

**AGENDA  
BOARD OF FINANCE  
REGULAR MEETING  
APRIL 27, 2020  
7:00 p.m.**

The Board of Finance of the Town of Oxford will hold its regular meeting and will meet remotely on Monday, April 27, 2020 at 7:00 p.m. Physical attendance at the meeting is not permitted due to Covid-19 precautions. However, you can access the meeting by the following.

<https://us02web.zoom.us/j/87314273249?pwd=THdrK0pkekcvVpLbStYSExpZ1hTdz09>

Join by phone 1-646-876-9923  
Meeting ID: 365 222 904

- 1) Open Meeting & Roll Call
- 2) Pledge of Allegiance
- 3) Acceptance of Minutes
  - (a) January 27, 2020 Regular Meeting
  - (b) February 26, 202 Special Meeting
- 4) Amendments to the Agenda
- 5) Audience of Citizens
- 6) Old Business  
(NONE)
- 7) New Business
  - (a) Approve and forward to Town Meeting \$57,600 for Reforestation Bid for the Little River nature Preserve with funds coming from LoCIP
  - (b) Transfer 2010 – 2020 Fiscal Year
  - (c) Appointment of Auditor for 2019 – 2020 Audit
- 8) Monthly Reports
  - a. Board of Finance Contingency activity report.
  - b. Tax Collector report March
- 9) Adjournment

Jack Kiley

*Jack Kiley*

Chairman, Board of Finance

# MINUTES

BOARD OF FINANCE

REGULAR MEETING

January 27, 2020

Oxford Town Hall-7:00pm

**Members Present:** Chairman Jack Kiley, Sue Arpin, Dana Flach, Paula Jensen, Kathryn Dennen, Diane Soracco

**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:** 7:00 pm

**Pledge of Allegiance**

### **3. Acceptance of Minutes**

#### **(a) December 16, 2019**

Dana Flach made a motion to accept the December 16, 2019 Regular Meeting minutes. The motion was seconded by Sue Arpin. The motion carried unanimously as amended with correction of the spelling of Diane Soracco's name and Diane was against the Body Cams for the Police Dept.

### **4. Amendments to the Agenda**

None

### **5. Audience of Citizens**

None

### **6. Old Business**

None

**7. New Business**

**(a) Discussion with Sgt. Boroski regarding follow up on December 16**

**Board of Finance meeting:**

4 cars in & being outfitted, 2 cars in transit, radios in within 2 weeks, computers at State Police being updated, The COLLECT system computer runs on XP so cannot be used, O.T. for construction company and holiday pay not budgeted, body camera's to be on-line March 1<sup>st</sup> 2020.

**(b) Discussion with Chief Pelletier on current year operating budget status:**

Chief Pelletier went over his operating budget.

**(c) Presentation by the auditors and discussion of the audit for the fiscal year ending June 30, 2019:**

Presentation was made by auditors and they will file a copy of the audit with the Town Clerk.

**8. Monthly Reports**

**a. Board of Finance Contingency activity report:**

Board went over questions with Jim Hliva

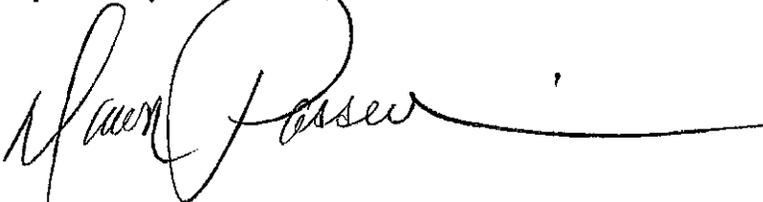
**b. Tax Collector report December**

Board went over report.

**9. Adjournment: 8:32 PM**

Dana Flach made a motion to adjourn. Sue Arpin seconded the motion. The motion carried unanimously.

