

**MINUTES
BOARD OF FINANCE
REGULAR MEETING, OXFORD TOWN HALL
JANUARY 22, 2018 – 7:00 P.M.**

Present: Chairman Jack Kiley; Sue Arpin; Dana Flach, Paula Jensen and Jeff Grant. Also present: James Hliva, Finance Director; Jim Westgate, Finance Director of the Library Building Committee. Absent: Robert DeBisschop

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) December 18, 2017 Regular Meeting**

Mr. Kiley offered the Committee members some time to review the previous meeting Minutes. Ms. Flach made a Motion to accept the Minutes of the above-referenced meeting. Ms. Arpin seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jack Kiley		
Dana Flach		
Sue Arpin		
Jeff Grant		
Paula Jensen		

All in favor; Motion passes and the above-referenced Minutes are accepted.

4) AMENDMENTS TO THE AGENDA

Mr. Kiley made a Motion to discuss the General Fund before Monthly Reports. Ms. Flach seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jack Kiley		
Dana Flach		
Sue Arpin		
Jeff Grant		
Paula Jensen		

All in favor; Motion passes and the above-referenced Motion is accepted.

5) AUDIENCE OF CITIZENS - N/A

6) OLD BUSINESS – N/A

7) **NEW BUSINESS**

(d) Transfers 2018-2018 (6)

1. **Request for Fire Facility Maintenance from BOF Contingency, \$6,000**

Mr. Kiley invited Chief Pelletier to present his request ahead of the other New Business. Chief Pelletier stated that the \$6,000.00 was originally needed for renting portable toilets to put outside the Firehouse while the septic is being repaired. The septic system is being redug and it was determined by the Health Departments that the leaching fields are saturated. The Health Department director wants to see if leaching fields will dry out. Therefore, the septic tank will have to be pumped. The portable toilets will not be needed but the money will be needed for pumping the septic tank. A discussion ensued between Mr. Kiley and Chief Pelletier regarding the status of resolving the issue.

Mr. Kiley made the Motion to take \$6,000.00 out of Contingency. Ms. Arpin seconded the Motion. A vote was taken.

Aye

Nay

Abstain

Jack Kiley
Dana Flach
Sue Arpin
Jeff Grant
Paula Jensen

All in favor; Motion passes and the above-referenced Motion is accepted.

(a) Appropriation for Public Works Truck \$45,500 CNR and \$1,500 from Board of Finance Contingency.

Before the presentation, Mr. Kiley had some questions for Mr. Hliva. Mr. Wayne Watt, Public Works Director, appeared to present the request. Mr. Watt said the price of the truck has increased from \$45,500 to \$47,320 since a year has passed since the first request. This is for a 2017 Dodge Ram 5500 4X4. The quote came from Modern Dodge Ram in Thomaston, Connecticut.

Ms. Flach made a Motion to approve the appropriation for the truck in the amount of \$47,000 out of Capital & Non-recurring, not to exceed \$47,000, and to go to Town Meeting. Mr. Grant seconded the Motion. Ms. Flach asked Mr. Watt how long before Public Works receives the truck. Mr. Watt said as soon as they receive a purchase order the truck will be built. For the benefit of Mr. Grant and Ms. Jensen, Mr. Watt detailed a brief history regarding the need for the new truck. With no further discussion, a vote was taken.

Aye

Nay

Abstain

Jack Kiley
Dana Flach
Sue Arpin
Jeff Grant
Paula Jensen

All in favor; Motion passes and the above-referenced Motion is accepted.

Mr. Watt then began a discussion regarding the three-part project for the gasoline tanks. The \$6,500 is needed to pay the engineer. The engineer needs to perform a survey from the garage as well as guidelines that need to be followed. Mr. Kiley explained the advantages of the new tanks. There will be software to provide information regarding users of the gasoline tanks. Mr. Kiley asked Mr. Watt to have the engineer revise his bill to remove the word "around" from his estimate and change it to "not to exceed \$6,500".

(c) Appropriation \$115,000 for Library Furniture (Offset Donation)

Mr. Jim Westgate from the Library Building Committee spoke to the Board of Finance to address furniture for the new library. The total bid is \$132,760 is for W.B. Mason. The Library Directors have \$62,500. \$2,500 will be used pay a separate vendor, not W.B. Mason, to refurbish the current desk. Friends of the Library have donated \$50,000. Net is \$20,260 that would be used from the Oxford Library Building budget. Ms. Flach asked if there was any gift money and Mr. Hliva said this would clean out the gift money. Mr. Hliva had questions for Mr. Westgate and a discussion ensued. Mr. Hliva explained how the money will go into the General Fund and then out to W.B. Mason. The appropriation will be for \$112,500.

