

MINUTES
BOARD OF FINANCE
SPECIAL MEETING
MARCH 18, 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, Tom Kelly, Lila Ferrillo, Robert DeBisschop, Richard Burke, and Nancy Schmitt. Also present: James Hliva, Finance Director.

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

Building Department

Gordon Gramolini attended the meeting. He indicated that he increased the budget for an assistant building official because he will need one. He was informed by Planning & Zoning that there are four upcoming projects that will create work in his department. Jack commented that none of the projects are approved. Computer equipment increase was requested. The 2005 computer has problems and is one that the IT department is not willing to work on any longer. Gordon was told by Jim Hliva that the request for funds belongs in the Town Hall budget and that it was put there. Nancy asked for a list of all computers in Town Hall. Discussion continued about the part time assistant needed in this department. Gordon noted that he has some funds in the line item that he uses if he goes on vacation. If his request for an assistant is approved, the employee would work 15 hours per week at \$25/hour. He would be paid per diem. Office equipment will be needed if the additional projects are approved.

Fire Department

Scott Pelletier attended the meeting. Scott indicated that in the Facility improvement line item the request was decreased by the Selectmen which will prevent the department from replacing the doors (not large overhead door) at Quaker Farms and Riverside. The request was also for repainting the inside of Center Fire Station which is done with epoxy paint. The department requested that \$28,000 be put in for vehicle repair. This is an average of the last seven years of what was spent for repairs. This was decreased by the Selectmen. Nancy asked if the equipment is being affected by the salt used on the roads in the winter. Scott reviewed the maintenance done to prevent corrosion to the vehicles. Lila asked how staffed we are during the week with volunteers. Scott indicated that fifty-seven Oxford volunteer firefighters recently responded to a structure fire on a weekday at 11:30 a.m. and that all the apparatus (except brush trucks and one engine) from each of the three stations were at the scene. It is customary that mutual aid from surrounding towns also respond to a structure fire. Vehicle upgrades was discussed which includes replacement of tires for R44 (\$6,300 is state contract bid which may go up by the time the tires are purchased) and since the Selectmen decreased the figure, there is insufficient funding for the tires. Tom noted that changing of tires that is required by law every seven years is considered vehicle maintenance. Request for more hours for the clerk was put in. The administrative assistant is doing less work for the department and the clerk needs more hours to complete the work. Secretary is separate person and clerk for Fire Commission is a separate person. The department wants to combine the secretary position and clerk position to be one person in future. Education was discussed. Scott noted that this is for driver training which is not needed every year. It is necessary in the next fiscal year due to many new firefighters. Dick asked for information about request for computer hardware. Scott indicated that one tough

book computer (mobile computer) needs to be replaced and he got a quote of \$5,145 (with software). The existing computer is ten years old. The department needs to replace one more next year. Electricity cost was discussed. Equipment depreciable (turnout gear) was discussed. Eight to ten sets of gear is replaced per year.

Lila Ferrillo excused herself from the meeting at 6:35 p.m.

Fire Marshal

Scott Pelletier noted that there is an increase in the equipment expensed line item for a new radio in the office to monitor emergencies with State police radios. Gas meter needs to be updated.

Lila Ferrillo returned to the meeting at 6:45 p.m.

There is a request to increase the Clerk's hours so that he and the two deputies are not doing administrative work in the office.

Open Burning

Scott Pelletier reviewed the responsibilities of the open burning official. He noted that the wages for this position were set at \$1 in the current budget. A request to restore the wages to \$700 (adopted in FY 2012-2013) was put in the budget.

Civil Preparedness

Scott noted that supplies are stored in a non controlled environment and the shelf-life of the supplies is short. It was noted that the wages for this position had been in the Fire Marshal budget in prior years. Tom asked how much time per year Scott spends on Civil Preparedness and Scott noted he hasn't tallied it but he is generally out one night a week working on Homeland Security. He is the coordinator for the Town during emergencies.

Police Department

Sergeant Dan Semosky attended the meeting. Dan noted that the budget is similar to his request last year. It was cut down by one police officer and the fifth State trooper that was approved last year. The contract for officers will be negotiated next week. Regarding the computer system, he is looking to replace some laptops which are approximately five years old. Capital expenditures were discussed. He noted that he bought two police cars in 2007 and got rid of one. He did not get a new car in the current fiscal year. He is looking to purchase two new vehicles in the new budget. He spoke about the reasons that the SUVs are needed instead of the Ford Taurus. Overtime and buybacks were discussed. Dick asked about benefits and this was reviewed. Dan noted that the officers do pay into the cost of medical insurance. Dashboard cameras were discussed and Dan indicated that they are looking to purchase them for eight vehicles (approximately \$7,000 each – including installation and training). Radios were discussed and Dan indicated that the radios that are in use are eighteen years old. They need to be replaced due to a new high band radio system that will make the existing radios obsolete. He noted that a few new portable radios/mobile radios have been purchased but others need to be replaced. He indicated that six portable radios and six mobile radios need to be purchased and that the estimated cost for each is \$3,500. Tom asked for information for updating the radios and Dan noted this is done at the State Police barracks.

Nancy Schmitt excused herself from the meeting at 8:05 p.m.

The Board asked that officers' overtime decrease, if possible. The Board asked for an inventory of the police vehicles. Dan will provide this.

Adjournment

Motion to adjourn was made by Tom Kelly at 8:20 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Respectfully submitted, subject to approval

Marni Soss

Marni Soss, Clerk

14 MAR 28 PM 3:56
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK