



TOWN OF OXFORD

Kathleen O'Neil

Oxford Grant Administrator/Writer

S.B. Church Memorial Town Hall

486 Oxford Road, Oxford, Connecticut 06478-1298

Phone: (203) 888-2543 ext. 3067 Fax: (203) 888-2136

E-mail: grantadmin@oxford-ct.gov

September 9, 2020

Board of Selectmen
S.B. Church Town Hall
486 Oxford Road
Oxford, CT 06478

Dear Board of Selectmen:

Please consider the following matter at your Wednesday, September 16, 2020 meeting. James A. Hliva, our Finance Director, recommended that the \$100,000.00 promised municipal match for the Connecticut Department of Transportation Grant, Connecticut Community Connectivity, be approved by you for appropriation and then forwarded to the Board of Finance. I am thereby requesting that you approve the appropriation of \$100,000 match for soft costs of the Connecticut Community Connectivity Grant and \$398,000.00 for its construction.

This grant funds construction of the sidewalk, lighting, benches and Little River Nature Preserve Trail. The sidewalk will extend from Teodosio's property to Dutton Road Bridge.

Thank you for your time and consideration.

Sincerely,

Kathleen O'Neil

Kathleen O'Neil
Oxford Grant Admin/Writer

2. **Connecticut Community Connectivity Grant Appropriation for Little River Nature Preserve Sidewalk – Approve**

MOTION:

moved to approve an appropriation, in the amount of a \$100,000.00 match for soft costs and a \$398,000.00 for the construction, for the Connecticut Department of Transportation Grant, Connecticut Community Connectivity for the construction of the sidewalk, lighting, benches and Little River Nature Preserve Trail; as presented by the Grant Writer in her letter dated 9/9/20. This was seconded by
This matter will be forwarded to the Board of Finance.



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
Phone: (860) 594-2132

January 18, 2019

Mr. George Temple, First Selectman
486 Oxford Road
Oxford, CT 06478

Dear First Selectman Temple:

Subject: Community Connectivity Grant Program

It is my pleasure to inform you that additional funding was approved by the State Bond Commission on December 11, 2018, so your application for the Community Connectivity Grant Program (CCGP) has been approved. Congratulations on your Grant award, and many thanks for applying to this important Program, which will be administered by the Connecticut Department of Transportation (Department). Please remember that this award is based on the project that was submitted in your application; therefore, to receive these funds, no other project can be substituted.

I ask that you contact me no later than Friday, **February 8, 2019** to confirm that your municipality wishes to accept the funding and proceed with the CCGP process. An e-mail response to the CCGP address CTDOT.CCGP@ct.gov is preferred. A confirmation letter sent to the address on this letterhead is also acceptable. If no response is received, we will presume you are no longer interested in participating.

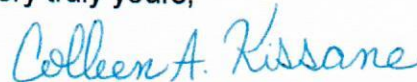
It is also important to **designate a point of contact** (including their title, telephone number and email address) when you send in your confirmation so that we can communicate with this person as we advance in the project administration.

There are several steps (listed below) that need to be taken by both the Department and your Municipality, prior to the distribution of funds. Please do not proceed with any grant-funded work until all contracting items have been fully executed.

1. The Department will initiate an Environmental Screening Review for each project to assist the Municipality in identifying items relative to natural resources, historical/archeological resources, hazardous/contaminated material, etc. that may need to be investigated or addressed during the design phase. The results will be forwarded to the Municipality, upon completion.
2. The Department will issue a Commitment to fund letter, subsequent to your acceptance of this grant. This letter will outline the next steps for administration and conditions related to the use of these grant funds.
3. An Information session will be scheduled in early spring to assist municipalities with project administration. We are currently selecting individual project managers for each approved application, and will provide you with that information once we receive confirmation of your acceptance.

Congratulations again, and we look forward to hearing from you soon! If you have any further questions, please feel free to contact me at 860-594-2132, or via email at CTDOT.CCGP@ct.gov.

Very truly yours,



Colleen A. Kissane

Transportation Assistant Planning Director

cc: Richard Dunne NVCOG
Kathleen O'Neil

**AGENDA
BOARD OF FINANCE
REGULAR MEETING
MARCH 25, 2019
7:00 p.m.**

- 1) Open Meeting & Roll Call
- 2) Pledge of Allegiance
- 3) Acceptance of Minutes
 - (a) February 25, 2019 Regular Meeting
- 4) Amendments to the Agenda
- 5) Audience of Citizens
- 6) Old Business
 - (a)
- 7) New Business
 - (a) Transfer Inland Wetlands
 - (b) Approve appropriation for Main Street project \$15,000 (General Fund)
 - (c) Approve appropriation for Main Street Project \$100,000
- 8) Monthly Reports
 - a. Board of Finance Contingency activity report.
 - b. Tax Collector report February
- 9) Adjournment

