



## **TOWN OF OXFORD**

**S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298**

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### **Board of Selectmen Special Meeting**

**Wednesday, January 2, 2019  
4:00 PM – Town Hall Hearing Room**

The Town of Oxford Board of Selectmen Special Meeting was called to order by First Selectman George Temple at 4:03 PM, and the Pledge of Allegiance was recited.

Present: First Selectman George Temple, Esq., Selectman Scott Flaherty, Kristyn Rosa, Administrative Assistant

Absent: Selectman Jeff Haney

Also Present: James Hliva, Oxford Finance Director; Scott Pelletier, Oxford Fire Chief; Robbi Costigan, Director of Municipal Library/Media Operations; Morgan Hines, new hire as Library Page

### **ACCEPTANCE OF MINUTES**

#### **1. 11/20/18 Special Meeting**

##### **MOTION:**

Selectman Scott Flaherty moved to approve the 11/20/18 Special Meeting minutes as presented. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

#### **2. 12/5/18 Regular Meeting**

##### **MOTION:**

Selectman Scott Flaherty moved to approve the 12/5/18 Regular Meeting minutes as presented. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

## **APPOINTMENTS**

### **1. Cultural Arts Commission Appointment**

#### **MOTION:**

Selectman Scott Flaherty moved to appoint Adriene Radcliff, of 122 Jack's Hill Road, to the Cultural Arts Commission as a regular member with a term to commence immediately and expire on 12/31/20. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: This appointment was at the request of Joanna Lucas.

### **2. Appoint Deputy Fire Marshal**

#### **MOTION:**

Selectman Scott Flaherty moved to appoint Matthew Romeo, Sr., of 6 Willow Street, as a Deputy Fire Marshal CONTINGENT UPON receiving certification. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: This recommendation was made by Oxford Fire Chief Scott Pelletier.

### **3. Oxford Center Volunteer Fire Company 2019 Fire Police Re-Appointments**

#### **MOTION:**

Selectman Scott Flaherty moved to re-appoint Tom Giacchi, of 311 Spruce Hill Road, Scott Guion, of 32 Quaker Farms Road, and John Deer, of 203 Fieldstone Terrace in Naugatuck, as the 2019 Oxford Center Fire Company Fire Police; as presented and recommended in their letter dated 12/18/18. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: The men are currently serving in this capacity. It is not a requirement to reside in the town in order to serve the town fire department.

### **4. Planning & Zoning Commission Alternate Appointment**

#### **MOTION:**

Selectman Scott Flaherty moved to appoint Joshua Dykstra, of 221 Park Road, to the Planning & Zoning Commission as an Alternate with a term to commence immediately and expire on 12/31/19. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: This recommendation was made by Selectman Scott Flaherty. Joshua has attended the meetings on a regular basis and wants to be involved with the Commission.

## **NEW BUSINESS**

### **1. Hire 2 Part-Time Library Clerks and 2 Library Pages**

#### **MOTION:**

Selectman Scott Flaherty moved to hire Melissa Friedmann, of 212 Moose Hill Road, and Marilyn Kitlas, of 87 Pond View Circle in Beacon Falls, both as Permanent Part-Time Library Clerks with pay rates of \$10.76 per hour and start date of 1/7/19. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: Melissa is currently a substitute every Saturday and will replace Kathy Kycia during a medical leave. Marilyn is a librarian with 20-years experience.

#### **MOTION:**

Selectman Scott Flaherty moved to hire Julia Tong, of 7 Wisteria Lane, and Morgan Hines, of 123 Freeman Road, both as Library Pages with pay rates of \$10.10 per hour and start date of 1/7/19. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: Morgan is a senior at Oxford High School and has been a library volunteer for two years. Julia is a junior at Oxford High School and has been a library volunteer for six years.

### **2. Change Funding Source from LoCIP to General Fund for Keyless Entry for Fire Department**

#### **MOTION:**

Selectman Scott Flaherty moved to remove the funding source for the Fire Department's Keyless Entry Systems from LoCIP, in the amount of \$28,980.00, and transfer it to the General Fund. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: This project is not an acceptable project for the State of Connecticut LoCIP program because the keyless entry is not part of a new system installation. This will be sent to the Board of Finance and then to Town meeting. The LoCIP funds will be used for another project.

### **3. FY 2017 – 2018 Transfer Requests – Approve**

#### **MOTION:**

Selectman Scott Flaherty moved to approve the FY 2017 – 2018 transfer requests (Attachment A) as presented by the Finance Director. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: As per the Town Attorney's legal opinion and recommendation by Finance Director James Hliva, this money will be taken from the Board of Finance contingency account and placed into the operating account for each department. The first request includes non-union raises, workers' compensation, FICA and other fringe benefit costs; the second request is for the Police Contract; the third request is for the settlement of the Public Works contract.

