

**MINUTES
SPECIAL MEETING
BOARD OF FINANCE – 2017/2018 BUDGET REVIEW
OXFORD TOWN HALL
THURSDAY, MARCH 9, 2017 – 6:00 P.M.**

Present: Chairman Jack Kiley; Lila Ferrillo; Robert DeBisschop; Sue Arpin; Dana Flach. Also present: James Hliva, Finance Director (arrived 6:30 p.m.). Absent: Tom Kelly

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

The purpose of the meeting was to review the FY 2017-2018 budget requests for the following departments:

TAX COLLECTOR:

Sharon Trede, Tax Collector, appeared to present the budget. She said she has come in about \$20,000 less in her budget than last year. This is due to not having a third person in the office. She is using the floater. Attendance at tax collector meetings has decreased so that item has been reduced. Quality Data has increased approximately \$344.00. Approximately 15,000 bills were sent out in July 2016, including postage, delinquencies three times a year, big mailing in July and second mailing in January. Salaries are dependent on contracts so this number is not solid.

Mr. Kiley began the discussion regarding Quality Data. He asked if there is a monthly bill from QDS. Ms. Trede said she believes if there is a monthly bill it would be only for software updates. She does not get a monthly bill. The total for QDS is \$30,524.00, including supplies. Mr. Kiley asked if there have been quotes from any other company. Ms. Trede said that she has never seen a reason to use anyone other than QDS. QDS has a 90% market share and has been in business for over 30 years. Tax Collector is not the only department that deals with QDS; the Tax Assessor uses them also. Department of Motor Vehicles also uses QDS. There is more commonality among towns by using QDS.

Mr. Kiley asked if the floater was successful in tracking down addresses for returned bills. Ms. Trede said they are doing the best they can to find correct addresses. The floater will not be able to help in the Tax Office when the Tax Collector and Ashley are out of the office. Ms. Flach asked how many days Ashley attends class and Ms. Trede said one day. She feels the office could be closed for the one day that no one is in the office. Ashley is taking classes to become certified.

A discussion began between Mr. Kiley, Ms. Flach and Ms. Trede regarding a process for tracking down "good" addresses and collections.

PUBLIC WORKS DEPARTMENT

Mr. Wayne Watt appeared to present this budget. He noted that he never appeared before the Board of Selectmen so he was never able to cross-reference what he turned in with the budget prepared by the Selectmen.

Mr. Kiley asked how many people were in Public Works Department. Mr. Watt said there are 13 people, including him. There are 10 utility men, one mechanic, one lead man, one foreman/director. There is still one employee who is not well. One man retired. Two men were added. The wage accounts are all contractual.

Mr. Kiley commented on the overtime account. Mr. Watt said the overtime will be close; there were a lot of trees down, weekend storms. Mr. Kiley asked what the cost of a storm runs and Mr. Watt said it depends on the hours.

Ms. Ferrillo commented that Mr. Watt is looking for summer workers. She asked if this was an important item and he said he could use the help. Ms. Flach noted that Mr. Watt is looking for a new Mechanic Helper, but Mr. Watt noted that this was from last year's budget; really not an important item. He would like the Mechanic Helper/Utility Worker so he could be used for multiple purposes. He explained how the position could be negotiated with the union.

Mr. Kiley noted that the Lead Man is also the Tree Warden and asked if the pay for tree work comes from the Tree Warden budget. Mr. Watt said he gets paid 40 hours for Lead Man.

A discussion ensued among the Board members regarding salaries.

Mr. Kiley asked if the new trucks were having problems. Mr. Watt said the new trucks are computerized and have to be hooked into a diagnostic computer and then returned to the dealer for repair because the trucks are under warranty. He also added that there have been some breakdowns.

Mr. Watt noted that there is LOCIP money which he was told to not use. LOCIP is a State grant. Mr. Hliva stated that the governor has frozen LOCIP money.

Equipment rental refers to equipment used for sweeping, catch basin cleaning which is done in April, May and June. Discussion ensued regarding sweeping contracts. Bids will be going out next week. Mr. Hliva noted that the GPS rental is also included. Ms. Flach asked if the catch basin cleaning was outsourced.

A statement regarding gasoline usage is presented every month. Every Town department gets gas from Public Works.

Mr. Watt said most of Highway Material refers to sand/salt which is purchased by the ton at \$90.00 per ton. He said he will go through about 2,000 tons (\$200,000). He said he has enough

sand/salt to get through the winter. He said this also refers to fixing the catch basins, road cracks, broken curbs.

Road lining is painting lines down the road.

Vehicle Maintenance refers to trucks and cars, not equipment.

Computer Maintenance refers to the Front Office.

Conferences and Meetings refer to state organization memberships which enable the Town to get better prices. Also refers to certifications.

Mr. Watt went line by line through several other items with little discussion from the Board.

Recycling – Mr. Watt would like to open the Recycling four days a week. This is a necessity. Two days a week is not enough time. Mr. Watt needs a roof built over the bins. He said he would like to see the yard open in time for spring.

A very lengthy discussion regarding trash pick-up, recycling pick-up, Town-wide pick-up was held among the Board members.

Mr. Watt said there is a charge to Recycling for waste oil pickup.

Riggs Street is falling apart and cannot be reconstructed. The cost would be \$430,000 for two inches of asphalt from the golf course to Route 67 plus Academy Road and two side streets. For one and a half inches of asphalt the cost would be \$320,000. Mr. Watt recommends the two inches. Other roads that need to be repaired are: Newgate Road (2 miles) \$245,000; Jackson Cove Road, \$81,000; Old Good Hill Road, \$70,000; the Recycling Center. Center Firehouse needs to be repaved (\$222,000). Town Hall would cost \$172,000.

Mr. Hliva explained that application can be made to the State of LOCIP funds but the funds are released at the State's discretion. There is \$275,000 allocated to the Town of Oxford.

Mr. Watt continued a brief description of items he needed in the Capital Plan. The Capital Plan will be discussed at a future time.

ADJOURN

Ms. Flach made a Motion to adjourn. Mr. Kiley seconded the Motion. All in favor. Meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Lynnette Steeves, Clerk

Lynnette Steeves

TOWN CLERK

7 MAR 24 PM 1:58
TOWN OF OXFORD, CT
Cheryl A. Flach