

**MINUTES  
BOARD OF FINANCE  
REGULAR MEETING  
JANUARY 22, 2024  
7:00 p.m.**

The Board of Finance meeting on Monday, January 22, 2024 was called to order at 7:00 p.m. All members of the Board were present.

Chairman Kiley called the meeting to order and asked all present to stand for the Pledge of Allegiance to the Flag.

**Acceptance of Minutes**

- (a) November 21, 2023 Special Meeting Sue Arpin made a motion to accept the minutes, Seconded by Paula Jensen. Brett Olbrys, Niki Dykstra and Vic Catalano all stated that they were not at the meeting and would abstain from voting. The vote was taken and the were 3 yes 0 no and 3 abstentions.
- (b) November 27, 2023 Regular Meeting. Sue Arpin made a motion to accept the minutes, Seconded by Paula Jensen. All were in favor
- (c) December 4, 2023 Public Hearing Sue Arpin made a motion to accept the minutes, Seconded by Paula Jensen. All were in favor
- (d) December 4, 2023 Special Meeting. Sue Arpin made a motion to accept the minutes, Seconded by Paula Jensen. All were in favor
- 4) Amendments to the Agenda None
- 5) Audience of Citizens None.
- 6) Old Business  
NONE
- 7) New Business
  - (a) Transfers 2023 – 2024. Detail motions, Votes and comments on each transfer are attached to these minutes
  - (c) Discussion with Ambulance Association Director about Volunteers Madalene Taggart and Kyle Leake made a presentation to make the Board of Finance aware of the problems the Ambulance Association is having. There is a severe lack of new volunteers.
  - (d) Airport Access Road Sewer Pump Station Generator Scott Halstead explained that the generator on Airport Access Road has failed and can not be repaired. Currently a rental generator is being used. Bret Olbry made a motion to approve \$68,881.00 to be used for the purchase and installation of a new generator at the

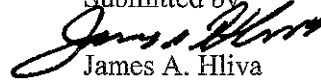
Airport Access Road Pump Station. The money would come from the Board of Finance contingency. Seconded by Niki Dykstra. The vote was unanimous.

(d) Update on Audit FYE June 30, 2023 Jim Hliva told the Boar that the auditors were still preparing the actual audit, but all of the field work has been done since October. The audit should be ready in February.

8) Monthly Reports

- a. Board of Finance Contingency activity report. Jim Hliva presented the report.
- b. Tax Collector (November and December) Jim Hliva presented the reports but stated that the Board will need to wait until they get the February report before they can get a good feel on where we stand for the year.

9) Adjournment Vic Catalano made a motion to adjourn, Seconded by Paula Jensen. The meeting was adjourned at 9:15 p.m.

Submitted by  
  
James A. Hliva  
Finance Director

**To: Board of Finance**

January 16, 2024

**From: Finance Director**

**Re:2023-2024 Transfer requests**

Item #		Department	Account Number	Account	Amount
1	<b>TO:</b>	Ambulance	5210-570-107	Bundled Billing	17,000.00
	<b>FROM:</b>	Finance	5320-560-5320	Finance Contingency	17,000.00
	<b>Motion</b>	Sue Arpin			
	<b>Seconded</b>	Paula Jensen			
	<b>Vote</b>	All in favor.			
	<b>Comments</b>	Madalene Tagggert stated that she asked Griffin Hospital to pay half the bill and they refu			
2	<b>To:</b>	Ambulance	5210-775	Telephone	2,005.00
	<b>From:</b>	Finance	5320-560-5320	Finance Contingency	2,005.00
	<b>Motion</b>	Sue Arpin			
	<b>Seconded</b>	Paula Jensen			
	<b>Vote</b>	All in favor.			
	<b>Comments</b>				
3	<b>To:</b>	Tax Collector	5505-517-22	Wages Tax Clerk	2,708.00
	<b>To:</b>	Tax Collector	5505-517-77	Wages Seasonal	1,815.00
	<b>From:</b>	Tax Collector	5505-643	Benefits	4,523.00
	<b>Motion</b>	Jack Kiley			
	<b>Seconded</b>	Sue Arpin			
	<b>Vote</b>	All in favor			
	<b>Comments</b>				
4	<b>To:</b>	Town Hall	5545-517-34	Wages Receptionist	14,282.00
	<b>To:</b>	Town Hall	5545-517-35	Wages Receptionist	14,282.00
	<b>From:</b>	Finance	5320-560-5320	Finance Contingency	28,564.00
	<b>Motion</b>	Jack Kiley			
	<b>Seconded</b>	Sue Arpin			
	<b>Vote</b>	All voted NOT to approve the transfer as the positions had been removed from the budge			
	<b>Comments</b>				

