

**MINUTES
BOARD OF FINANCE - REGULAR MEETING
OXFORD TOWN HALL
MAY 22, 2017 – 7:00 P.M.**

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

Also present: Robert Slie; Scott Pelletier

The Regular Meeting was opened at 7:00 p.m. by Chairman Jack Kiley. The Pledge of Allegiance was recited.

- 3) **Acceptance of Minutes**
- (a) March 21, 2017 Budget Review Meeting**
 - (b) March 22, 2017 Budget Review Meeting**
 - (c) March 23, 2017 Budget Review Meeting**
 - (d) March 27, 2017 Regular Meeting**
 - (e) March 27, 2017 Budget Review Meeting**
 - (f) April 6, 2017 Budget Review Meeting**
 - (g) April 6, 2017 Special Meeting**
 - (h) April 11, 2017 Budget Review Meeting**
 - (i) April 17, 2017 Public Hearing**
 - (j) April 19, 2017 Budget Review Meeting**
 - (k) May 1, 2017 Special Meeting**
 - (l) May 11, 2017 Special Meeting**

Mr. Kelly made the Motion to accept the Minutes of Budget Review Meetings (3/21/17; 3/22/17; 3/23/17; 3/27/17; 4/6/17; 4/11/17; 4/19/17); Ms. Ferrillo seconded the Motion. All in favor.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Lila Ferrillo		
Jack Kiley		
Dana Flach		
Sue Arpin		
Bob DeBisschop		

All in favor; Motion passes and the Budget Review Meeting Minutes are accepted.

Mr. Kelly made the Motion to accept the Minutes of Regular / Special Meetings and Public Hearing (3/27/17; 4/6/17; 4/17/17 (Public Hearing); 5/1/17 and 5/11/17); Mr. Kiley seconded the Motion. All in favor.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Lila Ferrillo		
Jack Kiley		
Dana Flach		
Sue Arpin		
Bob DeBisschop		

4) **Amendments to the Agenda – N/A**

5) **Audience of Citizens – N/A**

6) **Old Business – NONE**

7) **New Business**

(a) Appropriation for CNR for Keyless Entry in Firehouses

Scott Pelletier appeared to discuss this matter. When the item was budgeted, the item was rounded out. When the item went out to bid, the actual bid returned was \$32,132.31. Mr. Pelletier went on to discuss status of the system. This amount is for eleven (11) entry way doors (fob system). He described how the system will work. Mr. Kelly asked if the key fob is lost, what will happen. Mr. Pelletier said that the entire system will be shut down so there will be no unauthorized access. There is no annual operational cost. It is a wireless system. Mr. Kiley asked what happens if there is an electrical failure; there is battery backup. Mr. Kelly suggested that cameras should be placed at each door entryway.

Mr. Kelly made a Motion to approve request for \$32,132.31 from CNR to keyless entry doors for the firehouses. Ms. Arpin seconded the Motion. A vote was taken. All in favor.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Lila Ferrillo		
Jack Kiley		
Dana Flach		
Sue Arpin		
Bob DeBisschop		

All in favor; Motion passes to approve the request for \$32,132.31 from CNR for keyless entry doors for the firehouses.

(b) Approve funding for "Other Expenses" for New School Building Committee in the amount of \$44,350.

Mr. Bob Slie began his discussion regarding the request for approval for funding of additional expenses. These expenses are related to the pre-referendum process. He discussed with the Board of Finance the attached Pre-Referendum Budget Development. There are items that have been approved already.

Mr. Kiley questioned Mr. Slie regarding items that have already been approved and the status of these items. A very lengthy discussion ensued when Mr. Slie described the status item-by-item. Mr. Kelly noted that he had received documentation when he attended a meeting of the Oxford School Building Committee ("OSBC"). He asked that going forward the OSBC provide copies of documents produced at their meetings to the Board of Finance.