Mr. Kiley made the Motion to approve the transfer of \$112,500 to be paid to W.B. Mason for the library furniture. Money will be deposited into the General Fund (\$62,500 from Library Board and \$50,000 from FOLIO) out into the Library Building Fund. This transaction will need to go to Town Meeting. Ms. Flach seconded the Motion. For the benefit of new members, Mr. Hliva explained how the funding occurred for the library. Ultimately, there is no cost to the Town of Oxford. With no further discussion, a vote was taken.

Aye

Nay

Abstain

Jack Kiley
Dana Flach
Sue Arpin
Jeff Grant
Paula Jensen

All in favor; Motion passes and the above-referenced Motion is accepted.

(b) Appropriation \$42,760.09 for Police Vehicle from CNR

There was no one to appear for this item. Ms. Flach made a Motion to table the item since no one appeared to discuss. Ms. Arpin seconded the Motion. A vote was taken on the Motion.

Aye

Nay

Abstain

Jack Kiley
Dana Flach
Sue Arpin
Jeff Grant
Paula Jensen

All in favor; Motion passes and the above-referenced Motion is accepted.

Transfer Request Item #1: Ms. Sharon Trede, Tax Collector, appeared to discuss her transfer request (Transfer Request Item #1) of \$150.00. The request was for the assistant traveling back and forth for her education. She is entitled to reimbursement because she used her own car for attending classes.

Transfer Request Items #2 and #3: Mr. Hliva spoke to the WPCA transfer request. Item #2 refers to \$7,080 paid into the General Fund by Garden Homes and the request is to appropriate money to pay the engineers. Item #3 for \$2,080 is to pay the engineer for putting in sewers on Route 67 near Rose's. Cost to the Town is zero.

Mr. Grant made a Motion to approve the appropriation of Items #2 and #3 to come out of General Fund, for Town Meeting. Ms. Flach seconded the Motion. A vote was taken.

Aye

Nay

Abstain

Jack Kiley
Dana Flach
Sue Arpin
Jeff Grant
Paula Jensen

All in favor; Motion passes and the above-referenced Motion is accepted.

Transfer Request Item #4: Mr. Hliva explained that \$2,000 has already been approved to be paid. Pomperaug River Watershed Coalition has requested from the Town an additional \$3,000. Mr. Kiley commented that there is no knowledge of what the \$3,000 will be

used for. Ms. Flach made a Motion to table until more information can be obtained regarding this request. Ms. Arpin seconded the Motion. A vote was taken.

Aye Nay Abstain

Jack Kiley
Dana Flach
Sue Arpin
Jeff Grant
Paula Jensen

All in favor; Motion passes and the above-referenced item is tabled.

Transfer Request Item #5: Mr. Hliva gave a discussion regarding this request from the Tree Warden to Inland/Wetlands to take down damaged trees on Town property (Rockhouse Hill). The job has already been completed as an emergency. Ms. Flach made a Motion to approve \$7,350 to come out of Contingency. Ms. Arpin seconded the Motion. A vote was taken.

Aye Nay Abstain

Jack Kiley
Dana Flach
Sue Arpin
Jeff Grant
Paula Jensen

All in favor; Motion passes and the above-referenced Motion is accepted.

8) MONTHLY REPORTS

a) Report on Tax Collections

Mr. Kiley began a lengthy explanation of two handouts he prepared regarding Oxford Budget Estimates. This is in advance of the upcoming 2018/2019 budget preparation. Same is attached to the Minutes.

As a result of the explanation, the figures show that there could be a 3 mil increase in taxes.

Ms. Flach asked about status of the insurance payments. Mr. Hliva said they are going with the State plan. He also said withdrawals begin March 1, 2018. Ms. Flach asked that the payments be retroactive to July, 2017.

Ms. Arpin asked Mr. Hliva when budget discussions will begin. He said it would probably be around March 12, 2018.

There being no further discussion, Motion to adjourn was made by Ms. Flach, and seconded by Ms. Arpin. All in favor. Meeting was adjourned at 8:45 p.m.

Respectfully submitted,



Lynnette Steeves, Clerk

18 JAN 29 PM 5:21
TOWN OF OXFORD, CT
Approved by Clerk
TOWN CLERK

		OXFORD BUDGET ESTIMATES	
		BUDGET	ESTIMATE
REVENUE		2017-2018	2018-2019
PROPERTY TAXES		33,203,099	35,000,000
STATE GRANTS		4,923,995	3,900,000
FEES		1,042,301	1,100,000
POWER PLANT		2,700,000	3,150,000
		41,869,395	43,150,000
GENERAL FUND		5,775,000	6,050,000
TOTAL REVENUE		47,644,395	49,200,000
EXPENSES			
MUNICIPAL		15,165,776	16,000,000
BOE		29,329,048	30,000,000
ROADS		764,000	800,000
CAPITAL		2,385,571	2,400,000
TOTAL EXPENSES		47,644,395	49,200,000

	TOWN OF OXFORD					
	FUND BALANCES					
	JANUARY 31 2018					
FUND BALANCE JUNE 30, 2017	12,332,136			DEBT	JUNE 30 2017	
USED TO FINANCE 2016-17 BUDGET						
LIBRARY BASEMENT				BONDS	18,215,000	
PURCHASE FIRE TRUCK				INTEREST	3,860,306	
TOWNER LANE SEWER LINE REPAIR				NOTES	807,364	
				INTEREST	24,647	
AVAILABLE FUND BALANCE	12,332,136			LIBRARY	2,565,000	
					25,472,317	
SURPLUS JUNE 30, 2017	4,041,450					
FUNDS AVAILABLE JUNE 30, 2017	16,373,586					
LESS FINANCE 2018-2019 BUDGET	(6,050,000)					
LESS GOVERNOR'S CUTS	(2,000,000)					
LESS UNBUDGETED EXPENSES	(200,000)					
FUND 2017-2018 BUDGET	(5,775,000)					
	2,348,586					
REQUIRED FUND BALANCE 10%	4,920,000					
AVAILABLE FUNDS	(2,571,414)					

Town of Oxford, Connecticut

Capital Request Form

DEPT: Oxford Public Works

DATE: February 28, 2017

(check one)

Building and/or Land:

Equipment:

Computer Equip:

Furniture & Fixtures:

Vehicle: X

Software:

Description: - (Project / Item Description)

Dodge RAM 2017 5500 Reg Cab/Chassis 4 X 4

Needs Assessment: - (What do we have today? What do we want in the future?)

2008 Dodge RAM replacement

Alternatives: - (Please list three)

Which alternative is recommended, and why?

MODERN DODGE RAM
59 WATERBURY RD.
THOMASTON, CT 067871825

Configuration Preview

Date Printed: 2017-02-01 10:56 AM VIN:
Estimated Ship Date: VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 00MC2 Town of Oxford CT
FAN 2:
Client Code:
Bid Number: TB7056
P.O. Number:

Sold to:

MODERN DODGE RAM (45655)
59 WATERBURY RD.
THOMASTON, CT 067871825

Ship to:

MODERN DODGE RAM (45655)
59 WATERBURY RD.
THOMASTON, CT 067871825

Vehicle:

2017 5500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in) (DP0L63)

	Sales Code	Description	MSRP(USD)
Model:	DP0L63	5500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in)	40,795
Package:	29A	Customer Preferred Package 29A	0
	ETK	6.7L I6 Cummins Turbo Diesel Engine	7,400
	DF2	8-Spd Auto Aisin AS69RC HD Trans	1,600
Paint/Seat/Trim:	PR4	Flame Red Clear Coat	0
	APA	Monotone Paint	0
	TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X6	Black/Diesel Gray	0
Options:	ADE	Cold Weather Group	125
	XXS	Uplifter Electronic Module (VSIM)	245
	AMQ	Max Tow Package	395
	AMP	Chrome Appearance Group	155
	AHD	Heavy Duty Snow Plow Prep Group	250
	4DH	Prepaid Holdback	0
	LBH	Power Take Off Prep	295
	4ES	Delivery Allowance Credit	0
	NAA	Federal Emissions	0
	MAF	Fleet Purchase Incentive	0
	TUZ	225/70R19.5G All Traction Tires	250
	ACL	DOT Certified Roadside Safety Kit	150
	AJW	Power Accessory Group	625
	XHC	Trailer Brake Control	295
	6N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	132	Zone 32-New York	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB7056	Government Incentives	0
Destination Fees:			1,185

