

**MINUTES  
SPECIAL MEETING  
BOARD OF FINANCE – 2016/2017 BUDGET REVIEW  
OXFORD TOWN HALL  
TUESDAY, MARCH 22, 2016 – 7:00 P.M.**

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

Selectman Kathy Johnson was present as Audience of Citizens.

The meeting was called to order by Chairman Kiley at 7:00 p.m. and the Pledge of Allegiance was recited.

The purpose of the meeting was to review the FY 2016-2017 budget requests for the following departments:

**TOWN CLERK:** Margaret West appeared to present the budget for the Town Clerk office.

Ms. West added two items: (1) Overtime because office is open five days now and 2016 is a presidential election year. By statute office is required to be open for 10 hours on Election Day. This overtime would be an incentive for assistants to come in on Friday if needed. (2) She also added postage for dog license reminders. Dog license numbers have gone down. Town Clerk is not recouping monies. Outside of these two items, budget remained flat.

Land Records is still \$21,000. This amount covers computers, documents, audit (by law documents have to be audited), Iron Mountain (document storage). This is contractual. Contract is not up yet. Land Record is run by state statute. Entire Town Clerk office is run by state statute.

**BUILDING DEPARTMENT:** Gordon Gramolini appeared to present the budget for the Building Department.

Mr. Gramolini announced that he was able to made reductions to his budget. Equipment-Non-Depreciable is reduced from \$1,500.00 to \$500.00 because he bought his blueprint cabinet so he doesn't need another one. Computer Equipment is reduced from \$500.00 to \$50.00. Uniforms line item is reduced from \$500.00 to \$50.00. Mr. Kiley commented that the Building Department is a flat budget. Mr. Gramolini uses his own car.

**INLAND WETLANDS/CONSERVATION COMMISSION:** Michael Herde presented the budget for the Conservation Commission.

He pointed out the \$2,000 for the temporary officer to fill-in when the enforcement officer is out. There is also a request for an increase in salary to keep in line with other towns. The rest of the budget is the same. Ms. Ferrillo asked if there were grants for train maintenance. Joe Lanier

commented that the last grant ran out in August 2015 but they are looking to see if there are other grants available.

Mr. Kiley asked if there was a maintenance schedule for the detention ponds. Mr. Herde proceeded to explain the process of maintenance. Mr. Hliva and Mr. Kiley explained to Mr. Herde that by adding up the annual maintenance costs over \$10,000 the contract would then need to go out for bid; they need to get three bids. This is in accordance with the new Charter.

**SELECTMEN:** First Selectmen George Temple appeared to present the Selectmen's budget.

Mr. Temple began his discussion regarding Engineering Fees. This line is a little higher because there are several Town projects. Mr. Hliva mentioned that Hawley Road and Phase 2 of surveying of the dump are two big projects. The dump project will allow Mr. Watt to put in an area for brush refuse, a wood chipper. Mr. Kiley asked if the engineering fees are included in the library will this reduce the budget item.

Mr. Temple asked if the BOF would consider the need for two more people at Public Works and also a floater position in Town Hall. Now that Town Hall is open five days, there appears to be a need for a floater. Although these items are not on the Selectmen's budget, he asked that the BOF consider these items.

Mr. Kiley asked about the need for Contracted Services-Professional. Mr. Hliva responded to this by saying that it has been used to provide surveyor services and appraisals, or the grant writer needs additional information for a grant. Mr. Temple continued to elaborate.

Ms. Ferrillo asked about Town-wide trash pickup. She asked if Mr. Temple would be amenable to having someone check with other towns regarding contracts. Mr. Temple has already checked with Winter Brothers. Ms. Ferrillo asked if Mr. Temple would include in his discussions the issue of bulk pickup. A lengthy discussion ensued among several BOF members and Mr. Temple regarding pros and cons of Town-wide pickup. Mr. Kiley suggested that Mr. Temple get a proposal and bring it to the BOF. Ms. Ferrillo said if Mr. Temple presented a proposal to the BOF it would become part of the budget and be heard at the Town Meeting.

Mr. Temple said one of the big issues is the new employees. Ms. Ferrillo pointed out that most departments have a line item to cover employees' absence. What will the floater do since the departments are staffed? Mr. Kiley asked who would oversee the floater assignments. Mr. Temple said JoAnne Pelton will oversee the position. Ms. Flach asked about a position in the Fire Department. The discussion continued about the floater position.

Finance Director, Mr. Jim Hliva, presented the budget for the following departments:

**FINANCE DEPARTMENT:** Director salary has gone up. The Bookkeeper is a Union position and the Clerk is in the budget at the current salary. The company which provides Computer Licensing has increased the rates. The rest of the budget is flat. The GASB Study is

down because this year will be a partial study. Mr. Kiley questioned the Financing Costs. Mr. Hliva said the financing cost is regarding rolling notes. There are outstanding notes worth approximately \$6.3 million. Mr. Hliva said he needs to be informed by Ms. Hanson that the money is coming from a grant in November 2016 or he has to roll it into a bond. Mr. Kelly asked Mr. Hliva to find out what has been spent in additional funding that has been added to the end of the high school project. This will be a point to bring up at the BOE budget.

Mr. Kiley was pleased with the cost of the audit.

**EMPLOYEE BENEFITS:** Mr. Hliva said once the BOF has completed budgeted salary adjustments, he will go back to the benefits to recalculate the benefits. Mr. Kelly suggested that there be two lines to show benefits in the department. Mr. Hliva said he will prepare that for the BOF. Ms. Flach asked about Longevity. The response is any employee in the Town for five years or more receive longevity. Buybacks are for people who do not use sick pay; seven days is the buyback. Payment In Lieu of Health Benefits will have to be recalculated. All three new policemen are taking Payment In Lieu of Benefits. Health Insurance is in at 7.5% increase. Mr. Kiley asked if the issue of an HSA has been presented. A discussion ensued regarding the pros and cons of an HSA. Mr. Kiley said there is a great savings and advantage with an HSA and discussed same.

Pension remains the same. Social Security will have to be recalculated. No Unemployment has been paid so far this year. Mr. Hliva is hoping for an inflationary increase on Workers' Compensation. He is including a 5% increase. Mr. Hliva discussed the issues involved with the Town's Workers' Compensation costs. The BOF asked if more should be put into Worker's Compensation.

**INSURANCE:** Liability Insurance is not in a good situation. Mr. Kiley asked if this was a Town-wide package and the response is yes.

**TOWN COUNSEL:** Mr. Hliva put in a budget based on year-to-date, approximately \$8,000 per month. The budget is \$60,000 (\$5,000 per month). Bills are between \$7,500 and \$9,000. Mr. Kelly asked if the charges are assigned to specific projects.

**TOWN HALL:** The Building Custodian comes in under Mr. Haney's plan. The Computer Hardware was lowered. The server will be replaced in next year's budget.

With regard to Facility Maintenance, the back doors in Town Hall need to be replaced but if anything else happens before the end of the year, Mr. Hliva will be over budget. He can come back in to transfer funds.

Website line item includes a stipend (\$300.00 per month) for the website coordinator (Town Clerk). Ms. Ferrillo pointed out that the website is outdated. Departments have not been updated.

**ADJOURN**

Mr. Kiley made a Motion to adjourn. Mr. Kelly seconded the Motion. All in favor. Meeting was adjourned at 8:50 p.m.

Next meeting will be held on Thursday, March 24, 2016.

Respectfully submitted,

*Synnette Steves*

16 APR 18 PM 2:22  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK