he can close their books.

During the course of accepting transfers:

Ms. Ferrillo questioned “Heating Oil” on Line 16, asking about the cost of heating oil. Mr. Hliva responded that degrees were 20% higher than normal. Mr. Kiley asked how heating bill gets split. Mr. Hliva responded that there are three tanks, two for fire department and one for ambulance.

Mr. Kelly raised a question regarding Items 15 and 16 and the use of “Office Supplies” (Line 5210-770) as a resource for providing funding. During budget time, will a list be provided of the transfers which are impacted and the answer from Mr. Hliva was yes, a list will be provided.

Mr. Kelly raised a question regarding the August 19, 2015 Transfer Request #1. Why if there is a contract is there a request for more money for lawn service? Mr. Hliva explained that the bid for lawn service had expired at end of 2014 growing season. In January 2015 bid went out and prices were about \$4,000 per year more than previous contract. Budget was based on old bid price, so this increase request is for catch-up.

With regard to Item #2, Mr. Kelly asked was Assessor’s budget underfunded. Is the department overspending? Mr. Hliva explained that the Assistant Assessor was on vacation and the Assessor could not cover so this expense is for additional coverage.

With regard to Items 3-10, Mr. Kiley had questions regarding the utilities costs. Mr. Hliva again explained that the expenses were as a result of increased degree days.

A discussion ensued regarding gasoline usage and the fact that there is no way to account for who is using the gasoline and how much.

Ms. Ferrillo requested that research be done into instituting a new system to capture personnel gas usage.

Mr. Hliva also said that the increased gasoline usage was because of the equipment used during the winter.

- (B) Receive the Board of Selectmen’s recommendation, set a Public Hearing and schedule a meeting following the Public Hearing to vote on the bond resolution for the new Oxford Public Library.

The Board of Selectmen approved \$3.5M for bond resolution. Mr. Hliva explained the process and referred to the handout listing the steps to follow.

Mr. Kelly made a Motion to approve September 10, 2015 as the date for a Public Hearing with a BOF Special Meeting to follow directly after the Public Hearing to vote on the bond resolution. The Public Hearing would begin at 7:00 p.m. and the BOF Special Meeting would follow immediately after the Public Hearing. Mr. DeBisschop seconded this Motion.

Mr. Kelly said that without bids, \$3.5M is an estimate not to exceed that amount. A discussion ensued among the Board as to how to proceed with the bond resolution preparation.

At the end of the discussion, a vote was taken. Mr. Kelly voted nay; Mr. Kiley, Ms. Ferrillo and Mr. DeBisschop vote yes. Motion passed.

Mr. DeBisschop made a Motion that an Audience of Citizens be held at the end of the meeting.

Audience of Citizens

Lauren Blair, 6 Little Valley Road, Oxford spoke on about changing the date of the Public Hearing from September 10, 2015 because that date is also a “back to school night” for the Quaker Farms. There would most definitely be a conflict with people wanting to attend the Public Hearing. A discussion ensued, several date errors were discovered in the schedule submitted to this meeting. Mr. Hliva said he would point out these errors to Attorney Fasi, who prepared the schedule. In the meantime, a Motion was made to change the date from September 10, 2015 to September 14, 2015; the motion was seconded by Mr. DeBisschop. All were in favor and the motion passed.

At 7:50 p.m., Mr. Kelly made a Motion to go into Executive Session and Mr. DeBisschop seconded the Motion.

At 8:21 p.m., Mr. Kelly made a Motion to come out of Executive Session and Mr. DeBisschop seconded the Motion.

ADJOURNMENT

At 8:22 p.m., Mr. Kelly made a Motion to adjourn the Regular Meeting and Mr. DeBisschop seconded the Motion. All in favor; Motion passed.

The meeting was adjourned at 8:22 p.m.

