

Board of Selectmen's
Regular Meeting

Wednesday, February 19, 2014
7:30 PM - Town Hall

Present: First Selectman George R. Temple, Jeffrey Haney, David McKane, Joanne Pelton, Administrative Assistant.

First Selectman George R. Temple led the Pledge of Allegiance.

First Selectman George R. Temple called the meeting to order at 7:35 p.m. He introduced the members of the Board of Selectmen to the audience.

Acceptance of Minutes

1. 1/15/14 Regular Meeting

MOTION:

Dave McKane moved to approve the 1/15/14 Regular Meeting minutes as presented. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Amendment of Agenda

1. FY 2013 – 2014 Transfer Requests

MOTION:

Jeff Haney moved to amend the agenda to add FY 2013 – 2014 Transfer Requests as Item #10 under New Business. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

2. Hire Temporary Fill-In Animal Control Officer

MOTION:

Jeff Haney moved to amend the agenda to add Hire Temporary Fill-In Animal Control Officer as Item #11 under New Business. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

3. Report of First Selectman

MOTION:

Jeff Haney moved to amend agenda to move Report of First Selectman to Item #12 under New Business. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Appointments

1. Burning Official Re-Appointment

MOTION:

Dave McKane moved to re-appoint Scott Pelletier as the Burning Official with a term to commence immediately and expire on 12/31/14. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: First Selectman George Temple discussed the position as someone in charge of burning.

2. Cable Advisory Council – Re-Appointment Maura Satkowski, Appoint Sandra Kiley

MOTION:

Dave McKane moved to table the re-appoint Maura Satkowski, of 246 Quaker Farms Road and appoint Sandra Kiley, of 88 Bee Mountain Road, both to the Cable Advisory Council with terms to commence immediately and expire on 6/30/15. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: George Temple noted that he had served on this Council in the past.

3. Oxford Center Fire Company 2014 Fire Police Re-Appointment

MOTION:

Jeff Haney moved to re-appoint Tom Giacchi as Oxford Center Fire Company's 2014 Fire Police as presented and recommended in their letter dated 1/6/14. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

4. Fire Commission – Appoint Joseph Chicoski

MOTION:

Jeff Haney moved to appoint Joseph Chicoski, of 502 Oxford Road, to the Fire Commission with a term to commence immediately and expire on 12/31/15. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Audience of Citizens

Stacey Gendron, 54 Highland Road, asked the Board of Selectmen if they support the children of Oxford, and if the Board would support a full-day Kindergarden. First Selectman George Temple said yes, if the Board of Education supports it. Mr. Temple discussed the fact that he did not know how it was justified or not justified. Ms. Gendron stated there are new standards for testing, and would like to applaud the efforts that the Board of Selectmen have done, but would like to see them get involved with the education of our children. She stated the Superintendent of Schools is in support of a full day kindergarden. She voted for a football field and now wants to support education. First Selectman Temple said he has been busy with the town budget but this is something he is interested in. Mr. Temple promised to get up to speed on this topic, but he is dealing with a lot. He suggested to meet with Ms. Gendron after the meeting to discuss this further, or to meet at a later date.

Dave McKane commented he is in support for an all day kindergarden and was disappointed the Board of Education voted it down. Kids today need every advantage they can get. He would have liked to see it survive the budgetary process, and look at the needs of the town. Other towns in the area have fiscal restraints and have voted for a full day kindergarden.

Dave Stocker, 144 Punkup Road, would like to see a referendum on it. It belongs in the School Board, and didn't know if the town would support a mill increase for a full day kindergarden.

Amy Cote, 42 Newgate Road, Chairperson of the Ad Hoc Committee for the full day kindergarden, and makes herself available and will give any information on this topic to the Board of Selectmen.

Jennifer Floren, a teacher in the Seymour school system, stated it effects the people who come to this town, and a half day kindergarten with 1 hour of instruction is not enough.

Dave McKane, on behalf of the Public Works Department and the Fire Company, wants to discuss the ambulance, fire truck and Public Works vehicles meeting that was suppose to take place with the Board of Finance. First Selectman George Temple stated that The Board has discussed with the Board of Finance and wanted the meeting after the Capitol Plan. George Temple would like to amend the agenda to add this item. Mr. Temple stated that we are having a party for one of the truck's which turns 30 years old. When we amend the agenda tonite we will send it to the Finance Board they are meeting on Monday.

