

**MINUTES  
SPECIAL MEETING  
BOARD OF FINANCE – 2018 / 2019 BUDGET REVIEW  
OXFORD TOWN HALL  
THURSDAY, MARCH 22, 2018 – 6:00 P.M.**

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

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

**REVENUES:** Postponed.

**EMPLOYEE BENEFITS:** Mr. Kiley said these will be discussed relative to each department.

**REGISTRAR OF VOTERS:**

Linda Crowe and Joann Jelenek appeared to present the budget.

The budget basically remained the same. There was a brief explanation of operation of the voting machines. The machines are not connected to the Internet, but operated with a memory card (chip). There are also hard copies for purposes of a backup audit.

Mr. Kiley began the discussion regarding wages. Ms. Crowe noted that the \$10,000 (\$5,000 per each person) increase is included. The other increase is for dues. There was a brief discussion regarding voting booths. The amount of voting booths is mandated by the Secretary of State. The checkers and booth attendants are paid \$12.45 per hour. Deputies for a referendum are paid \$300.00. Assistant deputies are paid approximately \$14.00 per hour. There was a discussion regarding the difference between the workers receiving 1099 forms versus W-2 forms.

**SELECTMEN:**

First Selectmen George Temple and Kristin Rosa appeared to present the Selectmen's budget.

Mr. Kiley noted that all benefits are listed in the budget. There are three family plans for a total of \$71,092.00. The Administrative Assistant increased from 32 hours to a 40-hour position. There was a discussion between Mr. Temple and Mr. Kiley regarding the position of First Selectman and salary regarding same. Mr. Kiley asked how many people in First Selectman's office. Mr. Temple noted there are three employees.

Mr. Temple began his discussion regarding the Grant Writer and the salary for same. There is a line for two part-time Grant Writers. The first Grant Writer became ill and the position was

taken over by another employee. Mr. Temple noted that there has been attempt to cross-train employees to be able to cover other positions. Mr. Kiley asked if a background check is done on people sent to the Tax Office. A discussion ensued among Board members and Mr. Temple regarding qualifications necessary for jobs in the Town Hall, i.e. education, degrees, and experience. Ms. Flach asked for a definition of Civic Activities and Towing. Mr. Hliva explained that if there is an abandoned vehicle it is the responsibility of the Selectman to tow the vehicle. Mr. Flach asked if there is an effort made to find an owner in order to recoup fees. The item has never been used.

Mr. Kiley asked if all three items in Dues are needed. Mr. Temple said he has attended CCM meetings. There is a need for COGNV. He has not attended COST. It is a lobbyist group for small towns.

Mr. Kiley asked what the plans are for Engineering Fees. Mr. Grant noted that \$40,250 has been spent to date. The Town Engineer is frequently used. Mr. Hliva noted that the listed number is high because of money recently moved into the account. He stated that the firehouse will cost a significant amount for engineering of the septic system.

#### **TOWN HALL:**

The Floater is a part-time person and was not included in the 2017/2018 budget.

Computer system has no major change.

Facilities Maintenance concerns maintaining of Town Hall building, i.e. HVAC, last year's replacement of the doors, pest control.

The cost for the Website is a "guesstimate" by Mr. Hliva. Town Clerk is paid an additional \$3,600 to maintain the website.

**TOWN COUNSEL:** Town Counsel requested a request to \$96,000. His current budget is \$75,000 and current spent to date is \$43,998 (January). Mr. Hliva stated that some of the legal issues are settled. Assessment Appeals is covered by Town Counsel. Mr. Hliva provided some of Town Counsel's bills to the Board. Hourly rate has increased.

#### **ADJOURN**

Ms. Flach made a Motion to adjourn. Ms. Arpin seconded the Motion. All in favor. Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Jack Kiley, Chairman

18 APR - 3 PM 3:49  
TOWN OF OXFORD, CT  
TOWN CLERK  
*Christina H. Hliva*