Total Price: 53,775

Order Type: Fleet
Scheduling Priority: 1-Sold Order
PSP Month/Week:
Build Priority: 99

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Customer Name:
Customer Address:

USA

Instructions:

Budget Price \$45,500.⁰⁰

Cab & Chassis Only

Note: Smoker's Package not available for 2017

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

January 8, 2018

Oxford Board of Selectman
Oxford Town Hall

Dear Oxford Selectman,

The Oxford Library Building Committee (OLBC) recommends for Board of Selectmen approval the furniture bid obtained through competitive bidding from W.B. Mason Interiors. The total bid package is \$132,760 and includes all of the items listed in our initial bid specification. Please find attached the detail of the furniture listing. The bids were conducted in accordance with Town Charter. WB Mason was the lowest bid.

The funds to purchase the furniture will come from three funding sources and also require Selectman consideration and approval:

- 1) The Friends of the Oxford Library Organization have come forward with a donation of \$55,000 for the purpose of purchasing furniture.
- 2) The Oxford Library Board of Directors have \$65,000 is gifts and bequests budget which will be donated to pay toward the furniture.
- 3) The Oxford Library Building Committee budget will pay the difference of \$12,760.00

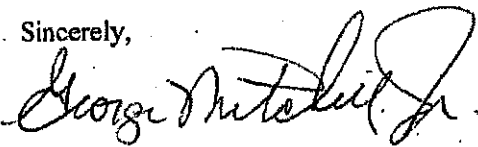
In addition to approving the selection of WB Mason the Board of Selectmen will have to allow a deviation from the original post referendum funding stipulation to allow for donations directly to the project vs. paying down the bonding amount. The Library Building Committee endorses allowing donations to be made to complete the project.

Recommended Subcontract Supplier:

W.B. Mason Interiors,
2460 State Street
Hamden, CT

Attn.: Rachael Green, Contract Furniture Specialist, 1-888-926-2766

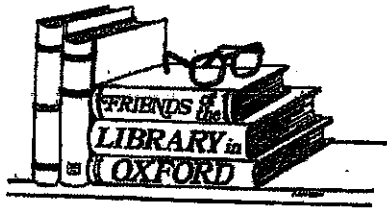
Sincerely,



George Mitchell, Jr.
Chairman
Oxford Library Planning and Building Committee
203-881-0834

Attachments:

- 1) WB Mason Proposal
- 2) Furniture Plan



To: Town of Oxford Selectmen, Town of Oxford Board of Finance, Oxford Library Building Committee

From: Friends of the Library in Oxford

Date: December 11, 2017

The Friends of the Library in Oxford (FOLIO)'s purpose is to maintain attention on library services, facilities and needs; and to stimulate gifts, endowments and bequests to the library. These funds are to be used to provide supplementary programs, services and equipment to increase the scope and effectiveness of the Oxford Public Library. To that end, FOLIO has agreed upon a commitment of \$50,000 for furniture of lasting value, which must include the adult circulation desk for the new Oxford Library. In addition, FOLIO previously committed, \$3,800 of the DeAndrade Fund, towards the furnishings of the children's craft room. The sum of this donation is committed on the condition that the Board of Selectman and Board of Finance ensure in writing, that the funds donated, will not be used to reduce the bond issue, or to offset any other funds committed by the Town of Oxford for the new library. The Friends also request a list of what is purchased with the donation.

In a separate matter, FOLIO also requests permission to display a plaque recognizing FOLIO's donation for major purchases. We also request that a plaque stating, "In remembrance of Fernando DeAndrade Jr" may also be displayed in the craft room.

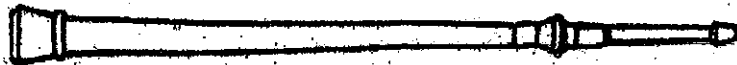
FOLIO will continue to work with the Town of Oxford through special consideration, as it aligns with our mission and membership.

Respectfully Submitted,

The members of the Friends of the Library in Oxford



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

Scott J. Pelletier, Chief

Andrew Coy, Assistant Chief John A. Downs, Jr., Assistant Chief

January 22, 2018

To: Board of Selectmen
From: Board Of Fire Chiefs
Re: Unplanned Repairs on E31
Enclosure: Gowans Knight Co. invoice 25015

During a weekly inspection of E31, issues were found. It was necessary to replace the pump assembly, drain pan, and switch assembly as shown on the attached invoice.

