

MINUTES  
BOARD OF FINANCE  
REGULAR MEETING  
DECEMBER 17, 2012 – 7:00 P.M.

The meeting was called to order by Chairman Lila Ferrillo at 7:01 p.m. and the Pledge of Allegiance was recited.

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

**Acceptance of Minutes**

Motion to accept minutes of the 10/22/12 regular meeting made by Nancy Schmitt. Second by Dick Burke. (4) Ayes (1) Abstention by Nancy Schmitt. Motion passes.

**Audience of Citizens** – None.

*Robert DeBisschop arrived at 7:05 p.m.*

**Amendments to Agenda**

Motion made by Tom Kelly to amend the agenda to take item 7F (presentation of CCM on benefits of membership) as the first item of New Business. Second by Nancy Schmitt. Motion passes unanimously.

Motion made by Tom Kelly to amend the agenda to include a discussion of the Great Oak Middle School roof project. Second by Jack Kiley. Motion passes unanimously.

**Presentation of CCM on benefits of membership** (new business 7f)

Kevin Maloney of the Connecticut Conference of Municipalities attended the meeting and thanked the Board for the opportunity to meet with him. He noted that Oxford has not been a member of CCM in five or six years and that he had come to Oxford in the spring and met with the First Selectman and Finance Director to discuss a plan for membership. He noted that his company can help the Town save money by helping cut energy costs, work on best practices for the Town, they have an open ended research service, they are the chief lobbyist at the capital for towns and cities. He indicated that dues are \$6,311 and that they will show a return on investment in excess of the dues.

Jim Finley, Executive Director also attended the meeting. He commented that the company would like to have Oxford be a member again. He spoke about the budget crisis within the State and noted that CCM will be present at the capital to protect the interest of towns and will lobby against the governor's plan to cut municipal aid. He indicated that Oxford has received information from his company in the past year giving updates on what is happening at the State Capital (customized for Oxford) which also included grant information, what the Governor has proposed and what the legislative appropriations committee is. Dick asked if the company's website gives information on what the company has lobbied for and the results. The information will be forwarded to Jim Hliva who will forward it to all Board members.

Chairman Ferrillo commented that no decision will be made this evening on the matter. Board members will review the information received at this meeting. The matter will be placed on the agenda for January 2013.

### Old Business

**Transfer Economic Development from Contract to Wages** – No action taken.

**Transfer floater for Senior Center \$2,400 from Contingency** Jim explained that this is an estimated figure to cover an unknown number of days when a floater will have to fill in at the senior center when the regular staff is unable to work on Friday. *Action taken later in meeting.*

### **Great Oak Middle School roof project – discussion**

Bob DeBisschop indicated that the work on the two roofs at the school has been completed. The accounting on the matter needs to be completed. Dick asked what the warranty is and Bob indicated that it is fifty years. Lila asked for information on generation of electricity and savings from this. Bob noted that the information is online and Jim estimated that 200,000 kilowatt hours was generated. Jack noted that a final accounting report should be presented before the committee is disbanded.

### New Business

#### **Presentation and discussion on the 2011-2012 draft audit**

Sandra Wellwood and Lyn Meyers attended the meeting. Jim noted that this is the first time a draft audit report is presented (with a full set of financial statements) to the Town and it is appreciated.

Sandra noted that there was a great team effort from the staff at her company as well as from the Town which enabled this report to be complete and presented to the Board of Finance in December. She noted that the drafts have been reviewed in detail with Jim Hliva and Rosemary Hansen. The form EDO1 is also complete.

Sandra reviewed (from the summary): Government-wide financial information. The first item discussed compared revenues and expenses. She noted that expenses exceeded revenue this year. This is derived from the tax office. Numbers were analyzed and the Town was told that there should be a larger allowance for collectible accounts. She reviewed the net asset ending balance. She reviewed debt levels. General fund results and governmental fund balances were reviewed. Opportunities for consideration were reviewed. This included the significant deficiency that was reviewed was unrecorded general fund activity (from Board of Education and Town Clerk). Reports need to be given to the Jim Hliva on a regular basis. It was noted that plans have been made to improve this. Continued enhancements in the property tax area and added reports that can be utilized were discussed. WPCA accounting was discussed. Collection of property taxes was discussed and Sandra noted that a recommended goal is for collection of 99% or higher. Sandra also discussed sampling of transaction testing. She spoke about concerns that were found and reviewed the recommended remedy.

Jim made positive comments about Meyers & Company and their staff. He commented that at a prior meeting Dick Burke spoke about doing some internal control work. Jim indicated that he

spoke to Sandy about this and she commented that the Board can discuss this with her at a separate meeting. Lila commented that she would like the meeting to take place before budget meetings begin. Sandy noted that the final audit report will be filed with the required offices and agencies. Bound copies of the report will be forwarded to the Jim for Board members and he will also receive a pdf copy of the report electronically. Board members thanked Sandra and Lyn for a job well done.

**Transfers 2012-2013 as approved by the Board of Selectmen on 12/5/12**

Department	Account	Account No.	Amount
1. To: Town Hall	Vehicle maintenance	5545-613	\$815.65
From: Finance Contingency	Finance Contingency	5320-560-5320	\$815.65

Motion to approve by Nancy Schmitt

Seconded by Tom Kelly

Comments Jim noted that this is for routine maintenance and additional keys for the vehicle.

