

**MINUTES
BOARD OF FINANCE
REGULAR MEETING, OXFORD TOWN HALL
FEBRUARY 26, 2018 – 7:00 P.M.**

Present: Chairman Jack Kiley; Sue Arpin; Dana Flach, Paula Jensen and Jeff Grant. Also present: James Hliva, Finance Director; Sergeant Dan Semosky. 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) January 22, 2018 Regular Meeting**

Mr. Kiley offered the Committee members some time to review the previous meeting Minutes. Ms. Arpin made a Motion to accept the Minutes of the above-referenced meeting. 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 Minutes are accepted.

4) AMENDMENTS TO THE AGENDA – N/A

5) AUDIENCE OF CITIZENS - N/A

6) OLD BUSINESS – N/A

(a) Transfer for Pomperaug River watershed from Contingency \$3,000

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. Mr. Kiley stated that he thought this transfer had been decided. In fact, the transfer had been tabled until the Board received more information. Mr. Kiley made a Motion to take the transfer off the table; Ms. Arpin seconded the Motion. Ms. Flach had questions regarding a letter received from the Committee. Ms. Flach made a Motion to deny the \$3,000; Ms. Arpin seconded the Motion. Mr. Grant stated it was his understanding that the money was being requested for additional testing, but no specifics. 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 to deny the request is passed.

(b) Appropriation for Police Vehicle from CNR \$42,760.99

Sgt. Dan Semosky appeared to present the request for \$42,760.99 for a 2018 vehicle. He explained that two vehicles are presently out of commission. Another vehicle is being serviced for a recall. Current vehicles range in age from 2008 to 2015. There are now twelve officers (4 State Troopers, 8 Oxford police) and eight vehicles. Older vehicles will be used for road jobs, but will only contain State and Town radios, no computer, no camera. Body cameras will be going into use. Discussion continued regarding the use of current vehicles and new vehicles. Sgt. Semosky stated that he hopes to be able to get rid of one of the old Crown Victorias with over 100,000 miles and a new vehicle will be in the Capital Plan. Ms. Arpin asked why Ford always used. Sgt. Semosky said the State uses Ford plus Ford is more reliable than other manufacturers.

Mr. Kiley made a Motion to purchase the 2018 Ford vehicle for \$42,760.99. Request to purchase needs to go to Town Meeting. Ms. Arpin seconded the Motion. A vote is taken.

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

All in favor; Motion to approve \$42,760.00 for vehicle purchase is passed. This purchase will go to Town Meeting.

7) **NEW BUSINESS**

(a) Transfer for Schreiber's Farm appraisal

Mr. Kiley said no land has been defined for appraisal. Mr. Hliva noted that he has no backup documentation regarding what property is being appraised. Mr. Kiley made a Motion to deny the appraisal for lack of information; 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 to deny the request is passed.

(b) Transfers 2017-2018 (5)

TRANSFER REQUESTS ATTACHED.

(c) Appropriation from CNR for Public Work Fuel System - \$6,500

Mr. Kiley stated that this fuel system is necessary to regulate fuel usage. Mr. Kiley made a Motion to approve the \$6,500 appropriation from Capital and Non-Recurring, contingent on Town Meeting, to hire an engineer to prepare survey for new fuel storage tanks at Public Works. Mr. Grant 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 to approve the appropriation, contingent on Town Meeting, is passed.

(d) Appropriation from CNR for Riverside Fire Dept. chimney repair - \$1,250

Mr. Kiley discussed this request. Chimney will be taken down almost completely. Ms. Flach made a Motion to approve the \$1,250 from appropriation from CNR for the chimney repair, then to Town 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 to approve the appropriation is passed.

(e) Appropriation from CNR for Riverside Fire Dept. Hurst tool - \$9,000

Mr. Kiley made a Motion to approve the \$9,000 appropriation from CNR, then to Town Meeting, for purchase of the Hurst pump for R54; 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 to approve the appropriation is passed.

(f) Discussion on Audit RFP

Mr. Hliva stated that the contract with the current auditor is expired and bids need to go out because the contract is over \$10,000. Ms. Welwood has been the auditor for about four years. Discussion was held among the members. Mr. Kiley suggested that auditors who respond will be interviewed.

(g) Budget Schedule: discuss and approve

For the benefit of new members, Mr. Kiley explained procedure of budget meetings. He asked if Board members were available for 6:00 p.m. meeting start. Mr. Grant asked if the Board gives guidance to the Board of Education regarding their budget. Board of Education is given an operating budget and they make their own decisions. It was agreed that meetings will begin March 13, 14 and 15 at 6:00 p.m., and March 20, 21 and 22 at 6:00 p.m.

8) **MONTHLY REPORTS**

(a) Report on Tax Collections

Mr. Hliva said not all collections are current on January report and the Board should wait for February report. Ms. Flach asked Mr. Hliva what needs to be done for the Board of Finance to receive monthly reports from the Tax Collector, i.e. Quality Data reports.

(b) Board of Finance Contingency Activity report

Because contribution to Pomperaug River Watershed was denied by the Board, there is approximately \$231,000.00 in Contingency.

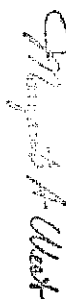
2017 Grand List increased by 1.45%, or \$21,376,645. At current mill rate of 22.21, revenue increase is \$474,775.

Mr. Hliva presented a report prepared by B&B Engineering with regard to the Center Fire Station septic system which discusses three options regarding solutions regarding same. This letter is attached.