Jack Reilly, 88 Bee Mountan Road, discussed there was not enough information, and wanted to see all the equipment first before making decisions. The ambulance was approved last year. Dave McKane stated as of tonite we have zero trucks, and suggested meeting prior to the Board of Finance meeting on Monday. We will need to do a dual notice for the Board of Selectmen at 6:45 pm, then adjourn, and go on with the Board of Finance Meeting.

Pete made a comment on the Safety concern of Oxford residents, when he witnessed the Valley Emergency Services ambulance recklessly driving 70 miles per hour on Rt. 67, with no lights on, going through the intersection near Great Hill Road. He wanted to have the First Selectmen contact them to advise them of this matter. Joanne Pelton, Administrative Assistant, will remind First Selectman Temple to call tomorrow.

MOTION:

Dave McKane made a motion to amend the agenda to add to hold a joint Special Meeting on Monday, February 24, at 6:45 p.m, with the Board of Selectmen and the Board of Finance to discuss equipment and trucks for the Oxford Ambulance, Fire House, and Public Works Departments. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Report of First Selectman

MOTION:

Dave McKane moved to amend agenda to move Report of First Selectman to Item #13 under New Business. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

New Business

1. Tetlak Park Fields Committee Report

There being nobody present from the Tetlak Park Fields Committee, this item will be passed over.

2. Schools Upgrade Committee Report

Ken Sharron, Chairman of the Schools Upgrade Committee, gave an update on the project. Nafis & Young drafted a contract which was submitted to the State for funding. The estimated cost to the town will be \$300,000. There are other problems with the school with other systems. We are spending a ton of money on heating a void space, approximately \$10,000 wasted per year. The committee is looking at this issue and has a HVAC contractor looking at it to see what can be done to close up some of the space. The roof is the first stage to get done during the summer. Once this project is underway, then the committee can get an Engineer to see what to do next. First Selectman George Temple would like to get bids, and wants to know what jobs they have done over the past 3 years, so Oxford can get an idea what kind of quality work they did, and if they did any municipal work. The problem with roofing is items don't spring up until after 5 years. The committee has applied with the Board of Education and has a project number. They will need to apply for other work that needs to be done, but will discuss this as a committee. Discussion was held regarding the initial installation, and the area in the attic and the wet sprinkler system. Comment made was that it was designed by a poor architect and done by a poor contractor. Oxford has had problems in the first year when the pipes broke in the gym, and have had numerous problems since then.

Ken Sharron asked First Selectman Temple, that in order to facilitate the committee's efforts, they would like to keep Nofis & Young on. First Selectman Temple approved to keep Nofis & Young on. An estimated budget was presented to the Board of Selectmen for the whole job at \$679,000. A deduction of \$259,804 (38%) will be made for a grant.

3. Town of Oxford and Connecticut Hurricanes Drum & Bugle Corp, Inc. Agreement for Use of Oxford High School Athletic Fields – Approve and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to table the Agreement between the Town of Oxford and the Connecticut Hurricanes Drum & Bugle Corp., Inc to use the Oxford High School Athletic Fields on: April 12, 13, 19, 20, 26, 27, May 3, 4, 10, 11, 17, 18, 31, June 1, 7, 8, 21, 22, 27, 28, July 3, 12, 13, 20, 27, August 3, 10, 16, 17, 23, 24 with the practices on Saturday's to be held from 8:30 AM – 8:30 PM and on Sunday's from 8:30 AM – 5:00 PM in exchange for the Hurricanes to perform free of charge, a concert, at the Oxford Memorial Day Parade Ceremony on May 26, 2014 as outlined in the Agreement dated 1/15/14 SUBJECT TO the approval by the Board of Education. This was seconded by Dave McKane. All 3 Ayes to table this motion. Motion carries.

4. Award Small Cities Grant Writing and Technical Assistance Bid for Residential Rehabilitation, Approve Contract Agreement and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to award the Small Cities Grant Writing and Technical Assistance Bid for Residential Rehabilitation to Lisa Low & Associates, of 293 Riggs Street, and to approve the contract, which was reviewed and approved by Town Counsel, and to authorize the First Selectman to sign said contract. This was seconded by George Temple. All 3 Ayes. Motion carries.

Discussion: Adam Kinkel of Lisa Low & Associates presented the details for the Grant Writing and Technical Assistance Bid for Residential Rehabilitation to Oxford residents. This will not cost the town any money, it is income based and for low income people to rehab their home. The company designs the work that needs to be done, and organizes the entire project, but does not do the hands-on work. Every town has homes in need of repair whether they need a furnace, windows, siding, or some other major project and home owners don't have the money to do the repairs. They will give a 0% interest loan, to get the work done. Once the house gets sold, or the owner dies, the money gets reimbursed back to the town. It is a service for low-income people. The administration fees come out of the grant. The grant money goes to the town, the application goes to the town after Lisa Low & Associates carefully reviews it, the town writes the check for the payment of the item, i.e. roof, windows, etc., then it goes on the deed as a lien, so when the house gets sold or it goes into probate, the town will get reimbursed. The person has to be below 80% of the median income to qualify and must have 15% equity in the house. First Selectman Temple wanted to be sure not to expose the town to any legal ramifications. The town is held harmless. Comment was made what would happen if the home goes to a family member, can they be forced to sell the house? The other family member possibly can qualify for the loan and it can be transferred to another family member. The Probate Court would do a certificate of devise, and do a title search. Lisa Low & Associates have never had the homes transferred to another family member. In order to qualify, the homeowner does have to pay their taxes, and has to have home owners insurance, and have to maintain their house. The maximum amount is approximately \$25,000. If the home needs more money for extensive repairs, a decision would need to be made, but if it is in bad shape it might be necessary to walk away at that point.

Dave McKane commented that it was a neat concept coming to a town who looked unfair arable on affordable housing and is now doing this. All were in favor of this.

5. Dad's Food Truck Peddler's Permit – Approve

MOTION:

Jeff Haney moved to approve the Peddler's Permit, as presented, for Dad's Food Truck. This was seconded by Dave McKane . All 3 Ayes. Motion carries.

Discussion: First Selectman Temple stated the owner lives on Punkup Road, and the food is terrific. He will need to follow the same format as the Ice Cream Truck with Parks & Recreation Dept.

6. Hire Temporary Receptionist

MOTION:

Dave McKane moved to hire Robbi Costigan, of 300 Chestnut Tree Hill Road, as the Temporary Receptionist to cover the absence of the current Receptionist, with a pay rate of \$12.65 per hour, effective immediately. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: We had one employee out whose husband is sick, and another receptionist with health issues. Robbi Costigan is doing a great job. Dave McKane commented that he would have liked to see a formal hiring before the employee was on board; wanted to be sure we were covered.

7. Hire Temporary Fill-In Inland Wetlands Enforcement Officer

MOTION:

Jeff Haney moved to hire Michael Herde, of 152 Good Hill Road, as the Temporary Fill-In Inland Wetlands Enforcement Officer, with a pay rate of \$22.91 per hour, effective February 13, 2014 through March 12, 2014. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: Andy Ferrillo is on vacation for four weeks, and there needs to be someone to sign permits, etc. Mike Herde does know Inland Wetlands very well. The rate of pay is the same as Andy Ferrillo, and there are no benefits. Dave McKane questioned how he was never able to take off for 4 weeks at one time.

8. Tax Refunds

MOTION:

Dave McKane moved to approve the tax refunds, totaling \$1,261.54, as presented and recommended by the Tax Collector in her letter dated 1/31/14 and to authorize two signatures. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: First Selectman George Temple looked over all of the tax refunds.

9. Competitive Power Ventures, Inc. Proposal

First Selectman George Temple explained that the tax treaty with the Power Plant will expire in April, and Competitive Power Ventures, Inc. would like to maintain the option with the town to buy the land and pay \$25,000 per year. Mr. Temple would never recommend this proposal, the amount is not enough. This company will be out of here in April, and we do have other companies interested in it. This was voted on by the Board of Selectmen for the past three years, but it won't require a vote. First Selectman Temple wanted everyone to be aware of it. The time frame cannot go on forever. All were in agreement with First Selectman Temple.

10. FY 2013 – 2014 Transfer Requests

MOTION:

Jeff Haney moved to approve the following FY 2013 – 2014 transfer requests as presented by the Finance Director in his letter dated 2/18/14:

TO:	Fire	Clerical Fees	5325-517-52-110	\$1,602.00
FROM:	Finance	Finance Contingency	5320-560-5320	\$1,602.00
TO:	Town Clerk	Equipment Maintenance	5530-605	\$50.15
FROM:	Town Clerk	Legal Notices	5 530-670	\$50.15
TO:	IWWC	Wages Per Diem	5480-517-97	\$ 2,000.00
FROM:	Contingency	Finance Contingency	5320-560-5320	\$ 2,000.00
TO:	Town Attorney	Legal Additional Council	5535-672-203	\$10,000.00
FROM:	Contingency	Finance Contingency	5320-560-5320	\$10,000.00

This was seconded by Dave McKane. All 3 Ayes. Motion carries. This matter will be forwarded to the Board of Finance.

Discussion: What are the transfer Wages Per Diem. This is for Michael Herde for \$22.91 per hour for 4 weeks, estimated at \$500 per week for a total of \$2000 as stated above. Also questioned was the Legal Additional Council of \$10,000. This was for the 2 cases for the Public Works Department and the Tax Sale litigation.

Mr. McKane thought that any fees resulting by that sale by that individual were to be taken from the sale. Mr. Temple explained that it sold for \$600,000, and the individual gave us \$100,000, and we will recoup this money. Some of this will come back, and they have been paying taxes also, which were never received previously.

11. Hire Temporary Fill-In Animal Control Officer

MOTION:

Jeff Haney moved to hire James Wlasuk, of 77 Captain Wooster Road, as the Temporary Fill-In Animal Control Officer during the medical absence of the current Animal Control Officer. Mr. Wlasuk will receive a flat sum of \$100 per week to take care of the dog pound and animals during the hours normally covered by the Animal Control Officer. In addition, Mr. Wlasuk will be on call for EMERGENCIES at a rate of \$16.83 per hour with a minimum of two (2) hours per emergency call. This was seconded by Dave McKane. All 3 Ayes. Motion carries. Note: routine calls will be handled by the Assistant Animal Control Officer during her shift.

Discussion: First Selectman Temple discussed the Animal Control Officer tore her shoulder caused by a stray dog, and the assistant works during the day, and this is what we have to do to keep the shelter going. Jeff Haney commented that James Wlasuk does a lot of work at the

shelter and he is there every day, he knows the layout.

12. Equipment for the Public Works, Ambulance, and Fire Departments

MOTION:

Dave McKane made a motion to approve the list of equipment as presented in a letter dated Feb. 7, 2014, by the Public Works Director to add new equipment of a Public Works Truck, Ambulance, and Fire Truck, to be presented at a Special Meeting on Monday, February 24, at 6:45 p.m. with the Board of Selectmen and the Board of Finance.

Dave McKane withdrew this motion.

MOTION:

First Selectman George Temple moved that we purchase on a 5-year lease purchase agreement the following equipment:

2 - 7 yard Dump Trucks	\$350,080
1 4X4 Truck	\$108,000
1 Volvo Loader	\$153,000
1 Wing Plow	\$ 15,680
for a total cost of	<u>\$626,760</u>

This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: George Temple said the town has really ignored the vehicular problems. Oxford can't do it any more. It is very much a safety issue for the employees driving and also for the people in the town. The Board of Finance was gracious enough to check out the equipment and it is extremely important that we do this now. We need to plan ahead for the future.

Dave McKane appreciates it. He questioned why only 1 wing plow, since we have no working wing plows up there now. We had borrowed two last year.

Dave McKane made a motion to amend the list to include another wing plow for an additional \$15,000. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

13. Special Meeting to be held with the Board of Selectmen and the Board of Finance

Jeff Haney made a motion to hold a joint Special Meeting on Monday, February 24, at 6:45 p.m. with the Board of Selectmen and the Board of Finance to take place at the Oxford Town Hall to discuss purchasing equipment for the Public Works Department, an Ambulance, and a Fire Truck and to take action on it. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

14. Salary Increase for non-union employees.

MOTION:

George Temple made a motion to amend the agenda to increase the salary of the non-union employees (salaried personnel) by 3%. This would include all personnel as stated in Attachment A, retroactive beginning July 1, 2013. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: This was approved in the last budget and monies were put into the Contingency Fund. The Union employees already received their raises and it is unfair for non-union employees to not receive a wage increase. Dave McKane noted he wished it would not be a “who does what contest.” It is not an apples to apples comparison.

MOTION:

Jeff Haney moved to approve the added amendment to the agenda to increase the salaries of non-union employees by 3% as per the list attached as provided by the Finance Director which will be annexed to the minutes, retroactive to July 1, 2013. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

15. Report of First Selectman

First Selectman George Temple gave an update from CL& P regarding a new power line through Oxford. It will be galvanized steel, and it has been in the planning stages for a while and is finally getting done.

The COG has been changed. We are now a member of the COG which includes the Valley. It includes 26 towns including Middlebury, Southbury, and goes up to Thomaston. Mr. Temple stated he was glad to see us in with all the Valley towns and it didn't make sense not to have us all together.

A question was previously raised whether to regionalize for the Dog Pound Program and Oxford decided to do our own animal shelter. Our shelter has cost approximately \$50,000 along with a great deal of work and materials done by volunteers, and ours will be a nice home for the animals. Our animal shelter will be electrified by CL&P. The project for the regionalized animal shelter is approximately \$3.5 million.

