

# **MINUTES**

## **Board of Selectmen's Special Meeting**

**Thursday, August 18, 2016**  
**4:00 PM - Town Hall**

First Selectman George R. Temple called the meeting to order at 4:00 PM. The Pledge of Allegiance was recited.

Present: First Selectman George R. Temple, Selectman Jeff Haney, Selectman Kathy Johnson, Finance Director Jim Hliva, Secretary to the First Selectman Kelly Weymer. Armed & Ready Oxford Representative Shawn Birch was called into the meeting at approximately 4:25 PM.

### **ACCEPTANCE OF MINUTES**

#### **1. 8/3/16 Public Hearing**

##### **MOTION:**

Selectman Haney moved to approve the 8/3/16 Public Hearing minutes as presented. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

#### **2. 8/3/16 Regular Meeting**

##### **MOTION:**

Selectman Haney moved to approve the 8/3/16 Regular Meeting minutes as presented. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

### **APPOINTMENTS**

None.

### **NEW BUSINESS**

- 1. Surveillance Equipment Accessories Appropriation for Lily Park and Ryan's Court  
– Approve and Forward to Board of Finance**

**MOTION:**

Selectman Haney moved to approve an appropriation in an amount not to exceed \$4,762.00 to be transferred from Board of Finance Contingency Fund, for surveillance equipment accessories for Lily Park and Ryan's Court and to forward the matter to the Board of Finance. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

Discussion: Selectman Haney questioned the \$4,762.00. He had thought it was only going to cost approximately \$2,000.00. Finance Director Hliva stated that this is the figure that he received from the Administrative Assistant.

**MOTION:**

Selectman Johnson moved to *table* this matter. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

**MOTION:**

First Selectman Temple moved to recess the meeting at 4:04 PM. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

**MOTION:**

Selectman Johnson moved to come out of recess at 4:05 PM. This was seconded by First Selectman Temple. All (3) Ayes. Motion carries.

Discussion: First Selectman Temple questioned why the Board of Selectmen is even voting on this matter as it is a bid project. Selectman Haney questioned why the NEMA boxes were not included in the contract. He explained that he spoke with Shawn Birch of Armed & Ready and the original price of the NEMA boxes was \$2,800 a piece. However, after researching the matter he found these boxes in California for \$500 a piece plus shipping cost. (Selectman Haney contacted Mr. Birch via cell phone at this moment. Mr. Birch was asked to attend this meeting). Selectman Haney's concern is that this matter needs to be addressed tonight as the Board of Finance will be meeting on Monday. Finance Director Hliva stated that the Board of Finance cancelled their Monday 8/22/16 meeting; they will have their regularly scheduled meeting on 8/29/16.

**MOTION:**

Selectman Haney moved to discuss this matter as Item #6 on the agenda in order allow time for Mr. Birch to attend this meeting. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

**2. Hire Assistant Tax Collector**

**MOTION:**

Selectman Haney moved to hire Ashley Schremmer, as the Assistant Tax Collector, at the top pay scale in accordance with the current Municipal Employee's Union contract, paid retroactively from July 1, 2016 and effective immediately. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

Discussion: First Selectman Temple stated that Mrs. Schremmer is doing a terrific job; would be lost without her.

**3. FY 2015 – 2016 Transfer Requests**

**MOTION:**

Selectman Haney moved to approve the FY 2015 – 2016 transfer requests as presented by the Finance Director in his letter dated 8/18/16 (Attachment A). This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

Discussion: First Selectman Temple asked Finance Director Hliva if there were any issues with the transfer requests. Finance Director Hliva reviewed the transfer requests with the Board.

**4. FY 2015 – 2016 Appropriation Requests**

**MOTION:**

Selectman Haney moved to approve the FY 2015 – 2016 appropriation request as presented by the Finance Director in his letter dated 8/18/16 (Attachment B). This was seconded Selectman Johnson. All (3) Ayes. Motion carries.

