

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2018/2019 BUDGET REVIEW
OXFORD TOWN HALL
THURSDAY, MARCH 15, 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.

***** MEETING SCHEDULED FOR 3/28/18 TO REVIEW THE EDUCATION BUDGET IS RE-SCHEDULED FOR 4/4/18. THE 3/28/18 MEETING IS CANCELLED.*****

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

ELDERLY COMMISSION:

Patricia Babbage, Director of Senior Services, was not available to present the Elderly Commission budget.

LAWN MAINTENANCE: (under the auspices of Park & Recreation – see below)

PARK & RECREATION:

Ms. Kyra Nesteriak, Director of Park & Recreation, appeared to present the budget. Mr. Kiley began the discussion regarding wages. Mr. Hliva contributed information to this discussion regarding increases to wages because of STEP increases. The union contract allows for STEP increases. Minimum wage (\$10.10) is paid to counselors and lifeguards make \$10.60 because they need to be certified. There are approximately 40 seasonal workers. Part-time maintenance (3/15/18 to 11/15/18) is a position to be filled. Historically, the position has been filled by two people. Mr. Hliva recommended that three people should be hired for backup coverage. Clerk is 19 hours per week. She recently received an increase.

Contracted Services-Janitor is a Board of Education requirement. Any time Park & Recreation use a school facility, a site director/janitor is required on the premises to maintain the building.

Contracted Services-Field Maintenance contract is out to bid and bids have not been received. The budgeted amount fluctuates and the recommendation is to request the highest amount in anticipation of future need. All Town lawns and properties as well as athletic fields fall into the responsibility of Park & Recreation.

Mr. Kiley requested information regarding Lawn Maintenance. Mr. Hliva explained that \$89,000 is requested to cover all regular work, i.e. grass cutting, mulching. Money included in Park & Recreation is included for re-working and additional lawn maintenance. The bid has been split into two for maintenance of athletic fields, including Tetlak Park; Lawn Maintenance

consists of Town Hall lawn, Victory Memorial Park, grass areas of school. Bids can be submitted for either or both contracts.

Mr. Grant asked why Facility Maintenance-Services increased. Ms. Nesteriak explained that this includes special projects. This year is for mulch for Lily Park.

Discussion ensued regarding the Park & Recreation website. Ms. Nesteriak explained how the website works, including purchase of parking passes, sign-up for activities, etc.

Internet Security System includes the security cameras at the Town parks. Tetlak Park will presumably be added. Mr. Grant recommended the possibility of purchasing routers as opposed to leasing from Comcast.

Mr. Kiley began a discussion regarding insurance. Mr. Hliva noted that no one in the department has insurance, including Ms. Nesteriak.

Mr. Grant asked for an explanation for the increase in Waste Removal. Ms. Nesteriak explained there is anticipation for an additional dumpster at Tetlak Park.

Mr. Kiley noted that the Park & Recreation Department is primarily self-funding.

TAX COLLECTOR:

Sharon Trede, Tax Collector, appeared to present the budget. She believes her salary increased in July by approximately \$3,000. The Assistant Tax Collector salary increased because she did pass the State exam. Ms. Trede stated that Wages-Part Time Seasonal will cover when Assistant Tax Collector is out on maternity leave.

Regarding Budget Maintenance, Ms. Trede produced a budget letter from Quality Data Services (“QDS”). To date the current expense for QDS is \$30,935. Discussion ensued regarding the possible use of Walsh. Ms. Trede discovered that QDS is used by most of towns in the state. The Town is still using a lock box for payments.

Medical insurance is provided to Ms. Trede and the Assistant Tax Collector. Employees contribute 9% under the new insurance.

Mr. Kiley asked about status of old collections. Ms. Trede said she was not prepared to discuss this issue because this is a budget hearing. Mr. Kiley asked if there were any plans to bring someone in to track down old accounts. Ms. Trede said she has discussed this with a credit reporting bureau. There would, however, be a contract that would have to be reviewed by Town Counsel. She described the meeting with the gentleman from the credit report bureau and plans to follow up with old accounts. Mr. Kiley stated that any monies collected would go toward Town accounts.

Ms. Flach described that process for payments being made online and in person. Tax Serve is used for online payments.

Mr. Hliva noted that there are several new tax sales in process an amount approximately \$300,000.

Ms. Trede asked if she could sign the QDS contract. Mr. Hliva noted that it should be the First Selectman to sign and there is a process.

TOWN CLERK:

Margaret West appeared to present the budget for the Town Clerk office.

Ms. West stated that everything is the same. Salaries for Assistant Town Clerks are exactly the same. Both clerks are certified and perform identical jobs. Town Clerk office is constantly being upgraded. Ms. West anticipates getting a new map cabinet with a grant.

Land Records is still \$21,000. This amount covers computers, documents, audit (by law documents have to be audited), Iron Mountain (document storage

Mr. Hliva noted that medical benefits for Town Clerk went down. There are two families (\$25,000 less 9%) and one person opted out of medical insurance (insurance in lieu of \$4,800). Total paid for insurance is \$43,081 under new rates.

Ms. West discussed the new website. It will be easier to navigate. Meetings, agendas, online payments, calendar and Minutes will be included.

ADJOURN

Ms. Flach made a Motion to adjourn. Mr. DeBisschop seconded the Motion. All in favor. Meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Lynnette Steeves, Clerk

18 MAR 19 PM 12:23
TOWN OF OXFORD, CT
Margaret West
TOWN CLERK