#### **4. Community Support Committee Applications – Approve**

##### **MOTION:**

Selectman Scott Flaherty moved to approve the Community Support Committee's Application for the Oxford Fire Marshal's Office, in the amount of \$1,000.00, for the Annual Fire Prevention Poster Contest. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Discussion: This year's Fire Marshal Poster Contest is to commemorate the 10<sup>th</sup> anniversary of the Fire Marshal Poster Contest at Center School. The money will help purchase better prizes for the winning contestants since this is an anniversary contest.

##### **MOTION:**

Selectman Scott Flaherty moved to approve the Community Support Committee's Application for the Oxford Historical Society, Inc., in the amount of \$18,500.00, for the preservation of Mr. Munn's Schoolhouse.

##### **MOTION:**

First Selectman George Temple moved to approve the Community Support Committee's Application for the Oxford Historical Society, Inc., in the amount of \$18,500.00, for the preservation of Mr. Munn's Schoolhouse, subject to a Request for Proposal (RFP) and a bid document approved by the administration office. All 2 Ayes. Motion carries.

Discussion: The schoolhouse is small. First Selectman George Temple would like to go through a bid process for the cost of moving the structure.

#### **5. Solid Waste and Recycling Permit – Approve**

##### **MOTION:**

Selectman Scott Flaherty moved to approve the Solid Waste & Recycling License Permit for Associated Refuse Haulers, of 87 Enterprise Drive in Monroe. This was seconded by First George Temple. All 2 Ayes. Motion carries.


Discussion: This was at the request of Wayne Watt, Oxford Director of Public Works.

## ADJOURNMENT

### MOTION:

Selectman Scott Flaherty moved to adjourn the meeting at 4:27 PM. This was seconded by First Selectman George Temple. All 2 Ayes. Motion carries.

Respectfully submitted,



Mary LoPresti  
Clerk, Board of Selectmen

19 JAN -4 PM 1:01  
TOWN OF OXFORD, CT  
*George A. Temple*  
TOWN CLERK

**REQUEST FOR TRANSFER**Transfer number           /          

To: Board of Selectmen

Date December 31, 2019From: Finance for non union retroRe: Budget Line Item Transfer  
**2018-2019 FISCAL YEAR**

ACCOUNT NUMBER	TITLE	AMOUNT
To: Various per attached	Various	\$ 45,457.20
From: 5320-560-5320	Contingency	\$ 45,457.20

**Explanation:**

Cost of non union raises and retro

**ACTION**

Department Head Signature	_____	Date	_____
Board of Selectmen action	_____	Date	_____
Board of Finance Action	_____	Date	_____

TO:	Building Inspector	wages	5230-511-37	\$ 5,438.17
TO:		fica	5235-643	\$ -
TO:		workers comp	5235-643	\$ -
FROM:	Assistant Bldg Inspect	wages	5230-513-38	-5438.17
TO:	IWWC Inspector	wages	5265-517-40	\$ 3,897.84
TO:		fica	5265-643	\$ 298.18
TO:		workers comp	5265-643	\$ 208.14
TO:	Dog Warden	wages	5285-513-62	\$ 2,272.54
TO:		fica	5285-643	
TO:		workers comp	5285-643	
FROM:	Asst Dog Warden	wages	5285-513-63	-2272.54
TO:	Municipal Agent	wages	5295-511-48	\$ 683.36
TO:		fica	5295-643	\$ 52.28
TO:		workers comp	5295-643	\$ 36.49
TO:	Finance Director	wages	5315-511-17	\$ 4,773.00
TO:		fica	5315-643	\$ 365.13
TO:		workers comp	5315-643	\$ 11.46
TO:	Finance Clerk	wages	5315-517-88	\$ 867.75
TO:		fica	5315-643	\$ 66.38
TO:		workers comp	5315-643	\$ 2.08
TO:	Fire Chief	wages	5325-513-50	\$ 1,013.17
TO:		fica	5325-643	\$ 77.51
TO:		workers comp	5325-643	\$ 77.81
TO:	Asst. Fire Chief	wages	5325-513-51	\$ 470.78
TO:		fica	5325-643	\$ 36.01
TO:		workers comp	5325-643	\$ 36.16
TO:	Clerk	wages	5325-517-52	\$ 406.21
TO:		fica	5325-643	\$ 31.08
TO:		workers comp	5325-643	\$ 0.97
TO:	Fire Marshall	wages	5330-513-53	\$ 3,202.84
TO:		fica	5330-643	\$ 245.02
TO:		workers comp	5330-643	\$ 245.98
TO:	Fire Marshall Clerk	wages	5330-517-52	\$ 385.75
TO:		fica	5325-643	\$ 29.51
TO:		workers comp	5325-643	\$ 0.93
TO:	Registrar of Voters	wages	5465-513-28	\$ 958.71
TO:		fica	5465-643	\$ 73.34
TO:		workers comp	5465-643	\$ 2.30
TO:	Deputy Registrar	wages	5465-517-29	\$ 547.11
TO:		fica	5465-643	\$ 41.85
TO:		workers comp	5465-643	\$ 1.31
TO:	Administrative Assistan	wages	5480-511-11	\$ 3,676.89
TO:		fica	5480-643	\$ 281.28
TO:		workers comp	5480-643	\$ 8.82
TO:	First Selectman	wages	5480-517-29	\$ 3,275.73
TO:		fica	5480-643	\$ 250.59
TO:		workers comp	5480-643	\$ 174.92