This is notification that these expenses were unplanned and not included in the FY2017-18 General Fund budget. \$1,749.76 was charged to emergency repairs in account 5325-812, Vehicle Repairs. This is not a request for additional funds or a transfer at this time. It may be necessary to submit one at the end of the budget year.

Please contact me if there are any questions.

Respectfully submitted,

Scott J. Pelletier
Chief
Oxford Fire Department

Copies:
Kristyn Rosa, Admin. Assistant
James Hliva, Finance Director
File

OFD 2018-013

Gowans Knight Co., Inc.

49 Knight Street
Watertown, CT 06795
US

Voice: 860-274-8801
Fax: 860-274-7937

Acct. 5325-812
Date 1/11/18
For E31
Chief [Signature]
Ass. [Signature]
Ass. [Signature]
OFD 2018-013

INVOICE

Invoice Number: 25015
Invoice Date: Dec 26, 2017
Page: 1

Oxford Fire Department
c/o Oxford Town Hall
486 Oxford Road
Oxford, CT 06478-1298
USA

OXFORD FIRE DEPARTMENT
OXFORD ROAD
OXFORD, CT 06478-1298

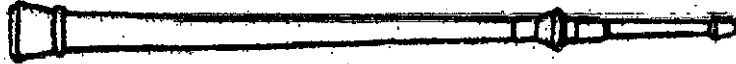
Invoice Number	Invoice Date	Payment Terms
103203		Net 30 Days
Invoice Description	Invoice Date	Invoice Amount
UPS Ground	1/25/18	

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		ENGINE #31 - ALF REPAIR ORDER 22021 MILES 24160.7 HOURS: 2199.5 1. REMOVED AND REPLACED EVAPORATOR DRAIN PAN, PUMP AND FLOAT SWITCH 2. REPAIRED GROUND LADDERS PER TEST REPORT 3. REMOVED AND REPLACED LEFT LOW BEAM HEADLAMP BULB 4. PICKED UP AND DELIVERED APPARATUS BACK TO STATION		
1.00		RED RD232710P PUMP ASSEMBLY	672.60	672.60
1.00		RED RD230950P DRAIN PAN	158.00	158.00
1.00		RED RD587831P SWITCH ASSEMBLY	70.61	70.61
1.00	S1	FREIGHT	26.78	26.78
1.00		MISC MATERIALS	12.81	12.81
12.00		DUO-SAFETY RIVETS	1.07	12.80
1.00	EDS-H4656	BULB	16.16	16.16
6.50	400-LC	\$120.00 PER HOUR LABOR CHARGE	120.00	780.00
Subtotal				1,749.76
Sales Tax				
Freight				
Total Invoice Amount				1,749.76
Payment/Credit Applied				

Check/Credit Memo No:



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

Scott J. Pelletier, Chief

Andrew Coy, Assistant Chief

John A. Downs, Jr., Assistant Chief

January 22, 2018

To: Board of Selectmen
From: Board Of Fire Chiefs
Re: Unplanned Repairs on E32
Enclosure: Gowans Knight Co. invoice 25016

During a weekly routine check of E32, issues were found. It was necessary to replace the spring hanger weldment and apply undercoating to the area. A copy of the invoice is attached.

This is notification that these expenses were unplanned and not included in the FY2017-18 General Fund budget. \$908.26 was charged to emergency repairs in account 5325-812, Vehicle Repairs. This is not a request for additional funds or a transfer at this time. It may be necessary to submit one at the end of the budget year.

Please contact me if there are any questions.

Respectfully submitted,

Scott J. Pelletier
Chief
Oxford Fire Department

Copies:

Kristyn Rosa, Admin. Assistant
James Hliva, Finance Director
File

OFD 2018-014

Gowans Knight Co., Inc.

49 Knight Street
Watertown, CT 06795
US

Voice: 860-274-8801

Fax: 860-274-7937

INVOICE

Invoice Number: 25016

Invoice Date: Dec 26, 2017

Page: 1

Acct. 5325-812
Date 1/11/18
For 232
Chief [Signature]
Asst [Signature]
Asst [Signature]
ORD 2018-014

Oxford Fire Department
c/o Oxford Town Hall
486 Oxford Road
Oxford, CT 06478-1298
USA

OXFORD FIRE DEPARTMENT
OXFORD ROAD
OXFORD, CT 06478-1298

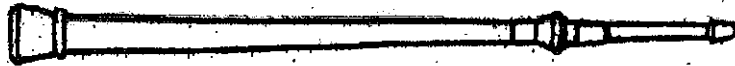
Invoice No.	Invoice Date	Net 30 Days
103203		
Invoice No.	Invoice Date	Net 30 Days
	Best Way	1/25/18

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.00	ENGINE #32 - IH REPAIR ORDER #22025 1. REMOVE AND REPLACE RIGHT FRONT SPRING HANGER WELDMENT 2. APPLY UNDERCOATING TO AREA 3. PICK UP AND RETURN APPARATUS TO STATION 00084872 SPRING HANGER WLDMT FRONT	189.00	189.00
1.00	MISC MATERIALS	18.60	18.60
1.00 S1	FREIGHT	11.69	11.69
4.00	5/8" LOCK NUTS	1.45	5.80
8.00	5/8" WASHERS	0.53	4.20
2.00	5/8 X 1.75 BOLTS	1.22	2.44
2.00	5/8 X 2 BOLT	2.97	5.94
2.00	1/2 LOCK NUTS	1.01	2.01
4.00	1/2 WASHERS	0.15	0.60
2.00	1/2" X 2 BOLTS	1.95	3.90
2.00	1/2" FLANGE NUT 37346	1.14	2.28
2.00	1/2" X 1 1/2" FLANGE BOLT	0.90	1.80
5.50 400-LC	\$120.00 PER HOUR LABOR CHARGE	120.00	660.00
Subtotal			908.26
Sales Tax			
Freight			
Total Invoice Amount			908.26
Payment/Credit Applied			

Check/Credit Memo No:



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

Scott J. Pelletier, Chief

Andrew Coy, Assistant Chief John A. Downs, Jr., Assistant Chief

January 22, 2018

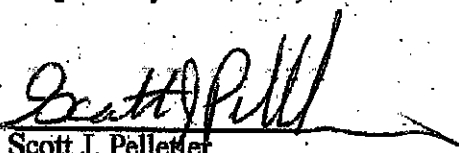
To: Board of Selectmen
From: Board Of Fire Chiefs
Re: Unplanned Repairs on T43
Enclosure: Gowans Knight Co. invoice 25036

During a routine weekly check of T43, issues were found. It was necessary to replace a seized butterfly valve, inlet fitting and gate valve. A copy of the invoice is attached.

This is notification that these expenses were unplanned and not included in the FY2017-18 General Fund budget. \$1,850.25 was charged to emergency repairs in account 5325-812, Vehicle Repairs. This is not a request for additional funds or a transfer at this time. It may be necessary to submit one at the end of the budget year.

Please contact me if there are any questions.

Respectfully submitted,


Scott J. Pelletier
Chief
Oxford Fire Department

Copies:

Kristyn Rosa, Admin. Assistant
James Hliva, Finance Director
File

OFD 2018-015

Gowans Knight Co., Inc.

49 Knight Street
Watertown, CT 06795
US

Voice: 860-274-8801
Fax: 860-274-7937

INVOICE

Invoice Number: 25036
Invoice Date: Dec 27, 2017
Page: 1

Oxford Fire Department
c/o Oxford Town Hall
486 Oxford Road
Oxford, CT 06478-1298
USA

OXFORD FIRE DEPARTMENT
OXFORD ROAD
OXFORD, CT 06478-1298

103203		Net 30 Days
	Best Way	1/26/18

		TANKER 43 FREIGHTLINER/AMTHOR RO 21996 VIN: 1FVABXB632HK93553 MILES: 12104 HRS: 1284 1. REMOVED SEIZED BUTTERFLY VALVE FROM DRIVERS SIDE INTAKE. SUPPLIED AND INSTALLED A NEW INLET FITTING AND GATE VALVE 2. REMOVE AND SHORTEN PIPING SO VALVE WILL NOT BE PROTRUDING PASS THE RUNNING BOARD CHROME - 4" NPT FEMALE x 4" NST MALE - INT. LUG. WITH SCREEN IN/OUT SHIPPING & HANDLING H800-40NH GATE VALVE IN/OUT SHIPPING & HANDLING 4" VICTOLIC COUPLING 3. WEIGH APPARATUS FOR ORDERING CROSSFIRE TIRE PRESSURE MONITORS WEIGH THE APPARATUS SET VALVE STEM EXTENSION STABILIZERS		
1.00	TRI-01.024.5		191.70	191.70
1.00	S1		11.24	11.24
1.00			725.15	725.15
1.00	S1		24.56	24.56
1.00	MJD-4.0VICS75		68.60	68.60
1.00	800-WA		250.00	250.00
1.00			34.00	34.00

