

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2018/2019 BUDGET REVIEW
OXFORD TOWN HALL
WEDNESDAY, MARCH 14, 2018 – 6:00 P.M.**

Present: Chairman Jack Kiley; Jeff Grant; Paula Jensen; Sue Arpin; Dana Flach; Robert DeBisschop. 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.

At the beginning of the meeting, Mr. Kiley and Mr. Hliva explained the budget review process to new Board members, Ms. Jensen and Mr. Grant.

Also discussed was the change of date for the Special Meeting which had been scheduled for March 13, 2018. Due to the snow storm, the meeting was postponed and will be moved to Tuesday, March 27, 2018 at 6:00 p.m. The Board of Education budget review meeting will be moved to Wednesday, March 28, 2018. There will be no meeting on March 21, 2018. A new Agenda will be provided.

The purpose of the meeting was to review the FY 2018-2019 budget requests for the following departments:

DOG WARDEN:

Jeff Haney represents the Dog Warden. He did not, however, show up for the meeting.

POLICE DEPARTMENT:

Sgt. Daniel Semosky was not at the budget meeting to present the Police Department budget.

FIRE DEPARTMENT:

Scott Pelletier appeared to present the budget for Fire Department.

Mr. Pelletier stated that his department increased by \$44,000. Mr. Pelletier provided a handout to the Board members. Mr. Kiley proceeded to go through the Wages portion. Mr. Pelletier stated that he included 3% increase into his salary. He also explained that the Chief's Assistant salary is divided by two assistants. An increase in hours has been requested to combine the Clerk and Secretary positions which will then combine the two salaries. Ms. Flach asked if this position goes to full time will the position become a Union position and Mr. Pelletier responded affirmatively. Mr. Grant asked for an explanation of the difference between Vehicle Maintenance and Vehicle Repair. Mr. Pelletier explained the difference. Additional sets of Turnout Gear (Equipment-Depreciable) were needed due to increase of firefighters. There are

currently 122 active firefighters and 67 interior firefighters. Mr. Kiley confirmed that Facility Maintenance includes all three firehouses.

Mr. Kiley again questioned the Clerk/Secretarial position. Can the Clerk's position be put together with another clerk's position to create a full-time position? Mr. Pelletier replied that it is being combined, the Fire Department clerk with the Fire Marshal clerk. Mr. Kiley then questioned the increase in medical, FICA, etc. for the full-time position because these are not included in the budget. A discussion between Mr. Pelletier and Mr. Kiley began regarding the medical insurance issue. Ms. Flach, Ms. Arpin and Ms. Jensen all commented that the position should be two people for coverage.

Mr. Jim Gize (sp?), who is with the Fire Department, commented on the need for a full-time clerk position. Mr. Victor Knowle will continue to assist the position which he has done for about 30 years. Mr. Gize (sp?) gave a detailed explanation for the need. Due to the growth of the Fire Department, there is a need for a full-time clerk in order to keep up with the workload. The Clerk also provides assistance with Homeland Security. Ms. Arpin recommended that a floater could possibly provide that assistance.

The next discussion was regarding two additional items under Equipment-Depreciable. Emergency scene lights were replaced on two vehicles (rescue vehicles) to upgrade from incandescent high amperage to LED less amperage lights. The total is \$10,800.

Physical Examinations: Every new firefighter gets a complete physical exam. All interior firefighters gets one every single year. Every driver gets a DOT exam.

Ms. Flach began a discussion regarding Line Item 604. Mr. Pelletier went through an explanation of this line item and the need for same.

FIRE MARSHAL:

Fire Marshal salary was increased by 3% (subject to Board of Selectmen approval). Mr. Kiley confirmed that benefits provided are for Fire Marshal only with the exception of FICA and Workers' Compensation which applies to all members. Mr. Pelletier noted that the department is up for code change so new publications will be purchased.

In the Fire Marshal's budget there is a land line, fax lines and wire internet connection. There are four (4) wireless cards and three (3) iPads. All inspections are done on iPads.

EMERGENCY COMMUNICATIONS:

Dispatch Center for Oxford includes 911. This is a regional center in Waterbury for Oxford. Mr. Pelletier gave the Board an explanation for NEXGEN. He also gave line by line explanations for the budget. NEXGEN is a computer company that runs console systems in dispatch. The budgeted cost for NEXGEN is a one-time cost but there will be an annual cost. Ms. Flach asked if the \$19,000 could come from Contingency for this year. Telephone is all the phone lines off of towers.

CIVIL PREPAREDNESS:

Emergency Radio is for a statewide radio set up at Public Works in case of phones and radios failure. Supplies include MREs (Meals Ready to Eat) and water. Emergency supplies need to be for 10% of Town population for three days.

The Ebola suit is still in climate-controlled room.

Mr. DeBisschop requested that Capital-Equipment be discussed. Mr. Pelletier discussed the keyless entry. This was a two-part project. First part of the project is completed. The Hurst pump is coming up for Town meeting next week. Helmets are ongoing. Portable radios (15) are being replaced as part of an upgrade. Mr. Grant asked if helmets are replaced every year and Mr. Pelletier replied that only a certain amount need to be replaced every year based on age.

Request for a tanker (\$360,000) is part of an ongoing capital. Mr. Pelletier discussed the replacement of the tanker.

ADJOURN

Ms. Flach made a Motion to adjourn. Ms. Arpin seconded the Motion. All in favor. Meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Sydney Steers, Clerk

18 MAR 16 PM 1:30
TOWN OF OXFORD, CT
Gregory A. Black
TOWN CLERK