Respectfully submitted,


Lynnette Steeves, Clerk

15 AUG 31 PM 5:22
TOWN OF OXFORD, CT

TOWN CLERK

To: Board of Selectmen

August 5, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Elderly FROM: Elderly	Programs Special Education	5295-730 5295-590	\$ 89.00 \$ 89.00
	Motion	Mr. Kelly made motion to accept this transfer.		
	Seconded	Motion was seconded by Mr. Kiley.		
	Vote	All in favor.		
	Comments	Motion passed.		
2	TO: Elderly FROM: Elderly	Computer Equipment Facility Maintenance	5295-549 5295-613	\$ 399.27 \$ 399.27
	Motion	Mr. Kelly made a motion to accept this transfer.		
	Seconded	Mr. Kiley seconded the Motion.		
	Vote	All in favor.		
	Comments	Motion passed		
3	TO: WPCA FROM: WPCA	User Fees Seymour Education	5580-737-5581 5580-590	\$ 479.90 \$ 479.90
	Motion	Mr. Kelly made motion to accept this transfer.		
	Seconded	Mr. Kiley seconded the Motion.		
	Vote	All in favor.		
	Comments	Motion passed.		
4	TO: Registrar of Voters FROM: Registrar of Voters	Conf and Meetings Wages Referendum	5465-556 5465-517-31	\$ 89.95 \$ 89.95
	Motion	Mr. Kelly made motion to accept this transfer.		
	Seconded	Mr. Kiley seconded the Motion.		
	Vote	All in favor.		
	Comments	Motion passed.		
5	TO: Registrar of Voters FROM: Registrar of Voters	Wages Deputies Wages Referendum	5465-517-29 5465-517-31	\$ 948.10 \$ 948.10
	Motion	Mr. Kelly made motion to accept this transfer		
	Seconded	Mr. Kiley seconded the Motion.		
	Vote	All in favor.		
	Comments	Motion passed.		

To: Board of Selectmen

August 5, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
6	TO: Fire	Physical Exams	5325-710	\$ 2,893.00
	FROM: Fire	Education	5325-590	\$ 1,001.79
	FROM: Fire	Telephones	5325-775	\$ 1,891.21

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion seconded by Mr. DeBisschop.

Vote All in favor; motion passed.

Comments

7	TO: Library	Books	5390-525	\$ 347.65
	FROM: Library	Facility maintenance	5390-613	\$ 347.65

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion seconded by Mr. DeBisschop.

Vote All in favor; Motion passed.

Comments

8	TO: Library	Wages Asst Librarian	5390-515-82	\$ 1,036.58
	FROM: Library	Wages Part Time	5390-517-84	\$ 789.21
	FROM: Library	Wages Director	5390-511-80	\$ 247.37

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion seconded by Mr. DeBisschop.

Vote All in favor; Motion passed.

Comments Ms. Ferrillo had a question about the \$1,036.58. Mr. Hliva explained that the librarian had been out on long term disability and the Assistant Librarian received a stipend to cover the position.

9	TO: Library	Wages Children's Librarian	5390-515-81	\$ 281.56
	FROM: Library	Wages Director	5390-511-80	\$ 132.66
	FROM: Library	Dues	5390-585	\$ 148.90

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion seconded by Mr. DeBisschop.

Vote All in favor; Motion passed.

Comments

To: Board of Selectmen

August 5, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
10	Library	Wages Circulation Asst	5390-515-83	165.86
TO:	Library	Books	5390-525	76.16
FROM:	Library	Computer Maintenance	5390-551	59.20
FROM:	Library	Computer Software	5390-552	30.50

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion was seconded by Mr. DeBisschop.

Vote All in favor; Motion passed.

Comments

11	Library	Wages Overtime	5390-521-1000	16.63
TO:	Library	Civic Activities	5390-535	8.57
FROM:	Library	Computer Software	5390-552	8.06

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion was seconded by Mr. DeBisschop.

Vote All in favor; Motion passed.

Comments

12	Library	Wages Clerk	5390-517-158	30.44
TO:	Library	Conferences	5390-555	30.44
FROM:				

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion was seconded by Mr. DeBisschop.

Vote All in favor; Motion passed.

Comments

13	Library	Office Supplies	5390-770	76.50
TO:	Library	Department Supplies	5390-769	76.50
FROM:				

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion was seconded by Mr. DeBisschop.

