

MINUTES  
BOARD OF FINANCE  
REGULAR MEETING  
AUGUST 27, 2012 – 7:00 P.M.

The meeting was called to order by Chairman Lila Ferrillo at 7:00 P.M. and the Pledge of Allegiance was recited.

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

**Acceptance of Minutes**

Motion to accept minutes of 7/23/12 regular meeting made by Tom Kelly. Second by Bob DeBisschop. 5 Ayes – 1 Abstention by Nancy Schmitt. Motion passes.

**Audience of Citizens** – Paula Guillet, Chairman, Board of Education attended the meeting. She informed the Board that the Board of Education will be starting their administrator negotiations very soon. She noted that they have until late September until they are forced into mediation. Lila noted that Jack Kiley is the liaison to the Board of Education and should receive notices of meetings so that he can attend if he chooses to. If he is not in attendance, he should receive copies of all minutes for the meetings. Paula informed the Board that a welcome reception will be held 8/30/12 between 5 and 7 p.m. at Oxford High School. All Town Boards, staff, employees and parents of students will be invited. The invitation will be sent via email.

Lila noted that there was a recent newspaper article with information about a surplus in the Board of Education budget for last year. Paula agreed that there is a surplus and there is also money coming back for health insurance premiums. Jack Kiley commented that having an article in the newspaper (in July) which gives a figure for the surplus is misleading since the books were not closed at the time. Lila noted that before an announcement like this is made, the books should be closed and the Board of Finance should be informed at the time. Paula noted that the figure was spoken about at a Board of Education meeting and the press reported accordingly.

**Amendments of Agenda**

Tom Kelly moved to amend the agenda to include Executive Session at the end of the meeting to discuss the previous tax collector and litigation. Second by Jack Kiley. Motion passes unanimously.

**New Business**

**Transfers 2011-2012 as approved by the Board of Selectmen**

1.

TO: Selectmen	Clerk	5480-570-105	\$892.29
FROM: Selectmen	Grant Writer	5480-511-61	\$892.29

Motion to approve by Tom Kelly  
Seconded by Nancy Schmitt  
Vote Unanimous

2.  
 TO: Police Trooper Overtime 5433-570-1000 \$19,146.07  
 FROM: Police Finance Contingency 5320-560-5320 \$19,146.07

3.  
 TO: Police Vehicle Maintenance 5433-811 \$4,511.89  
 FROM: Police Office supplies 5433-770 \$2,089.97  
 FROM: Police Finance Contingency 5320-560-5320 \$2,421.92

4.  
 TO: Police Janitorial 5433-570-109 \$930.00  
 FROM: Police Water 5433-799 \$35.48  
 FROM: Police Facility Maintenance 5433-613 \$693.82  
 FROM: Police Equipment Depreciable 5433-603 \$44.25  
 FROM: Police Office Supplies 5433-770 \$156.45

5.  
 TO: Police Uniforms 5433-785 \$1,192.07  
 FROM: Police Supplies Departmental 5433-469 \$1,036.03  
 FROM: Police Medical 5433-688 \$100.00  
 FROM: Police Waste Removal 5433-798 \$56.04

6.  
 TO: Police Heating Fuel 5433-625 \$1,714.00  
 FROM: Police Supplies Departmental 5433-469 \$309.22  
 FROM: Police Education 5433-590 \$335.00  
 FROM: Police Electricity 5433-595 \$351.42  
 FROM: Police Equipment Leased 5433-601 \$719.00

Motion to Table items 2-6 made by Lila Ferrillo

Seconded by Tom Kelly

Vote Unanimous

Comments

7.  
 TO: Town Hall Postage 5545-670 \$672.36  
 FROM: Town Hall Computer hardware 5545-550 \$672.36

8.  
 TO: Town Hall Water 5545-799 \$3.81  
 FROM: Town Hall Waste Removal 5545-798 \$3.81

11.  
 TO: Town Hall Receptionist 5545-517-34 \$12.02  
 FROM: Town Hall Electricity 5545-595 \$12.02

12.  
 TO: Town Hall Facility Maintenance 5545-613 \$1,783.50  
 FROM: Town Hall Electricity 5545-595 \$1,783.50

Motion to approve items 7-12 made by Tom Kelly

Seconded by Jack Kiley

Discussion Item 9 was discussed and a credit is anticipated from the phone company.

Amended Motion to approve items 7, 8, 10, 11, 12 made by Tom Kelly

Seconded by Jack Kiley

Discussion Item 10 was discussed. Most of this is for the charter revision legal notice. Nancy commented that the notice was done a long time ago. Jim noted that the line item was not in the negative until approximately May.

