

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2017/2018 BUDGET REVIEW
OXFORD TOWN HALL
WEDNESDAY, MARCH 22, 2017 – 6:00 P.M.**

Present: Chairman Jack Kiley; Tom Kelly; Lila Ferrillo; Robert DeBisschop; Sue Arpin; Dana Flach. Also present: James Hliva, Finance Director.

The meeting was called to order by Chairman Kiley at 6:00 p.m. and the Pledge of Allegiance was recited.

The purpose of the meeting was to review the FY 2017-2018 budget requests for the following departments:

TAX ASSESSOR:

Eva Lintzner appeared to present the budget for Tax Assessor Department. Budget remained stable. GIS mapping increased because mapping will include aerial view for all departments. Photographs and elevation data is being updated. Lead department is Tax Assessor. Personnel remained the same. Ten (10) audits are done every year on personal property. Increase in education is for two people to attend UConn to maintain accreditation. Ms. Lintzner would like the new person (coming in to replace the person who will be retiring) to also attend UConn.

ECONOMIC DEVELOPMENT COMMISSION:

Chairman Ed Carter appeared to present the budget for the Economic Development Commission.

The budget is the same as 2016/2017 with the exception that the Director, Andy McGeever, be reinstated to a full-time position. Items regarding economic development are not being followed up on because Mr. McGeever only works part-time. Ms. Ferrillo asked if the 19 hours that Mr. McGeever works should be spread out over four or five days. Mr. Carter does not believe that the part-time position efficiently fills the position. Ms. Flach asked the purpose for the part-time clerk. The clerk attends meetings and records Minutes. Mr. Carter said that bills for website and slideshow have not been presented. These items are listed as development. Office Supplies are specific to the EDC.

PLANNING & ZONING: Arnold Jensen appeared to present the 2017/2018 budget for this department.

Mr. Jensen passed out a printout to the Board. The first two items to be discussed are staff. The first position is a Union position. The second item is the need for a Part-time clerk. There was no funding last year. There is an anticipated increase in the workload with pending litigation and great increased work. Second item is the Citation Officer. No money spent this year. Overtime

is on track. Although \$40,000 was budgeted for Contract Service-Engineering, nowhere near that amount was spent. The Fee Schedule needs to be adjusted. Mr. Jensen discussed several options. Legal Expenses went over budget for this year so an increase is requested. The Town Planner is on track. No money was spent on the Stenographer. Conferences amount was left the same (under spent to date). Regarding Special Equipment there is a need to purchase a computer. There has been overspending on Legal Notices so there has been a slight increase in this item. There have been several public hearings. Zoning Map Update is a standard fee. The next item is Vehicle Maintenance. He asked for \$1,000 but did not get funded. He put in another \$1,000 but if it's in another budget just get rid of it. He asked for \$10,000 for Planned Conservation Development in last year's budget. He thinks he is close to getting it done. He is asking for another \$5,000 but not sure if he will need it.

Mr. Kelly questioned the request for \$2,500 for a computer. He said there are computers for less money to do the same job. Mr. Jensen is looking for a complete package. Ms. Ferrillo also noted that a good computer will cost about \$1,000.

Mr. Jensen noted that his new budget is about \$20,000 less than last year.

REGISTRAR OF VOTERS:

Linda Crowe and Joann Jelenek appeared to present the budget. The budget is basically the same as last year.

Some of the changes are with the Secretary of State. Ms. Crowe and Ms. Jelenek have completed their mandated eight (8) units towards certification. Secretary of State has mandated an additional ten (10) hours. The IVS (voting) machine has been changed. The machine does not need to be hooked up by the phone company. The only expense involved is a thumb drive from the company who provides the IVS machine to download to a laptop, but this expense is less than the phone company.

The Registrar of Voters has provided for three referenda concerning the budget, the power plant and Center School. The amount provided for each referendum is \$7,000.00. (The Registrar of Voters was not called in to meet with the Board of Selectmen.) They are anticipating two primaries (one Republican, one Democrat).

Mr. Kiley noted that the budget looks much like the previous year. He asked if the Registrar anticipated using fewer workers to check people in. There is a required number of workers needed.

Ms. Ferrillo asked what is happening with insurance. Mr. Hliva replied that an HSA plan is going into effect with a \$2,000 deductible/individual and \$4,000 deductible/family of 4. The employees will need to begin to contribute. Mr. Temple said only the non-union employees are being discussed. The job study was only for non-union people.

DOG WARDEN: Jeff Haney attended to present his budget request.

Last year the salary was going to be kept at \$36,000 and cancel assistant dog warden because there is no need for an assistant. There is a need for \$17,000 to pay the Deputy Warden and Assistant. There has been spent \$21,000 year to date out of a budget for \$32,000. The Assistant gets an hourly rate for hours he works and an on-call stipend.

Telephone costs have increased. There is \$30,000 in donations. To keep the line item open, the Board will put \$1,000 in vet bills.

ADJOURN

Mr. Kelly made a Motion to adjourn. Ms. Flach seconded the Motion. All in favor. Meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Lynnette Steves, Clerk

17 APR -3 PM 6:00
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK



TOWN OF OXFORD

ECONOMIC DEVELOPMENTS 2017/18 BUDGET

	2016/17	2017/18
5290-517-0046-0000 ----P/T CLERK-	\$ 800.00	\$ 800.00 -
5190-527-0000-0000 ---- ADVERTISING	\$5000.00	\$5000,00
5390-533=0000-0000 ----DEVELOPMENT	\$10,000.00	\$10,000.00
5390-570-0106-0000 ---- DIRECTORS PAY	\$ 24,502.00	\$53,000.00
5390-585-0000-0000 ---- DUES	\$ 1200.00	\$ 1200.00
5390-770-0000-0000 ---- OFFICE SUP.	\$ 500.00	\$ 500.00
TOTALS:-	\$42,002.00	\$ 70,500.00

Notes : - Remaining balance of Ad and Development \$ 14,311.00 will be used before June 30 th. this year. Partly to Voices for bi-monthly advertising, digital completion of Town web site with tie to economic development.

Directors pay will be over budget for current year due to fact that he was paid full salary through Sept. 15th. LY. The Commission finds that the Director needs Full Time employment in order to cover all that is required to continue the growth that is underway here in Oxford. This is Oxford's time. Economic growth that is currently occurring in Oxford happens maybe once in a lifetime. This is not the time to say lets slow down growth for now! Heck we may never get it back. Growth has not come to our Town by accident , a lot of good hard work, time and effort on the Directors part has Oxford perking. I trust that no one believes that companies choose Oxford by accident. Companies choose Oxford because our Director finds them , propagates and encourage them to become part of the "fastest growing town" in Connecticut. As our First selectmen ,George Temple has said " most of Oxford's economic growth is due to the efforts of Andy McG.eever."

As Chairman of the Economic Development Commission I have seen what our Director does to promote growth in our Town. Working many more hours and days on and above his work week.

Now is the time to step up and do the right thing.

Ed. Carver – Chairman Oxford Economic Development.

Line Item Description	New Line Item	16-17 Budget	17-18 Proposed Budget	Comment
Zoning Enforcement	Wages - Zoning Enforcement	\$ 46,213.00	\$ 46,213.00	As per union contract
Wages - Admin Secretary	Wages - Admin Secretary	\$ 40,951.00	\$ 40,951.00	As per union contract
Wages - P/T Temporary Clerk	Wages - P/T Temporary Clerk			Will need help with documents this year. Next year unknown.
Wages - P/T Citation Hearing Officer	Wages - P/T Citation Hearing Officer	\$ 500.00	\$ 500.00	None spent to date
Wages - Overtime - P&Z	Wages - Overtime - P&Z	\$ 2,000.00	\$ 2,000.00	Spending on track.
Engineering Fees - P&Z	Contracted Services - Engineering	\$ 40,000.00	\$ 10,000.00	Decreased as less large projects. Looking at revised fee structure.
Legal Services - Land Use	Contracted Services - Legal Services Land Use	\$ 10,000.00	\$ 20,000.00	Garden Homes plus Villosions.
Contracted Services - P&Z	Contracted Services - Town Planner	\$ 10,000.00	\$ 10,000.00	Spending on track. POCD added to this line item.
Contracted Services - Stenographer	Contracted Services - Stenographer	\$ 2,500.00	\$ 2,500.00	None spent to date
Conferences & Meetings	Conferences & Meetings (Education - P&Z Commission)	\$ 1,500.00	\$ 1,500.00	Underspent to date
Supplies - Office	Expense - Supplies and Equipment	\$ 2,500.00	\$ 2,500.00	To date underspent. Have need for computer of we go with monitors.
Legal Notices	Legal Notices	\$ 2,000.00	\$ 5,000.00	Over spent to date. Request an increase.
Zoning Map Update	Zoning Map - Regulations Update	\$ 2,000.00	\$ 2,000.00	Standard Fee
Vehicle Maintenance		\$ 10,000.00	\$ 1,000.00	Not sure where this went to or if it belongs in our budget.
Update Plan of Conversation and Development		\$ 100,164.00	\$ 149,164.00	Approaching completion.

MK370NH01
 TOWN OF OXFORD, CT
 17 APR - 3 PM 6:00
Marybeth A. West