

**MINUTES
BOARD OF FINANCE - REGULAR MEETING
OXFORD TOWN HALL
MONDAY, SEPTEMBER 25, 2017 – 7:00 P.M.**

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

The Regular Meeting was opened at 7:00 p.m. by Chairman Jack Kiley. The Pledge of Allegiance was recited.

3) **Acceptance of Minutes**
(a) August 28, 2017 Regular Meeting

Mr. DeBisschop noted that his comment about Public Works was incorrect in the Minutes. His correct remark was directed to being concerned about the appropriation for the vehicle for the Building Department and the approval for the WPCA truck being denied.

Ms. Flach made the Motion to accept the Minutes of August 28, 2017 Regular Meeting, as amended. Ms. Arpin seconded the Motion. All in favor.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		Lila Ferrillo
Jack Kiley		
Dana Flach		
Sue Arpin		
Bob DeBisschop		

All in favor; Motion passes and the Minutes of the August 28, 2017 Regular Meeting were accepted, as amended.

4) **Amendments to the Agenda – N/A**

5) **Audience of Citizens – N/A**

6) **Old Business – NONE**

7) **New Business**

(a)	Appropriation Building Department vehicle	\$ 25,000.00
(b)	Approve transfer from General Fund to CNR	\$2,385,571.00
(c)	Approve Truck for Public Works from CNR	\$ 177,862.00
(d)	Approve truck for WPCA from CNR	\$ 41,308.00
(e)	Approve Fuel system for Public Works from CNR	\$ 350,000.00
(f)	Approve Fire Dept. Brush Truck from CNR	\$ 50,000.00
(g)	Approve Fire turnout gear from CNR	\$ 10,000.00

(h) Approve Chevrons for Fire Dept. trucks from CNR \$ 12,410.00

Mr. Kiley noted that this New Business is really the Old Business since these are all items that were denied at the prior meeting and returned to the Board of Selectmen. The situation has remained the same with regard to no State budget. Mr. Kelly made a Motion to deny Items (a) through (h). Ms. Ferrillo seconded the Motion. A discussion then ensued among the members regarding this recommendation of denying the requests.

(a) Appropriation Building Department vehicle - \$25,000.00

Ms. Flach asked if there was a way that WPCA and Building Department vehicles could be addressed. Mr. Kiley said research was done regarding the Building Department vehicle but the vehicle that was found did not work for the department. Ms. Ferrillo recommended giving the Building Inspector \$25,000.00 to find his own vehicle. She suggested purchasing a vehicle coming off of a lease, preferably before the winter weather arrives.

Mr. Kiley did note that the chevrons for the fire truck were a safety feature and for \$12,410.00 should be approved.

Ms. Ferrillo recommended that each item be discussed individually.

Mr. Kelly rescinded his original Motion.

Ms. Ferrillo made a Motion to approve \$25,000.00, to come from General Fund, to purchase a vehicle, not to exceed \$25,000.00. Mr. DeBisschop seconded the Motion. Mr. Kiley noted that this appropriation will have to go to Town Meeting. Mr. Hliva said he would assist with the purchase of the vehicle. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor; Motion passes to approve the appropriation of \$25,000.00 from General Fund, for the purchase of a vehicle for Building Department, not to exceed \$25,000.00. Said appropriation will have to go to a Town Meeting for approval.

(b) Approve transfer from General Fund to CNR – (\$2,385,571) \$244,170.00

It is Mr. DeBisschop's belief that there is no need to move money from General Fund into Capital Non-Recurring since the money is already in CNR by vote of the townspeople and approval of the budget. Once again a discussion occurred among the Board members regarding moving funds out of General Fund into Capital Non-Recurring. The BOF will only need to approve the three items that will be appropriated. Three items need to go to Town Meeting: \$25,000.00; \$41,308.00; \$177,862.00 for a total of \$244,170.00 and coming from Capital Non-Recurring. Mr. Kelly stated there is no need for a vote since the money is already in Capital Non-Recurring. There is no need for a vote. The Board is simply authorizing \$244,170.00 from CNR and will go to Town Meeting.

Mr. DeBisschop researched the issue under Connecticut statutes and read it to the Board members.