AUDIENCE OF CITIZENS

John Downs, 666 Roosevelt Drive, asked a question regarding the Fire Commissioners. First Selectman George Temple stated that appointments were all in place, and that Joseph Chicowski was reappointed this evening. He also wanted the Board of Selectmen to do research as to how much the town generates with the tower. Jim Hilva has the information, and he can sit down with him to go over the numbers.

Adjournment

MOTION:

Dave McKane moved to adjourn the meeting at 9:10 PM. This was seconded by Jeff Haney. All 3 Ayes. Motion Carries.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lynda Romanowski". The signature is written in dark ink and is positioned above the printed name and title.

Lynda Romanowski
Board of Selectmen Clerk

Attachment A

Department	Position		Annual Amount	Raise at 3%	
Building	Building Official	Full Time	\$ 66,698	\$ 2,001	
Conservation	Enforcment Official	Full Time	\$ 42,613	\$ 1,278	
Dog Warden	Dog Warden	Full Time	\$ 35,000	\$ 1,050	
Finance	Finance Director	Full Time	\$ 74,045	\$ 2,221	
Fire Marshall	Fire Marshall	Full Time	\$ 58,180	\$ 1,745	
Selectmen	Administrative Assistant	Full Time	\$ 51,291	\$ 1,539	
Selectmen	First Selectman	Full Time	\$ 58,594	\$ 1,758	
Selectmen	Grant Writer	Full Time	\$ 52,058	\$ 1,562	
Tax Collector	Tax Collector	Full Time	\$ 57,106	\$ 1,713	
Town Clerk	Town Clerk	Full Time	\$ 57,106	\$ 1,713	
Town Clerk	Asst Town Clerk	Full Time	\$ 42,847	\$ 1,285	
Town Clerk	Asst Town Clerk	Full Time	\$ 34,871	\$ 1,046	
Town Hall	Custodian	Full Time	\$ 34,267	\$ 1,028	
WPCA	Line Maintenance	Full Time	\$ 57,380	\$ 1,721	\$ 21,662
Assessor	Part Time Clerk	Part Time	\$ 15,667	\$ 470	
Dog Warden	Asst Dog Warden	Part Time	\$ 16,360	\$ 491	
Dog Warden	Deputy Dog Warden	Part Time	\$ 6,476	\$ 194	
Elderly	Drivers	Part Time	\$ 28,000	\$ 840	
Elderly	Custodial	Part Time	\$ 7,105	\$ 213	
Finance	Part Time Clerk	Part Time	\$ 17,992	\$ 540	
Fire	Chief	Part Time	\$ 13,152	\$ 395	
Fire	Deputy Chief	Part Time	\$ 17,754	\$ 533	
Fire	Clerk	Part Time	\$ 5,000	\$ 150	
Fire Marshall	Deputy Fire Marshall	Part Time	\$ 29,138	\$ 874	
Fire Marshall	Clerk	Part Time	\$ 3,214	\$ 96	
Fire Marshall	Emergency Comm Dir	Part Time	\$ 4,000	\$ 120	
Parks	Part Time Asst	Part Time	\$ 14,820	\$ 445	
Parks	Maintenance	Part Time	\$ 33,920	\$ 1,018	
Registrar of Voters	Registrars	Part Time	\$ 19,926	\$ 598	
Registrar of Voters	Deputy Registrars	Part Time	\$ 3,500	\$ 105	
Selectmen	Selectman	Part Time	\$ 9,944	\$ 298	
Selectmen	Selectman	Part Time	\$ 9,944	\$ 298	
Town Hall	Receptionist AM	Part Time	\$ 11,838	\$ 355	
Town Hall	Receptionist PM	Part Time	\$ 11,838	\$ 355	
Treasurer	Treasurer	Part Time	\$ 6,000	\$ 180	
Treasurer	Deputy Treasurer	Part Time	\$ 600	\$ 18	\$ 8,586
Library	Part Time Staff	Part Time	\$ 18,818	\$ 565	
Parks	Seasonal	Part Time	\$ 88,863	\$ 2,666	
Registrar of Voters	Wages November	Part Time	\$ 8,500	\$ 255	
Registrar of Voters	Wages Primary	Part Time	\$ 7,500	\$ 225	
Registrar of Voters	Wages Referendums	Part Time	\$ 14,000	\$ 420	
WPCA	Line Coverage	Part Time	\$ 3,500	\$ 105	\$ 4,235

14 FEB 24 PM 6:21
TOWN CLERK
OFFICE OF THE TOWN CLERK
TOWN OF OXFORD
14 FEB 24 PM 6
\$ 34,483