

MINUTES  
**BOARD OF FINANCE**  
**SPECIAL MEETING**  
**March 13, 2013**

The meeting was called to order by Chairman Lila Ferrillo at 6:30 p.m.

Present: Chairman Lila Ferrillo, Jack Kiley, Bob DeBisschop, Dick Burke. James Hliva arrived at 6:50 p.m and Tom Kelly arrived at 6:55 p.m. Absent: Nancy Schmitt.

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

**Tax Collector**

*Sharon Scinto attended the meeting.* Sharon was informed that no wage increases for non-union employees will be discussed until after the unions have settled their negotiations. Wages for temporary full time clerk was discussed. This person will be the assistant tax collector when she becomes certified. The clerk's position was discussed. Jack led a conversation about technology helping the workers in the department so that three full-time employees are not necessary. He spoke about a method that enables people to make a direct transfer from their bank account for payment of taxes and commented that this should be implemented in the office. The delinquent tax list was discussed and needs to be resolved before this method of payment will be effective for the majority of taxpayers. An increase in computer maintenance is due to postage being moved to this line item. An increase was requested for conferences and meetings for the assistant tax collector. There were no funds in this line item.

**Registrar of Voters**

*Linda Crowe and Joanne Jelenik attended the meeting.* They were told that no wage increases for non-union employees will be discussed until after the unions have settled their negotiations. Linda explained that a two hour per week increase for deputies was put in. The request will be reviewed by the Board of Selectmen at their next regular meeting and the Board of Finance will review it at their next regular meeting. Election expenses referendums was discussed. Joanne spoke about the effects of same day voter registration on the department and the need for an additional computer (which affects office supplies). A computer will be lent to the department for their needs during an election as long as it complies with the Secretary of State's regulations. Conferences and meetings was discussed. Election expenses primary was discussed. Contracted services shows increase due to need for replacement of cards and programming cost. The town is required to pay for tabulators (four) which was previously paid for the State.

**Assessor**

*Eva Lintzer attended the meeting.* Eva was informed that no wage increases for non-union employees will be discussed until after the unions have settled their negotiations. Eva noted that she provided information as to what other towns are paying for similar positions within this department and asked for wage increases accordingly. She noted that she has excellent staff and wants to retain them. She spoke about wages for clerk 2 days. The clerk handles personal property for the department and does a great job and Eva feels that she deserves a raise. The Board noted that she received a wage increase in September. Discussion ensued as to whether or not this position is truly a clerk position due to the technical nature of the job. The process in

having a job description approved by the Board of Selectmen was reviewed. Contracted services field work shows an increase due to anticipated increase in building. Contracted services mapping is high due to all invoices for the town coming to this department. Education was discussed. Eva noted that every five years she is required to be recertified. Fifty hours of education is required. The actual figure for education for 2011-12 seemed low to Eva and the invoices will be checked to confirm the amount.

### **Dog Warden**

*Sandy Merry and Corrie Wlasuk attended the meeting.* Plans and funding for the new facility were discussed. Corrie explained that they have \$20,000 and the Dog Days Committee also has \$20,000 to go toward the facility. Corrie noted that she is concerned that they will not have money for emergency vet bills because they have put the money toward the facility. Vet bills was discussed and due to a recent animal cruelty case, the line item will probably be depleted shortly. Sandy was reminded that additional special funds should not be used for vet bills and the Board should put in a transfer request if needed. The layout and expectations for the new facility were discussed. Corrie reviewed items that will be donated for the facility. An increase in the wages for warden deputy was requested and Sandy explained the request. Corrie noted that a computer is being donated for the facility and asked why computer software is not included in the budget. Jim explained that wireless network is in the area and it may be able to be used for the new facility and will be researched.

### **Adjournment**

Motion to adjourn the meeting was made by Jack Kiley at 8:53 p.m. This was seconded by Tom Kelly. Motion passes.

Respectfully submitted, subject to approval

*Marni Soss*

Marni Soss, Clerk

13 MAR 19 PM 1:27  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK