

**MINUTES  
BOARD OF FINANCE  
SPECIAL MEETING, OXFORD TOWN HALL  
DECEMBER 1, 2014 – 7:00 P.M.**

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

- (a) Special Meeting 10-20-2014:

**Motion** made by Tom Kelly to accept Minutes; seconded by Jack Kiley. Motion passes unanimously.

- (b) Regular Meeting 10-27-2014:

**Motion** made by Tom Kelly to accept Minutes; seconded by Jack Kiley; Motion passes unanimously.

With regard to New Business at the October 27, 2014 Regular Meeting, Mr. Kiley reported that the new Superintendent of Schools had been told that the meeting was cancelled and that's why she didn't show up for the meeting.

**OLD BUSINESS** – None

**NEW BUSINESS**

- (A)1) Discussion was held pending the arrival of Scott Halstead, Town of Oxford WPCA spokesperson. Ms. Ferrillo confirmed that the “applicant” is Oxford Town Center and this \$5,000 is for the sewer. Mr. Kelly said that his understanding is that Oxford Town Center presently has no sewer and the engineering is to evaluate the proposal that was made. Mr. Hliva said that Oxford Town Center will be presenting plans for the sewer drawn up by their engineer and this \$5,000 will go to hire an engineer to review the plans for the Town to make sure that they are in the best interest of the Town. The Town will use Nafis & Young.

Upon Mr. Halstead's arrival, he reiterated facts discussed earlier by Ms. Ferrillo, Mr. Kelly and Mr. Hliva. Mr. Halstead then began a detailed, in-depth, lengthy discussion/dialogue regarding the Oxford Town Center sewers (advantage to the Town; where it will begin/end; direction of sewer line; tie-ins; costs of tie-ins; Haynes is paying for sewer line; Town of Oxford ownership of the sewer line, etc.). Mr. Kiley asked Mr. Halstead what defines “large plan review”. Mr. Halstead responded that in this case “large plan review” is Oxford Town Center as opposed to a “small plan review” which would be a homeowner putting a sewer line into a house.

Haynes has the right to recoup costs from anyone tying in to this sewer line for ten (10) lines.

Mr. Kelly began discussion of capacity of sewer line. Mr. Halstead said that contract negotiations determine that the Town of Oxford owns 10% of Seymour Treatment Plant, i.e. Town of Oxford is entitled to 10% of whatever capacity is. Mr. Halstead, Mr. Kelly and Mr. Burke had discussion regarding pipe size, capacity of new pipe into Seymour.

Discussion was begun by Mr. Kelly regarding responsibility of maintenance of the line. Mr. Halstead advised that Haynes is not responsible for maintenance. They are not receiving any income from the line; Town of Oxford-WPCA collects the income in the form of sewer user fees and purpose of sewer user fees is to maintain the collection system. Haynes is only receiving the cost of connection. WPCA will perform inspection and receive a fee for each linear foot. Inspection fees go into General Fund.

Mr. Halstead continued the discussion of permits from the State, DOT, building permits, when the project should begin, where it will begin.

Motion to transfer \$5,000 from Finance Contingency to WPCA for Engineering passed unanimously.

Mr. Burke suggested creating a separate account for non-recurring items. Discussion ensued among the board and a Motion was made to create a separate line item. Mr. Burke made the Motion and it was seconded and passed.

2) Discussion was held regarding ambulance training. Mr. Kelly expressed concern about bringing training in-house as opposed to outside training. Mr. Hliva explained that this is for EMSI training and CPR instructors. New Britain EMS will be doing the training in Oxford. Ms. Ferrillo questioned if Jerry was certified to teach these classes.

Motion was made by Mr. Kelly and seconded. Motion passed.

3) Mr. Kelly pointed out that fire Department went to Toce Brothers; did this go out to regular bid? Mr. Hliva explained that Toce Brothers has the state contract for tires so this was “piggy-backed” on a state request. Question was raised as to why this money was not coming out of general maintenance. Discussion was held regarding “vehicle upgrade” versus “vehicle maintenance”. Mr. Burke and Ms. Ferrillo said to send it back to them and tell them to charge it to “vehicle maintenance”; what does “vehicle upgrade” mean? Repealed original motion. Ms. Ferrillo made a motion to take the money from Vehicle Maintenance instead of Finance Contingency. Motion passed unanimously.

(B) No further discussion on \$6,000 for Senior Center floor sealing.

### **MONTHLY REPORTS**

All reports are attached.

- a. Tax Collections: Sharon Scinto was not present at this meeting. Mr. Hliva proceeded to address successful tax collections. The gap continues to close. \$20M has been collected so far. Difference is \$120.69 in the budget. Mr. Kelly asked if that difference was being tracked down and Mr. Hliva said yes.

Mr. Hliva proceeded to discuss all the attached reports. Several positive results. With all expenses, surplus increased from \$6.1M to \$6.355M, positive result of \$1.2M.

Ms. Ferrillo asked Mr. Hliva if Mr. Haney had come back as to how they were doing with non-union contributing to insurance. Mr. Hliva said he met with him Monday night and Tuesday but then closed for Thanksgiving holiday.

Discussion ensued regarding Board of Education reports, renovations to Great Oak M.S. and problems with Center School. Also discussions regarding what should be done to improve schools.

Discussion held regarding new library, use of Marian Strong money.

There being no further discussion, motion was made to adjourn by Mr. Kiley, seconded by Ms. Ferrillo, Meeting was adjourned at 7:45 p.m.

Special Meeting tentatively scheduled for Monday, December 15, 2014.

Respectfully submitted,

  
Lynnette Steeves

To: Board of Selectmen

November 20, 2014

From: Finance Director

Re: 2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: WPCA	Engineering	5580-598	\$ 5,000.00
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 5,000.00
 Motion to approve by Bob Debisschop Seconded by Dick Burke Vote Unanimous Comments				
2	TO: Ambulance	Training	5210-590	\$ 2,000.00
	FROM: Ambulance	Equipment Expensed	5210-604	\$ 2,000.00
 Motion to approve by Tom Kelly Seconded Jack Kiley Vote Unanimous Comments				
3	TO: Fire	Vehicle Upgrades	5325-813	\$ 2,396.20
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 2,396.20

Motion Motion was made by Ms. Ferrillo to take money from Vehicle Maintenance instead of Finance Contingency.

Seconded

Vote Motion passed unanimously.

Comments What is "vehicle upgrade" versus "vehicle maintenance"? Tires are not upgrades; tires are maintenance.

14 DEC -8 PM 5:39  
TICKET  
CITY OF WILMINGTON  
CLERK