(c) Approve Truck for Public Works from CNR - \$177,862.00

Mr. Kelly made a Motion to deny the appropriation of \$177,862.00, from General Fund, for the purchase of a truck for Public Works. Ms. Flach seconded the Motion. Mr. Kiley stated that the original budgeted price for a Mack Truck was \$214,000.00. Mr. Hliva was able to find an International Truck for \$177,000.00. He said that a purchase order was issued for the truck contingent on funding. The truck is being built. If the Town does not claim it when it is finished building then it will go on the open market. The purchase of the truck will have to go to Town Meeting. Mr. Kiley said that the department has several new or brand new vehicles and will need this next truck eventually. Mr. DeBisschop believes that the Board should take advantage of the discounted rate and approve the funding. The appropriation, if approved, will need to go to Town Meeting.

Mr. Kelly will withdraw his Motion to deny and Ms. Flach withdrew her second.

Ms. Ferrillo made a Motion to approve appropriation of \$177,862.00 from General Fund to purchase the Public Works truck. Mr. DeBisschop seconded the Motion.

Mr. DeBisschop did not agree that the money come from General Fund, but from Capital Non-Recurring. Mr. Kelly said it cannot come from Capital Non-Recurring without funding from General Fund. Although the townspeople approved the funding from General Fund into Capital Non-Recurring, the money was never transferred. Capital Non-Recurring is funded from General Fund after all the appropriations are approved. A lengthy discussion ensued among the Board members regarding the explanation of this issue. A vote was taken.

Aye

Nay

Abstain

Tom Kelly

Jack Kiley
Dana Flach
Lila Ferrillo
Sue Arpin
Bob DeBisschop

All in favor; Mr. Kelly is opposed. Motion passed to approve the appropriation of \$177,862.00 from General Fund, for the purchase of a vehicle for Public Works. Said appropriation will go to a Town Meeting for approval.

(d) Approve truck for WPCA from CNR - \$41,308.00

The quote received was for a Ford F-350 with a plow. Ms. Flach questioned the reason for a large truck. Mr. DeBisschop made a Motion to approve the appropriation of \$41,308.00 for the purchase of a truck for WPCA. Ms. Flach seconded the Motion. A vote was taken.

Aye

Nay

Abstain

Tom Kelly

Jack Kiley
Dana Flach
Lila Ferrillo
Sue Arpin
Bob DeBisschop

All in favor; Mr. Kelly is opposed. Motion passed to approve the appropriation of \$41,308.00 from General Fund, for the purchase of a vehicle for WPCA. Said appropriation will go to a Town Meeting for approval.

(e) Approve Fuel System for Public Works from CNR - \$350,000.00

Mr. DeBisschop made a Motion to deny this appropriation. Ms. Arpin seconded the Motion. A vote was taken.

Aye

Nay

Abstain

Tom Kelly
Jack Kiley
Dana Flach
Lila Ferrillo
Sue Arpin
Bob DeBisschop

All in favor. Motion passed to deny the appropriation for a fuel system for Public Works in the amount of \$350,000.00.

(f) Approve Fire Dept. Brush Truck from CNR - \$50,000.00

Ms. Flach made a Motion to deny this appropriation. Mr. DeBisschop seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed to deny the appropriation for a brush truck for the Fire Department in the amount of \$50,000.00.

(g) Approve Fire turnout gear washer from CNR - \$10,000.00

Ms. Flach made a Motion to deny this appropriation. Mr. DeBisschop seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed to deny the appropriation for fire turnout gear washer for the Fire Department in the amount of \$10,000.00.

(h) Approve chevrons for Fire Department trucks from CNR - \$12,410.00

Mr. Kiley made a Motion to approve this appropriation. Mr. DeBisschop seconded the Motion. Ms. Flach asked if the Fire Department could take this money out of their budget and Ms. Ferrillo agreed. Mr. Kiley said the chevrons are a safety factor. Ms. Ferrillo recommended that Mr. Kiley withdraw his Motion and send a letter to the Fire Department suggesting that the cost of the chevrons as a safety feature should come out of their budget.

Mr. Kiley withdrew his Motion to approve and Mr. DeBisschop withdrew his second of the Motion.

Ms. Ferrillo made a Motion to deny the appropriation for chevrons for the Fire Department trucks with the recommendation that Mr. Kiley send a letter to the Fire Department to find the money in their budget. Mr. Kelly seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed to deny the appropriation for chevrons for the Fire Department trucks in the amount of \$12,410.00.

(i) FY 2016-2017 Transfers (24)

SEE ATTACHED SHEETS.

Discussion ensued regarding Transfer Request #14. Grant writer was out on extended illness. She is part-time. While she was out, a part-time person was brought in to do the job. Grant writer has recovered and has returned to work part-time (19 hours). The replacement has remained in a part-time position. Mr. Kiley asked what jobs do two part-timers perform. The replacement person has been doing "busy work". The replacement person is making more money hourly than certain other employees. Mr. Kelly noted that the BOF was not approached to approve any increases.

Mr. Kiley asked Mr. Hliva if this has been paid. Mr. Hliva confirmed that it has been paid. The funds were taken from the Selectmen's Grant Writer account. There was no money in the account so that account is now overdrawn. Under Federal law, if a timesheet is presented, wages have to be paid. Mr. Kiley asked if the First Selectman had been informed that there was no money in the account. This will show up in the audit as overdrawn.

Mr. Kiley asked if there was any money left in the Selectmen's account and Mr. Hliva said no. Ms. Flach asked if the position was budgeted for 2017-2018. The part-time replacement person is paid Union contract scale at 20% less than grant writer.

Mr. Kiley made a Motion to deny this transfer. Mr. DeBisschop seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed to deny the transfer to Grant Writer salary from Selectmen's account in the amount totaling \$17,436.45.

Mr. DeBisschop made the recommendation that Mr. Kiley should send a letter to the Board of Selectmen and the employee advising that this position is not funded. Mr. Kiley said he does not want to see the \$12,139.45 coming out of Contingency.

Mr. Kelly wants to make a Motion to Reconsider. Mr. Kiley made a Motion to rescind his denial Motion. A vote is taken; all in favor.

Mr. Kelly made a Motion that the source of funding for Item #14-Grant Writer in the amount of \$12,139.45 should come from Selectmen's Salary line item. Mr. DeBisschop seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed approving the source of funding for Item #14-Grant Writer in the amount of \$12,139.45 should come from Selectmen's Salary line item.

Discussion began regarding Transfer Request #15. With regard to this item, Mr. Kelly made a Motion that the source of funding for Item #15-Per Diem personnel in the amount of \$11,135.14 should come from Selectmen's Salary line item. Mr. DeBisschop seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed approving the source of funding for Item #15-Per Diem personnel in the amount of \$11,135.14 should come from Selectmen's Salary line item.

(j) Discussion began regarding Transfer #24. Mr. Hliva pointed out that this Transfer #24 is only one-half of the story. Item J (Appropriation from the 2016-2017 from General Fund for Economic Development-\$1,944.77) is related to this Transfer because there was not enough money to cover the transfer. He was able to cover \$7,307.00 of the \$9,252.30 overage, leaving a balance of \$1,944.77.

In the 2016-2017 budget, the director position was reduced from full-time to part-time continuing at full-time pay. The budget was based on 16 hours.

Mr. Kelly made a Motion to transfer \$1,944.77 from the Selectman's Salary for the 2016-2017 salary. Ms. Ferrillo seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed approving the source of funding for Item J (Appropriation from the 2016-2017 from General Fund for Economic Development-\$1,944.77) from the Selectman's Salary line item.

(k) Appropriation 2016-2017 from General Fund for Outside Town Counsel - \$34,247.82

Legal expense for an outside attorney out of Hartford. This amount is requested to come from General Fund.

Mr. Kelly made the Motion to approve appropriation 2016-2017 from General Fund for Outside Town Counsel - \$34,247.82. Ms. Ferrillo seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed approving Item K (appropriation 2016-2017 from General Fund for Outside Town Counsel - \$34,247.82.). This item will need to go to a Town Meeting.

- (1) Appropriation 2016-2017 from General Fund for State Police Troopers-\$178,024.66.

This appropriation will have to go to Town Meeting. Mr. Hliva said this amount is for resident State Troopers over and above the budget. Ms. Flach asked who approved the two troopers. Mr. Hliva referred Ms. Flach to Sgt. Semosky and Mr. Temple.

Mr. Kiley asked Mr. Hliva where he would pull the money to cover the expense. Mr. Hliva advised that the check has been cut but not paid out. Ms. Ferrillo noted that this item will have to go to Town meeting.

Sgt. Semosky stated that the cost of the two troopers is from July 2016 to December 2016. He also noted that Mr. Temple was aware. The two troopers are no longer in Oxford.

Mr. Kelly made a Motion to approve the appropriation of \$178,024.66 to be sourced from the Selectman's Salary line item. Ms. Flach seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Jack Kiley		
Dana Flach		
Lila Ferrillo		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion passed approving Item 1 (appropriation 2016-2017 from General Fund for State Police Troopers-\$178,024.66) to be sourced out of the Selectman's Salary line item.

8) **Monthly Reports**

(a) Report on Tax Collections. Mr. Hliva stated that he does not have a report. Mr. Kiley requested that Mr. Hliva send a collections report to the Board of Finance.

(b) Board of Finance Contingency Activity report. SEE ATTACHED.

Mr. DeBisschop requested the floor to read items from the C.G.S. with regard to funding of General Fund and Capital Non-Recurring. The items were §7-360 and §7-361 (SEE ATTACHED). A discussion ensued among the Board members.

There being no further discussion, Motion to adjourn was made by Mr. DeBisschop, and seconded by Ms. Flach. All in favor. Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Lynnette Steeves
Lynnette Steeves
Clerk

17 OCT -4 PM 2:22
TOWN OF OXFORD, CT
Angela A. West
TOWN CLERK

To: Board of Finance

September 16, 2017

From: Finance Director

Re: 2016-2017 Transfer requests

Item #	Department	Account Number	Account	Amount
1	TO: Employee Benefits	5305-523-96	Payment in Lieu Health	\$ 8,741.53
	TO: Employee Benefits	5305-643	Health Ins	\$ 16,693.40
	TO: Employee Benefits	5305-644	Teamsters Health	\$ 15,562.80
	TO: Employee Benefits	5305-706	Pensions	\$ 6,206.55
	TO: Employee Benefits	5305-744	Social Security	\$ 18,446.57
	FROM: Employee Benefits	5305-522-86	Buybacks	\$ 8,670.93
	FROM: Employee Benefits	5305-646	Life Insurance	\$ 4,421.86
	FROM: Employee Benefits	5305-780	Unemployment	\$ 13,236.00
	FROM: Employee Benefits	5305-794	Workers Comp	\$ 39,322.26

Motion Ms. Ferrillo made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments Mr. Kelly asked Mr. Hliva for an explanation of the increases. The reasons are buybacks, life insurance

Comments unemployment and Workers' Compensation.

2	To: Fire Department	5325-552	Computer Software	\$ 397.99
	From: Fire Department	5325-775	Telephone	\$ 397.99

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. Kiley seconded the Motion

Vote A vote was taken. All in favor. Motion passes

Comments

3	To: Fire Department	5325-517-52	Wages Clerk	\$ 581.39
	From: Fire Department	5325-612	Facility Improvements	\$ 581.39

Motion Mr. Kiley made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor; Mr. Kelly opposed. Motion passed

Comments Additional hours for the clerk over and above usual hours

4	To: Fire Department	5325-595	Electricity	\$ 4,618.31
	From: Fire Department	5325-590	Education	\$ 1,297.56
	From: Fire Department	5325-710	Physical Exams	\$ 3,320.75

Motion Mr. DeBisschop made a Motion to approve.

Seconded Mr. Kiley seconded the Motion

Vote A vote was taken. All in favor. Motion passes

Comments

To: Board of Finance

September 16, 2017

From: Finance Director

Re: 2016-2017 Transfer requests

Item #	Department	Account Number	Account	Amount
5	To: Fire Department	5325-604	Equipment Expensed	\$ 35.67
	From: Fire Department	5325-605	Equipment Maintenance	\$ 35.67

Motion Mr. Kiley made a Motion to approve.

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

6	TO: Fire Department	5325-613	Facility Maintenance	\$ 4,637.25
	FROM: Fire Department	5325-710	Physical Exams	\$ 4,637.25

Motion Mr. Kiley made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor; Mr. Kelly opposed. Motion passed

Comments

7	TO: Fire Department	5325-625	Heating Oil	\$ 59.88
	FROM: Fire Department	5325-685	Supplies	\$ 59.88

Motion Mr. Kiley made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor. Motion passes.

Comments

8	TO: Fire Department	5325-905	Internet Access	\$ 3.36
	FROM: Fire Department	5325-770	Supplies Office	\$ 3.36

Motion Mr. Kiley made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

To: Board of Finance

September 16, 2017

From: Finance Director

Re:2016-2017 Transfer requests

tem #	Department	Account Number	Account	Amount
9	TO: Fire Department	Vehicle Maintenance	5325-811	\$ 3,547.56
	FROM: Fire Department	Equipment Lease	5325-601	\$ 1,318.66
	FROM: Fire Department	Vehicle Repairs	5325-812	\$ 2,229.01

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes.

