

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2018 / 2019 BUDGET REVIEW
OXFORD TOWN HALL
WEDNESDAY, APRIL 11, 2018 – 6:00 P.M.**

Present: Chairman Jack Kiley; Robert DeBisschop; Paula Jensen; Sue Arpin; Dana Flach.
Absent: James Hliva, Finance Director; Jeff Grant.

The meeting was called to order by Chairman Kiley at 6:00 p.m. and the Pledge of Allegiance was recited. Mr. Kiley explained to the new Board members that this phase of the budget is to review each department budget.

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

AMBULANCE:

Lengthy discussion ensued among Board members with regard to salaries. Contracted Services-Labor is reduced from \$30,538 to \$20,538 (-\$10,000). The new total budget will be \$175,038. Ms. Flach made a Motion to approve the budget at \$175,038. Ms. Arpin seconded the Motion. A vote was taken.

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

Motion to approve \$175,038 budget total passes.

ASSESSMENT APPEALS BOARD

Ms. Flach made a Motion to approve the budget at \$890.00. 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		
Bob DeBisschop		

Motion to approve \$890.00 budget total passes.

ASSESSOR

Wages: Discussion began with Wages. Assessor's hours have increased to 40 hours from 32 hours. Mr. DeBisschop made a Motion to remove \$17,784 from the budget. Mr. Kiley 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		
Bob DeBisschop		

Motion to approve reduction of Wages \$17,784.00 from the budget passes.

Mapping: Ms. Flach made a Motion to reduce Mapping from \$15,500 to \$7,000. Ms. Jensen 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		
Bob DeBisschop		

Motion to approve reduction of Mapping from \$15,500 to \$8,500 (-\$7,000) passes.

Education: Ms. Flach made a Motion to reduce Education from \$2,000 to \$1,500 (-\$500). 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		
Bob DeBisschop		

Motion to approve reduction of Education from \$2,000 to \$1,500 (-\$500) passes.

BUILDING DEPARTMENT

Equipment-Non-Depreciable: Ms. Flach made the Motion to reduce this line item from \$4,000 to \$500 (-\$3,500). Mr. DeBisschop 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		
Bob DeBisschop		

Motion to approve reduction from \$4,000 to \$500.00 (-\$3,500) passed.

Vehicle Maintenance: Ms. Flach made a Motion to reduce this line item from \$1,000 to \$500 (-\$500). 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		
Bob DeBisschop		

Motion to approve reduction from \$1,000 to \$500 passed.

Uniforms: Ms. Flach made a Motion to reduce this line item by \$250.00 to \$250.00. 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		
Bob DeBisschop		

Motion to approve reduction from \$500.00 to \$250.00 passed.

CIVIC ACTIVITIES

Pomperaug River Watershed: Mr. Kiley made a Motion to reduce this line item from \$5,000 to \$2,000 (-\$3,000). Mr. DeBisschop seconded this Motion.

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

Motion to approve reduction from \$5,000 to \$2,000 (-\$3,000) is passed.

CIVIL PREPAREDNESS

Emergency Management Director: Ms. Flach made a Motion to reduce this line item to \$4,000 (-\$329). 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		
Bob DeBisschop		

Motion to approve reduction from \$4,329 to \$4,000 (-\$329) is passed.

CONSERVATION COMMISSION

Legal Services - Land Use: Ms. Flach made a Motion to reduce this line item from \$3,000 to \$1,000 (-\$2,000). 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		
Bob DeBisschop		

Motion to approve \$2,000 reduction is passed.

Maintenance Detention Ponds Level: Ms. Flach made a Motion to reduce this line item from \$11,000 to \$9,000 (-\$2,000). 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		
Bob DeBisschop		

Motion to approve \$2,000 reduction is passed.

Education: Ms. Flach made a Motion to reduce this line item from \$1,000.00 to \$750.00 (-\$250.00). 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		
Bob DeBisschop		

Motion to approve \$250.00 reduction is passed.

Contracted Services-Mapping: Mr. Kiley made a Motion to reduce this line item from \$7,500 to \$3,000 (-\$4,500). 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		
Bob DeBisschop		

Motion to approve reduction from \$7,500 to \$3,000 (-\$4,500) is passed.

CULTURAL ARTS

General Operating Funds: Ms. Flach made a Motion to reduce this line item from \$15,000 to \$3,000 (-\$12,000). Ms. Jensen 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		
Bob DeBisschop		

Motion to approve reduction from \$15,000 to \$3,000 (-\$12,000) is passed.

