

MINUTES
BOARD OF FINANCE
SPECIAL MEETING
MARCH 5, 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, Nancy Schmitt. Also present: James Hliva, Finance Director. Absent: Richard Burke and Lila Ferrillo.

Acceptance of Minutes

Motion made by Tom Kelly to approve the Minutes for the 2/3/14 special meeting. This was seconded by Nancy Schmitt. (3) Ayes (1) Abstention by Nancy Schmitt. Motion passes.

Old Business

Transfer Elderly Commission \$2,100 for newsletter

Walter Gadsby attended the meeting.

Motion to approve transfer of \$2,100 to Elderly Commission for newsletter made by Nancy Schmitt. This was seconded by Bob DeBisschop. Discussion: Tom asked how the membership fees that are charged compare to the cost of publishing the newsletter. Walter noted that there were 766 members in 2013 which brought in membership fees of \$3,274 and he reviewed the expenses that this money is used for. He noted that the cost of the newsletter was covered by a publisher in past years. Walt estimated the newsletter to cost \$284 per month and that the budget for the year is \$2,000. It was agreed that \$1,400 would cover the cost for the remainder of the fiscal year.

Nancy Schmitt **amended her Motion** to approve transfer of \$1,400 to Elderly Commission for newsletter. This was seconded by Bob DeBisschop. Motion passes unanimously.

New Business

Transfers approved by Board of Selectmen on 2/19/14

Department	Account	Account No.	Amount
To: Fire	Clerical Fees	5325-517-52-110	\$1,602.00
From: Finance	Finance Contingency	5320-560-5320	\$1,602.00

Motion to Discuss by Nancy Schmitt

Seconded by Jack Kiley

Comments: It was noted that this is for the Fire Commission recording clerk. Tom asked why the Commission is meeting more than it used to and Jim noted this is because they are in the process of writing Bylaws and policies and procedures as a new commission and they are meeting twice a month. Tom noted that it appears that the clerk is in attendance for all deliberations which is taking a lot of time. Tom noted that the Chairman will need to attend the next regular meeting to review this and answer further questions.

Motion to Table by Tom Kelly
Seconded by Bob DeBisschop
Motion passes unanimously.

To: Town Clerk	Equip. Maintenance	5530-605	\$50.15
From: Town Clerk	Legal Notices	5530-670	\$50.15

Motion to approve by Jack Kiley
Seconded by Nancy Schmitt
Motion passes unanimously

To: IWWC	Wages per diem	5480-517-97	\$2,000.00
From: Finance	Finance Contingency	5320-560-5320	\$2,000.00

Motion to approve by Tom Kelly
Seconded by Bob DeBisschop
Discussion: It was noted that this is to replace the Inland Wetlands officer while he is on vacation for a month. Jack noted that it was pointed out at the Board of Selectmen meeting that employees usually take two weeks off at a time which would not require someone to fill in for the position. Nancy asked if this needs to be budgeted in the future. Tom noted that it does not need to be budgeted unless every year the employee plans to take a month off.
Motion passes unanimously

To: Town Attorney	Legal Additional Council	5535-672-203	\$10,000.00
From: Contingency	Finance Contingency	5320-560-5320	\$10,000.00

Motion to Deny by Tom Kelly
Seconded by Bob DeBisschop
Discussion: Jim noted that the figure is an estimate of what will be needed for the remainder of the fiscal year and he reviewed reasons why additional legal council is needed. Jack asked if there is a reduction to the Town attorney's fees when additional legal council is hired. Jim noted he does not see a reduction. Tom noted that additional legal council should be hired on a case-by-case basis when needed not an estimate for the remainder of the fiscal year. An estimated cost for each case should be presented for approval. Jim noted that he will relay this information to Attorney Condon. Jack suggested he come in to explain the matter.
(3) Ayes (1) Abstention by Nancy Schmitt. Motion passes.

Transfer from Contingency to cover raises approved by Board of Selectmen

First Selectman George Temple attended this portion of the meeting.

Motion to approve by Nancy Schmitt
Seconded by Jack Kiley
Discussion: Jack noted that this transfer is for non-union employees to receive a 3% raise for the current fiscal year and retroactive to 7/1/13. The amount of funds needed for the raises was estimated at \$34,483.00 and put in the Finance Contingency account. Tom asked how the union contracts varied as far as percentage of increase. Jim noted that the clerical union workers received 3.25%, public works was 3.25%, police has wage reopener and supervisors union is in negotiations. First Selectman Temple commented that the non union people did not receive a raise in July 2013 and that they deserve a raise on a regular basis like union employees.
Motion passes unanimously.

Discussion on meeting schedule for the 2014-2015 budget hearings

Jim Hliva provided a copy of the proposed schedule for budget meetings and asked Board members what days of the week and time they would prefer to meet. Discussion continued and members agreed on a tentative schedule. The first meeting will be held on 3/11/14 at 6 p.m. Jim will forward the complete tentative meeting schedule to all Board members.

Monthly Reports

Report on tax collections as of 2/24/14 was provided to all Board members. Jack reviewed the report and reported the following: 97% of real estate taxes collected; 96% of personal property collected; 93% of motor vehicle taxes collected; 77% of motor vehicle supplement collected and 79% of aircraft taxes collected. 96% of all bills were collected.

Board of Finance Contingency activity report – Jim estimated this to be \$108,000.

Jim noted that he received a notice from Office of Policy and Management which indicated that revenue estimates did not include a \$68,000 grant for Public Works that was not included in the operating budget. This revenue is for roads.

Jack spoke about the budget reconciliation for General Fund and noted that we used \$500,000 last year out of the general surplus as revenue. He has not seen economic growth/grand list growth and this may need to be done again this year. General fund balance is 12% of surplus. He also reviewed figures if general fund balance is 10% surplus.

Jim reviewed the cash position statement which shows \$18,300,000.

Adjournment

Motion to adjourn made by Tom Kelly at 7:55 p.m. This was seconded by Bob DeBisschop. Motion passes unanimously.

Respectfully submitted, subject to approval


Marni Soss, Clerk

14 MAR -7 PM 12:56
TOWN OF OXFORD, CT

TOWN CLERK