Comments

10	TO: Fire Marshall	Uniforms	5330-785	\$ 15.61
	FROM: Fire Marshall	Computer Maintenance	5330-551	\$ 15.61

Motion Mr. Kiley made a Motion to approve.

Seconded Mr. Kelly seconded the Motion

Vote A vote was taken. All in favor. Motion passes

Comments

11	TO: Fire Marshall	Wages	5330-513-53	\$ 8,703.59
	FROM: Fire Marshall	Wages Deputy	5330-513-54	\$ 2,142.37
	FROM: Fire Marshall	Wages Clerk	5330-517-52	\$ 231.47
	FROM: Fire Marshall	Books	5330-525	\$ 2.95
	FROM: Fire Marshall	Computer Hardware	5330-550	\$ 68.81
	FROM: Fire Marshall	Computer Maintenance	5330-551	\$ 65.90
	FROM: Fire Marshall	Meetings	5330-555	\$ 5.00
	FROM: Fire Marshall	Dues	5330-585	\$ 285.00
	FROM: Fire Marshall	Equipment	5330-604	\$ 13.62
	FROM: Fire Marshall	Photo Expense	5330-707	\$ 0.03
	FROM: Fire Marshall	Postage	5330-715	\$ 20.61
	FROM: Fire Marshall	Supplies Department	5330-770	\$ 428.39
	FROM: Fire Marshall	Supplies Office	5330-775	\$ 137.50
	FROM: Fire Marshall	Telephone	5330-785	\$ 395.41
	FROM: Fire Marshall	Vehicle Maintenance	5330-811	\$ 52.96
	FROM: Fire Marshall	Vehicle Repairs	5330-812	\$ 8.86
	FROM: Fire Department	Office Supplies	5325-770	\$ 572.49
	FROM: Fire Department	Telephone	5325-775	\$ 867.83
	FROM: Fire Department	Department Supplies	5325-685	\$ 1,367.38
	FROM: Fire Department	Water	5325-799	\$ 350.48
	FROM: Fire Department	Admin Expenses	5325-570-105	\$ 781.52
	FROM: Fire Department	Leased Equipment	5325-601	\$ 783.99
	FROM: Fire Department	Books	5325-525	\$ 131.02

Motion Ms. Ferrillo made a Motion to deny the transfer.

Seconded Mr. Kelly seconded the Motion

Vote A vote was taken: Motion to deny approved by Ms. Arpin, Ms. Ferrillo, Mr. Kelly. Opposed by Ms. Flach, Mr. DeBisschop, Mr. Kiley. Motion to deny fails to pass with tie vote.

Comments

Mr. Hliva explained that this overage has to do with past issues regarding open burning and when decision was made at the end of 2016, budget had been approved. Fire Marshal also received an increase which had been denied by BOF.

Mr. DeBisschop made a Motion to approve transfers from Fire Dept. to Fire Marshal; Ms. Flach seconded the Motion. A vote was taken: Motion to approve by Mr. DeBisschop, Ms. Flach, Mr. Kiley; Opposed by Ms. Arpin, Ms. Ferrillo, Mr. Kelly. Motion to approve fails to pass.

To: Board of Finance

September 16, 2017

From: Finance Director

Re: 2016-2017 Transfer requests

Item #	Department	Account Number	Account	Amount
12 TO:	Public Works	Electricity	5457-595	\$ 2,275.20
FROM:	Public Works	Telephone	5457-775	\$ 2,275.20

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments New telephone system installed (Frontier to cable) so money left over transferred to electricity.

13 TO:	Parks	Programs Special	5425-730	\$ 279.54
TO:	Finance Contingency	Finance Contingency	5320-560-5320	\$ 18.12
FROM:	Parks	Wages Clerk	5425-517-78	\$ 82.21
FROM:	Parks	Wages Overtime	5425-521-1000	\$ 87.90
FROM:	Parks	Facility Maintenance	5425-813	\$ 81.05
FROM:	Parks	Propane	5425-828	\$ 61.50
FROM:	Parks	Web Site Renewal	5425-815	\$ 5.00

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments Money going back into Contingency because item approved last month was too high by \$18.12.

14 TO:	Selectman	Grant Writer	5480-511-161	\$ 17,436.45
FROM:	Selectman	Wages Secretary	5480-515-15	\$ 28.29
FROM:	Selectman	Wages Overtime	5480-521-1000	\$ 430.86
FROM:	Selectman	Business Development	5480-533	\$ 571.37
FROM:	Selectman	Civic Activities	5480-535	\$ 285.89
FROM:	Selectman	Conference and Meeting	5480-555	\$ 1,463.89
FROM:	Selectman	Board Clerk	5480-570-105	\$ 1,388.70
FROM:	Selectman	Professional Services	5480-570-129	\$ 500.00
FROM:	Selectman	Dues	5480-585	\$ 138.00
FROM:	Selectman	Education	5480-590	\$ 500.00
FROM:	Finance	Finance Contingency	5320-560-5320	\$ 12,139.45

Motion

Seconded

Vote

Comments SEE MINUTES FOR FULL EXPLANATION

To: Board of Finance

September 16, 2017

From: Finance Director

Re: 2016-2017 Transfer requests

Item #	Department	Account Number	Account	Amount
15 TO:	Selectman	Per Diem Personnel	5480-517-97	\$ 11,135.14
FROM:	Finance	Contingency	5320-580-5320	\$ 11,135.14

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes. Funding source will be Selectman's Salary line item.

Comments Mr. Kelly made the Motion to approve with the funding source being the Selectman's Salary line item. SEE MINUTES FOR EXPLANATION.

16 TO:	Police	Vehicle Maintenance	5433-811	\$ 527.88
FROM:	Police	Equipment Depreciable	5433-603	\$ 527.88

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

17 TO:	Police	Recruitment Selection	5433-782	\$ 550.00
TO:	Police	Uniforms Supplies	5433-785	\$ 1,601.88
TO:	Police	Waster Removal	5433-798	\$ 106.43
TO:	Police	Water	5433-799	\$ 221.01
FROM:	Police	Office Supplies	5433-770	\$ 2,479.32

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments Mr. Kiley asked Mr. Hliva if Office Supplies was appropriated. Mr. Hliva said it is fixed in their budget. Ms. Flach asked what Recruitment Selection was. Ms. Ferrillo said it consists of interviews; do background checks; polygraph checks

18 TO:	Police	Medical	5433-688	\$ 1,150.00
FROM:	Police	Heating Oil	5433-625	\$ 1,150.00

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

19 TO:	Police	Electricity	5433-595	\$ 1,344.13
FROM:	Police	Equipment Leased	5433-691	\$ 974.15
FROM:	Police	Supplies Departmental	5433-789	\$ 369.98

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

To: Board of Finance

September 18, 2017

From: Finance Director

Re: 2016-2017 Transfer requests

Item #	Department	Account Number	Account	Amount
20 TO:	Police	Trooper Overtime	5433-570-1000	\$ 39,758.98
FROM:	Police	Wages Officers	5433-515-58	\$ 14,753.90
FROM:	Police	Wages Clerical	5433-517-155	\$ 2,436.40
FROM:	Police	Buybacks	5433-522-86	\$ 14,421.69
FROM:	Police	Computer Hardware	5433-550	\$ 6,000.00
FROM:	Police	Computer Maintenance	5433-551	\$ 1,188.39
FROM:	Police	Computer Software	5433-552	\$ 958.58

Motion Mr. DeBisschop made a Motion to approve.

Seconded Ms. Ferrillo seconded the Motion.

Vote A vote was taken. Ms. Flach and Mr. Kelly opposed; Mr. DeBisschop, Ms. Ferrillo, Ms. Arpin and Mr. Kiley approved. Motion passed.

Comments Mr. Hliva had no explanation for overtime. He receives explanation of charges but not the individual.

21 TO:	Police	Overtime	5433-521-1000	\$ 7,260.29
FROM:	Police	Wages Officers	5433-515-58	\$ 7,260.29

Motion Mr. DeBisschop made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

22 TO:	Police	Janitorial	5433-570-109	\$ 1,446.00
FROM:	Police	Supplies Department	5433-769	\$ 1,446.00

Motion Mr. Kiley made a Motion to approve.

