

MINUTES
BOARD OF FINANCE - SPECIAL MEETING
QUAKER FARMS SCHOOL
MONDAY, MAY 1, 2017 – 6:30 P.M.

Present: Chairman Jack Kiley; Tom Kelly; Lila Ferrillo; Sue Arpin; Robert DeBisschop; Dana Flach. Also present: James Hliva, Finance Director.

The Special Meeting was opened at 6:30 p.m. by Chairman Jack Kiley.

The purpose of the meeting was to act on departmental transfers.

1. The first item was Tree Warden, transfer of \$20,000.00 from Board of Finance-Contingency to the Tree Warden for tree removal.
2. Planning and Zoning \$6,000.00, \$3,000.00 from Plan Conservation and \$3,000.00 to Engineering to be transferred to Contracted Services.
3. Planning and Zoning \$3,500.00. Legal Notice \$3,500.00 from Engineering. A brief discussion was held regarding this transfer. Ms. Ferrillo stated that this should be paid.
4. Planning and Zoning, Legal Services \$12,000.00 from Engineering. Even though the Board agreed to deny this transfer, Ms. Hliva noted that the bill had been paid without him seeing it. The bill went directly to his bookkeeper. A discussion was held among the Board of Finance members. Ms. Flach suggested that this transfer is denied.
5. Probate Fees to be paid from Board of Finance-Contingency. Ms. Hliva explained the cause of this transfer. Mr. Kelly suggested that this transfer be denied.
6. Library Facility Maintenance \$961.88 to be transferred from Library Equipment Expensed (\$800.00) and Computer Hardware (\$151.88).
7. Elderly Commission, \$62.00 for an alarm system transferred from their Computer Equipment line item.
8. Elderly Commission, \$5,000.00 for parking lot lights transfer from Board of Finance-Contingency.
9. Ambulance, \$4,237.07 for ambulance repairs to the 2008 ambulance, transferred from Board of Finance-Contingency. Mr. Kelly asked about the status of the third ambulance. Mr. Hliva stated that the ambulance is parked, and the equipment was removed from it the prior week. Mr. Kelly confirmed that the vehicle is not registered.
10. Ambulance, \$1,234.16 for training to be transferred from Supplies and Uniforms. Transfers are coming from within the department. Mr. Kelly questioned why the ambulance is

being reimbursed for training. Ms. Ferrillo explained that the transfers are coming out of their own budget and recommended approving the transfer.


11. Ambulance, classified ambulance \$34,048.00. Transfers were being moved from Labor, Lease Purchase, Equipment Depreciable, Medical and Oil. The ambulance was told to find the money to pay for the ambulance. Money is transferred out of operating budget. A discussion ensued among the Board members, fueled by a question by Mr. Kelly.

12. Library, Dues \$100.00. Transfer out of the Supplies line item.

There being no further discussion, Ms. Flach made a Motion to adjourn. Ms. Arpin seconded the Motion. All in favor. Meeting was adjourned at 6:45 p.m.

Respectfully submitted,


Lynnette Steeves, Clerk

17 MAY -8 PM 5:58
TOWN OF OXFORD, CT

TOWN CLERK

To: Board of Finance

April 19, 2017

From: Finance Director

Re:2016-2017 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Tree Warden	Tree Removal	5556-570-146	\$ 20,000.00
	FROM: Finance	Contingency	5320-580-5320	\$ 20,000.00

Motion Tom Kelly made a Motion to approve
Seconded Ms. Arpin seconded the Motion.
Vote A vote was taken. All in favor. Motion passes
Comments See Minutes
Comments

2	TO: Planning and Zoning	Contracted Services	5430-570-133	\$ 6,000.00
	FROM: Planning and Zoning	Plan Conservation	5430-788	\$ 3,000.00
	FROM: Planning and Zoning	Engineering	5430-598	\$ 3,000.00

Motion Ms. Ferrillo made a Motion to deny the request.
Seconded Mr. Kelly seconded the Motion.
Vote A vote was taken. All in favor. Motion passes.
Comments See Minutes

3	TO: Planning and Zoning	Legal Notice	5430-870	\$ 3,500.00
	FROM: Planning and Zoning	Engineering	5430-598	\$ 3,500.00

Motion Mr. Kelly made a Motion to approve
Seconded Ms. Flach seconded the Motion.
Vote A vote was taken. All in favor. Motion passes
Comments See Minutes

4	TO: Planning and Zoning	Legal Service	5430-870	\$ 12,000.00
	FROM: Planning and Zoning	Engineering	5430-598	\$ 12,000.00

Motion Ms. Ferrillo made a Motion to deny the transfer.
Seconded Mr. Kelly made a Motion to approve
Vote A vote was taken. All in favor. Motion passes
Comments See Minutes

To: Board of Finance

April 19, 2017

From: Finance Director

Re:2016-2017 Transfer requests

Item #	Department	Account	Account Number	Amount
5	TO: Probate	Fees	5340-606	\$ 1,353.70
	FROM: Finance	Contingency	5320-560-5320	\$ 1,353.70

Motion Mr. Kelly made a Motion to deny the transfer

Seconded Ms. Flach seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments See Minutes

6	TO: Library	Facility Maintenance	5390-613	\$ 951.88
	FROM: Library	Equipment Expensed	5390-604	\$ 800.00
	FROM: Library	Computer Hardware	5390-550	\$ 151.88

Motion Mr. Kelly made a Motion to approve

Seconded Ms. Flach seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments See Minutes

7	TO: Elderly Commission	Alarm System	5295-800	\$ 62.00
	FROM: Elderly Commission	Computer Equipment	5295-549	\$ 62.00

Motion Mr. Kiley made a Motion to approve.

Seconded Ms. Flach seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments See Minutes

8	TO: Elderly Commission	Fees	5340-606	\$ 5,000.00
	FROM: Finance	Contingency	5320-560-5320	\$ 5,000.00

Motion Mr. Kelly made a Motion to approve

Seconded Ms. Flach seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments See Minutes

To: Board of Finance

April 19, 2017

From: Finance Director

Re:2016-2017 Transfer requests

Item #	Department	Account	Account Number	Amount
9	TO: Ambulance	Vehicle Repairs	5210-811	\$ 4,237.07
	FROM: Finance	Contingency	5320-680-5320	\$ 4,237.07

Motion Ms. Flach made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments

10	TO: Ambulance	Training	5210-590	\$ 1,234.16
	FROM: Ambulance	Supplies	5210-814	\$ 634.16
	FROM: Ambulance	Uniforms	5210-785	\$ 600.00

Motion Ms. Ferrillo made a Motion to approve the transfer

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments See Minutes

11	TO: Ambulance	Classified ambulance	5210-815	\$ 34,048.00
	FROM: Ambulance	Labor	5210-570-5649	\$ 12,000.00
	FROM: Ambulance	Lease Purchase	5210-801	\$ 3,000.00
	FROM: Ambulance	Equipment Depreciable	6210-803	\$ 18,222.00
	FROM: Ambulance	Medical	6210-888	\$ 500.00
	FROM: Ambulance	Oil	5210-625	\$ 326.00

Motion Ms. Ferrillo made a Motion to approve the transfer

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments See Minutes

12	TO: Library	Des	5390-585	\$ 100.00
	FROM: Library	Supplies	5390-769	\$ 100.00

Motion Ms. Flach made a Motion to approve.

Seconded Ms. Arpin seconded the Motion.

Vote A vote was taken. All in favor. Motion passes

Comments See Minutes