

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2016/2017 BUDGET REVIEW
OXFORD TOWN HALL
THURSDAY, MARCH 17, 2016 – 7:00 P.M.**

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

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:

LIBRARY:

Dawn Higgison, Librarian, appeared to present the budget. There are not many changes from last year. The BOS chose not to fund a position of Technology Librarian this year. Salaries are based on Union raises by contract. There is a slight increase in the Contracted Services-Clerk because there is anticipated an increased need with the new library. Mr. Hliva asked if Building Committee Clerk being charged out of the Library. Ms. Higgison said no, that charge comes out of the Building Committee. The Overtime item remained the same. Ms. Higgison asked for a \$5,000 increase in the Books item to bring the budget back to where it had been previously and BOS agreed. Programming increase request was approved to \$4,500. Ms. Ferrillo asked that children's programs are considered civic activities. Ms. Higgison said children and adult programs are under this heading and it has been that way for a very long time, before she arrived. Ms. Ferrillo said it sounds like something for outside the library, for the community. Ms. Ferrillo asked if a fee was charged for the activities and Ms. Higgison said sometimes the library will charge a small materials fee but usually the activities are free. Ms. Higgison explained the request for \$2,500 in Hardware saying that she wanted to purchase a laptop tablet to do programming. She tries to have one staff computer replaced every year. The one to be replaced is from 2009. Mr. Kiley asked Ms. Higgison if anything had been taken out of the Computer-Hardware budget. She said she had an unexpected expense of \$1,000 to replace a toilet. She said she was going to have to transfer money to have the carpets cleaned. Mr. Kiley pointed out the line item for Facility Maintenance and there was still money in Computer-Hardware. Ms. Higgison said she was waiting to see how budget played out because she may have to transfer the money to get the carpet cleaned before she purchased staff computer. Replacement of the toilet went against Facility Maintenance on the advice of Mr. Hliva. Mr. Hliva explained to the BOF the reason for this advice. Computer-Maintenance and Computer Software remained the same. There is not enough funding in Conferences & Meetings so she has been paying out-of-pocket for herself to attend.

Library Catalogue is the largest amount of expense. Databases which are provided for e-books come out of this item. Security for computers, emails come out of this item. The circulation

system which is shared with other libraries also comes out of this item To have this item cut would negatively impact the department.

She needs to replace the copier. It was acquired in 2009. \$1800 is what she would need to replace the copier. Mr. Hliva has been working with Office Works.

New chairs are needed in the library because they are falling apart. Ms. Higgison can replace two chairs for \$400.00.

Facility Maintenance would be items needed in the library. Mr. Kiley said he didn't think this would be necessary until the following year.

Magazines & Newspapers has remained the same.

The remainder of the items have stayed the same as previous year. Telephone has reduced due to price reductions from Frontier.

Mr. Hliva responded to a question posed by Ms. Ferrillo regarding a transfer made in the 2014-2015 budget year.

WATER POLLUTION CONTROL AUTHORITY:

Scott Halstead appeared to present this budget.

The Selectman made an increase to Wages-Line Maintenance. WPCA did not ask for the increase. \$62,095 is the current wage.

There was a decrease of \$2,000 for power. WPCA worked on pump stations to keep draws low.

There was an increase in Equipment Maintenance because as equipment gets older maintenance is increased.

Sewer User Fees – Seymour line item increased because Oxford Town Center will be tied into Seymour. Seymour did raise their rates. Mr. Hliva will increase revenue by \$15,000.

All phone lines were eliminated except for one line. Pump stations are on a computerized system done through wireless cards. The cost is about \$300-\$350 a year per pump station.

The Authority voted to put in a Sewer Improvement Reserve. WPCA would like to have a reserve built in to cover emergencies.

Mr. Kelly asked what is the revenue side of WPCA. Mr. Hliva responded that it is about \$250,000.

A discussion ensued among the Board regarding a format to begin building a reserve.

ECONOMIC DEVELOPMENT COMMISSION:

Chairman Ed Carver appeared to present the budget for the Economic Development Commission.

Looking for an increase in the Clerk's annual wage from \$700 to \$800.

Looking for a 2.5% increase in the Director's (Andy McGeever) salary from \$51,000 to \$52,250. He has not had an increase in five years.

Dues with various entities have increased from \$1,000 to \$1,200.

Mr. Carver considers Advertising and Development Expenses both marketing items and the increase has been \$7,000 for both lines. There has not been much advertising over the recent years regarding Town information, i.e. businesses moving in, properties available. The power plan has been Town's biggest nemesis in economic development from the EDC side. As the new EDC Chairman, Mr. Carver plans to do a lot more marketing and advertising. There will be items in the newspaper. Public has been misled, misguided and misinformed because information is not updated and provided. It is his intention to correct this and provide information about all economic development in the Town.

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Mr. Kiley said that Mr. Watt wants to come back to discuss his need to two items, the loader and a new 4x4. He had forgotten to mention it when he presented his budget.

ADJOURN

Ms. Kelly made a Motion to adjourn. Ms. Flach seconded the Motion. All in favor. Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Symette Steeves
Clerk

16 APR 11 AM 9:31
TOWN OF OXFORD, CT
Joseph A. Watt
TOWN CLERK