Jack Kiley

Jack Kiley

Chairman, Board of Finance

19 MAR 22 PM 2:50
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK

MINUTES

BOARD OF FINANCE

REGULAR MEETING

MONDAY March 25, 2019

Oxford Town Hall-7:00pm

Members Present: Chairman Jack Kiley, Sue Arpin, Dana Flach, Paula Jensen, Robert DeBisschop

Members Absent: Vacancy (Jeff Grant)

Others Present: James Hliva (Finance Director), Tony Santiago (Main St Project), Kathleen O'Neil (Main St. Project), Sue Kovacs, Mary LoPresti (Main St. Project),

Call to order: 7:34 pm

Pledge of Allegiance

3. Acceptance of Minutes

(a) February 25, 2019 Regular Meeting

Dana Flach made a motion to accept the February 25, 2019 Regular Meeting minutes. The motion was seconded by Sue Arpin. The motion carried unanimously.

4. Amendments to the Agenda

None

5. Audience of Citizens

None

6. Old Business

None

7. New Business

(a) Transfer Inland Wetlands:

Dana Flach made a motion to deny transfer. The motion was seconded by Sue Arpin. The motion carried unanimously.

Discussion:

There was a discussion on bill being paid before transfer requested. Jack Kiley stated that in future if they need funds they will need to request transfer before using funds.

(b) Approve appropriation for Main Street project \$15,000 (General Fund):

(c) Approve appropriation for Main Street project \$100,000:

Kathleen O'Neil, Tony Santiago and Mary LoPresti spoke & showed a power point detailing the Main Street project and its need for funding. Jack Kiley told the Main Street Project Committee that it would be best to come with each individual invoice and request funds.

Kathleen O'Neil agreed.

8. Monthly Reports

a. Board of Finance Contingency activity report:

No questions

b. Tax Collector report January

No Report. It was stated that the Tax Collector Report is due the 10th of each month.

9. Adjournment: 8:56 PM

Jack Kiley made a motion to adjourn. Robert DeBisschop seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Dawn Passerine 

Dawn Passerine, BOF Clerk

19 APR 22 PM 2:09
TOWN OF OXFORD, CT
Angela A. West
TOWN CLERK

To: Board of Finance

September 2, 2020

From: Finance Director

Re:2019-2020 Transfer requests

Item #	Department	Account Number	Account	Amount
1	TO: Conservation IWWC	5265-643	Employee Benefits	\$ 8,333.81
	FROM: Conservation IWWC	5265-517-42	Wages Fill in	\$ 400.95
	FROM: Conservation IWWC	5265-521-1000	Overtime	\$ 124.65
	FROM: Conservation IWWC	5265-570-105	Stenographer	\$ 300.00
	FROM: Conservation IWWC	5265-570-103	Contract Ser SCS	\$ 2,000.00
	FROM: Conservation IWWC	5265-570-111	Engineer	\$ 2,126.00
	FROM: Conservation IWWC	5265-570-126	Trail Maintenance	\$ 327.46
	FROM: Conservation IWWC	5265-590	Education	\$ 401.00
	FROM: Conservation IWWC	5265-670	legal notice	\$ 312.50
	FROM: Conservation IWWC	5265-676	Maintenance Detention	\$ 1,400.00
	FROM: Conservation IWWC	5265-770	Office Supplies	\$ 336.56
FROM: Conservation IWWC	5265-811	Vehicle Maintenance	\$ 604.69	

Motion
Seconded
Vote
Comments
Comments

2	TO: Fire Department	5325-905	Cable Internet	\$ 1,014.57
	FROM: Fire Department	5325-552	Computer Software	\$ 1,014.57

Motion
Seconded
Vote
Comments

3	TO: Fire Department	5325-812	Vehicle Repairs	\$ 5,608.84
	FROM: Fire Department	5325-605	Equipment Maintenance	\$ 5,608.84

Motion
Seconded
Vote
Comments

4	TO: Fire Department	5325-798	Waste Removal	\$ 1,041.25
	FROM: Fire Department	5325-811	Vehicle Maintenance	\$ 1,041.25

Motion
Seconded
Vote
Comments

To: Board of Finance

September 2, 2020

From: Finance Director

Re:2019-2020 Transfer requests

Item #	Department	Account Number	Account	Amount
5	TO: Fire Department	5325-613	Waste Removal	\$ 1,969.08
	FROM: Fire Department	5325-550	Facility Maintenance	\$ 1,969.08
Motion Seconded Vote Comments				
6	TO: Fire Department	5325-604	Equipment Expensed	\$ 50.62
	FROM: Fire Department	5325-525	Books and publications	\$ 50.62
Motion Seconded Vote Comments				
7	TO: Fire Department	5325-595	Electricity	\$ 44.02
	FROM: Fire Department	5325-525	Books and publications	\$ 44.02
Motion Seconded Vote Comments				
8	TO: Fire Department	5325-551	Computer Maintenance	\$ 643.50
	FROM: Fire Department	5325-775	Telephone	\$ 643.50
Motion Seconded Vote Comments				
9	TO: Fire Department	5325-527-52	Wages Clerk	\$ 4,501.95
	TO: Fire Department	5325-643	Benefits	\$ 389.42
	FROM: Fire Department	5325-685	Supplies Departmental	\$ 4,891.37
Motion Seconded Vote Comments				

To: Board of Finance

September 2, 2020

From: Finance Director

Re:2019-2020 Transfer requests

Item #	Department	Account Number	Account	Amount
10	TO: Fire Marshal	5330-517-52	Wages Clerk	\$ 650.82
	TO: Fire Marshal	5330-513-55	Wages Deputy	\$ 867.67
	TO: Fire Marshal	5330-643	Benefits	\$ 182.22
	FROM: Fire Marshal	5330-555	Conference and Meeting	\$ 795.00
	FROM: Fire Marshal	5330-585	Dues	\$ 380.00
	FROM: Fire Marshal	5330-775	Telephone	\$ 525.71
Motion				
Seconded				
Vote				
Comments				
11	TO: Public Works	5455-522-71	Buybacks	\$ 11,236.12
	FROM: Public Works	5457-625	Heating Oil	\$ 11,236.12
Motion				
Seconded				
Vote				
Comments				
12	TO: Tax Collector	5505-643	Benefits	\$ 4,593.18
	TO: Tax Collector	5505-643	Benefits	\$ 1,199.82
	FROM: Tax Collector	5505-521-1000	Overtime	\$ 424.31
	FROM: Tax Collector	5505-555	Conference and Meeting	\$ 121.00
	FROM: Tax Collector	5505-585	Dues	\$ 35.00
	FROM: Tax Collector	5505-590	Education	\$ 200.00
	FROM: Tax Collector	5505-631	Late Notices	\$ 1,110.95
	FROM: Tax Collector	5505-670	Legal Notices	\$ 1,749.02
	FROM: Tax Collector	5505-690	Mileage	\$ 16.34
	FROM: Tax Collector	5505-770	Supplies	\$ 1,256.86
	FROM: Finance	5320-560-5320	Finance Contingency	\$ 879.52

Motion
Seconded
Vote
Comments

To: Board of Finance

September 2, 2020

From: Finance Director

Re:2019-2020 Transfer requests

Item #		Department	Account Number	Account		Amount
13	TO:	Police	5433-521-1000	Wages overtime	\$	79,090.07
	FROM:	Police	5433-570-5433	Cont Ser State Police	\$	61,802.83
	FROM:	Police	5433-515-105	School Security Officer	\$	17,287.24
	Motion					
	Seconded					
	Vote					
	Comments					
14	TO:	Police	5433-517-155	Wages Clerical	\$	2,344.28
	FROM:	Police	5433-570-5433	Cont Ser State Police	\$	2,344.28
	Motion					
	Seconded					
	Vote					
	Comments					
15	TO:	Police	5433-570-1000	State Police OT	\$	359.23
	FROM:	Police	5433-570-5433	State Police Troopers	\$	359.23
	Motion					
	Seconded					
	Vote					
	Comments					
16	TO:	Police	5433-595	Electricity	\$	189.01
	FROM:	Police	5433-625	Heating Fuel	\$	189.01
	Motion					
	Seconded					
	Vote					
	Comments					
17	TO:	Police	5433-613	Facility Maintenance	\$	2,618.72
	FROM:	Police	5433-603	Equipment Leased	\$	1,161.96
	FROM:	Police	5433-625	heating Fuel	\$	766.18
	FROM:	Police	5433-688	Medical	\$	690.58
	Motion					
	Seconded					
	Vote					
	Comments					

To: Board of Finance

September 2, 2020

From: Finance Director

Re:2019-2020 Transfer requests

Item #		Department	Account Number	Account		Amount
18	TO:	Police	5433-798	Waste Removal	\$	1,786.22
	TO:	Police	5433-799	Water	\$	872.44
	FROM:	Police	5433-688	Medical	\$	2,658.66
	Motion Seconded Vote Comments					
19	TO:	Police	5433-81	Vehicle Maintenance	\$	10,577.69
	FROM:	Police	5433-769	Supplies Departmental	\$	2,244.70
	FROM:	Police	5433-688	Medical	\$	452.76
	FROM:	Police	5433-570-109	Custodial	\$	4,037.20
	FROM:	Police	5433-550	Computer Software	\$	1,507.59
	FROM:	Police	5433-552	Computer Hardware	\$	1,345.79
	FROM:	Police	5433-515-105	School Security	\$	989.65
Motion Seconded Vote Comments						
20	TO:	Police	5433-643	Employee benefits	\$	90,520.00
	FROM:	Police	5433-515-105	School Security Officers	\$	77,191.18
	FROM:	Finance	5320-560-5320	Finance Contingency	\$	13,328.82
Motion Seconded Vote Comments						
21	FROM:	Police	5433-515-58	Wages Police Officers	\$	90,851.60
	FROM:	Finance	5320-560-5320	Finance Contingency	\$	90,851.60
Motion Seconded Vote Comments						

**TOWN OF OXFORD
BOARD OF FINANCE CONTINGENCY
ACCOUNT ANALYSIS
through 9/2/2020
June 30, 2020**

Balance per approved budget 300,000.00

Department	Reason	Date Approved	
APPROVED TRANSFERS			
Current Middle School	Architect	7/22/2019	9,900.00
Public Works	Riggs Street Bridge Repair	10/9/2019	29,330.00
Police	Radios	12/16/2019	13,208.36
Police	Computers	12/16/2019	5,200.00
Police	Body Cameras	12/16/2019	8,698.42
Town Counsel	Outside Legal	2/26/2020	17,524.01
Selectmen	Dues	2/26/2020	974.00
Town Hall	Computer Software	2/26/2020	1,650.00
Employee Benefits	Workers Comp Audit	2/26/2020	41,093.00
Probate	Annual fee	2/26/2020	538.00
Tax Collector	Wages	2/26/2020	16,459.02
Town Counsel	Outside Counsel	6/9/2020	27,982.25
Town Counsel	Outside Counsel	7/27/2020	8,633.00
Employee Benefits	Unemployment	8/25/2020	13,750.00
Approver Transfers			194,940.06

PENDING TRANSFERS

Tax Collector	Benefits	879.52
Police	Benefits	13,328.82
Police	Wages	90,851.60

Total Pending transfers 105,059.94

Contingency Balance including pending items -

REQUEST FOR TRANSFER

Transfer number 1

To: Board of Selectmen

Date June 30, 2020

From: Finance for IWWC

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5265-643	Employee Benefits	\$ 8,333.81
From: 5265-517-42	Wages Fill in	\$ 400.95
From: 5265-521-1000	Overtime	\$ 124.65
From: 5265-570-105	Stenographer	\$ 300.00
From: 5265-570-103	Cont Scerv SCS	\$ 2,000.00
From: 5265-570-111	Engineer	\$ 2,126.00
From: 5265-570-126	Trail Maintenance	\$ 327.46
From: 5265-590	Education	\$ 401.00
From: 5265-670	Legal Notice	\$ 312.50
From: 5265-676	maintenance Detention P	\$ 1,400.00
From: 5265-770	Office Supplies	\$ 336.56
From: 5265-811	Vehicle Maintenance	\$ 604.69

Explanation:

Employee who was on insurance wavier retired and the new employee chose the medical insurance Premium town share \$10733.81 less waiver not used of \$2400.00

ACTION

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



OXFORD FIRE DEPARTMENT



SB CHURCH MEMORIAL TOWN HALL
OXFORD, CONNECTICUT 06478-1298

OXFORD CENTER VOL. FIRE CO.
QUAKER FARMS VOL. FIRE CO.
RIVERSIDE VOL. FIRE CO.

Scott J. Pelletier, Chief

John A. Downs, Jr., Assistant Chief Daniel R. Gramigna, Assistant Chief

August 18, 2020

To: James Hliva, Finance Director
From: Board Of Fire Chiefs
Re: Year End Transfer Request – FY 2019-20

Enclosures: A) Final General Fund Summary Report
B) Request for Transfer-5325-551 Computer System Maintenance
C) Request for Transfer-5325-595 Electricity
D) Request For Transfer-5325-604 Equipment Expensed
E) Request for Transfer-5325-613 Facilities Maintenance-Services
F) Request for Transfer-5325-798 Waste Removal
G) Request for Transfer-5325-812 Vehicle Repair
H) Request for Transfer-5325-905 Cable Internet Access

Oxford Fire Department General Fund expenditures for FY2019-20 total \$501,649.37 which is under the approved budget of \$521,466.70. A copy of the General Fund Summary report is attached.

All transfers have been made internal in our budget, and we finished the fiscal year under budget. If there are any questions please see me.

Respectfully submitted,

Scott J. Pelletier
Chief
Oxford Fire Department

Copies:
AC Downs, Jr.
AC Gramigna
File

REQUEST FOR TRANSFER

To: Bd. Of Selectmen

Date: 8/18/20

From: Fire Department

Re: Budget Line Item Transfer

COMPLETE ACCT.#	TITLE	AMOUNT
To: <u>5325-905</u>	<u>Cable Internet Access</u>	<u>\$ 1,014.57</u>
From: <u>5325-552</u>	<u>computer systems-software</u>	<u>\$ 1,014.57</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____

Please Provide Explanation:

ACTION: Dept. Head [Signature] Bd. of Selectmen – Approved _____
 Denied _____
 Date: 8-18-20 Tabled _____

ACTION:
 Bd. Of Finance - Approved _____
 Denied _____
 Date: _____ Tabled _____

**FINANCE DEPT – PLEASE PROCESS TRANSFER AS NOTED ABOVE.

REQUEST FOR TRANSFER

To: Bd. Of Selectmen

Date: 8/18/20

From: Fire Department

Re: Budget Line Item Transfer

COMPLETE ACCT.#	TITLE	AMOUNT
To: <u>5325-812</u>	<u>Vehicle Repair</u>	<u>\$ 5,608.84</u>
From: <u>5325-605</u>	<u>Equipment Maintenance</u>	<u>\$ 5,608.84</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____

Please Provide Explanation:

ACTION: [Signature] Bd. of Selectmen - Approved _____
 Dept. Head _____ Denied _____
 Date: 8-18-20 Tabled _____

ACTION: _____
 Bd. Of Finance - Approved _____
 Denied _____
 Date: _____ Tabled _____

**FINANCE DEPT - PLEASE PROCESS TRANSFER AS NOTED ABOVE.

REQUEST FOR TRANSFER

To: Bd. Of Selectmen

Date: 8/18/20

From: Fire Department

Re: Budget Line Item Transfer

COMPLETE ACCT.#	TITLE	AMOUNT
To: <u>5325-798</u>	<u>Waste Removal</u>	<u>\$ 1,041.25</u>
From: <u>5325-811</u>	<u>Vehicle Maintenance</u>	<u>\$ 1,041.25</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____

Please Provide Explanation:

ACTION:

Dept. Head [Signature] Bd. of Selectmen - Approved _____

Denied _____

Date: 8-18-20

Tabled _____

ACTION:

Bd. Of Finance - Approved _____

Denied _____

Date: _____ Tabled _____

**FINANCE DEPT - PLEASE PROCESS TRANSFER AS NOTED ABOVE.

REQUEST FOR TRANSFER

To: Bd. Of Selectmen

Date: 8/18/20

From: Fire Department

Re: Budget Line Item Transfer

COMPLETE ACCT.#	TITLE	AMOUNT
To: <u>5325-613</u>	<u>Facility Maintenance-Services</u>	<u>\$ 1,969.08</u>
From: <u>5325-550</u>	<u>Computer Systems-Hardware</u>	<u>\$ 1,969.08</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____

Please Provide Explanation:

ACTION: [Signature]
 Dept. Head [Signature] Bd. of Selectmen - Approved _____
 Denied _____
 Date: 8/18/20 Tabled _____

ACTION:
 Bd. Of Finance - Approved _____
 Denied _____
 Date: _____ Tabled _____

**FINANCE DEPT - PLEASE PROCESS TRANSFER AS NOTED ABOVE.

REQUEST FOR TRANSFER

To: Bd. Of Selectmen

Date: 8/18/20

From: Fire Department

Re: Budget Line Item Transfer

COMPLETE ACCT.#	TITLE	AMOUNT
To: <u>5325-604</u>	<u>Equipment-Expenses</u>	<u>\$ 50.62</u>
From: <u>5325-525</u>	<u>Books+Publications</u>	<u>\$ 50.62</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____

Please Provide Explanation:

ACTION: [Signature] Bd. of Selectmen - Approved _____
 Dept. Head _____ Denied _____
 Date: 8/18/20 Tabled _____

ACTION: _____
 Bd. Of Finance - Approved _____
 Denied _____
 Date: _____ Tabled _____

**FINANCE DEPT - PLEASE PROCESS TRANSFER AS NOTED ABOVE.

REQUEST FOR TRANSFER

To: Bd. Of Selectmen

Date: 8/18/20

From: Fire Department

Re: Budget Line Item Transfer

COMPLETE ACCT.#	TITLE	AMOUNT
To: <u>5325-595</u>	<u>Electricity</u>	\$ <u>44.02</u>
From: <u>5325-525</u>	<u>Books + Publications</u>	\$ <u>44.02</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____

Please Provide Explanation:

ACTION: [Signature]
 Dept. Head [Signature] Bd. of Selectmen – Approved _____
 Denied _____
 Date: 8-20-20 Tabled _____

ACTION:
 Bd. Of Finance - Approved _____
 Denied _____
 Date: _____ Tabled _____

**FINANCE DEPT – PLEASE PROCESS TRANSFER AS NOTED ABOVE.

REQUEST FOR TRANSFER

To: Bd. Of Selectmen

Date: 8/18/20

From: Fire Department

Re: Budget Line Item Transfer

COMPLETE ACCT.#	TITLE	AMOUNT
To: <u>5325-551</u>	<u>computer systems-maintenance</u>	<u>\$ 643.50</u>
From: <u>5325-775</u>	<u>Telephone</u>	<u>\$ 643.50</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____