Mr. Kiley asked Mr. Slie what items made up the figure being requested (\$44,350). Mr. Slie said the figure he had was \$39,909. It appears that some of the items were approved by the Board of Selectmen, but not presented to the Board of Finance for funding approval. Ms. Ferrillo asked if the items were approved by the Board of Selectmen why were the items not forwarded to the Board of Finance for funding approval. The items were being presented at this meeting for approval. Mr. Kiley pointed out that a Special Meeting could have been called at any time during the budget process to deal with OSBC request for funding. Ms. Ferrillo requested that Mr. Hliva contact Mr. Kiley in the event the Board of Selectmen approves a contract without funding.

Mr. Kiley summed up the total items being requested by OSBC (\$1,500; \$8,000; \$7,100; \$16,308; 15,000) equals \$47,908. Mr. Ferrillo made a Motion to approve the amount of \$47,908 for funding. Ms. Arpin seconded the Motion. A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Tom Kelly		
Lila Ferrillo		
Jack Kiley		
Dana Flach		
Sue Arpin		
Bob DeBisschop		

All in favor. Motion to approve the request for funding "Other Expenses" in the amount of \$47,908 is passed.

8) **Monthly Reports**

Before Mr. Hliva began his presentation on the following items, he let the Board of Finance know that the Board of Education has held the Finance Director responsible for not closing out several items. He informed the Board that there are several communications to

former Board of Education Finance Director, Ms. Rosemarie Hanson, requesting her to close out the items. He continued with the explanation of the cause of the problem, beginning with not being able to locate particular documents and further results and recommendations to avoid this happening going forward. Mr. Kiley also spoke to a meeting that was held with Mr. Hliva and a company which company would prepare the Town for audit and also help the Town to collect outstanding monies owed to the Town.

Mr. Kelly made the suggestion that going forward original documents be maintained in the Town Hall. He asked if the Board of Finance could ensure that this does not happen again. Ms. Flach also weighed in on this discussion.

Mr. Kelly then provided the information he received at a prior OSBC to the Board of Finance. He passed around drawings on the new school.


Mr. Kiley asked for whatever specifics Mr. Kelly could provide with regard to the new school. Mr. Kelly proceeded with a very lengthy, detailed explanation. Part of the in-depth discussion was included details regarding the status of Center School renovation/replacement and the timing of same.

a) Report on Tax Collections. Ms. Flach asked for status report of collections made by the Marshal, how many new collections have gone out.

There being no further discussion, Motion to adjourn was made by Mr. Kelly, and seconded by Mr. DeBisschop. All in favor. Meeting was adjourned at 8:20 p.m.

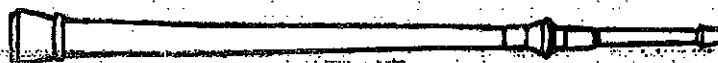
Respectfully submitted,


Lynnette Steeves
Clerk

17 JUN -5 PM 6:05
TOWN OF OXFORD, CT

TOWN CLERK



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

Scott J. Pelletier, Chief

Andrew Coy, Assistant Chief John A. Downs, Jr., Assistant Chief

April 24, 2017

To: Board of Selectmen

From: Board of Chiefs

Re: Keyless entry system

I have enclosed a quote from Utility Communications in the amount of \$32,132.31 for the keyless entry system for the three Oxford Fire Department stations. Please consider this a formal request for your approval of this improvement project. If you have any questions, please feel free to contact me.

Respectfully submitted,

Scott J. Pelletier
Chief, Oxford Fire Department

cc: Joanne Pelton, Admin. Asst.
James Hliva, Finance Director
AC Coy
AC Downs, Jr.
File

UTILITY COMMUNICATIONS, INC.

920 Sherman Avenue • Hamden, Connecticut • 06514
Phone: (203) 287-1306 (800) 443-1306 Fax: (203) 248-9167

March 16, 2017

Chief Scott Pelletier
Oxford Fire Department
486 Oxford Rd.
Oxford, CT 06478

Dear Chief Pelletier,

Utility Communications, Inc. is pleased to submit a proposal for the Oxford Fire Department's S2 Security Access Control System in three Fire Stations. Our company has invested considerable time and manpower in the development of this proposal and we have considered all requirements very carefully.

