

MINUTES
SPECIAL BOARD OF FINANCE
~~REGULAR~~ MEETING, OXFORD TOWN HALL
APRIL 5, 2018 – 7:15 P.M.

Present: Chairman Jack Kiley; Robert DeBisschop; Sue Arpin; Dana Flach, Paula Jensen and Jeff Grant. Also present: James Hliva, Finance Director; Scott Halstead

The Special Meeting was opened at 7:15 p.m. by Chairman Jack Kiley.

3) TRANSFER – LONGEVITY (\$85.00)

This is a transfer from Employee Benefits. Ms. Flach made a Motion to approve the transfer. Mr. DeBisschop seconded the Motion. A vote was taken.

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

All in favor; Motion passes and the Transfer is approved.

4) APPROPRIATION – WPCA CONSTRUCTION INSPECTOR FEES \$15,000

WPCA is requesting an appropriation from General Fund Balance. Scott Halstead appeared before the Board of Finance to present the appropriation request. The request is for main line sewer inspection at Oxford Commons. One of the conditions of approval for the project was that the contractor pays for a full time inspector hired by the Town. There is no cost to the Town. The monies from the contractor will go into General Fund and the money will be released from General Fund. This will go to Town Meeting.

Ms. Flach made a Motion to approve the appropriation of \$15,000 from General Fund to go to Town Meeting. Mr. DeBisschop seconded the Motion. A vote was taken.

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

All in favor; Motion passes and the appropriation is approved.

5) **TRANSFER – FIRE DEPT. SEPTIC SYSTEM**

Board of Selectmen awarded the Septic System Replacement bid to Timothy J. Kraus & Son, LLC, 49 Ancient Highway, Oxford, CT, with a base bid of \$20,813.00, an Alternate 1 bid of \$2,250.00, an Alternate 2 bid of \$1,100.00, for a total bid of \$24,163.00. Mr. Hliva read the list of additional bids from three other companies (Stone Construction Co.; Griffin Brothers Excavating; and Earthworks Excavation & Landscaping, Inc.).

The reason for the transfer from Finance Contingency is to speed up the project. If this request had to go to Town Meeting, it would delay the start of the project.

Mr. DeBisschop made a Motion to move \$26,163.00 out of Finance Contingency for the installation of the Fire Dept. Septic System. Mr. Grant seconded the Motion.

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

All in favor; Motion passes and the transfer is approved.

6) **OPEN BIDS / RFP FOR AUDIT SERVICES 2018**

Mr. Hliva produced the packet containing the bids received for audit services and opened same in front of the Board members. The packet contained bids from King & King Associates, P.C. and Sandra E. Welwood, LLC. The Board members briefly reviewed the documents. Mr. Hliva sent out requests to every company who had performed a municipal audit in Connecticut in 2017. A decision needs to be made before the end of May, 2018. The Board of Finance hires the auditor.

There being no further discussion, Motion to adjourn was made by Ms. Flach, and seconded by Mr. DeBisschop. All in favor. Meeting was adjourned at 7:45 p.m.

Respectfully submitted,



Lynnette Steeves, Clerk

18 APR 17 PM 1:05
TOWN OF OXFORD, CT
TOWN CLERK
[Handwritten signature]

To: Board of Finance

March 19, 2018

From: Finance Director

Re:2017-2018 Transfer and Appropriation requests

TRANSFER

Item #		Department	Account Number	Account		Amount
1	TO:	Employee Benefits	5305-522-87	Longevity	\$	85.00
	FROM:	Employee Benefits	5305-522-86	Buybacks	\$	85.00

Motion Ms. Flach made a Motion to approve the transfer.

Seconded Mr. DeBisschop seconded the Motion.

Vote A vote was taken. All in favor. Motion to approve is passed.

Comments

Comments

APPROPRIATION

1	To:	WPCA	5580-517-76	Sewer Inspector	\$	15,000.00
	From:	GENERAL FUND BALANCE			\$	15,000.00

Motion Ms. Flach made a Motion to approve appropriation from General Fund, to go to Town Meeting.

Seconded Mr. DeBisschop seconded the Motion. to approve.

Vote A vote was taken. All in favor. Motion to approve is passed.

Comments Scott Halstead appeared to present an explanation for the appropriation.