**To: Board of Finance**

January 16, 2024

**From: Finance Director**

**Re:2023-2024 Transfer requests**

Item #		Department	Account Number	Account	Amount
5	To:	Selectmen	5480-598	Engineering	46,852.88
	From:	Finance	5320-560-5320	Finance Contingency	46,852.88

**Motion** Sue Arpin  
**Seconded** Paula Jensen  
**Vote** All in favor.  
**Comments**

6	To:	WPCA	5580-517-74	Wages Coverage	401.70
	From:	Finance	5320-560-5320	Finance Contingency	401.70

**Motion** Sue Arpin  
**Seconded** Paula Jensen  
**Vote** All in favor.  
**Comments**

7	To:	WPCA	5580-521-1000	Overtime	2,558.93
	From:	Finance	5320-560-5320	Finance Contingency	2,558.93

**Motion** Jack Kiley  
**Seconded** Sue Arpin  
**Vote** All in favor.  
**Comments** Chairman Kiley stated that this was due to a break in the force main and was an emerger

8	To:	WPCA	5580-570-125	Contract Services	113,214.96
	From:	Finance	5320-560-5320	Finance Contingency	113,214.96

**Motion** Jack Kiley  
**Seconded** Sue Arpin  
**Vote** All in favor.  
**Comments** Chairman Kiley stated that this was due to a break in the force main and was an emerger

**To: Board of Finance**

January 16, 2024

**From: Finance Director**

**Re:2023-2024 Transfer requests**

Item #		Department	Account Number	Account	Amount
9	To:	Conservation IWWC	5265-672	Legal Services	3,115.00
	From:	Finance	5320-560-5320	Finance Contingency	3,115.00

**Motion** Sue Arpin  
**Seconded** Paula Jensen  
**Vote** All in favor.  
**Comments**

10	To:	Woodruff Sewer Pump	5325-600-6034	Woodruff Sewer Pump	793,860.00
	From:	CPV Contribution	2000-200	CPV Contribution	285,000.00
	From:	Grant		Grant	128,205.00
	From:	Fund Balance		Fund Balance	380,655.00

**Motion** Sue Arpin  
**Seconded** Paula Jensen  
**Vote** All in favor of moving this item to a Town Meeting.  
**Comments**

**TOWN OF OXFORD  
BOARD OF FINANCE CONTINGENCY  
ACCOUNT ANALYSIS  
6/30/2024  
January 19, 2024**

Balance per approved budget 400,000.00

Department	Reason	Date Approved
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**APPROVED TRANSFERS**

Ambulance	Bundled Billing	17,000.00
Ambulance	Telephone	2,005.00
Selectmen	Engineering	46,852.88
WPCA	Wages Coverage	401.70
WPCA	Overtime	2,558.93
WPCA	Emergency Repairs	113,214.96
Conservation / IWWC	Legal Fees	3,115.00
WPCA	Generator Airport Access Rd	68,881.00

Total Approved 254,029.47

**PENDING TRANSFERS**

Total Pending transfers

**Contingency Balance including pending items 145,970.53**

2024 MAR 15 A 12:34  
TOWN OF OXFORD, CT  
TOWN CLERK