Discussion: Finance Director Hliva explained that this appropriation is because of the Governor taking away the 30% subsidy on the State Police. Another reason is that there are two police officers who have been on Worker's Compensation for almost an entire year. First Selectman Temple stated that the Town needs to get rid of at least two State Police officers. Recently, three interviews were conducted for Oxford officers. First Selectman Temple stated that we need to keep police coverage and hates having to get rid of State Police officers but it is very costly; especially with the overtime.

**5. Non-Union Wage Increases - Approve**

**MOTION:**

Selectman Haney moved to approve a 2.5% wage increase for all full-time non-union employees, retroactive from July 1, 2016. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

Discussion: First Selectman stated that we do this every year to keep all employees with the same increases. Finance Director stated that this motion needs to include all regular part-time employees as well.

**MOTION:**

Selectman Haney moved to AMEND the original motion to include regular part-time employees as well. Motion will now read: Selectman Haney moved to approve a 2.5% wage increase for all full-time and regular part-time non-union employees, retroactive from July 1, 2016. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

**6. Surveillance Equipment Accessories Appropriation for Lily Park and Ryan's Court – Approve and Forward to Board of Finance**

Armed & Ready Oxford Representative Shawn Birch was asked to explain the pricing of the NEMA boxes. Mr. Birch explained that the price of the boxes was not included in his contract because he is not a high voltage electrician. He specifically stated in the contract that the NEMA boxes needed to be supplied. He further explained that a NEMA box is an electrical enclosed box that protects the electrical elements from all types of weather conditions; it is also temperature controlled. These boxes are not found locally. The box needs to be manufactured and then shipped. This is not within his scope of work. Mr. Birch went on to explain that Selectman Haney looked into finding these boxes locally but was unable to do so. After Mr. Birch did some research he was able to locate a company in California that manufactures these boxes. He even asked the company for a discount for buying two of them; which he did receive.

First Selectman Temple asked why the Board was not made aware of this matter when the project went out to bid. Mr. Birch apologized but had assumed that the town's electrician would have been familiar with this matter. Mr. Birch stated that these boxes need to be installed by a licensed electrician; which he is not. The question arose as to needing more money for a licensed electrician to install these boxes. Selectman Haney explained that he has a licensed electrician to do the work for \$300.00; which would have been part of the \$2,000.00. First Selectman Temple's concern was that an electrician is not considered as an 'accessory', it's an installation. Selectman Haney continued to question the \$500 boxes that are used in California. Mr. Birch explained that he stated that those boxes would not last; we do not live in California, we have harsher weather to consider here in Connecticut. First Selectman pointed out that this price does not include the installation, so we will have the town electrician install the boxes. First Selectman

Temple stated that this matter has taken too long and is worried about the kids. He asked Mr. Birch if the Selectman could review these cameras on their cell phones. Mr. Birch stated they could; there is not limit on the number of cell phones. Mr. Birch even stated that he could see if his company could maybe donate some time for labor to help keep the cost down. Selectman Johnson stated that is very generous. Mr. Birch also pointed out that there would be no future fees with these boxes, which is positive.

**MOTION:**

Selectman Haney moved to approve an appropriation in an amount not to exceed \$4,762.00 to be transferred from Board of Finance Contingency Fund, for surveillance equipment accessories for Lily Park and Ryan's Court and to forward the matter to the Board of Finance. This was seconded by Selectman Johnson. All (3) Ayes. Motion carries.

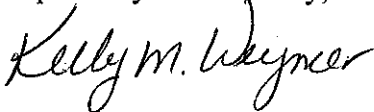
**ADJOURNMENT**

**MOTION:**

Selectman Johnson moved to adjourn the meeting at 4:43 PM. This was seconded by Selectman Haney. All (3) Ayes. Motion carries.

