

MINUTES
BOARD OF FINANCE
SPECIAL MEETING
April 15, 2013

The meeting was called to order by Chairman Lila Ferrillo at 6:30 p.m. and the Pledge of Allegiance was recited.

Present: Chairman Lila Ferrillo, Tom Kelly, Jack Kiley, Richard Burke and Nancy Schmitt. Robert DeBisschop arrived at 6:50 p.m. Also present: James Hliva, Finance Director.

The purpose of the meeting is to review the 2013/2014 budget requests.

Capital Projects

Jim reviewed the expectations for the oil tank remediation. The test schedule and bills for the same was discussed.

The approximate schedule for the project to pave Christian Street and the grant for the project were discussed.

Quaker Farms School heating system was discussed. It was noted that the Selectmen moved the project out of the capital plan. The Board noted that it is a priority and suggested that it be put back in the capital plan.

Capital non-recurring and the idea to have it voted on separately at referendum were discussed.

Playground repair at Quaker Farms School was discussed. Jim explained that it is a \$70,000 job. The Board of Education has \$35,000 left in their capital plan (current fiscal year) from projects that came in under budget. He noted that the Board of Education has plans to go to Board of Selectmen, Board of Finance and Town Meeting to make an amendment (prior to 6/30/13) so they can do half of the playground repairs with those funds.

Vehicles requested by various departments totaling \$722,000 were discussed. Board of Selectmen prefer to lease the vehicles.

Robert DeBisschop arrived at 6:50 p.m.

Purchase of vehicles versus leasing vehicles was discussed.

Ambulance Corp.'s request for fly car was discussed. Lila noted that they have funds to put toward the purchase of the vehicle. The Selectmen felt that the Town should purchase the vehicle so that it will be part of the Town's fleet of vehicles. Difference in cost between a Ford Expedition and Explorer was discussed. Research is to be done on the difference in gas mileage between the vehicles.

Policy on use of Town vehicles by employees during sick time and vacation was discussed. The Board noted that policy needs to be reviewed and amended.

Public Works request for utility truck was discussed. Seven yard truck was also discussed.

Fire Department request for pumper was discussed.

Civic activities budget was reviewed.

Civil preparedness budget was discussed. New line item for salary for Emergency Management Director will be added (per request of Selectmen).

Debt Services - Bonding for prior year project was discussed (amortization schedule reviewed). Outstanding Notes were reviewed.

Emergency Communications – Funding for telephones (and need to increase budget) was reviewed by Jim.

Employee benefits budget reviewed. Workers compensation was discussed.

Finance Department budget reviewed. It was noted that financing costs was cut to \$20,000. Contracted services clerk moved from Board of Finance budget to this budget. Discussion ensued to have the clerk be considered contracted services. This applies to other clerks who are also Town employees.

Finance contingency – Board members discussed the amount that should be put in this budget.

Health and social services reviewed. Salary for Social Services coordinator discussed.

Insurance – Jim reviewed the figure needed in the budget.

Lake Housatonic – It was noted that the budget is down.

Lake Zoar Authority – Budget reviewed.

Lawn Maintenance – Budget is lower than last year per contract.

Long Range planning budget reviewed.

Open burning budget discussed.

Pomperaug Health budget discussed.

Probate Court budget discussed. It was noted that the budget is higher than last year.

Selectmen budget discussed. Grant writer's wage was discussed. Dues and engineering fees were discussed. Wages for Human Resources employee put in budget by Selectmen was discussed.

Street lighting budget discussed.

Town counsel budget reviewed.

Town Hall budget discussed. It was noted that the two receptionist positions will change to receptionist/cashier. Procedure for collection of fees by the cashiers was discussed. The need to

increase budget for computer system/hardware was discussed. Tom asked Jim for the total number of computers owned by the Town. Jim will get back to him with the figure. Facility maintenance increase discussed.

Treasurer and deputy positions and wages were discussed.

Tax collector office discussed. Jack noted that use of more automation and technology in the office should be implemented. Positions in the office were discussed.

Water hydrant charges discussed. Discussion of maintenance of hydrants on private roads was also discussed.

Motion to adjourn was made by Tom Kelly at 9:05 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Respectfully submitted, subject to approval

Marni Soss
Marni Soss, Clerk

13 APR 24 PM 4:12
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK