

MINUTES
BOARD OF FINANCE
SPECIAL MEETING – OXFORD TOWN HALL
MARCH 24, 2014 – 6:00 P.M.

The meeting was called to order by Chairman Jack Kiley at 6:00 p.m. and the Pledge of Allegiance was recited.

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

The purpose of the meeting is to review the FY 2014-2015 budget requests.

Parks and Recreation

Debbie Gatto attended the meeting. She spoke about the Wages part time maintenance. The Board of Education had requested that Park and Recreation maintain Wolverine field. Debbie noted that they should be earning more money per hour if they were to take on the big project. It turns out the Board of Education will maintain Wolverine field. Debbie noted that she dropped the budget to only a 3% increase (and the funds for the work at Wolverine field were dropped). She noted that the other increase is for wages-others due to minimum wage going up and another expected increase on 1/1/15. Debbie was informed that only the minimum wage workers are affected by this increase. It was noted that the Selectmen cut funding from conferences and meetings and vehicle repair. Jack asked how many people are part-time maintenance. Debbie answered that they are seasonal. There is one part-time seasonal and one full-time seasonal. She also gave information as to what their duties are. Life guards work year round (between high school pool and Jackson's Cove). Camp staff was discussed. She tries to keep a ratio of eight kids to one counselor and this can be set at ten kids to one counselor (standard for accredited camps).

Dick Burke arrived at 6:10 p.m.

Public Works

Wayne Watt attended the meeting. Personnel was discussed and Jack asked for confirmation that there is no additional personnel and Wayne agreed. Wayne noted that hiring people part-time for snow plowing works well. Overtime is hard to predict and weather plays a part in how much is needed. Dick asked about wages-snowplowing because the actual show much less than the budget. Jim explained that when plowing is done on regular time it comes out of the snow plowing budget and when it is overtime it comes out of the overtime budget. Lila commented that it should come out of the snowplowing budget. Wayne noted that two drivers and one mechanic are involved. Wages-overtime was discussed and actual for the last two years were reviewed. It was noted that the budget request looks low.

Highways Maintenance

Tom asked why funds for Town-Aid Improved Roads was not requested by the department. He asked if there is a list of roads planned for improvement and Wayne answered yes. Equipment rental was discussed. Wayne noted that outside companies are hired for some of the work.

General Expenses

Contracted Services –storm water was discussed. Facility maintenance-services was discussed. There are AC units and three furnaces to maintain. Facility (exterior) needs to be painted and is in the budget.

Recycling

Wages coordinator was discussed.

Motion to go to recess was made by Tom Kelly at 6:58 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Motion to come out of recess was made by Tom Kelly at 7:24 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Capital Plan

Jack noted that all members of the Board were at the meeting earlier in the month to see the condition of the vehicles that the department needs to replace and understands that they are in poor condition. Wayne commented that it is obvious that Public Works is in need to update the fleet of vehicles. He noted that the following vehicles need to be replaced: 2 7 yd. dump trucks, 1 4x4 dump truck, 1 Volvo loader, 2 wing plows. Lila asked for a list of vehicles in order or importance that need to be replaced. Wayne responded by giving the following list: 1984 International 7 yd. dump truck, 1988 International 7 yd. dump truck, 1986 International 7 yd. dump, 1995 Ford 4x4 truck, 1981 Michigan payloader. Tom reviewed the Public Works items that are in the Capital Plan (not allocation) for 2014-15 fiscal year and 2015-2016 fiscal year. Wayne noted he would like to have the above trucks purchased in one fiscal year instead of two.

Paving and draining request for \$734,000 was discussed. Wayne reviewed the list of roads that is in the plan to improve. Discussion led to \$100,000 that is in the LoCip fund in the current fiscal year for road improvement. Tom asked what road has not been done since the \$100,000 was not spent. Wayne said he would look into what needs to be paved and speak to the Board of Selectmen and Jim Hliva about release of the LoCip funds.

Tree Removal

Joe Dempsey, Jr. attended the meeting. Jack asked for information about how Joe works with CL&P. Joe indicated that he has to sign off with them that they have permission to what they are supposed to be doing for the clearing in Oxford. They will be taking the dead ash tree in Victory Memorial Park down for no charge while they are in the area. Joe noted that the trees that are most dangerous are on the top of the list to be taken down. Jack noted that during recent wind storms there have not been many trees coming down due to the clean up that has been done over the last couple years. Joe agreed and thanked the Board for funding the work the way they have been which has made a difference. He noted if the budget stays the same for two or three more years it would help make a positive difference. Joe explained that there are many different variables in how much work is needed in taking trees down which drives the cost. He said normal rule is that they cut between sixty and eighty-five significant trees per year.

Emergency Medical Services (Ambulance)

Jerry Schwab attended the meeting. Jerry noted that the budget requests that were put in were similar to what was allocated for the current year and the Selectmen cut quite a bit from a couple line items. Lila asked if they gave a reason and Jerry commented that he could not get information.

Lila brought up the topic of contracted services-labor and Jerry noted this is the Town's portion of salaries and benefits. Jack asked how the department figures the association's portion of the salaries and benefits versus the Town's portion. Jerry noted that he takes the total for all salaries minus the anticipated amount that will be received from billings (per the contract). Lila asked for information on Officers stipend. Jerry explained that this is for the person who works Friday 6pm to Sunday 6pm – none of the stipends are given to any full time people. Jack asked if the training officer that was requested in the current fiscal year is in this budget. Jerry noted that the part-time position is in the total wages (\$36,400). Jack asked for breakdown of executive director's salary which Jerry sent to the Finance Director. He noted the base salary is \$89,283.49. Jerry was asked if he automatically receives 2.5% increase and has the option to receive an additional 1% and he answered yes. (2.5% is included in the base salary but not the 1% and not the bonus). He was asked if he has the option to receive a 20% bonus on the base salary per year and Jerry noted that he has not received that but yes it is in the contract. Jerry reviewed the items that are reviewed in order to decide the amount of his bonus. He was asked if he has been entitled to receive payment from FEMA money and he said yes but has returned the checks to the Town. Jack noted Jerry receives thirty-five days off (personal time). Unused can be carried into the next year with a cap of sixty days. Jack noted that Jerry receives \$12,000 toward education per year. Jerry noted there was a recommendation from the auditor to the board that education be increase with regards to accounting background. Jack noted that the contract states that upon reaching twenty years of employment the employee will continue to receive specified benefits (medical and dental) upon reaching the age of fifty-five up to Medicare eligibility. Jack asked if anyone else in Town has these benefits and Jim commented no. Jack noted the contract is dated 12/27/12 and signed by Bob DeBisschop and Jerry Schwab. Lila asked how often the contract is negotiated and Jerry noted it expires in three years. Lila asked if the Selectmen have input into the contract and Jack noted they do not and that only the Board of Directors has control. Jack asked how often the Board meets and Bob answered every other month. Lila asked if they file Minutes with the Town and Bob answered no but that the Selectmen have copies. Workers compensation was discussed and Jerry noted this is something he has no control over. Jack noted that the contract says the Town will provide a vehicle to Jerry or give him \$600 per month for a vehicle. Collection of bills and follow up on these accounts and procedures was discussed. Bob noted that there is an outside firm that the bills are sent to for collection after the association works on collecting the funds owed. Lila asked if contracts for other emergency service companies has been looked at and asked if this contract is comparable. Bob answered yes. Lila asked if the others pay for college and Bob answered no. Jerry noted the contract was reviewed by Attorney Houston.

Lila spoke about the ambulance that was to be purchased. She noted that during the budget process the Selectmen told the Board that the funding would come out of the General Fund after the remediation settlement funds were received by the Town. Lila asked if Jerry followed up on this and Jerry indicated he has. The two other vehicles that were to come out of the same funding source have been purchased.

Jack asked Jerry for a copy of Certificate from Attorney General's Office and the 990 report also.

Jerry noted due to the cut that the First Selectman made, there will have to be a lay-off of staff. Jerry noted that they have waited for three months to get paid. Jack noted that this is because they are waiting for copies of the W-2 forms. Jerry noted he gave information to him already. Jerry noted that town Auditor went through the association's payroll, budget, submission to the Town and minutes and nothing was awry. Dick asked if the checks have been cut and Jim indicated they have and they need signatures from the Selectmen.

Savings account (donation money) that is used for capital items was discussed. Jerry noted this was used for the fly car that the Town took out of last year's account. Equipment accounts were discussed. Dick noted that they appear to stay constant between budgets. The Selectmen cut these budgets.

Dick suggested that Bob have a discussion with the First Selectman and Bob noted he has not gotten much response from him. Bob noted that legal fees may be an expense in the budget soon and he noted that the Town has an obligation to pay when the bills are submitted. Jim noted that the W-2s have not been received and discussion continued about what information is personal on the forms and what the First Selectmen is entitled to (as per the Freedom of Information Commission). Jerry indicated he supplied the First Selectmen with the information that he is entitled to (and commented that he was asked for three years for every person). It was suggested that the payroll company be asked to provide the information and it be forwarded to the First Selectman (with personal information blocked out).


Benefits were discussed. Jerry indicated that the OAA pays the total cost of all employee benefits/health benefits for employees. Jack reviewed contribution in employees savings plan. Jerry noted that the association pays six percent of the employees' contribution. Jack asked for confirmation that all full time employees have the same benefits as Jerry and he agreed. They do not have the medical benefit after twenty years of employment. Jerry commented that they work a sixty hour work week and they cannot be compared to forty hour per week employees.

Adjournment

Motion to adjourn was made by Tom Kelly at 8:45 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Respectfully submitted, subject to approval


Marni Soss, Clerk

14 APR - 1 PM 1:05
TOWN OF OXFORD, CT

TOWN CLERK