There being no further discussion, Motion to adjourn was made by Mr. Kiley, and seconded by Ms. Flach. All in favor. Meeting was adjourned at 8:40 p.m.

Respectfully submitted,


Lynnette Steeves, Clerk

18 MAR -5 PM 4:29
TOWN OF OXFORD, CT

TOWN CLERK

To: Board of Finance

February 16, 2018

From: Finance Director

Re:2017-2018 Transfer requests

Item #		Department	Account Number	Account		Amount
1	TO:	Registrar of Voters	5465-585	Dues	\$	10.00
	FROM:	Registrar of Voters	5465-592	Election Expense	\$	10.00

Motion Ms. Flach made a Motion to approve.

Seconded Mr. Grant seconded the Motion.

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

Comments

Comments

2	To:	Fire	5325-729	Programs Regular	\$	8.05
	From:	Fire	5325-710	Physical Exams	\$	8.05

Motion Mr. Kiley made a Motion to approve.

Seconded Ms. Flach seconded the Motion.

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

Comments

3	To:	Conservation IWWC	5265-570-111	Engineering	\$	3,000.00
	From:	Conservation IWWC	5265-672	Legal Service	\$	1,500.00
	From:	Conservation IWWC	5265-676	Maintenance Dentention	\$	1,500.00

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 Additional projects received requiring engineering and environmental reviews.

4	To:	Elderly	5295-613	Facility Maintenance	\$	2,000.00
	From:	Elderly	5295-625	Heating	\$	2,000.00

Motion Mr. Kiley made a Motion to approve transfer of \$2,000.00.

Seconded Ms. Flach seconded the Motion.

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

Comments Faulty meter reading system; groundwater leaking into tank

5	To:	Elderly	5295-649	Computer Equipment	\$	700.00
	From:	Elderly	5295-625	Heating	\$	700.00

Motion Mr. Kiley made a Motion to approve transfer of \$700.00.

Seconded Ms. Flach seconded the Motion.

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

Comments Computer breakdown



E N G I N E E R I N G

February 12, 2018

George Temple, First Selectman
Town of Oxford
486 Oxford Road
Oxford, Connecticut 06478

**RE: Center Fire Station
484 Oxford Road
Oxford, Connecticut**

Dear Mr. Temple:

Per the town's request, I have been coordinating the collection of information regarding the septic system failure currently occurring at the Center Fire Station in Oxford. On multiple occasions we have performed inspections and fact-finding operations to determine the scale of the failure and ultimately a recommendation on how to create a long-term solution.

The septic system is approximately 20 years old and it is my understanding that it has not been problematic since the past two years. During that time several backups have flooded the interior of the building. Over the past month, we have directed the town to plug the outlet of the tank and pump as needed in order to give the leaching system time to drain out. It is my understanding that the tank was plugged on January 22, 2018. Today, I directed an associate from the Department of Public Works to excavate the end of the system located on the south side. The system was observed to be completely flooded with effluent, which demonstrates that the system has no ability to drain, even after three weeks of no inflow.

The system is not able to continue to function in its current status. Until a solution is implemented, the septic tank will need to be pumped on a regular basis until the sewage effluent is able to be properly handled. I see three distinct options available to the situation as outlined below:

1. Install a Geomatrix Soil-Air system. Due to the fact that the system has been flooded for some time, the system does not have enough oxygen for the aerobic digestion to function. The Soil-Air system continuously pumps outside air into the system to promote aerobic activity. There are no guarantees that this system will work, and it will take some time for the aerobic activity to reach a point where the system will operate within acceptable levels. Therefore, septic tank pumping would most likely be needed for several months until the

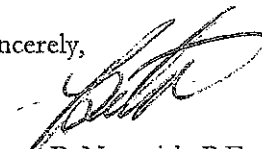
LAND SURVEYING • PROFESSIONAL ENGINEERING • LAND USE SPECIALISTS
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PHONE: (203) 881-8145 • FAX: (203) 888-0436
WWW.BBENGERS.COM

system stabilizes. I estimate that a system of this size would have a construction cost of approximately \$10,000, not including the cost of pumping.

2. Replace the system in its current location. It may be possible that the existing precast concrete units can be re-used. Therefore, the system would need to be pumped dry, then excavated. All affected material surrounding the system would need to be removed and replaced with a clean sand and gravel suitable for a septic system. The system would be reinstalled in accordance to a design plan and the state health code. Given the life of the existing system and the unfavorable soil conditions, I would expect that a new system would also last around 20 years. During the design phase, we may be able to overdesign certain elements, at a nominal constructed expense, to maximize the life of the system. I estimate that a system such as this would have a construction cost of \$20-30,000.
3. Find and design a septic system in a new location. I anticipate that the only suitable locations would be located on the adjoining school property which would require state variances and/or a lot line revision. State health code requires that a septic system be located on the same property it is servicing, however, variances are granted for certain situations. The areas proposed for a new system would need to be explored, and land surveys would also need to be completed. I am unable to give an accurate estimate on this as soil conditions and system location would impact the price greatly.

I am available to move forward on any one of the above options. I expect design of the remedy to take between 2-3 weeks and construction to be around 2 weeks. Please consider the above and let me know if I can answer any other questions.

Sincerely,


Bryan P. Nesteriak, P.E., L.S.
B&B Engineering, LLC

cc: Scott J. Pelletier, Oxford Fire Department
Scott Halstead, Oxford WPCA

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