

MINUTES  
**BOARD OF SELECTMEN  
SPECIAL BUDGET MEETING  
Oxford Town Hall - February 25, 2013**

The meeting was called to order by First Selectman George Temple at 4:10 p.m. Present: First Selectman George Temple, Selectman Dave McKane. Absent: Selectman Jeffrey Haney. Also present: James Hliva, Finance Director.

The purpose of the Special Meeting is to review department budgets.

**Park & Recreation**

*Debbie Gatto attended the meeting.* Increase in wages for Maintenance assistant was requested. Debbie provided a report that shows pay rates for this position in other towns. She noted that the wage for our maintenance assistant is low in comparison. He has worked for the department for seven years and his wage has changed very little since he started. The maintenance line item includes two employees. A 3% increase is requested for the second employee.

Increase in wages for part-time assistant was requested. Debbie noted that this person is earning less than many other part-time clerks who work for the town. She has worked for the department for over five years. Debbie noted that she attended a meeting with the finance director and administrative assistant and an adjusted hourly rate was agreed upon. That figure was used for the request shown in this budget.

Contracted services-other was discussed. Discussion ensued about the possibility of minimum wage being raised which could affect this line item. Electricity for the tennis courts was discussed and Jim will speak to CL&P about the bill. An increase for summer concerts was requested. Debbie noted that cost for bands has increased and would like to add one additional concert to the schedule.

She noted that she needs more time to prepare a budget for the high school fields.

**Registrar of Voters**

*Joanne Jelenik and Linda Crowe attended the meeting.* Wage increases of 3% were requested for registrars. Increase in hours and wages for the registrars deputies was requested. Request for an increase in November election line item was put in. A request for an increase was also put in for wages-referendums, conferences and meetings, office supplies and contracted services. Contracted services was increased due to the Town being responsible for tabulation maintenance, which is a change. Also, there are three yes/no cards which saves the Town money during referendums. The cards have to be replaced every three to four years which is a cost to the Town (and they are due to be replaced this year). The number of referendum for the next fiscal year was discussed. Office supplies needs to increase for a computer purchase to aide in same-day registration which will be in effect at the November election. Linda noted that the computer is needed on a regular basis also.

**Elderly Commission**

*Pat Babbage attended the meeting.* Wages for floater was added to the budget. An increase was requested for books and publications for a monthly newsletter that will be mailed to all members. Facility maintenance needs an increase in funding. An increase in funding for heat has increased due to the building being open five days a week instead of four.

**Cultural Arts**

*Cynthia Soucy attended the meeting.* An additional \$4,500 was requested for general operating funds. Cynthia indicated that this includes the fee to put on the shows for Nine Mile Players. The janitorial fee for the latest production was \$828. Funds are also required for things such as musicians and choreography for the productions. She noted that it is a struggle to keep the programs running with the current budget. The art show planned for May and ideas for new programs were discussed.

**Tax Collector**

*Sharon Scinto attended the meeting.* Jim explained that there are four line items for wages in the budget shown. The temporary full time employee will move into the assistant tax collector position (and temporary full time position will be eliminated). Clerk-full time position has been added. There will be three full time positions. Sharon noted that she would like to see added funds put in the conferences and meetings assistant tax collector. An increase for computer maintenance is needed for mailing tax bills and funding for postage is down to \$0.

**Debt Principal**

Jim Hliva reviewed figures with the Board. Principal is going up by \$59,000. Interest is going down by \$49,000. Net increase of \$10,000. He noted that the refinance that was done last year kept the increase from being higher.

Motion to adjourn made by Selectman McKane. This was seconded by First Selectman Temple. Motion passes.

Respectfully submitted, subject to approval

*Marni Soss*

Marni Soss, Clerk

13 MAR -4 PM 3:48  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK