

**Board of Selectmen's
Special Meeting**

Thursday, April 21, 2016
5:00 PM - Town Hall

The meeting was called to order at 5:00 PM by First Selectman George Temple, and the Pledge of Allegiance was recited.

Present: First Selectman George R. Temple, Esq., Selectman Jeff Haney, Selectman Kathy Johnson, Joanne Pelton, Administrative Assistant

ACCEPTANCE OF MINUTES

1. 4/6/16 Regular Meeting

MOTION:

Jeff Haney moved to approve the 4/6/16 Regular Meeting minutes as presented with the exception that the date of the minutes are from 4/6/16, not 4/2/16 as stated on the agenda. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

APPOINTMENTS

None.

NEW BUSINESS

1. Surveillance Equipment for Lily Park and Ryan's Court – Re-Award Bid

MOTION:

Jeff Haney moved to re-award the Surveillance Equipment Bid for Lily Park and Ryan's Court to Setronics Corp., of 5 Executive Park Drive, Billerica, Massachusetts, in an amount not to exceed \$17,834.00 to be taken from LoCIP, for six (6) cloud based, solar powered cameras with the ability to read license plates. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries. (Note: four cameras will be placed at Lily Park and two cameras will be placed at Ryan's Court) This matter will be forwarded to the Board of Finance.

Discussion: Debbie Gatto and the Police Department will have the ability to record with this equipment. George Temple is concerned with the children's safety there. This will dissuade something from happening. This will be forwarded to the Board of Finance. First Selectman will declare this as an emergency situation. This is very important. Jeff Haney is on board with sending it to the Board of Finance. The cameras for the park are

a good idea. Kathy Johnson stated that anything you do for the safety of the town and the safety of the children is good.

2. Agnes Tetlak Schiavi "Aggie" Park Fields Construction Contract – Approve and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to approve the Agnes Tetlak Schiavi "Aggie" Park Fields Construction Contract between the Town of Oxford and Vaz Quality Works of Bridgeport; as reviewed and approved by Town Counsel and authorize the First Selectman to sign. Also with the approval of contract subject to Town Counsels approval of the blasting language to be added to the contract. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

3. Senior Services Scheduler/Dispatcher Position –Approve Position and Job Description

MOTION:

Jeff Haney moved to approve the Senior Services Scheduler/Dispatcher position and the attached job description. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: George Temple spoke with Pat Babbage and what is needed is somebody to schedule the drivers, and also do some driving. Jeff Haney stated they are busy and it is a great service. Not all senior centers do this, and it is a big deal to our seniors that they get rides. Having an independent dispatcher taking the calls is well warranted. That dispatcher will take the calls instead of having whomever is there answer the phone to take the calls. This is a part-time position with no benefits and it is also filling a spot; we are not adding another employee. Tom Giacchi from the Elderly Commission is in favor of this. Currently there were 5 drivers, now we have 3. We will see how it works first, and we will see what we need.

4. Town Clerk's State Library Grant – Approve and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to approve the following Town Clerk's Historic Documents Preservation Grant Resolution and authorize the First Selectman to sign:

RESOLVED: That George R. Temple, First Selectman of the Town of Oxford, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: Margaret West was doing house cleaning inside the vault, and she would like to get a searching table which has 64 roller shelves for the indexes and the newer land records. There are so many table and chairs in the vault which are not needed, and people are tripping over them. She would like to obtain the grant to purchase this new piece of equipment. The cost of the roller shelf is \$6,500 and the grant is for \$4,000. The historical fund has over \$30,000, so the remaining balance will be covered. First Selectman George Temple thanked Margaret for being proactive. The grant money comes from the land records, and we put in \$2 for every document to the State library.

5. Katherine Matthies Foundation Community Car Grant Application – Approve and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to approve the Katherine Matthies Foundation Community Car Grant Application and to authorize the First Selectman to sign. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: This is something if we get, it will be great. This Community Car program has been excellent for the Town of Oxford and we don't charge for this service, and with the help of the volunteers it is a great program. First Selectman Temple endorses this.

6. Oxford Ambulance Association Fly Car Funding Request

MOTION:

Jeff Haney moved to approve funding, in an amount not to exceed \$23,525.00 to be taken from General Fund Surplus, in order to purchase a Chevy Equinox Fly Car for the Oxford Ambulance Association as they requested in their letter dated 1/28/16. This was seconded by Kathy Johnson. All 2 Ayes, 1 Nay by First Selectman George Temple. Motion carries. This matter will be forwarded to the Board of Finance.

Discussion: First Selectman Temple would like a provision on this that the old Fly Car is turned back in to the Town. Jeff Haney mentioned that the old car is not drivable. The frame collapsed and it is not usable. First Selectman Temple stated to junk it, and take it to Public Works.

First Selectman Temple does not understand the finances of the Oxford Ambulance. His understanding is if you are on duty, you get the Fly Car. If on duty it is one thing, if not it is another. First Selectman also has a problem with giving them money, without the need. A discussion was held regarding one of the call people had an incident with his car while on duty. Anyone who is doing something for the town is insured per First Selectman Temple. Jeff Haney explained that the insurance company questioned whether the individual was really on call since he was using his own vehicle. Jeff Haney analyzed all the different aspects of everything that was of concern; 1) use of your own car; 2) 194 calls were made; and 3) after discussion with 4 people, there is a need. Three individuals have a vehicle to get around, and their schedule practices are a juggling act. There is not a volunteer on every day, so the two people have to both go on the calls together and it happens throughout the week on any given day. If there is a volunteer, yes one person can go with the volunteer, and the other person could get the fly car. Jeff Haney is ready to buy this car and is satisfied that the car is warranted. Jeff Haney would like to 1) make sure that the car is painted white and reflect the markings of the ambulance; and 2) in no way is this second car anywhere part of a negotiation deal that this is going to be permanent, and that they will always have this car available today. This is only for now, and this does not add to their contract. We are going to renegotiate their contract and at that time we will decide what to do. Kathy Johnson stated that if that car saves one life in ten years, it is worth it. The amount for the car is \$23,000. First Selectman Temple stated that we did not get information that we requested. The only item that Jeff Haney did not get is the tally for the 194 calls; they have to go to the dispatcher for this information. Jeff Haney would like to know how many calls #902 did and how many calls #903 did.

7. Award Street Sweeping Bid

MOTION:

Jeff Haney moved to award the Street Sweeping Bid to Tri-State as recommended by the Public Works Road Foreman. This was seconded by Kathy Johnson. All 3 Ayes.
Motion carries.

Discussion: First Selectman Temple stated that the town has always done well with this company and they do an excellent job.

8. Award Catch Basin Cleaning Bid

MOTION:

Jeff Haney moved to award the Catch Basin Cleaning Bid to Shaw as recommended by the Public Works Road Foreman. This was seconded by Kathy Johnson. All 3 Ayes.
Motion carries.

Discussion: If Public Works is happy with these people, then we can consider it.

9. FY 2015-2016 Appropriation Requests

MOTION:

First Selectman George Temple moved to *table* this matter since we did not receive the requests. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

10. FY 2015-2016 Transfer Requests

MOTION:

First Selectman George Temple moved to *table* this matter. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

11. Report of First Selectman

Since this is a Special meeting, there will be no report of the First Selectman.

ADJOURNMENT

MOTION:

Kathy Johnson moved to adjourn the meeting at 5:30 PM. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Respectfully submitted,



Lynda Romanowski
Clerk, Board of Selectmen

Town of Oxford**TITLE: Part Time Senior Center Transportation Scheduler/Dispatcher**

General Description: Schedule the transporting of Town of Oxford senior citizens and disabled adults to medical appointments, grocery shopping, the senior center and social activities sponsored by the Oxford Senior Center. Dispatch the drivers in the most efficient way possible. Part time position not to exceed 19 hours per week.

Supervision: This position works under the supervision of the Director of Senior Services. The scheduler/dispatcher reports directly to the Director. In the absence of the Director, they will report to the Assistant Director.

Essential Duties:

Set up daily schedule for the drivers, complete the necessary forms for each trip. Dispatch the drivers to their routes for rider transport.

Compile trip statistics and submit to Town Hall on weekly and monthly basis.

Type up drivers' daily schedule with all the details needed for the driver to complete the trip. Provide directions when necessary.

Have the ability to work effectively and compassionately with older adults and their family members, as well as staff members and the general public.

Call medical offices to confirm or change appointments for the rider if needed.

Keep maintenance records of all vehicles, make service appointments and write monthly report.

Occasionally help out at the receptionist desk as needed.

Skills:

Must be able to work independently and practice good time management.

Strong communication skills.

Ability to use a computer and type schedules.

Qualifications:

High school diploma and experience working with computers. Good communications skills, patience, cooperation, reliability, and willingness to work as part of a team.

16 APR 25 PM 5:07
TOWN OF OXFORD, CT
TOWN CLERK
Angela H. West