Vote Unanimous

2. \$10,000.00 for the Oxford Ambulance Association to be applied to their vehicle maintenance line item as they presented and requested in the Executive Director in his letter dated 11/18/12

Motion to discuss approval of transfer of \$10,000 to Vehicle maintenance from Finance contingency made by Nancy Schmitt. Second by Dick Burke. Discussion: Jerry Schwab attended the meeting and was asked about the fleet of vehicles for the department. He informed the Board that there are two ambulances, a director's vehicle and an assistant director's vehicle. Discussion continued about the repair needs for the various vehicles and the need for winter tires for the ambulances. A determination that tires for three vehicles would come to an estimate of \$6,000. Motion passes unanimously.

**Approve Board of Finance meeting schedule for calendar 2013**

Motion to approve the regular meeting schedule of the Board of Finance as set forth in the Finance Director's letter dated 12/18/12\* made by Tom Kelly. Second by Bob DeBisschop. Motion passes unanimously.

\*Attached hereto as Exhibit A.

*First Selectman Temple attended the meeting.*

**Transfer floater for Senior Center \$2,400 from Contingency**

Department	Account	Account No.	Amount
To: Elderly	Wages Floater	5295-511-49	\$2,400.00
From: Finance Cont.	Finance Contingency	5320-560-5320	\$2,400.00

Motion to approve by Dick Burke

Seconded by Bob DeBisschop

Discussion ensued about the fact that the Senior Center is open five days a week. It is a facility that should be open to serve the townspeople and this is a small cost in order to accomplish this. The need for the funds may arise if two people are out for either out on vacation or sick time, at the same time.

Vote Unanimous

**Update from Assessor on 10/1/12 Grand list “work in progress”** – No report.

**Update on the athletic fields at Oxford High School**

Todd Romagna attended the meeting. Lila noted that the Board has asked that he provide a financial report of the project each month at the regular Board of Finance meeting but this has not been done consistently. Todd provided a finance report to all Board members for their review. He commented that two contractors have been paid to date (Guerrera and Shock Electric). Lila asked if the project is on schedule and Todd informed the board that this is the case. The committee elected to delay the application of the turf (originally set to be installed in December). He elaborated on the risks and possible weather problems if it were to be installed in December. Todd spoke about items that may be put out to bid (which will cause a change order). He talked about the railing down to the field. An item that was overlooked and needed is a p.a. system and a video security system that will be monitored by the Police Department will be included also.

*Nancy Schmitt excused herself from the meeting at 9:15 p.m.*

Todd indicated that the visitors' bleachers are in place. He noted that the press box was moved into the area for the home bleachers which caused the committee to be dissatisfied with the view from the home bleachers. Since it was the bleacher company that changed the location of the press box, an upgrade will be made by the company at no charge to the Town. There is an issue with the proposed stairs from the bleachers and payment to the company is being held until this is resolved. It is expected that additional funds will be needed to come to a resolution of this issue.

First Selectman Temple noted that the field will be used by Board of Education events as a priority but will also be available for use by Town residents also. A light will be on at all times in each corner of the track so that it can be used late in the day as well as during the day. Lila noted that when the project is complete, the Board of Education has to accept it in order for reimbursement to be applied for. First Selectman Temple noted that he will meet with the head coach at Oxford High School to review the needs for the school and also incorporate other needs of the Town.

Dick Burke led a discussion about the surplus (as reflected in the audit report discussed earlier in the meeting) and the fact that the Board of Finance has not discussed how it should be used. He commented that First Selectman Temple's public announcement that the surplus will be used to reduce taxes which will cause a false perception. First Selectman Temple commented that he feels that is how the funds should be used. He also commented that he listens to the Board of Finance during budget season and they have stated that the mill rate needs to be lessened not increased. Lila commented that a joint statement should have come after the audit is official (made by both Boards). First Selectman Temple noted the point is well taken.

**Monthly Reports** – No reports reviewed.

**Adjournment**

Motion to adjourn made by Tom Kelly at 9:40 p.m. Second by Bob DeBisschop. Motion passes unanimously.

Respectfully submitted, subject to approval

*Marni Soss*

Marni Soss, Board of Finance Clerk

12 DEC 28 PM 4:23  
TOWN OF OXFORD, CT  
*August A. West*  
TOWN CLERK

December 18, 2012

Town of Oxford  
Town Clerk, Margaret West  
486 Oxford Road  
Oxford, CT 06478

**Re: Regular Scheduled Meetings of the Board of Finance**

Dear Ms. West:

Below you will find the schedule for the Board of Finance for calendar 2013.

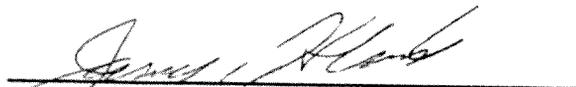
Meetings will be held on the **fourth** Monday of the month at **S.B. Church Memorial Town Hall, Oxford, Connecticut at 7:00 p.m.** unless noted otherwise.

**Meeting Dates:**

**Date**

- January 28, 2012
- February 25, 2012
- March 25, 2012
- April 22, 2012
- May 20, 2012 (Third Monday due to Memorial Day)
- June 24, 2012
- July 22, 2012
- August 26, 2012
- September 23, 2012
- October 28, 2012
- November 25, 2012
- December 16, 2012 (Third Monday due to Christmas Holiday)

Dated at Oxford, Connecticut this 18<sup>th</sup> day of December, 2012.

  
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 James Hliva  
 Finance Director

12 DEC 18 AM 9:43  
 TOWN OF OXFORD, CT  
  
 TOWN CLERK

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Dated at Oxford, Connecticut this 18<sup>th</sup> day of December, 2012.

  
James Hliva  
Finance Director

13 JAN -2 PM 4:49  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK