

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2018 / 2019 BUDGET REVIEW
OXFORD TOWN HALL
TUESDAY, APRIL 17, 2018 – 7:30 P.M.**

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

The meeting was called to order by Chairman Kiley at 7:30 p.m. and the Pledge of Allegiance was recited.

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

REGISTRAR OF VOTERS

Conference and Meetings (Reg. Dem) / Conference and Meetings (Reg. Rep): Ms. Flach made a Motion to reduce each line item from \$1,750 to \$1,409 (-\$341) and move total \$682 to Mileage line item. 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 reduction of Conference and Meetings (Reg. Dem) and Conference and Meetings (Reg. Rep.) line items from \$1,750 to \$1,409 is passed.

Wages-Referendums: Ms. Arpin made a Motion to reduce Wages-Referendum from \$21,000 to \$14,000. Ms. Flach 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 the reduction of Wages-Referendums line item from \$21,000 to \$14,000 is passed.

SELECTMEN:

Wages-Grant Writer: Mr. Kiley made a Motion to reduce the Grant Writer position and wages from \$61,720 to \$34,293 (-\$27,427). 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 reduction of Grant Writer position and wages from \$61,720 to \$34,293 (-\$27,427) is passed.

Wages – Per Diem Personnel: Ms. Arpin made a Motion to reduce Wages-Per Diem Personnel from \$15,000 to \$5,000 (-\$10,000). 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 the reduction of Wages-Per Diem Personnel from \$15,000 to \$5,000 (-\$10,000) is passed.

Business Development: Ms. Arpin made a Motion to reduce Business Development from \$1,000 to \$750.00 (-\$250). 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 the reduction of Business Development from \$1,000 to \$750 (-\$250) is passed.

Civic Activities: Ms. Flach made a Motion to reduce Civic Activities from \$2,500 to \$2,000 (-\$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 the reduction of Civic Activities from \$2,500 to \$2,000 (-\$500) is passed.

Conferences & Meetings: Ms. Flach made a Motion to reduce Conferences & Meetings from \$2,000 to \$500 (-\$1,500). 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 the reduction of Conferences & Meetings from \$2,000 to \$500 is passed.

Contracted Services – Clerk: Ms. Flach made a Motion to reduce Contracted Services-Clerk from \$2,200 to \$1,200 (-\$1,000). 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 the reduction of Contracted Services-Clerk from \$2,200 to \$1,200 (-\$1,000) is passed.

Contracted Services-Professional: Mr. Kiley made a Motion to reduce Contracted Services-Professional from \$10,000 to \$4,000 (-\$6,000). 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 the reduction of Contracted Services-Professional from \$10,000 to \$4,000 (-\$6,000) is passed.

Dues: Ms. Flach made a Motion to reduce Dues from \$12,610 to \$11,685 (-\$925). 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 reduction of dues from \$12,610 to \$11,685 (-\$925) is passed.

Education: Ms. Flach made a Motion to reduce Education from \$1,000 to \$800 (-\$200). 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 the reduction of Dues from \$1,000 to \$800 (-\$200) is passed.

Engineering Fees: Ms. Arpin made a Motion to reduce Engineering Fees from \$35,000 to \$30,000 (-\$5,000). Ms. Flach 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 the reduction of Engineering Fees from \$35,000 to \$30,000 (-\$5,000) is passed.

Mileage: Mr. DeBisschop made a Motion to reduce Mileage from \$1,000 to \$500 (-\$500). Ms. Flach 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 the reduction of Mileage from \$1,000 to \$500 (-\$500) is passed.

TAX COLLECTOR

Wages Part-Time Seasonal: Ms. Arpin made a Motion to reduce \$8,100 to \$4,000 (-\$4,100). Ms. Jensen 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 the reduction of Wages Part-Time Seasonal from \$8,100 to \$4,000 (-\$4,100) is passed.

Legal Notices: Ms. Arpin made a Motion to reduce Legal Notices from \$3,500 to \$1,400 (-\$2,100). Mr. Grant 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 reduction of Legal Notices from \$3,500 to \$1,400 (-\$2,100) is passed.

Supplies – Office: Ms. Arpin made a Motion to reduce Office Supplies from \$2,000 to \$1,500 (-\$500). 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 the reduction of Office Supplies from \$2,000 to \$1,500 (-\$500) is passed.

TOWN CLERK

Wages-Overtime: Ms. Arpin made a Motion to reduce Wages-Overtime from \$800 to \$400 (-\$400). 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 the reduction of Wages-Overtime from \$800 to \$400 (-\$400) is passed.

TOWN COUNSEL

Legal Services-Town Counsel: Ms. Flach made a Motion to reduce Legal Services-Town Counsel from \$96,000 to \$75,000 (-\$21,000). Mr. Grant 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 reduction of Legal Services-Town Counsel from \$96,000 to \$75,000 (-\$21,000) is passed.

Legal Expenses: Ms. Flach made a Motion to reduce Legal Expenses from \$3,000 to \$2,500 (-\$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 the reduction of Legal Expenses from \$3,000 to \$2,500 (-\$500) is passed.

Legal Services-Assessment Appeals: Ms. Flach made a Motion to reduce Legal Services-Assessment Appeals from \$10,000 to \$1,000 (-\$9,000). 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 reduction of Legal Services-Assessment Appeals from \$10,000 to \$1,000 (-\$9,000) is passed.

TOWN HALL, S.B. CHURCH

Wages-Reception/Cashier: Ms. Flach made a Motion to reduce Wages-Reception/Cashier from \$15,717 to zero. Mr. DeBisschop 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 the reduction of Wages-Part-Time Reception/Cashier from \$15,717 to zero is passed.

Wages-Floater: Mr. Kiley made a Motion to reduce Wages-Floater from \$15,314 to zero. Mr. Grant 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 reduction of Wages-Floater from \$15,314 to zero is passed.

Computer System-Hardware: Mr. Grant made a Motion to reduce Computer System-Hardware from \$12,000 to \$6,000 (-\$6,000). 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 the reduction of Computer System-Hardware from \$12,000 to \$6,000 (-\$6,000) is passed.

Computer System-Software: Ms. Arpin made a Motion to reduce Computer System-Software from \$5,000 to \$2,000 (-\$3,000). Mr. Grant 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 reduction of Computer System-Software from \$5,000 to \$2,000 is passed.

Electricity: Ms. Flach made a Motion to cut Electricity from \$36,000 to \$30,000 (-\$6,000). 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 the reduction of Electricity from \$36,000 to \$30,000 (-\$6,000) is passed.

Legal Notices: Ms. Flach made a Motion to reduce Legal Notices from \$7,000 to \$5,000 (-\$2,000). 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 the reduction of Legal Notices from \$7,000 to \$5,000 (-\$2,000) is passed.

Postage: Ms. Flach made a Motion to reduce Postage from \$14,000 to \$12,000 (-\$2,000). Mr. Grant 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 reduction of Postage from \$14,000 to \$12,000 (-\$2,000) is passed.

WATER POLLUTION CONTROL AUTHORITY

Wages – Line Maintenance: Salary should be \$68,000.

Wages-Coverage: Mr. DeBisschop made a Motion to reduce Wages-Coverage from \$16,640 to \$6,000 (-\$10,640). 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 the reduction of Wages-Coverage from \$16,640 to \$6,000 (-\$10,640) is passed.

Maintenance Materials: Mr. Grant made a Motion to reduce Maintenance Materials from \$35,000 to \$4,000 (-\$31,000). 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 the reduction of Maintenance Materials from \$35,000 to \$4,000 (-\$31,000) is passed.

Vehicle Maintenance: Mr. Flach made a Motion to reduce Vehicle Maintenance from \$750 from \$250 (-\$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 the reduction of Vehicle Maintenance from \$750 to \$250 (-\$500) is passed.

Sewer Improvement Reserves: Ms. Flach made a Motion to remove \$75,000 from Sewer Improvement Reserves. Mr. Grant 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 removing \$75,000 from Sewer Improvement Reserves is passed.

ADJOURN

Mr. Kiley made a Motion to adjourn. Ms. Flach seconded the Motion. All in favor. Meeting was adjourned at 10:07 p.m.

Respectfully submitted,

Lynnette Steeves
Lynnette Steeves, Clerk

18 APR 20 PM 3:27
TOWN OF OXFORD, CT
Margaret A. Flach
TOWN CLERK