Please Provide Explanation:

ACTION: Scott Pell
 Dept. Head Scott Pell Bd. of Selectmen - Approved _____
 Denied _____
 Date: 8-20-20 Tabled _____

ACTION:
 Bd. Of Finance - Approved _____
 Denied _____
 Date: _____ Tabled _____

**FINANCE DEPT - PLEASE PROCESS TRANSFER AS NOTED ABOVE.

REQUEST FOR TRANSFER

Transfer number _____

To: Board of Selectmen

Date June 30, 2020

From: Finance for Fire

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	<u>5325-527-52</u>	Wages Clerk	\$ 4,501.95
To:	<u>5325-643</u>	Benefits	\$ 389.42
From:	<u>5325-685</u>	Supplies Departmental	\$ 4,891.37

Explanation:

Clerk worked more hours than budgeted

ACTION

Department Head Signature _____

Date _____

Board of Selectmen action _____

Date _____

Board of Finance Action _____

Date _____

REQUEST FOR TRANSFER

Transfer number 10

To: Board of Selectmen

Date June 30, 2020

From: Finance for Fire Marshal

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE		AMOUNT
To:	<u>5330-517-52</u>	Wages Clerk	\$	650.82
To:	<u>5330-513-55</u>	Wages Deputy	\$	867.67
To:	<u>5330-643</u>	Benefits	\$	182.22
From:	<u>5330-555</u>	Conference and Meetings	\$	795.00
From:	<u>5330-585</u>	Dues	\$	380.00
From:	<u>5330-775</u>	Telephone	\$	525.71

Explanation:

- 1 Inspector Additional work due to Commercial Industrial and new school
- 2 Clerk extra hours need to complete job

ACTION

Department Head Signature _____ Date _____

Board of Selectmen action _____ Date _____

Board of Finance Action _____ Date _____

REQUEST FOR TRANSFER

Transfer number _____ //

To: Board of Selectmen Date June 30, 2020

From: Finance for Public Works

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	<u>5455-522-71</u>	Buybacks	\$ 11,236.12
From:	<u>5457-625</u>	Heating Oil	\$ 11,236.12

Explanation:

Buy Backs exceeded budget for sick days
This is per the union contract

ACTION

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

REQUEST FOR TRANSFER

Transfer number 12

To: Board of Selectmen Date June 30, 2020

From: Finance for Tax Collector

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5505-643	Benefits	\$ 4,593.18
To: 5505-643	Benefits	\$ 1,199.82
From: 5505-521-1000	Overtime	\$ 424.31
From: 5505-555	Conference and Meetings	\$ 121.00
From: 5505-585	Dues	\$ 35.00
From: 5505-590	Education	\$ 200.00
From: 5505-631	Late Notices	\$ 1,110.95
From: 5505-670	Legal Notice	\$ 1,749.02
From: 5505-690	Mileage	\$ 16.34
From: 5505-770	Supplies	\$ 1,256.86
From: 5320-560-5320	Finance Contingency	\$ 879.52

Explanation:

- 1 New employee with different medical than budgeted
- 2 benefits on buyouts for tax collector

ACTION

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

REQUEST FOR TRANSFER

Transfer number 13

To: Board of Selectmen

Date June 30, 2020

From: Police

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5433-521-1000	Wages Overtime	\$ 79,090.07
From: 5433-570-5433	Cont Services State Polic	\$ 61,802.83
From: 5433-515-105	School Security officers	\$ 17,287.24

Explanation:

Overtime was for budgeting error on Holiday pay. In addition there are three slots that needed to be filled due to various reasons

ACTION

Department Head Signature Sgt R L #

Date 9/3/20

Board of Selectmen action _____

Date _____

Board of Finance Action _____

Date _____

REQUEST FOR TRANSFER

Transfer number 17

To: Board of Selectmen

Date June 30, 2020

From: Police

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5433-517-155	Wages Clerical	\$ 2,344.28
From:	5433-570-5433	Cont Services State Polic	\$ 2,344.28

Explanation:

In the past clerical was only on Monday. Clerical was used on other days setting up files for new Seargent

ACTION

Department Head Signature Sgt. [Signature] Date 9/3/20

Board of Selectmen action _____ Date _____

Board of Finance Action _____ Date _____

REQUEST FOR TRANSFER

Transfer number 15

To: Board of Selectmen

Date June 30, 2020

From: Police

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE		AMOUNT
To:	<u>5433-570-1000</u>	<u>State Police OT</u>	<u>\$</u>	<u>359.23</u>
From:	<u>5433-570-5433</u>	<u>State Police Troopers</u>	<u>\$</u>	<u>359.23</u>

Explanation:

ACTION

Department Head Signature

Sgt R. E. P.

Date

9/3/20

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number 16

To: Board of Selectmen

Date June 30, 2020

From: Police

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE		AMOUNT
To:	<u>5433-595</u>	<u>Electricity</u>	\$	<u>189.01</u>
From:	<u>5433-625</u>	<u>Heating Fuel</u>	\$	<u>189.01</u>

Explanation:
rate Increases

ACTION

Department Head Signature

Sgt [Signature]

Date

9/3/20

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number 17

To: Board of Selectmen

Date June 30, 2020

From: Police

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	<u>5433-613</u>	<u>Facility Maintenance</u>	<u>\$ 2,618.72</u>
From:	<u>5433-603</u>	<u>Equipment Leased</u>	<u>\$ 1,161.96</u>
From:	<u>5433-625</u>	<u>Heating Fuel</u>	<u>\$ 766.18</u>
From:	<u>5433-688</u>	<u>Medical</u>	<u>\$ 690.58</u>

Explanation:

Conversion for female locker room

ACTION

Department Head Signature

Sgt H E P

Date

9/3/20

Board of Selectmen action

Date

Board of Finance Action

Date

REQUEST FOR TRANSFER

Transfer number 18

To: Board of Selectmen

Date June 30, 2020

From: Police


Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	5433-798	Waste Removal	\$ 1,786.22
To:	5433-799	Water	\$ 872.44
From:	5433-688	Medical	\$ 2,658.66

Explanation:

- 1 Water and Waste removal are up in all departments
- 2 Size of the dumpster was increased in September 2019

ACTION

Department Head Signature  Date 9/3/20

Board of Selectmen action _____ Date _____

Board of Finance Action _____ Date _____

REQUEST FOR TRANSFER

Transfer number 20

To: Board of Selectmen

Date June 30, 2020

From: Police

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

ACCOUNT NUMBER	TITLE	AMOUNT
To: 5433-643	Employee benefits	\$ 90,520.00
From: 5433-515-105	School Security officers	\$ 77,191.18
From: 5320-560-5320	Finance Contingency	\$ 13,328.82

Explanation:

- 1 Nine officers budget for waiver actual was 11 diff of \$12,000
- 2 FICA due to payroll overages short \$21,125
- 3 Pension budget on lower payroll plus the State increased the percentage by 2% \$57,395

ACTION

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

REQUEST FOR TRANSFER

Transfer number 21

To: Board of Selectmen Date June 30, 2020

From: Police

Re: Budget Line Item Transfer
2019-2020 FISCAL YEAR

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	<u>5433-515-58</u>	Wages Police Officers	\$ 90,851.60
From:	<u>5320-560-5320</u>	Finance Contingency	\$ 90,851.60

Explanation:

Police had requested 15 officers at a cost of \$1,200,000. The budget was reduced to \$950,000. Several items caused the overage.

- 1 New female Officer
- 2 two SRO for the school system
- 3 On employee on extended medical leave
- 4 2 Officers on paid administrative leave

The total overage is \$182,475.88 but there is only \$90,851.60 in the contingency account. The balance is being requested in a separate action for the General Fund Balance

ACTION

Department Head Signature  Date 9/3/20

Board of Selectmen action _____ Date _____

Board of Finance Action _____ Date _____

To: Board of Finance

September 2, 2020

From: Finance Director

Re:2019-2020

APPROPRIATION REQUEST

Item #		Department	Account Number	Account		Amount
1	TO:	Police	5433-515-58	Wages Officers	\$	91,624.28
	FROM:	Available General Fund Balance			\$	91,624.28

Motion
Seconded
Vote
Comments
Comments

2	TO:	Employee Benefits	5305-643-10	Emp, Benefits Dental	\$	6,653.53
	FROM:	Available General Fund Balance			\$	6,653.53

Motion
Seconded
Vote
Comments

APPROPRIATION REQUEST GENERAL FUND BALANCE

2019-2020

_____ /

To: Board of Selectmen Date June 30, 2020

From: Police

Re: Wages Police Officers

	ACCOUNT NUMBE	TITLE		AMOUNT
To:	5433-515-58	Wages Police Officers	\$	91,624.28
From:	Available General Fund		\$	91,624.28

Explanation:

Police had requested 15 officers at a cost of \$1,200,000. The budget was reduced to \$950,000

Several items caused the overage.

- 1 New female Officer
- 2 two SRO for the school system
- 3 On employee on extended medical leave
- 4 2 Officers on paid administrative leave

The total overage is \$182,475.88 but there is only \$90,851.60 in the contingency account. This appropriation request is to cover the difference that is not available in the Contingency

Department Head Signature



Date

9/3/20

Board of Selectmen action

Date

Board of Finance Action

Date

APPROPRIATION REQUEST GENERAL FUND BALANCE

2019-2020

2

To: Board of Selectmen

Date

June 30, 2020

From: Finance

Re: Employee Benefits Dental Insurance

ACCOUNT NUMBE	TITLE	AMOUNT
To: 5305-643-10	Employee Benefits Dental	\$ 6,653.53
From: Available General Fund		\$ 6,653.53

Explanation:

Dental insurance is not allocated to departments as we are self funded. By putting the claims to each department it could be a HIPPA violation because one could easily see the expenses for an employee. The total claims for dental last year totaled \$39,949.19 and only \$30,000 was budgeted. The is money remaining in the account for retiree insurance so the amount needed is \$6,653.53 and not \$9,949.19

There is no money remaining in contingency at this time.

Department Head Signature _____

Date _____

Board of Selectmen action _____

Date _____

Board of Finance Action _____

Date _____

TOWN OF OXFORD
TAX COLLECTORS REPORT
August 31, 2019

	ACTUAL	YEAR TO DATE	BUDGET	ACTUAL BILLINGS	PERCENT OF BUDGET COLLECTED	PERCENT OF ACTUAL BILLS COLLECTED
4000-401	2,051,766.43	19,717,081.06	36,504,667.00	36,691,054.00	54.01%	53.74%
4000-100-1	66,759.21	121,511.41	750,000.00			
4000-402	30,858.19	42,472.65	300,000.00			
4000-402	336.00	648.00				
4000-410	89.20	155.20	1,500.00			
SUB TOTAL ALL OTHER	98,042.60	164,787.26	1,051,500.00		15.67%	
4450-416	-	-	270,000.00			
4450-402	-	-				
4050-417	-	-				
SUB TOTAL SEWER	-	-	270,000.00		0.00%	
4500-443	-	-	50,000.00		0.00%	
TOTAL	2,149,809.03	19,881,868.32	37,876,167.00		52.49%	

NOTE: This report is gross cash collected. The actual percentage of collections will be lower due to refunds issued, overpayments that have not been returned to the taxpayers and money collected for the Connecticut Green Bank.

**TOWN OF OXFORD
TAX COLLECTORS REPORT
CORRECTED
August 31, 2020**

	ACTUAL	YEAR TO DATE	BUDGET	ACTUAL BILLINGS	PERCENT OF BUDGET COLLECTED	PERCENT OF ACTUAL BILLS COLLECTED
4000-401	2,924,634.51	20,096,273.54	36,839,713.00	37,115,714.18	54.55%	54.14%
4000-100-1	48,581.15	132,813.73	400,000.00			
4000-402	15,976.85	41,948.89	161,571.00			
4000-402	240.00	528.00				
4000-410	60.00	81.00	1,500.00			
SUB TOTAL ALL OTHER	64,858.00	175,371.62	563,071.00		31.15%	
4450-416	410.70	5,730.80	305,000.00			
4450-402	0.27	950.05				
4050-417	-	-	-			
SUB TOTAL SEWER	410.97	6,680.85	305,000.00		2.19%	
4500-443			67,970.00		0.00%	
TOTAL	2,989,903.48	20,278,326.01	37,775,754.00		53.68%	

NOTE: This report is gross cash collected. The actual percentage of collections will be lower due to refunds issued, overpayments that have not been returned to the taxpayers and money collected for the Connecticut Green Bank.

**TOWN OF OXFORD
BOARD OF FINANCE CONTINGENCY
ACCOUNT ANALYSIS
through 9/2/2020
June 30, 2020**

Balance per approved budget 300,000.00

Department	Reason	Date Approved
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APPROVED TRANSFERS

Current Middle School	Architect	7/22/2019	9,900.00
Public Works	Riggs Street Bridge Repair	10/9/2019	29,330.00
Police	Radios	12/16/2019	13,208.36
Police	Computers	12/16/2019	5,200.00
Police	Body Cameras	12/16/2019	8,698.42
Town Counsel	Outside Legal	2/26/2020	17,524.01
Selectmen	Dues	2/26/2020	974.00
Town Hall	Computer Software	2/26/2020	1,650.00
Employee Benefits	Workers Comp Audit	2/26/2020	41,093.00
Probate	Annual fee	2/26/2020	538.00
Tax Collector	Wages	2/26/2020	16,459.02
Town Counsel	Outside Counsel	6/9/2020	27,982.25
Town Counsel	Outside Counsel	7/27/2020	8,633.00
Employee Benefits	Unemployment	8/25/2020	13,750.00
Approver Transfers			194,940.06

PENDING TRANSFERS

Tax Collector	Benefits		879.52
Police	Benefits		13,328.82
Police	Wages		90,851.60

Total Pending transfers 105,059.94

Contingency Balance including pending items -