

MINUTES
BOARD OF FINANCE
REGULAR MEETING – OXFORD TOWN HALL
JUNE 23, 2014 – 7:00 P.M.

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

The following members were present: Chairman Jack Kiley, Tom Kelly, Robert DeBisschop and Richard Burke. Also present: James Hliva, Finance Director. Absent: Lila Ferrillo and Nancy Schmitt.

Acceptance of Minutes

Motion made by Tom Kelly to approve the Minutes for the following meetings: 4/21/14 Public Hearing, 4/22/14 Special Meeting, 5/19/14 Special Meeting, 5/28/14 Special Meeting, and 6/4/14 Special Meeting. Second by Dick Burke. Motion passes unanimously.

Amendments of Agenda – None.

Audience of Citizens – Nancy Farnham of 16 Barry Road informed the Board that she was there to speak about the large information sign near Center School and to tell them there is an issue that there is no funding to pay someone to keep the sign current. She indicated that she was on the bicentennial committee who raised money to put the sign in place. She noted that when she worked at Center School she took care of keeping it current. Later Stan, who works for the Town, kept the sign current but he says he can't do it anymore. Events cannot be posted on the sign now. She spoke to Parks & Recreation who said they do not have a person to do the job. She urged the Board to pay someone for upkeep of information on the sign. Chairman Kiley reviewed the information and Jim noted that the Board of Selectmen has to review the matter at their next regular meeting before the Board of Finance can take action. Jack informed Nancy that she should speak during Audience of Citizens at the Selectmen meeting on 7/2/14.

Old Business – None.

New Business

Transfers 2013-2014

Department	Account	Account No.	Amount
To: Ambulance	Vehicle Maintenance	5210-811	Tabled by BOS
From: Ambulance	Equipment Depreciable	5210-603	Tabled by BOS
NO ACTION TAKEN			
To: Assessor	Wages Overtime	5215-521-1000	\$344.52
From: Assessor	Wages Asst Assessor	5215-513-23	\$344.52
Motion to Approve by Tom Kelly			
Second by Dick Burke			
Vote Unanimous			

Board of Finance
6/23/14 – Regular Meeting

To: Building	Vehicle Maintenance	5230-811	\$300.00
From: Building	Conferences & Meetings	5230-555	\$300.00

Motion to Approve by Tom Kelly
Second by Dick Burke
Comments
Vote Unanimous

To: Conservation IWWC	Engineering	5265-570-111	\$4,000.00
From: Contingency IWWC	Finance Contingency	5320-560-5320	\$4,000.00

Motion to Approve by Tom Kelly
Second by Dick Burke
Comments Andy Ferrillo attended the meeting to discuss transfer request.
Vote Unanimous

To: Fire	Facility Maintenance	5325-613	Tabled by BOS
From: Contingency	Finance Contingency	5320-560-5320	Tabled by BOS

NO ACTION TAKEN

To: Library	Wages Part Time clerk	5390-517-158	\$250.00
From: Library	Wages Part Time	5390-517-84	\$250.00

Motion to Approve by Tom Kelly
Second by Jack Kiley
Comments
Vote Unanimous

To: Library	Supplies Departmental	5390-769	\$152.76
From: Library	Supplies Office	5390-770	\$152.76

Motion to Approve by Tom Kelly
Second by Dick Burke
Comments
Vote Unanimous

To: Police	Trooper Overtime	5433-570-1000	\$39,587.22
From: Police	Wages Police Officer	5433-515-58	\$39,587.22

Motion to Approve by Tom Kelly
Second by Jack Kiley
Comments Jim noted that Sergeant Semosky was asked to attend the meeting but that he could not do so. Dick asked that Jim forward Board members a breakdown of the transfer request.

Motion to Table by Tom Kelly
Second by Bob DeBisschop
Vote Unanimous

To: Pomperaug Health	Cont Serv Health District	5438-570-5438	\$8,775.00
From: Contingency	Finance Contingency	5320-560-5320	\$8,775.00

Motion to Approve by Jack Kiley

Second by Bob DeBisschop

Comments Jim noted this is from the current year's operating budget. The Board of Finance reduced the amount that the health district requested. Tom asked who our representative on the Board and Jim indicated it is Fred D'Amico. Board members asked that the health district resubmit their request to be reviewed.

Motion to Table by Tom Kelly

Second b Bob DeBisschop

Vote Unanimous

To: Town Attorney	Legal Additional Counsel	5535-672-203	\$25,982.62
From: Contingency	Finance Contingency	5320-560-5320	\$25,982.62

Motion to Approve by Tom Kelly

Second by Bob DeBisschop

Comments Attorney Condon attended the meeting and indicated that outside counsel was hired due to the extent of the amount of work required. There are four unions that have contracts being negotiated all at once. There are numerous Planning & Zoning issues that are pending. He noted that the budgeted amount is not sufficient to cover the work. Jack asked if Kevin oversees the bills that are submitted by other counsel and he said no. Much of the work is done by labor counsel. Kevin noted that the bills are verified by Planning & Zoning when they pertain to that department then the Selectmen review all bills before they are sent to the Board of Finance. Jim noted that the Administrative Assistant reviews the bills for the Selectmen. Hourly rates for the attorneys was reviewed.