Respectfully Submitted,



Dawn Passerine, BOF Clerk - As Per Jim Hliva

20 MAR 12 AM 11:07  
TOWN OF OXFORD, CT  
Dana Flach  
TOWN CLERK

# MINUTES

## BOARD OF FINANCE

### SPECIAL MEETING

Wednesday February 26, 2020

Oxford Town Hall-7:00pm

**Members Present:** Chairman Jack Kiley, Sue Arpin, Dana Flach, Katheryn Dennen

**Also Present:** James Hliva (Finance Director), Scott Halstead

**Members Absent:** Paula Jensen, Dianne Sorracco

**1) Open Meeting & Roll Call:** 7:01 pm

**2) Pledge of Allegiance**

**3) Acceptance of Minutes**

**(a) January 27, 2020:** Dana Flach made a motion to table the minutes. The motion was seconded by Sue Arpin. The motion carried unanimously.

**4) New Business**

**(a) Approve funding in the amount of \$52,774.54 to be taken from Capital and Non-Recurring for Oxfords 10% share of improvements to the Seymour Sewage Treatment Plant:** Scott Halstead explained that Oxford WPCA own's 10% of the Seymour Sewage Treatment Plant and any capitol improvement done we pay 10% of. He did request that Seymour give them advanced notice next time there is a major project needed.

Sue Arpin made a motion to approve \$52,774.54 to be taken from Capital and Non-Recurring for Oxford's 10% of improvements to the Seymour Sewage Treatment Plant to be forwarded to Town Meeting for approval. The motion was seconded by Dana Flach. The motion carried unanimously.

**(b) Transfers 2019-2020 (10)**

See attachment

**(c) Discussion on meeting dates for budget presentation meetings**

Tentative dates were discussed and will be submitted when finalized.

**5) Monthly Reports**

**(a) Board of Finance Contingency activity report.**

Jim Hliva went over and answered questions from the Board regarding the Contingency report.

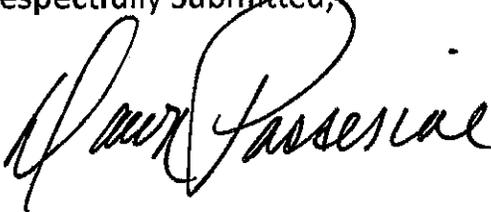
**(b) Tax Collector report December and January.**

The board discussed the Tax Collector report.

**6) Adjournment: 8:08**

Jack Kiley made a motion to adjourn. The motion was seconded by Sue Arpin. The motion carried unanimously.

Respectfully Submitted,



Dawn Passerine, BOF Clerk

20 FEB 28 AM 10:15  
TOWN OF GAITHERD, CT  
*Dawn Passerine*  
TOWN CLERK

To: Board of Finance

February 4, 2020

From: Finance Director

Re:2019-2020 Transfer requests

| Item # |                 | Department               | Account Number | Account               |    | Amount    |
|--------|-----------------|--------------------------|----------------|-----------------------|----|-----------|
| 6      | TO:             | Town Hall                | 5480-585       | Computer Software     | \$ | 1,650.00  |
|        | FROM:           | Finance Contingency      | 5320-560-5320  | Finance Contingency   | \$ | 1,650.00  |
|        | <b>Motion</b>   | Dana Flach - approve     |                |                       |    |           |
|        | <b>Seconded</b> | Sue Arpin                |                |                       |    |           |
|        | <b>Vote</b>     | Motion passed-Unanimous  |                |                       |    |           |
|        | <b>Comments</b> |                          |                |                       |    |           |
| 7      | TO:             | Employee Benefits        | 5305-784       | Workers Compensation  | \$ | 41,093.00 |
|        | FROM:           | Finance Contingency      | 5320-560-5320  | Finance Contingency   | \$ | 41,093.00 |
|        | <b>Motion</b>   | Dana Flach - approve     |                |                       |    |           |
|        | <b>Seconded</b> | Katheryn Dennen          |                |                       |    |           |
|        | <b>Vote</b>     | Motion passed-Unanimous  |                |                       |    |           |
|        | <b>Comments</b> |                          |                |                       |    |           |
| 8      | TO:             | Probate                  | 5450-606       | Probate fees          | \$ | 538.00    |
|        | FROM:           | Finance Contingency      | 5320-560-5320  | Finance Contingency   | \$ | 538.00    |
|        | <b>Motion</b>   | Dana Flach - approve     |                |                       |    |           |
|        | <b>Seconded</b> | Sue Arpin                |                |                       |    |           |
|        | <b>Vote</b>     | Motion passed-Unanimous  |                |                       |    |           |
|        | <b>Comments</b> |                          |                |                       |    |           |
| 9      | TO:             | Emergency Communications | 5300-618       | Code Red              | \$ | 8,000.00  |
|        | FROM:           | Emergency Communications | 5300-775       | Telephone             | \$ | 3,000.00  |
|        | FROM:           | Emergency Communications | 5300-776       | Nexgen                | \$ | 5,000.00  |
|        | <b>Motion</b>   | Dana Flach - approve     |                |                       |    |           |
|        | <b>Seconded</b> | Katheryn Dennen          |                |                       |    |           |
|        | <b>Vote</b>     | Motion passed-Unanimous  |                |                       |    |           |
|        | <b>Comments</b> |                          |                |                       |    |           |
| 10     | TO:             | Tax Collector            | 5505-511-21    | Wages Tax Collector   | \$ | 25,722.60 |
|        | TO:             | Tax Collector            | 5505-517-23    | Wages Tac Clerk       | \$ | 20,687.00 |
|        | FROM:           | Tax Collector            | 5505-515-22    | Wags Asst Tax Collect | \$ | 29,950.04 |
|        | FROM:           | Finance Contingency      | 5320-560-5320  | Finance Contingency   | \$ | 16,459.02 |
|        | <b>Motion</b>   | Dana Flach - approve     |                |                       |    |           |
|        | <b>Seconded</b> | Sue Arpin                |                |                       |    |           |
|        | <b>Vote</b>     | Motion passed-Unanimous  |                |                       |    |           |
|        | <b>Comments</b> |                          |                |                       |    |           |



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Office: 203-375-0553 • Fax: 203-375-0856  
www.northeasthorticultural.com  
info@northeasthorticultural.com



Arborist  
and Accreditation  
CT Arborist #S4454

TO: Kathleen O'Neill, Grant Administrator  
486 Oxford Road  
Oxford, CT 06478

FROM: Stacey Marcell, President  
CT Licensed Arborist # S-4454

DATE: February 24, 2020

RE: Town of Oxford RFQ/RFP # 792 – Lump Sum Bid

Please see below an outline of the scope of work followed by our lump sum proposal. While the scope of work was contained in the original RFP/RFQ released by the town we have added annotation that defines our firm's unique understanding of the site and highlights our specific experience and abilities in work of this nature.

The project site is approximately 17 acres of town-owned open space adjacent to route 67 and extending across the Little River. Based on our inspection and familiarity with the site we understand this to be a unique and sensitive environment. We intend to utilize all reasonable methods to preserve the character of the site while removing invasive and undesirable vegetation, establishing a safe environment for future park development and positioning the ecosystem to thrive as a native and sustainable landscape.

Scope of Work:

- *Removal of fallen trees, trees leaning against other trees between Route 67 and Little River, and 15' beyond the far side of the Little River.*

Prior to starting any site work our team of licensed arborists will identify and cordon off sensitive areas of ferns and other native plants using color-coded flagging and/or temporary protective fencing. Flagging and temporary fencing will be inspected and maintained throughout the project duration and removed upon completion.

For all removals and tree work we will utilize standard arborist practices as outlined in the ANSI A300 standards developed by the Tree Care Industry Association. Northeast Horticultural Services is one of only ten firms in Connecticut that holds TCIA accreditation.

- *Removal of all Ash trees infested with Emerald Ash Borer*  
We have extensive knowledge in the identification of this pest. Affected Ash trees will be removed, brush will be chipped and, along with logs, will be removed from the site and disposed of in a safe and legal manner.
- *Pruning of trees between Route 67 and Little River; and 15' beyond the far side of the Little River; trees to be pruned to remove broken branches and dead branches greater than 2" in diameter (per Addendum removal of dead branches greater than 2" over the staked trail only).*

**Insurance**

Northeast Horticultural is insured for liability resulting from injury to persons or property, and all its employees are covered by Workers Compensation Insurance. Certificates of coverage are available upon request

**Cancellation Fee**

Northeast Horticultural kindly requests that the authorizing party provide at least 24 hours advance notice of any full or partial work cancellation. If a crew has been dispatched to the job site, the customer will be assessed a mobilization fee of \$300.00 per hour for incurred expenses.

**Completion of Contract**

Work crews shall arrive at the job site unannounced unless otherwise noted herein. Northeast Horticultural shall attempt to meet all performance dates, but shall not be liable for damages due to delays from inclement weather or other causes beyond our control.

**Tree Ownership**

The customer warrants that all trees, plant material and property upon which work is to be performed are either owned by him/her or that permission for the work has been obtained from the owner. Northeast Horticultural is to be held harmless from all claims for damages resulting from the customer's failure to obtain such permission.

**Workmanship**

All work will be performed in a professional manner by experienced personnel outfitted with the appropriate tools and equipment to complete the job properly. Unless otherwise indicated herein, Northeast Horticultural will remove wood, brush and debris incidental to the work.

**Safety**

Northeast Horticultural warrants that all arboricultural operation will follow the latest version of the ANSI Z133.1 industry safety standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

**ANSI A300 Tree Care Standard Definitions: The following definitions apply to specification detailed in this proposal.**

Clean: Selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches. Unless noted otherwise on this proposal, all cleaning will be of branches 1 inch in diameter or greater throughout the entire crown.

Crown: The leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree.

Leader: A dominant or co-dominant, upright stem.

Raise: Selective pruning to provide vertical clearance.

Reduce: Selective pruning to decrease height and /or spread by removing specified branches.

Restore: Selective pruning to improve the structure, form and appearance of trees that have been severely headed, vandalized, or damaged.

Thin: Selective pruning to reduce density of live branches, usually by removing entire branches.

Vista Pruning: Selective pruning to allow a specific view, usually by creating



**Stump Removal**

Northeast Horticultural prides itself on a job well done, which includes finishing stumps to be cut as level and low as possible. Depending on the terrain, size of stump and accessibility around site, the finished height of stumps can be expected to be around 2-3" high above the ground plane. For an additional rate we offer stump grinding, in which we will return on a separate day with our trained stump grinding technician and grind the stump roughly 6-8" below the ground. Surface and subsurface roots beyond the stump are not removed unless specified in the proposal. Unless otherwise stated, stump grindings are not removed from the site.

**Concealed Utilities and Septic Tanks**

It is the duty of the homeowner to notify Northeast Horticultural in before work is to be completed in writing the location and estimated depth of any hidden utilities and septic tanks. Northeast Horticultural is not responsible for damages to underground sprinklers, drain lines, invisible fences or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

**Concealed Contingencies**

Any additional work requested by the homeowner whilst Northeast Horticultural is on site will be billed at an agreed upon additional rate. The homeowner will verbally agree to this additional rate to either the Work Foreman or to Stacey Marcell before said work is commenced.

**Clean-up**

Clean-up shall include removing wood, brush, and clippings, and raking of the entire area affected by the specified work, unless noted otherwise on this proposal.

**Access to Work**

The customer agrees to keep all key access areas of work clear during normal business hours, including driveways and gates necessary for men and materials to pass through.

**Terms of Payment**

Please make payment checks payable to *SLM Services Inc* and mail to: 255 Hathaway Drive, Unit One, Stratford, CT. 06615, or via charge by calling our office (203) 375-0553.

All payments are to be approved prior to invoice. Payments shall be received within 10 days of the approved invoice.

Failure to abide by the payment terms automatically voids any warrantee agreed to in this contract and may result in the process of collection and/or litigation. The Client agrees to pay all costs of collection including attorney fees, and a service charge of 1 ½% per month on past due accounts. Invoices are considered past due when payment is not received 30 days after the date of the invoice.



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Stacey Marcell  
Arborist and Owner  
Arborist License #S4454 CT

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Town Representative





**To: Board of Finance**

**April 15, 2020**

**From: Finance Director**

**Re:2019-2020 Transfer requests**

| Item # |                 | Department          | Account Number | Account               |    | Amount   |
|--------|-----------------|---------------------|----------------|-----------------------|----|----------|
| 1      | <b>TO:</b>      | Assessor            | 5215-570-135   | Printing              | \$ | 1,200.00 |
|        | <b>FROM:</b>    | Assessor            | 5215-570-113   | Field Work            | \$ | 1,200.00 |
|        | <b>Motion</b>   |                     |                |                       |    |          |
|        | <b>Seconded</b> |                     |                |                       |    |          |
|        | <b>Vote</b>     |                     |                |                       |    |          |
|        | <b>Comments</b> |                     |                |                       |    |          |
|        | <b>Comments</b> |                     |                |                       |    |          |
| 2      | <b>TO:</b>      | Assessor            | 5215-690       | Mileage               | \$ | 200.00   |
|        | <b>FROM:</b>    | Assessor            | 5215-525       | Books and Publication | \$ | 200.00   |
|        | <b>Motion</b>   |                     |                |                       |    |          |
|        | <b>Seconded</b> |                     |                |                       |    |          |
|        | <b>Vote</b>     |                     |                |                       |    |          |
|        | <b>Comments</b> |                     |                |                       |    |          |
|        | <b>Comments</b> |                     |                |                       |    |          |
| 3      | <b>TO:</b>      | Assessor            | 5215-551       | Computer Maintenance  | \$ | 425.00   |
|        | <b>FROM:</b>    | Assessor            | 5215-570-113   | Field Work            | \$ | 425.00   |
|        | <b>Motion</b>   |                     |                |                       |    |          |
|        | <b>Seconded</b> |                     |                |                       |    |          |
|        | <b>Vote</b>     |                     |                |                       |    |          |
|        | <b>Comments</b> |                     |                |                       |    |          |
|        | <b>Comments</b> |                     |                |                       |    |          |
| 4      | <b>TO:</b>      | Town Clerk          | 5530-689       | Microfilm             | \$ | 13.30    |
|        | <b>FROM:</b>    | Finance Contingency | 5530-660       | Land Records          | \$ | 13.30    |
|        | <b>Motion</b>   |                     |                |                       |    |          |
|        | <b>Seconded</b> |                     |                |                       |    |          |
|        | <b>Vote</b>     |                     |                |                       |    |          |
|        | <b>Comments</b> |                     |                |                       |    |          |
|        | <b>Comments</b> |                     |                |                       |    |          |

REQUEST FOR TRANSFER

To: Bd. Of Selectmen

Date: 3/11/20

From: ASSESSOR

Re: Budget Line Item Transfer

| COMPLETE ACCT.#    | TITLE                        | AMOUNT      |
|--------------------|------------------------------|-------------|
| To: 5215-570-0135  | CONTRACTED SERVICES PRINTING | \$ 1,200.00 |
| From: 5215-570-113 | CONTRACTED FIELD SERVICES    | \$ 1,200.00 |
| From: _____        | _____                        | \$ _____    |
| From: _____        | _____                        | \$ _____    |

Please Provide Explanation:

FUND PRODUCTION @ MAKING AN ASSESSMENT NOTICES TO TAXPAYERS FOR 2019 GRAND LIST.

ACTION: Janil J. [Signature] Bd. of Selectmen -- Approved \_\_\_\_\_  
 Denied \_\_\_\_\_  
 Date: \_\_\_\_\_ 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: 3/24/20

From: ADMISSION

Re: Budget Line Item Transfer

| COMPLETE ACCT.#    | TITLE                  | AMOUNT   |
|--------------------|------------------------|----------|
| To: 5215-551-0000  | COMPUTER SYS. MAINTS   | 425.00   |
| From: 5215-570-113 | CONTRACTED FIELD SUCCS | 425.00   |
| From: _____        | _____                  | \$ _____ |
| From: _____        | _____                  | \$ _____ |

Please Provide Explanation:

FUNDS FOR MAKING ADMISSION FIELD CAMP AVAILABLE TO ACCESS ON VISITOR TOWN WEBSITE IMPROVE TAXPAYER INFORMATION ACCESS.