Subtotal	Continued
Sales Tax	Continued
Freight	
Total Invoice Amount	Continued
Payment/Credit Applied	

Check/Credit Memo No:

Gowans Knight Co., Inc.

49 Knight Street
Watertown, CT 06795
US

Voice: 860-274-8801
Fax: 860-274-7937

INVOICE

Invoice Number: 25036
Invoice Date: Dec 27, 2017
Page: 2

Oxford Fire Department
c/o Oxford Town Hall
486 Oxford Road
Oxford, CT 06478-1298
USA

OXFORD FIRE DEPARTMENT
OXFORD ROAD
OXFORD, CT 06478-1298

103203

Net 30 Days

Best Way

1/28/18

1.00 S1
4.50 400-LC

IN/OUT SHIPPING & HANDLING
\$120.00 PER HOUR LABOR CHARGE

5.00 5.00
120.00 540.00

2017-18
Acct. 5325-812
Date 1/16/18
For TV3
Chief Scott P. Miller
Asst
Asst J. R. D. Davis
OFD 2018-015

Subtotal	1,850.25
Sales Tax	
Freight	
Total Invoice Amount	1,850.25
Payment/Credit Applied	

Check/Credit Memo No:

To: Board of Finance

January 3, 2018

From: Finance Director

Re:2017-2018 Transfer requests

Item #		Department	Account Number	Account		Amount
1	TO:	Tax Collector	5505-590	Mileage	\$	150.00
	FROM:	Tax Collector	5505-590	Education	\$	150.00
	Motion	Ms. Flach made a Motion to approve.				
	Seconded	Ms. Arpin seconded the Motion.				
	Vote	A vote was taken. All in favor. Motion passes				
	Comments	Assistant used her own vehicle to travel to and from classes.				
2	To:	WPCA	5580-598	Engineering	\$	7,080.00
	From:	Finance	5320-560-5320	Contingency	\$	7,080.00
	Motion	Mr. Grant made a Motion to approve this appropriation.				
	Seconded	Ms. Flach seconded the Motion.				
	Vote	A vote was taken. All in favor. Motion passes				
	Comments	Comments contained in contents of Minutes.				
3	To:	WPCA	5580-598	Engineering	\$	2,080.00
	From:	Finance	5320-560-5320	Contingency	\$	2,080.00
	Motion	Mr. Grant made a Motion to approve this appropriation.				
	Seconded	Ms. Flach seconded the Motion.				
	Vote	A vote was taken. All in favor. Motion passes				
	Comments	Comments contained in contents of Minutes.				
4	To:	Pomperaug River Watershed	5248-535-180	Pomperaug River Water	\$	3,000.00
	From:	Finance	5320-560-5320	Contingency	\$	3,000.00
	Motion	Ms. Flach made a Motion to table until more information is collected.				
	Seconded	Ms. Arpin seconded the Motion.				
	Vote	A vote was taken. All in favor. Motion passes				
	Comments	BOF wants more information to substantiate request for additional \$3,000				
5	To:	IWWC	5265-570-126	Trail Maintenance	\$	7,350.00
	From:	Finance	5320-560-5320	Contingency	\$	7,350.00
	Motion	Ms. Flach made a Motion to approve.				
	Seconded	Ms. Arpin seconded the Motion.				
	Vote	A vote was taken. All in favor. Motion passes				
	Comments	Comments contained in contents of Minutes.				

To: Board of Finance

January 3, 2018

From: Finance Director

Re:2017-2018 Transfer requests

Item #		Department	Account Number	Account		Amount
6	To:	Fire	5325-613	Facility Maintenance	\$	6,000.00
	From:	Finance	5320-560-5320	Contingency	\$	6,000.00

Motion Motion made by Mr. Kiley to approve transfer request for %6,00 to come outof Contingency

Seconded Motion seconded by Ms. Arpin

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

Comments