Vote All in favor; Motion passed.

Comments

To: Board of Selectmen

August 5, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
14	TO: Ambulance	equipment Lease	5210-601	\$ 49.21
	TO: Ambulance	Equipment Depreciable	5210-603	\$ 266.47
	TO: Ambulance	Vehicle Maintenance	5210-811	\$ 22.75
	FROM: Ambulance	Facility Supplies	5210-614	\$ 145.05
	FROM: Ambulance	Supplies Departmental	5210-769	\$ 193.38

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion was seconded by Mr. Kiley.

Vote All in favor; Motion passed.

Comments

15	TO: Ambulance	Training	5210-590	\$ 653.04
	FROM: Ambulance	Uniforms	5210-785	\$ 629.20
	FROM: Ambulance	Office Supplies	5210-770	\$ 3.07
	FROM: Ambulance	Facility Maintenance	5210-614	\$ 20.77

Motion Mr. Kelly made a Motion to accept this transfer.

Seconded Motion was seconded by Mr. Kiley.

Vote All in favor; Motion passed.

Comments

16	TO: Ambulance	Heating Oil	5210-625	\$ 3,238.45
	TO: Ambulance	Facility Services	5210-613	\$ 581.83
	TO: Ambulance	Equipment Expenses	5210-604	\$ 366.96
	FROM: Ambulance	Office Supplies	5210-770	\$ 112.46
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 4,074.78

Motion Ms. Ferrillo made a Motion to accept this transfer.

Seconded Motion was seconded by Mr. Kiley.

Vote All in favor; Motion passed.

Comments Mr. Kiley

17	TO: Elderly	Heating Oil	5295-624	\$ 836.24
	FROM: Elderly	Propane	5295-626	\$ 410.00
	FROM: Elderly	Telephone	5295-775	\$ 426.24

Motion Mr. Kelly made a Motion to accept this transfer

Seconded Motion was seconded by Mr. Kiley.

Vote All in favor; Motion passed.

Comments

To: Board of Selectmen

August 5, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
18	TO: Elderly	HVAC	5295-635	\$ 241.00
	FROM: Elderly	Facility Maintenance	5295-613	\$ 100.87
	FROM: Elderly	Conferences	5295-555	\$ 140.13
	Motion	Mr. Kelly made a Motion to accept this transfer.		
	Seconded	Motion was seconded by Mr. Kiley.		
	Vote	All in favor; Motion passed.		
	Comments			
19	TO: Elderly	Programs Regular	5295-729	\$ 72.23
	FROM: Elderly	Conferences	5295-555	\$ 72.23
	Motion	Mr. Kelly made a Motion to accept this transfer.		
	Seconded	Motion was seconded by Mr. Kiley.		
	Vote	All in favor; Motion passed.		
	Comments			
20	TO: Elderly	Wages Director	5295-511-45	\$ 202.65
	FROM: Elderly	Wages Clerk	5295-517-90	\$ 202.65
	Motion	Mr. Kelly made a Motion to accept this transfer.		
	Seconded	Motion was seconded by Mr. Kiley.		
	Vote	All in favor; Motion passed.		
	Comments			

To: Board of Selectmen

August 19, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Lawn Maintenance	Contracted Service	5383-570-122	\$ 1,200.00
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 1,200.00

Motion Mr. Kelly made a Motion to deny. With explanation, Mr. Kelly changed his Motion to approve.

Seconded Motion was seconded by Mr. Kiley. This changed Motion was seconded by Mr. DeBisschop.

Vote All in favor; Motion passes.

Comments Mr. Kelly wants explanation for this request. See explanation in Minutes.

2	TO: Assessor	Clerk	5215-515-24	\$ 231.46
	FROM: Assessor	Dues	5215-585	\$ 23.19
	FROM: Assessor	Supplies	5215-770	\$ 50.27
	FROM: Assessor	Conferences	5215-555	\$ 79.25
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 78.75

Motion Mr. Kiley made a motion to accept this transfer.

Seconded Motion was seconded by Mr. DeBisschop.

Vote All in favor; Motion passes.