Vote Unanimous

To: Ambulance	Heating Oil	5210-625	\$732.78
To: Elderly	Heating Oil	5295-625	\$873.42
To: Fire	Heating Oil	5325-625	\$7,820.38
To: Police	Heating Oil	5433-625	\$319.53
To: Town Hall	Heating Oil	5545-625	\$7,784.67
From: Contingency	Finance Contingency	5320-560-5320	\$17,530.78

Motion to Approve by Tom Kelly

Second by Dick Burke

Comments

Vote Unanimous

To: Contingency	Finance Contingency	5320-560-5320	\$18,186.00
From: WPCA	Cont Service Maintenance	5580-570-125	\$18,186.00

Motion to Approve by Tom Kelly

Second by Dick Burke

Comments

Vote Unanimous

To: Fire	Internet Access	5325-905	\$85.95
From: Fire	Programs Regular	5325-729	\$85.95

Motion to Approve by Tom Kelly

Second by Dick Burke

Comments

Vote Unanimous

To: Public Works	Overtime	5455-521-1000	\$24,125.50
From: Public Works	Wages Part Time Utility	5455-515-65	\$16,800.00
From: Public Works	Wages Snow Plowing	5455-515-66	\$7,325.00

Motion to Approve by Tom Kelly

Second by Dick Burke

Comments Wayne Watt attended the meeting and commented that they are working on trying to balance the budget as much as they can. It was a bad winter which caused need for overtime, additional materials and additional vehicle maintenance.

Vote Unanimous

Reinstatement of Grant Writer to full time

Kathleen O'Neil attended the meeting.

Jack reviewed a letter he received from Kathleen O'Neil, Grant Writer. She noted in the letter that she was informed on May 21, 2014 that at the prior night's Board of Finance meeting her position was changed to part-time. She noted that there was a huge misunderstanding between the Finance Director, herself and the Board of Finance. She noted that she does not want to be a part-time employee. She asked that her hours and benefits be reinstated.

Jack indicated to Kathleen that the Board believed that she was looking to reduce her hours. She noted there had been an informal discussion about her future and her employment with First Selectman Temple and a discussion with Jim Hliva. Tom asked for a figure from Jim to reinstate her as full time and he noted he would get the Board the figure. Jack noted that the budget was approved with Kathleen as a part-time employee and that the additional funds will have to come out of Finance Contingency and go to Town Meeting. Tom noted that the Board of Selectmen has to agree to make this a full time position and a suggested funding source before the Board of Finance can act on the matter. Kathleen reviewed the grants that she has worked on recently. Jack commented that it would be helpful to the Board of Finance to have a list of grants that the Town is applying for so that they can better make decisions on funding items and projects. Board members agreed that they will make time for a special meeting before July 1 if needed to reinstate this position to full time after the Board of Selectmen act on the matter.

Approve funding for the purchase of a Fire Engine

Chief Scott Pelletier attended the meeting.

Motion made by Dick Burke to approve funding for the purchase of a fire engine not to exceed \$666,315, for discussion. Second by Tom Kelly. Discussion: It was noted that the Board of Selectmen did not suggest a funding source and that funding is not available in General Fund Surplus. Revenues and expenditures were briefly reviewed by Jim Hliva. Jack noted funding is

not available from surplus. Scott noted that the original proposal for a payment schedule with bid specifications was one-third at time of signing of contract, one-third four months from signing of contract and one-third at time of delivery as final payment. Making incremental payments brought the price down. Jack asked when the final payment would be due. Scott indicated that it takes nine months to build the truck. Jack noted that they are in agreement that they want the truck but that financing and time frame have to be agreed on. He noted the Board thought they would have more money at the end of the year and the Grand List is not growing. Funding was discussed. Jim noted he can get a loan approved and that the General Fund would be refunded when title of the vehicle is received. Tom noted that two payments would have to be made before potential funding from Masonic Care would be available. Revenue and potential surplus was reviewed. Upcoming projects were reviewed. Motion passes unanimously.

Motion made by Robert DeBisschop to approve purchase of Engine 51 for the Oxford Fire Department from Pierce Manufacturing Inc. in an amount not to exceed \$666,315 based upon a three payment schedule through short-term financing and forwarded to Town Meeting. The intent of the Board is to assign \$300,000 received from MasonicCare toward this purchase. If surplus is over 10% then the additional funds from surplus will pay down this loan also. Second by Tom Kelly. Vote: Unanimous. Motion passes.

Monthly Reports


Jim Hliva reported as follows:
Report on Tax Collections – Budget collected 99.93%
Board of Finance Contingency - \$61,132.91
General Fund Surplus – 10.50%
Cash Position Statement - \$13,401,380.25.

Adjournment

Motion to adjourn was made by Tom Kelly by at 8:52 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Respectfully submitted, subject to approval


Marni Soss, Clerk

14 JUN 27 PM 1:39
TOWN OF OXFORD, CT

TOWN CLERK