Minutes are subject to approval

Respectfully submitted by,



Kelly M. Weymer  
Secretary to the First Selectman

16 AUG 22 PM 12:29  
TOWN OF OXFORD, CT  
*Christopher A. Clark*  
TOWN CLERK

**To: Board of Selectmen****August 17, 2016****From: Finance Director****Re: 2015-2016 Transfer requests**

Item #	Department	Account	Account Number	Amount
1	TO: Employee Benefits	Medical	5305-643	\$ 18,195.27
	FROM: Finance	Contingency	5320-560-5320	\$ 18,195.27
	Motion			
	Seconded			
	Vote			
	Comments			
2	TO: Elderly Commission	Wages Director	5295-511-45	\$ 1,267.28
	TO: Elderly Commission	Wages Municipal Agent	5295-511-48	\$ 249.66
	TO: Elderly Commission	Wages Asst Director	5295-515-46	\$ 320.47
	TO: Elderly Commission	Wages Floater	5295-517-46	\$ 26.01
	FROM: Elderly Commission	Wages Drivers	5295-517-47	\$ 1,863.42
	Motion			
	Seconded			
	Vote			
	Comments			
3	TO: Economic Development	Wages Director	5290-570-106	\$ 1,700.88
	FROM: Finance	Contingency	5320-560-5320	\$ 1,700.88
	Motion			
	Seconded			
	Vote			
	Comments			
4	TO: Finance	Wages Director	5315-511-17	\$ 1,953.69
	TO: Finance	Wages Clerk	5315-517-88	\$ 1,754.29
	TO: Finance	Wages Recording Secretary	5315-517-110	\$ 202.54
	FROM: Finance	Financing Costs	5315-608	\$ 3,910.52
	Motion			
	Seconded			
	Vote			
	Comments			

**To: Board of Selectmen**

**August 17, 2016**

**From: Finance Director**

**Re:2015-2016 Transfer requests**

Item #		Department	Account	Account Number		Amount
5	TO:	Fire	Vehicle Repairs	5325-812	\$	1,607.67
	TO:	Fire	Waste removal	5325-798	\$	55.20
	FROM:	Fire	Heating Oil	5325-625	\$	1,607.67
	FROM:	Fire	Heating Oil	5325-625	\$	55.20

**Motion  
Seconded  
Vote  
Comments**

6	TO:	Fire	Wages Chief	5325-513-50		336.51
	TO:	Fire	Wages Assistant	5325-513-51		455.02
	TO:	Fire	Wages Clerk	5325-517-52		395.59
	FROM:	Fire	Wages Secretary	5325-517-99		1187.12

**Motion  
Seconded  
Vote  
Comments**

7	TO:	Fire	Electricity	5325-595	\$	4,678.31
	FROM:	Fire	Computer Hardware	5325-550	\$	1,026.14
	FROM:	Fire	Computer Software	5325-552	\$	1,100.00
	FROM:	Fire	education	5325-590	\$	1,703.50
	FROM:	Fire	Telephone	5325-775	\$	848.67

**Motion  
Seconded  
Vote  
Comments**

8	TO:	Fire	Equipment Maintenance	5325-605	\$	1,506.74
	FROM:	Fire	Facility Maintenance	5325-613	\$	1,506.74

**Motion  
Seconded  
Vote  
Comments**

**To: Board of Selectmen**

**August 17, 2016**

**From: Finance Director**

**Re: 2015-2016 Transfer requests**

Item #		Department	Account	Account Number		Amount
9	TO:	Fire	Vehicle Repairs	5325-812	\$	6,569.06
	FROM:	Fire	Printing	5325-570-135	\$	350.00
	FROM:	Fire	Programs Regular	5325-729	\$	88.15
	FROM:	Fire	Physical Exams	5325-710	\$	5,950.00
	FROM:	Fire	Water	5325-799	\$	180.91

**Motion**  
**Seconded**  
**Vote**  
**Comments**

10	TO:	Insurance	Insurance Package	5365-641-5365	\$	52,928.95
	TO:	Insurance	Insurance Emergency	5365-641-5366	\$	21,427.58
	FROM:	Insurance	Insurance Payments	5365-641-5368	\$	15,927.95
	FROM:	Finance	Contingency	5320-560-5320	\$	58,428.58

**Motion**  
**Seconded**  
**Vote**  
**Comments**

11	TO:	Parks	Wages Seasonal	5425-517-17	\$	10,636.20
	FROM:	Parks	Cont Serv Janitor	5425-570-120	\$	2,595.66
	FROM:	Parks	Telephone	5425-775	\$	616.67
	FROM:	Parks	Programs Special	5425-730	\$	82.15
	FROM:	Parks	Programs Regular	5425-729	\$	540.20
	FROM:	Finance	Contingency	5320-560-5320	\$	6,798.52

**Motion**  
**Seconded**  
**Vote**  
**Comments**



**To: Board of Selectmen**

**August 17, 2016**

**From: Finance Director**

**Re:2015-2016 Transfer requests**

tem #		Department	Account	Account Number		Amount
12	TO:	Parks	Electricity	5425-595	\$	3,350.01
	FROM:	Parks	Cont Serv Janitor	5425-570-120	\$	175.43
	FROM:	Parks	Telephone	5425-775	\$	425.55
	FROM:	Parks	Programs Special	5425-730	\$	600.00
	FROM:	Parks	Programs Regular	5425-729*	\$	530.17
	FROM:	Parks	Propane	5425-626	\$	350.00
	FROM:	Parks	Facility Repairs	5425-615	\$	162.32
	FROM:	Parks	Field Maintenance	5425-570-121	\$	1,106.54

Motion  
Seconded  
Vote  
Comments

13	TO:	Parks	Mileage	5425-690	\$	55.76
	TO:	Parks	Waste Removal	5425-798	\$	70.00
	TO:	Parks	Internet Security	5425-817	\$	882.50
	FROM:	Parks	Vehicle Repairs	5425-812	\$	200.00
	FROM:	Parks	Vehicle Maintenance	5425-811	\$	369.69
	FROM:	Parks	Summer Concerts	5425-810	\$	10.00
	FROM:	Parks	Conference and Meetings	5425-555	\$	153.25
	FROM:	Parks	Cont serv Janitor	5425-570-120	\$	275.32

Motion  
Seconded  
Vote  
Comments  
Vote  
Comments

14	TO:	Planning and Zoning	Legal Services	5430-672	\$	1,415.00
	FROM:	Planning and Zoning	Legal Notice	5430-670	\$	1,415.00

Motion  
Seconded  
Vote  
Comments

**To: Board of Selectmen**

**August 17, 2016**

**From: Finance Director**

**Re:2015-2016 Transfer requests**

tem #	Department	Account	Account Number	Amount
15 TO:	Police	Uniforms	5433-785	\$ 2,006.13
FROM:	Police	Supplies Departmental	5433-769	\$ 880.80
FROM:	Police	Books	5433-525	\$ 183.00
FROM:	Police	Janitoriqal	5433-570-109	\$ 178.00
FROM:	Police	Education	5433-590	\$ 764.33

Motion  
Seconded  
Vote  
Comments

16 TO:	Police	State Police OT	5433-570-1000	\$ 64,061.43
FROM:	Police	Wages	5433-515-58	\$ 36,896.19
FROM:	Police	Clerical	5433-517-155	\$ 2,399.15
FROM:	Police	Overtime	5433-521-100	\$ 10,257.24
FROM:	Police	Buybacks	5433-522-86	\$ 1,465.02
FROM:	Police	Longevity	5433-522-87	\$ 470.00
FROM:	Police	Heating Fuel	5433-625	\$ 2,867.97
FROM:	Police	Medical	5433-688	\$ 281.90
FROM:	Police	Office Supplies	5433-770	\$ 593.02
FROM:	Finance	Contingency	5320-560-5320	\$ 8,830.94

Motion  
Seconded  
Vote  
Comments

17 TO:	Police	Vehicle Repairs	5433-811	\$ 388.07
TO:	Police	Waster Removal	5433-798	\$ 19.72
TO:	Police	Facility Maintenance	5433-613	\$ 247.99
TO:	Police	Electricity	5433-595	\$ 804.73
FROM:	Police	Equipment Lease	5433-601	\$ 566.31
FROM:	Police	Supplies Departmental	5433-769	\$ 894.20

Motion  
Seconded  
Vote  
Comments

**To: Board of Selectmen**

**August 17, 2016**

**From: Finance Director**

**Re:2015-2016 Transfer requests**

Item #	Department	Account	Account Number	Amount
23	TO: Fire Hydrants	Water	5578-788	\$ 603.60
	FROM: Finance	Contingency	5320-560-5320	\$ 603.60
	Motion			
	Seconded			
	Vote			
	Comments			
24	TO: Street Lights	Electricity	5492-788	\$ 1,873.05
	FROM: Finance	Contingency	5320-560-5320	\$ 1,873.05
	Motion			
	Seconded			
	Vote			
	Comments			
25	TO: Town Hall	Wages Custodian	5545-517-36	\$ 778.08
	TO: Town Hall	Web Site Admin	5545-789	\$ 3,545.00
	FROM: Town Hall	Postage	5545-715	\$ 4,323.08
	Motion			
	Seconded			
	Vote			
	Comments			
26	TO: Treasurer	Wages Treasurer	5555-513-19	\$ 192.24
	TO: Treasurer	Wages Deputy Treasurer	5555-513-20	\$ 164.69
	FROM: Finance	Contingency	5320-560-5320	\$ 356.93
	Motion			
	Seconded			
	Vote			
	Comments			

**To: Board of Selectmen**

**August 17, 2016**

**From: Finance Director**

**Re:2015-2016 Transfer requests**

Item #	Department	Account	Account Number	Amount
27	TO: WPCA	Wages Line Maintenance	5580-511-74	\$ 1,514.12
	FROM: WPCA	Equipment Depreciable	5580-603	\$ 1,514.12

**Motion**  
**Seconded**  
**Vote**  
**Comments**

28	TO: Civil Defense	Wages EMD Director	5250-513-150	102.52
	FROM: Civil Defense	Bottled Water	5250-532	102.52
	TO: IWWC	Conservation Wages	5265-517-40	1124.75
	FROM: IWWC	Conservation Fill IN	5265-517-42	1124.75
	TO: Tax Collector	Wages Tax Collector	5505-511-21	1481.12
	FROM: Tax Collector	Office Supplies	5505-770	1481.12
	TO: Town Clerk	Wages Town Clerk	5530-511-25	2696.63
	TO: Town Clerk	Wages Deputy	5530-511-26	1130.8
	TO: Town Clerk	wages Assistant	5530-511-27	921.35
	FROM: Town Clerk	Equipment Lease	5530-301	3157.83
	FROM: Town Clerk	Land Records	5530-660	1017.54
	FROM: Town Clerk	Election November	5530-592	395
	FROM: Town Clerk	Education	5530-590	178.41

**Motion**  
**Seconded**  
**Vote**  
**Comments**

**REQUEST FOR APPROPRIATION**

Transfer number 18

To: Board of Selectmen

Date August 1, 2016

From: Police

Re: Budget Line Item Transfer

ACCOUNT NUM TITLE		AMOUNT
To: 5433-570-5433	State Police Wages	\$ 504,954.23
From:	General Fund Balance	\$ 504,954.23

**Explanation:**

After the budget was adopted the Governor took away the 30% State subsidy

**ACTION**

Department Head Signature [Signature]

Date 8/16/16

Board of Selectmen action \_\_\_\_\_

Date \_\_\_\_\_

Board of Finance Action \_\_\_\_\_

Date \_\_\_\_\_

**received**  
8/18/16