Comments Mr. Kelly asked if this budget had been underfunded. Explanation provided in the Minutes.

3	TO: Town Hall	Heating	5545-625	\$ 522.15
	TO: Town Hall	Legal Notice	5545-670	\$ 1,766.73
	FROM: Town Hall	Equipment Lease	5545-601	\$ 2,288.88

Motion Mr. Kelly made a motion to accept this transfer.

Seconded Motion was seconded by Ms. Ferrillo.

Vote All in favor; Motion passes.

Comments

4	TO: Street Lights	Electric	5492-788	\$ 4,781.79
	FROM: Water Hydrants	Water	5578-788	\$ 739.25
	FROM: Emergency Dispatch	Telephone	5300-775	\$ 4,042.54

Motion Mr. Kelly made a motion to accept this transfer.

Seconded Motion was seconded by Ms. Ferrillo.

Vote All in favor; Motion passes.

Comments

To: Board of Selectmen

August 19, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
5	TO:	W.P.C.A.	Maintenance	5580-570-125 \$ 1,439.56
	FROM:	W.P.C.A.	Telephone	5580-775 \$ 239.56
	FROM:	W.P.C.A.	Electricity	5580-595 \$ 1,200.00

Motion Mr. Kelly made a Motion to approve this transfer.
Seconded Motion was seconded by Ms. Ferrillo.
Vote All in favor; Motion passes.
Comments

6	TO:	Public Works	Electricity	5457-595 \$ 946.67
	TO:	Public Works	Heat	5457-625 \$ 7,176.00
	TO:	Public Works	Water	5457-799 \$ 15.16
	TO:	Public Works	Waste removal	5457-798 \$ 38.40
	FROM:	Recycling	Bulky Waste	5464-570-303 \$ 8,176.23

Motion Mr. Kelly made a Motion to approve this transfer.
Seconded Motion was seconded by Ms. Ferrillo.
Vote All in favor; Motion passes.
Comments

7	TO:	Public Works	Gasoline	5456-610 \$ 30,778.52
	TO:	Public Works	Vehicle Repairs	5456-811 \$ 3,726.09
	FROM:	Public Works	Equipment Rental	5456-602 \$ 27,213.70
	FROM:	Recycling	Cont Disposal	5464-570-310 \$ 7,290.91

Motion Mr. Kelly made a Motion to approve this transfer.
Seconded Motion was seconded by Ms. Ferrillo.
Vote All in favor; Motion passes.
Comments

8	TO:	Public Works	Overtime	5455-521-100 \$ 7,699.90
	TO:	Public Works	Buybacks	5455-522-71 \$ 3,767.52
	FROM:	Public Works	Utility Men	5455-515-65 \$ 3,925.27
	FROM:	Public Works	Mechanic	5455-515-66 \$ 40.22
	FROM:	Public Works	Wages Foreman	5455-515-62 \$ 600.15
	FROM:	Public Works	Wages Snow Plowing	5455-515-69 \$ 5,715.12
	FROM:	Public Works	Wages Leadman	5455-515-62 \$ 84.14
	FROM:	Recycling	Cont Disposal	5464-570-310 \$ 1,102.52

Motion Mr. Kelly made a Motion to approve this transfer.
Seconded Motion was seconded by Ms. Ferrillo.
Vote All in favor; Motion passes.
Comments

To: Board of Selectmen

August 19, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
9	TO: Public Works	Storm Water	5457-570-148	\$ 2,608.68
	FROM: Public Works	Equipment Rental	5456-602	\$ 2,608.68
	Motion	Mr. Kelly made a Motion to approve this transfer.		
	Seconded	Motion was seconded by Ms. Ferrillo.		
	Vote	All in favor; Motion passes.		
	Comments			
10	TO: Recycling	Wages Attendant	5464-521-1000-1002	\$ 3,953.40
	FROM: Recycling	Contract Disposal	5464-570-303	\$ 3,953.40
	Motion	Mr. Kelly made a Motion to approve this transfer.		
	Seconded	Motion was seconded by Ms. Ferrillo.		
	Vote	All in favor; Motion passes.		
	Comments			