TO:	Selectmen	wages	5480-513-13	\$ 2,208.82
TO:		fica	5480-643	\$ 168.97
TO:		workers comp	5480-643	\$ 117.95
TO:	Grant Writer	wages	5480-511-161	\$ 1,736.08
TO:		fica	5480-643	\$ 132.81
TO:		workers comp	5480-643	\$ 4.17
TO:	Tax Collector	wages	5505-511-21	\$ 1,761.00
TO:		fica	5505-643	\$ 134.72
TO:		workers comp	5505-643	\$ 4.05
TO:	Town Clerk	wages	5530-511-25	\$ 3,442.49
TO:		fica	5530-643	\$ 263.35
TO:		workers comp	5530-643	\$ 7.92
TO:	Asst. Town Clerk	wages	5530-511-22	\$ 2,709.58
TO:		fica	5530-643	\$ 207.28
TO:		workers comp	5530-643	\$ 6.23
TO:	Asst. Town Clerk	wages	5530-511-22	\$ 2,709.58
TO:		fica	5530-643	\$ 207.28
TO:		workers comp	5530-643	\$ 6.23
TO:	Receptionist	wages	5545-517-34	\$ 796.00
TO:		fica	5545-643	\$ 60.89
TO:		workers comp	5545-643	\$ 1.83
TO:	Treasurer	wages	5555-513-19	\$ 270.33
TO:		fica	5555-643	\$ 20.68
TO:		workers comp	5555-643	\$ 0.62
TO:	Deputy Treasurer	wages	5555-513-20	\$ 19.22
TO:		fica	5555-643	\$ 1.47
TO:		workers comp	5555-643	\$ 0.04
TO:	WPCA Line Maint	wages	5580-511-74	\$ 1,522.89
TO:		fica	5555-643	\$ 116.50
TO:		workers comp	5555-643	\$ 3.50
FROM:	Contingency		5320-560-5320	\$45,457.20



# REQUEST FOR TRANSFER

Transfer number

2

To: Board of Selectmen

Date

December 21, 2018

From: Finance for Police Contract

Re: Budget Line Item Transfer  
**2018-2019 FISCAL YEAR**

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5433-515-58	Wages Police Officers	\$ 44,533.86
To: 5433-515-1001	Shift Differential	\$ 784.62
To: 5455-643	FICA	\$ 3,466.86
To: 5455-643	Workers Compensation	\$ 2,297.65
To: 5455-643	Pension	\$ 7,704.14
From: 5455-643	Medical Insurance	\$ 8,338.05
From: 5320-560-5320	Contingency	\$ 50,449.08

## Explanation:

Cost of the Police Contract settlement including benefits

## ACTION

Department Head Signature

\_\_\_\_\_

Date

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Board of Selectmen action

\_\_\_\_\_

Date

\_\_\_\_\_

Board of Finance Action

\_\_\_\_\_

Date

\_\_\_\_\_

# REQUEST FOR TRANSFER

Transfer number

3

To: Board of Selectmen

Date

December 21, 2018

From: Finance for Public Works Contract

Re: Budget Line Item Transfer  
**2018-2019 FISCAL YEAR**

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5455-515-61	Working Foreman	\$ 1,833.84
To:	5455-515-62	Leadman	\$ 1,796.08
To:	5455-515-65	Utility Men	\$ 15,847.67
To:	5455-515-66	Mechanic	\$ 1,828.12
To:	5464-515-65	Attendant	\$ 660.36
To:	5455-643	FICA	\$ 1,629.89
To:	5455-643	Workers Compensation	\$ 2,556.69
To:	5455-643	Pension	\$ 2,501.29
To:	5464-643	FICA	\$ 505.17
To:	5464-643	Workers Compensation	\$ 79.24
To:	5455-643	Pension	\$ 77.53
From:	5320-560-5320	Contingency	\$ 29,315.88

## Explanation:

Cost of the Public Works Contract settlement including benefits

## ACTION

Department Head Signature

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Date

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Board of Selectmen action

\_\_\_\_\_

Date

\_\_\_\_\_

Board of Finance Action

\_\_\_\_\_

Date

\_\_\_\_\_