Amended Motion to approve items 7, 8, 11 and 12 made by Tom Kelly

Seconded by Jack Kiley

Discussion Jim reminded the Board that some of the transfers being reviewed tonight were held because it was anticipated that funds could be taken from other accounts within the departments at the end of the fiscal year. The Board noted that they do not prefer that the transfers are handled this way.

Discussion ensued about the funds coming from Finance Contingency when the transfer is needed during the fiscal year. The departments should inform the Board when there will be an overage of a line item.

Vote Unanimous.

9.

TO: Town Hall	Telephone	5545-775	\$3,143.36
FROM: Town Hall	Heating	5545-625	\$3,097.26
FROM: Town Hall	Computer Hardware	5545-550	\$46.10

10.

TO: Town Hall	Legal Notice	5545-670	\$9,077.60
FROM: Town Hall	Electricity	5545-595	\$4,441.89
FROM: Town Hall	Heating	5545-625	\$4,635.71

Motion to Table items 9 and 10 made by Tom Kelly.

Seconded by Bob DeBisschop

Discussion Tom noted that if the overage is due to costs that are not on the budget, the budget needs to be adjusted. Jim noted that a credit is due because there were charges for telephone lines that we no longer have.

Vote Unanimous

13.

TO: Library	Wages Asst Librarian	5390-515-82	\$302.29
FROM: Library	Facility Maintenance	5390-613	\$199.22
FROM: Library	Books	5390-525	\$103.07

Motion to approve by Nancy Schmitt

Seconded by Dick Burke

Vote Unanimous

Comments

14.

TO: Dog warden	Electricity	5285-595	\$56.01
FROM: Dog warden	Wages Warden	5285-513-62	\$56.01

Motion to approve by Nancy Schmitt  
Seconded by Dick Burke  
Vote Unanimous  
Comments

15.  
TO: Elderly Alarm System 5295-900 \$93.00  
FROM: Elderly Electricity 5295-595 \$93.00

Motion to approve by Tom Kelly  
Seconded by Nancy Schmitt  
Vote Unanimous  
Comments

16.  
TO: Elderly Water 5295-799 \$32.96  
FROM: Elderly Vehicle Maintenance 5295-811 \$32.96

Motion to approve by Tom Kelly  
Seconded by Dick Burke  
Vote Unanimous  
Comments

17.  
TO: Fire Physical Exams 5325-710 \$2,256.95  
FROM: Fire Education 5325-590 \$2,256.95

Motion to approve by Tom Kelly  
Seconded by Nancy Schmitt  
Vote Unanimous  
Comments

### **Discussion on Time Sheets for Town**

Jim provided information to the Board from Allied Time USA. Lila commented that a system that identifies the employee is good so that the time cannot be put in by someone else. The payroll department will be able to collect data for employees instead of waiting for time sheets, which is a benefit. All Town buildings should have a time clock. Tom noted that the Selectmen have to set a policy to implement this. A letter will go to the Selectmen regarding this matter. Nancy asked if this is in the 2012/2013 budget. Jim noted that it is not in the budget.

### **Transfer for Assessor FY 2012-2013**

*Eva Lintzner attended the meeting.* Jim provided the Board with Eva's letter to the Board of Selectmen dated 5/7/12 and noted that the Board of Selectmen approved the increase in pay for the assessor's office part-time clerk contingent on the Board of Finance putting the money in the budget. Eva informed that Board that she has asked for the past couple years for an increase for

Liz, the part-time clerk. Eva commented to the Board that she deserves the raise due to the fact that she takes her work seriously, is on time for work and is an asset to the department.

**Motion** to approve transfer of \$2,000 from Finance Contingency made by Nancy Schmitt. Second by Tom Kelly. Motion passes unanimously.

Lila asked Eva for an update of the Grand list. Eva noted that there are some new industrial buildings that are included in real estate. The personal property within the buildings is exempt from taxes. Lila also asked about Pulte Homes building on land in town. Eva noted that since they have an approval of more houses, the value of the property has increased. The buildings will be taxed at the rate that similar buildings are taxed (based on same rate as 2010 revaluation).

Dick asked if Eva could provide an electronic monthly report of the Grand List. Eva noted that it is a constant work in progress. Personal property reports will be sent out early in September, they will be entered in November. Motor vehicle grand list comes in December and the supplemental comes in November. Eva noted that the report would be a few months behind. This is understood and the Board asked for a quarterly report of the real estate Grand List to be provided to them. A report of personal property will be last year's Grand List. Eva agreed to this.

Bob DeBisschop commented that the Board is asking the Assessor's office to give a report and on the other hand they discouraged the Board of Education from giving the same report. Lila noted that it is not the same and the information can be useful.

#### **Update from Finance Director on Towns Insurance**

Jim indicated to the Board that there are only three companies in the state who sell liability and worker's compensation insurance which are Trident, Travelers and CIRMA. Trident was our carrier and they notified us in April that they would not renew the policy. We had USI request a quote from Travelers and we were informed that they will not insure the town. We have ended our relationship with USI and we have a policy with CIRMA. The premiums (for Town and Board of Education) are approximately \$100,000 more per year than we had been paying. We don't have a breakdown of the costs for the Town and Board of Education separately yet. Jim noted to the Board that there will be a shortage in the budget for insurance. Also, a finance department employee will be handling the insurance claims. This was not anticipated and will cause a budget shortage also. Jim noted that consideration is being made to put the ambulance association on a separate policy with the company that insures the fire department.

#### **Monthly Reports**

Jim Hliva reported as follows:

Report of Tax Collections – No report for June or July. There is a backlog in the department due to turn-over of employees. The backlog is being addressed and should be cleared up soon.

Board of Finance Contingency Activity report – \$108,815.83 (balance if all today's transfers pass).

General Fund Surplus - No report.

Trial balances and balance sheets - These were e-mailed to all Board members.

Cash position statement - \$13,585,039.37. Dick asked for clarification of the four education accounts. Jim noted that they are for high school rental, Board of Education rental, Section 125 plan and operations account. Dick asked for information on the school activity funds. Jim noted that he will get the information and forward it to Board members. Dick asked for more detailed information on the cash positions statement in the future. Jim indicated he will add the following columns: revenue, disbursements and transfers.

Reports presented by Board of Education – See audience of citizens on page one.

Jack led a conversation about the new auditors. Jim indicated that he and his staff were very impressed when they came to Town Hall in August and noticed that they did a very thorough job. They will be back in September to do the final work.

Tom asked about reconciliations with Board of Education and Jim noted that they are 100% reconciled. He noted that his records tie in exactly with Board of Education accounts payable and payroll systems. He does not have their payroll accruals. Tom asked about purchase orders for the prior school year. Jim noted that this has not been done.

Lila commented on the field project at the high school, she has met with Jim and they agree that all paperwork that needs to be filed will be monitored and kept on schedule. Communication between the Town, Rosemary Hanson and the engineer will be consistent. Jim indicated that the contract for site work has been signed (and work has commenced) but he does not have a copy. Tom asked that he get a copy and forward it by email to Board members.

Chairman, Todd Romagna, attended the meeting and gave the following report on the high school building project: He spoke to Clerk of Works today (Nesteriak) who said he will be meeting with Guerrera Const. today to review scheduling to keep everything timely. Todd met with Jim today and discussed the need to get a weekly report from the Clerk of Works. A request for copies of signed contracts has been made but they have not been received. They requested a list of the project schedule from the Clerk of the Works and a schedule of values so that payments can be monitored. Dick asked about the savings of approximately of \$100,000 for electrical supplies/work. Todd commented that the figure is approximately \$95,000 and he understands that the funds will go back to the Town. Todd understood that the Board would like him to attend their regular monthly meeting to give a report of the project.

Jack led conversation about the Great Oak School roof project. He and Jim reviewed the financial report on the project. Lila asked if final reports have been submitted. Bob noted that they have not been filed due to the need for the outstanding work to be completed. The work is expected to be done in September.

**Motion** to go into executive session made by Tom Kelly at 8:25 p.m. to discuss the prior tax collector and litigation. Second by Dick Burke. Motion passes unanimously. The following people were invited to stay for Executive Session: Chairman Lila Ferrillo, Tom Kelly, Jack Kiley, Robert DeBisschop, Richard Burke, Nancy Schmitt and James Hliva.

**Motion** to come out of executive session made by Tom Kelly at 8:49 p.m. Second by Bob DeBisschop. Motion passes unanimously.

**Motion** to adjourn made by Tom Kelly at 8:50 p.m. Second by Bob DeBisschop. Motion passes unanimously.

Respectfully submitted, subject to approval

*Marni Soss*

Marni Soss, Board of Finance Clerk

12 AUG 29 PM 4:46  
TOWN CLERK  
Marni Soss