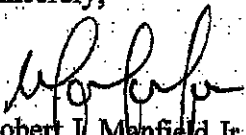
The Center Fire Department will host the S2 system controller and connect by network to the S2 Network Nodes at each fire station. All of the electronic locks will be hard wired to the nodes. We will provide the administrative training required.

Utility Communications has successfully installed and serviced many Public Safety Department's S2 Security access control systems in Connecticut and are confident that we can meet all of your present and future requirements. We are one of the largest S2 dealers in the northeast and have 14 certified technicians and have installed two S2 Global systems, which only the most experienced S2 dealers can design and maintain.

Utility Communications has been in business since 1969 and has the 24 hour service response and falls within the 25 mile radius required by this RFP.

We look forward to the opportunity to review our proposal with you. If you have questions concerning our proposal or any other matter, please do not hesitate to call on us at any time.

Sincerely,



Robert J. Manfield Jr.
Vice President

1 Miscellaneous parts and equipment at site
1 Installation and set up of new S2 system

MISC
INSTALL

Oxford Fire Department - Riverside Station

Total System Price: \$ 32,132.31

- Includes installation of S2 NetBox Extreme controller and network node system required to control four doors and add four electronic door hardware setups at Headquarters station.
- Includes installation of S2 network node system required to control three hardwired doors and add three electronic door hardware setups at Quaker Farms station.
- Includes installation of S2 network node system required to control three hardwired doors and add three electronic door hardware setups at Riverside station.
- To add an additional hardwired electronic door lock system at any station is \$2,063.42 additional each standard door.
- One hundred-fifty HID key FOBS will be provided as part of this proposal.
- Includes shipping and delivery of all equipment.
- Setup, programming and optimization for a complete S2 system included.
- No network routing or network switches have been included. The proposal assumes that a network connection between all three stations exists.
- One-year parts & labor warranty included.
- Allow three-four weeks delivery ARO.
- Proposal pricing valid for 30 days.
- Payment terms are net 30 days.

March 17, 2017

Oxford School Building Committee

Oxford Town Hall

486 Oxford Road

Oxford, CT 06478

April 28, 2017

Oxford Board of Selectmen/Oxford Board of Finance:

At its April 26, 2017 meeting, the OSBC voted to recommend to your boards the hiring and funding of GNBC Consulting Engineers to provide geo-technical services to support the grant application to be submitted to the State of Connecticut for the middle school building project. GNBC was the low bidder of three applicants at \$7,100.

Upon the advice of Jim Hliva, Finance Director, the OSBC also requests that your boards approve the attached budget to cover expenses related to the pre-referendum process.

Items #1-3 have already been approved by both boards. Item # 4 has been approved by the BOS and is pending with the BOF. Item #5 is included in this request. The remaining items, #6-8, should get us through to referendum. Item #6 includes two advertisements for bids that have been that have been paid. Item #7 includes services provided by the Town Engineer.

If you so agree to approve the items 4, 5, 7 and 8 , the OSBC would be able to review and vote on each expense and have the authority to submit them for payment. This would eliminate the need for both boards to meet to approve every item identified as a necessity in the application process as we prepare for referendum.

The OSBS asks that you consider this request as soon as possible. As you know, the schedule to meet the deadline for application for the state grant is on a fast track and time is of the essence.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Slie". The signature is fluid and cursive, with a large initial "R" and a stylized "S".

Robert Slie

Chair, OSBC

Oxford Middle School Project

Pre -Referendum Budget Development

Revised 4-27-2017

	Consultant	Other	Bid	Budget	Projected
1.Owners Project Manager	Colliers		\$9,900		
2. Architect	Silver Petrucelli		\$28,900		\$25,000 to \$35,000
3.Phase I ESA	SAGE		\$2,850		\$2,500 to \$5,000
4.Estimator	Downs		\$8,000		\$8,000 to \$10,000
5.Geotechnical	GNCB		\$7,100		\$7,500 to \$15,000
6.Bidding and Advertising				\$1,500	
7.Town Engineer Survey, Concepts, Mtgs	B&B Engineering	\$16,308			
8.Contingency, Clerical				\$15,000	
Subtotal		\$16,308	\$56,750	\$16,500	

Total Anticipated \$89,558

CONNECTICUT STATE MARSHAL

ARTHUR J. DAVIES
 112 PERSHING DRIVE
 P. O. BOX #468
 ANSONIA, CT. 06401
 203-735-6367

TAX COLLECTOR
 TOWN OF OXFORD
 #486 OXFORD RD
 OXFORD, CT. 06478

JAN 23, 2017

PAYMENTS PAID TO TOWN OF OXFORD CALANDER YEAR 2016

<u>PROP OWNER</u>	<u>PROP ADDRESS</u>	<u>AMT PAID TO TOWN</u>
ARSAN	64 SETH DEN RD	\$ 1,020.00
BROOKS	35 COPERMIN RD	\$ 15,300.00
CASA	FIDDLEHEAD	\$ 8,300.00
CLEVELAND	71 PUNKUP	\$ 2,020.00
CELLAR	8 CHURCH VIEW	\$ 8,160.00
D'ADDARIO	708 ROOSEVELT DR	\$ 44,625.00
LAND DESIGN	COPPERMINE RD	\$ 42,500.00
GUSTAFSON	13 WILLOW ST	\$ 1,200.00
MONACO	431 ROOSEVELT DR	\$ 4,250.00
541 LLC	541 OXFORD RD	\$ 10,625.00

TOTAL AMT PAID TO TOWN ON PARTIAL PAYMENTS*****\$138,000.00

<u>PROP OWNER</u>	<u>PROP ADDRESS</u>	<u>AMT PAID TO TOWN</u>
DAHN	37 MANITOOK	\$ 11,166.97
SORRENTINO	86 CHESTNUT TREE	\$ 80,111.09
ESSON	463 QUAKER FARMS RD	\$ 31,420.00
BOMBERO	6 CAPTIAN WOOSTER	\$ 55,525.44
POPE	5 NORTH ST	\$ 22,899.34
BAKTIS	55 REALITY RD	\$ 15,851.41

TOTAL AMT PAID TO TOWN ON FULL PAYMENTS*****\$ 216,974.25

GRAND TOTAL OF PAYMENTS TO TOWN*****\$ 354,974.25

ARTHUR J. DAVIES
 CONNECTICUT STATE MARSHAL

Subject: Back ground for your meeting of 1/23/17
From: Fran Teodosio (fteodosio@wtsblaw.com)
To: jpkil@sbcglobal.net;
Date: Monday, January 23, 2017 6:11 PM

Tax Collector Sales can be conducted in one of four ways:

- By TC alone
- By TC in conjunction with Town Counsel or separate counsel
- By TC in conjunction with a Marshal
- By TC in conjunction with a Marshal and Town Counsel or attorney of Marshal's choice.

The TC acting alone is the least expensive to the taxpayer and town (remember if taxes are not collected or sale generates less than costs, town must pay). Regardless of who conducts tax sale, town will get its 18 percent but there will also be costs of postage (many certified mailings) and publications (statutorily required.)

The TC acting in conjunction with Town Counsel or separate counsel is the next least expensive alternative. Attorneys do not charge 15 percent regardless of when the matter settles. Most attorneys will work on an hourly basis. In the end this works out to less than 15 percent and is more beneficial to the tax payer and town.

The TC working with a Marshal increases the cost of the sale by 15 percent the moment the Marshal gets the matter regardless of work done. A tax role of \$500,000.00 automatically is increased by 15 percent. So the tax payer pays 18 percent on the outstanding taxes to the town and 15 percent to the Marshal plus the costs of publication and postage.

The TC working with a Marshal and Town Counsel or attorney is the most expensive because the attorneys fees are added to all the expenses already noted immediately above.

Sincerely,

Francis A. Teodosio, Esq.

Welch, Teodosio & Stanek

481 Oxford Road, Oxford CT 06478

203-881-3600 ext. 206 / fax 203-881-3606

375 Bridgeport Avenue, Shelton CT 06484

203-925-3000 ext. 206 / fax 203-925-3003