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

23 TO:	Police	Longevity	5433-522-87	\$ 450.00
FROM:	Police	Wages Officers	5433-515-58	\$ 450.00

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

To: Board of Finance

September 16, 2017

From: Finance Director

Re: 2016-2017 Transfer requests

Item #	Department	Account Number	Account	Amount
24 TO:	Economic Development	Contracted Service	5290-570-106	\$ 9,252.30
FROM:	Economic Development	Wages Clerk	5290-517-46	\$ 621.58
FROM:	Economic Development	Advertising	5290-527	\$ 730.70
FROM:	Economic Development	Development Expense	5290-533	\$ 8,250.00
FROM:	Economic Development	Dues	5280-585	\$ 1,200.00
FROM:	Economic Development	Supplies	5290-770	\$ 450.02

Motion Mr. Kelly made a Motion to approve the transfer

Seconded Ms. Flach seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments Mr. Hliva pointed out that Item J on the Agenda is related to this item. SEE MINUTES FOR DISCUSSION.

**TOWN OF OXFORD
BOARD OF FINANCE CONTINGENCY
ACCOUNT ANALYSIS**

6/30/2017

August 31, 2017

Balance per approved budget 200,000.00

Department	Reason	Date Approved
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APPROVED TRANSFERS

Lily Park Camera's	weatherproof boxes	8/27/2016	4,762.00
Capital	New Ambulance	9/26/2016	5,190.00
Various	Salary Increases	10/24/2016	24,871.00
Fire Marshall	Vehicle Repairs	9/26/2016	4,633.50
Public Works	Utility Man	11/16/2016	25,000.00
School Building Committee	Professional Fees	12/21/2016	9,900.00
Elderly Commission	Drivers and Dispatch	1/27/2017	22,500.00
Fire Marshall	Books	3/24/2017	495.00
Town Clerk	Special Election	3/24/2017	1,010.00
Building	Various	3/24/2017	9,530.00
Town Clerk	Overtime	3/24/2017	300.00
Tree Warden	Salary Increases	4/6/2017	600.00
Tree Warden	Tree Removal	4/6/2017	12,000.00
Tree Warden	Tree Removal	5/1/2017	20,000.00
Elderly Commission	Building Repairs	5/1/2017	5,000.00
Ambulance	Vehicle Repairs	5/1/2017	4,237.07
Elderly	Facility Maintenance		800.00
Ambulance	Vehicle Repairs		1,880.85
Assessor	Wages		3,977.78
Finance	Wages		270.06
probate	Fees		1,353.70
Tax Collector	Wages		1,730.48
Town Hall	Computers		3,009.48
Town Hall	Electricity		4,659.22
Fire Hydrants	Hydrantsa		3,264.45
Town Counsel	Fees		4,130.02

Approver Transfers 175,104.61

PENDING TRANSFERS

Parks	Rev prior transfer		(18.12)
Selectmen	Grant Writer		12,139.45
Selectmen	Per Diem Floater		11,135.14

Total Pending transfers 23,274.59

Contingency Balance including pending items 1,620.80

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2012 Connecticut General Statutes

Title 7 - Municipalities

Chapter 108 - Municipal Reserve Fund

Section 7-360 - Creation of fund.

Universal Citation: CT Gen Stat § 7-360 (2012)

Upon the recommendation and approval of the budget-making authority, the legislative body of any municipality, by a majority vote, may create a reserve fund for capital and nonrecurring expenditures. Such fund shall thereafter be termed "reserve fund for capital and nonrecurring expenditures".

(1949 Rev., S. 793.)

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2012 Connecticut General Statutes

Title 7 - Municipalities

Chapter 108 - Municipal Reserve Fund

Section 7-361 - Procurement of fund.

Universal Citation: CT Gen Stat § 7-361 (2012)

Upon the recommendation of the budget-making authority and approval by the legislative body, there shall be paid into such reserve fund (a) amounts authorized to be transferred thereto from the general fund cash surplus available at the end of any fiscal year, (b) amounts raised by the annual levy of a tax not exceeding four mills for the benefit of such fund, and for no other purpose, such tax to be levied and collected in the same manner and at the same time as the regular annual taxes of the municipality or (c) surplus cash funds already held in reserve and available for such capital or nonrecurring expenditures as are contemplated by the terms of section 7-364. All money so accumulated, as hereinbefore provided, together with all interest that accrues thereon, shall be deposited in a separate bank account by the treasurer of the municipality.

(1949 Rev., S. 794; P.A. 91-103.)

History: P.A. 91-103 increased the maximum annual levy from two to four mills.

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