

LEGAL NOTICE
TOWN MEETING
TOWN OF OXFORD

Notice is hereby given to all duly qualified electors and voters of the Town of Oxford, Connecticut and any other persons entitled to vote upon the matters contained in this notice and warning that a Town Meeting is to be held at the S. B. Church Memorial Town Hall, located at 486 Oxford Road, on Wednesday the third day of September, 2014 at 7:00 PM for the following purpose:

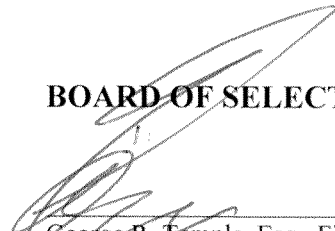
- ITEM 1** Shall the Town of Oxford approve the funding for a Temporary Part-Time Planning & Zoning Clerk, in the amount of \$14,535.00, as approved by the Board of Selectmen on 8/20/14 and the Board of Finance on 8/25/14?

Dated at Oxford, Connecticut this 28th day of August, 2014.

ATTEST:



Margaret A. West, Town Clerk

BOARD OF SELECTMEN:


George R. Temple, Esq., First Selectman


Jeffrey Haney, Selectman


Dave McKane, Selectman

14 AUG 28 AM 11:49
TOWN OF OXFORD, CT

TOWN CLERK

#34, #35, and #57. Motion carries. This matter will be forwarded to the Board of Finance.

Discussion: Jim Hliva stated this is the year end clean-up of the various items listed. (Attachment A) Dave McKane asked about the breakdown of contingency funds. \$55,000 out of the contingency fund was used for Fire maintenance, Town Hall, Planning & Zoning applications, Council for Labor contracts, Public Works Department for gas/diesel fuel. Mr. Hliva stated there would be \$6,601.73 left in the Contingency Fund at the end of the year. It also looks like there will be a surplus of \$283,000 from last year. Dave McKane stated with a \$14 million dollar budget, to have \$6,000 in Contingency is not too bad.

4. **FY 2014 – 2015 Transfer Requests**

MOTION:

Jeff Haney moved to approve the following FY 2014 – 2015 transfer requests as presented by the Finance Director in his letter dated 8/19/14:

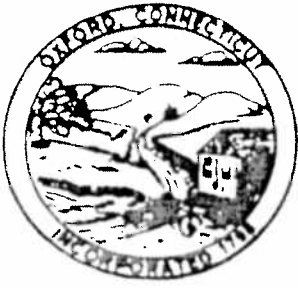
TO: Planning & Zoning	Part-Time Clerk	5430-515-92	\$14,535.00
FROM: Finance	Finance Contingency	5320-560-5320	\$14,535.00
TO: Economic Dev.	Dues	5290-585	\$50.00
FROM: Economic Dev.	Advertising	5290-527	\$50.00

This was seconded by Dave McKane.

Discussion: Questions arose regarding the Planning & Zoning part-time clerk. It was stated that the Planning & Zoning Department needed a part-time clerk to help out with the workload due to so many applications. First Selectman George Temple stated that this person is a floater for the whole Town Hall. For the Planning & Zoning Department, the part-time clerk is for Land Use. The position was advertised, and people have been interviewed. At the next Board of Selectmen meeting, we will be voting on hiring the chosen candidate. First Selectman Temple stated that we need it regardless and that the Planning & Zoning Officer, Anna Rycenga was leaving. This is a non-union position, and First Selectman Temple wants the part-time clerk to become familiar with other departments to fill in when needed. Dave McKane stated there are four people in the Planning & Zoning office and if they did their job, we would not need another part-time person. There should be at least one person there at all times. Dave McKane would like to vote on one item at a time.

MOTION:

TO: Planning & Zoning	Part-Time Clerk	5430-515-92	\$14,535.00
FROM: Finance	Finance Contingency	5320-560-5320	\$14,535.00



TOWN OF OXFORD

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

Planning & Zoning Commission

July 21, 2014

TO: Jim Hliva
Finance Director

Re: Temporary Part-Time


Hi Jim,

I would like to request a budget for a Temporary Part Timer to assist Planning & Zoning. The main responsibilities are phone coverage, filing, and some financial duties.

The position would be 45 weeks, \$17/hour rate of pay and working 19 hrs a week, totaling \$14,535 per year. The request for additional funding will be from the date of approval to June 30, 2015

If you have any questions, I can be reached at (203) 751-1912.

Sincerely,


Tanya Carver,
Chairman Planning & Zoning

Cc: Planning & Zoning Commission
Kelly Weymer, Secretary to First Selectman

REQUEST FOR TRANSFER

Transfer number _____

To: Board of Selectmen

Date August 19, 2014

From: Planning and Zoning

Re: Budget Line Item Transfer

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	<u>5430-515-92</u>	<u>Wages Part Time Clerk</u>	<u>\$ 14,535.00</u>
From:	<u>5320-560-5320</u>	<u>Finance Contingency</u>	<u>\$ 14,535.00</u>

Explanation:

Part time clerk for Planning and Zoning per letter from Tanya Carver
for part time clerk to help with work load

ACTION

Department Head Signature _____ Date _____

Board of Selectmen action _____ Date _____

Board of Finance Action _____ Date _____