DOG WARDEN

Equipment – Expensed: Ms. Flach made a Motion to reduce this line item from \$1,200 to \$500 (-\$700). Ms. Jensen 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		
Bob DeBisschop		

Motion to approve reduction from \$1,200 to \$500 (-\$700) is passed.

Education / Training: Ms. Flach made a Motion to reduce this line item from \$1,000 to \$250 (-\$750). Ms. Jensen 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		
Bob DeBisschop		

Motion to approve reduction from \$1,000 to \$250 (-\$750) is passed.

Mileage Reimbursement: Ms. Flach made a Motion to reduce this line item from \$400 to \$200 (-\$200). 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		
Bob DeBisschop		

Motion to approve reduction from \$400 to \$200.00 (-\$200) passed.

Dog Food: Ms. Flach made a Motion to reduce this line item from \$500 to \$300 (-\$200). Mr. DeBisschop 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		
Bob DeBisschop		

Motion to approve reduction from \$500 to \$300 (-\$200) passed.

Supplies – Departmental: Ms. Flach made a Motion to reduce this line item from \$1,200 to \$600 (-\$600). Mr. DeBisschop 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		
Bob DeBisschop		

Motion to approve reduction from \$1,200 to \$600 (-\$600) passed.

Vet Bills: Ms. Flach made a Motion to reduce this line item from \$4,000 to \$2,000. Ms. Jensen 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		
Bob DeBisschop		

Motion to approve reduction from \$4,000 to \$2,000 (-\$2,000) passed.

ECONOMIC DEVELOPMENT

Wages-Economic Development: Ms. Flach made a Motion to reduce this line item by \$24,992 to zero. 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		
Bob DeBisschop		

Motion to approve reduction from \$24,992 to zero (-\$24,992) passed.

Wages - Clerk: Ms. Flach made a Motion to reduce this line item from \$816.00 to \$400 (-\$416). Mr. DeBisschop 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		
Bob DeBisschop		

Motion to approve reduction from \$816 to \$400 (-\$416) passed.

ELDERLY COMMISSION

Cellphones: Ms. Flach made a Motion to reduce this line item from \$800 to \$300 (-\$500). 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		
Bob DeBisschop		

Motion to approve reduction from \$800 to \$300.00 (-\$500) passed.

EMERGENCY COMMUNICATIONS

The Board of Finance would like a further explanation of the NEXGEN system. Budget request is \$19,660.

BOARD OF ETHICS

Ms. Flach made a Motion to accept the budget amount of \$100 for Wages-Clerk. 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		
Bob DeBisschop		

Motion to approve \$100 for Wages-Clerk passed.

BOARD OF FINANCE – CONTINGENCY

Contingency: Mr. Kiley made a Motion to increase this line item from \$200,000 to \$250,000 (+50,000). 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		
Bob DeBisschop		

Motion to approve increase from \$200,000 to \$250,000 (+\$50,000) passed.

FINANCE DEPARTMENT

Contracted Services – Audit: Ms. Flach made a Motion to increase this line item from \$25,000 to \$35,000 (+\$10,000). Mr. Kiley 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		
Bob DeBisschop		

Motion to approve increase from \$25,000 to \$35,000 (+\$10,000) passed.

FIRE DEPARTMENT

Mr. Kiley made a Motion to remove the 3% increases on Wages-Chief, Wages-Assistant Chief and Wages-Secretary. 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		
Bob DeBisschop		

Motion to approve the removal of 3% increases on Wages-Chief, Wages-Assistant Chief and Wages-Secretary was passed. These salaries will revert to previous wages: Wages-Chief: \$13,824; Wages-Assistant Chief: \$18,653; Wages-Secretary: \$2,409.

Wages-Clerk: Mr. Kiley made a Motion to return Wages-Clerk back to previous salary (\$8,024) from proposed salary of \$14,695. Ms. Jensen 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
Bob DeBisschop

Motion to return Wages-Clerk back to previous salary of \$8,024 from proposed salary of \$14,695 was passed.

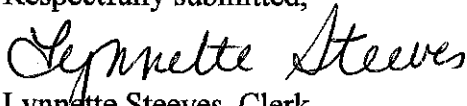
Equipment-Depreciable: Ms. Flach made a Motion to reduce this line item from \$55,800 to \$49,200. Ms. Jensen seconded the Motion. A vote was taken.


Motion to approve reduction from \$55,800 to \$49,200 (-\$6,600) passed.

ADJOURN

Ms. Flach made a Motion to adjourn. Mr. DeBisschop seconded the Motion. All in favor. Meeting was adjourned at 8:45 p.m.

Respectfully submitted,


Lynnette Steeves, Clerk

18 APR 19 PM 2:47
TOWN OF OXFORD, CT

TOWN CLERK