ACTION:  Bd. of Selectmen - Approved \_\_\_\_\_  
 Denied \_\_\_\_\_  
 Date: \_\_\_\_\_ 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: 3/10/2020

From: Margaret West-Mauwne

Re: Budget Line Item Transfer

| COMPLETE ACCT.# | TITLE        | AMOUNT   |
|-----------------|--------------|----------|
| To: 5530-689    | MicroFilm    | \$ 13.30 |
| From: 5530-660  | land Records | \$ 13.30 |
| From: _____     | _____        | \$ _____ |
| From: _____     | _____        | \$ _____ |

Please Provide Explanation:

Microfilm is based on Documents, it impossible to get a 100% Est. This is for all Land record documents that are, Minutes books, Maps indexes etc

ACTION:

Dept. Head \_\_\_\_\_ Bd. of Selectmen - Approved \_\_\_\_\_  
Denied \_\_\_\_\_  
Date: \_\_\_\_\_ Tabled \_\_\_\_\_

ACTION:

Bd. Of Finance - Approved \_\_\_\_\_  
Denied \_\_\_\_\_  
Date: \_\_\_\_\_ Tabled \_\_\_\_\_

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

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## 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](mailto:grantadmin@oxford-ct.gov)

March 29, 2020

Oxford Board of Selectmen  
S.B. Church Town Hall  
486 Oxford Road  
Oxford, CT06478

Dear Board of Selectmen:

I am writing to you in order for you to approve the bid of \$57,600.00 from Northeast Horticultural Services for the reforestation of the Little River Nature Preserve and approve the signing of the contract.

The President of Northeast Horticultural Services is Stacey Marcell, a CT Licensed Arborist. Stacey has written guidelines for the State of Connecticut on the eradication of invasive plants in CT. The scope of work includes: removing and disposing of all fallen trees in the Little River Preserve, removing and disposing off-site all infected ash trees and removing debris and hanging and dangerous limbs more than 2" wide from the trail, providing a blueprint of important wetland plants, and a sustainability plan for the future of the preserve, among other things. The bid was for \$57,600.00. There were 4 bids all together ranging from \$57,600.00 to \$265,000.00. I have included the bid results, including the contract from Northeast Horticultural Services in the provided related information.

Thank you for your time and consideration.

Sincerely,

Kathleen O'Neil  
Oxford Grant Admin/Writer

**TOWN OF OXFORD  
TAX COLLECTORS REPORT  
March 31, 2020**

|                     | ACTUAL     | YEAR TO DATE  | BUDGET        | ACTUAL BILLINGS | PERCENT OF BUDGET COLLECTED | PERCENT OF ACTUAL BILLS COLLECTED |
|---------------------|------------|---------------|---------------|-----------------|-----------------------------|-----------------------------------|
| 4000-401            | 286,773.72 | 35,799,485.90 | 36,504,667.00 | 36,691,054.00   | 98.07%                      | 97.57%                            |
| 4000-100-1          | 66,363.95  | 300,034.00    | 750,000.00    |                 |                             |                                   |
| 4000-402            | 50,322.94  | 173,728.84    | 300,000.00    |                 |                             |                                   |
| 4000-402            | 432.00     | 1,728.00      |               |                 |                             |                                   |
| 4000-410            | 8.00       | 278.20        | 1,500.00      |                 |                             |                                   |
| SUB TOTAL ALL OTHER | 117,126.89 | 475,769.04    | 1,051,500.00  |                 | 45.25%                      |                                   |
| 4450-416            | 217,428.62 | 224,685.64    | 270,000.00    |                 |                             |                                   |
| 4450-402            | 38.27      | 810.20        |               |                 |                             |                                   |
| 4050-417            | -          | 64,712.08     | -             |                 |                             |                                   |
| SUB TOTAL SEWER     | 217,466.89 | 290,207.92    | 270,000.00    |                 | 107.48%                     |                                   |
| 4500-443            | -          | 22,490.00     | 50,000.00     |                 | 44.98%                      |                                   |
| TOTAL               | 621,367.50 | 36,587,952.86 | 37,876,167.00 |                 | 96.60%                      |                                   |

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

**TOWN OF OXFORD  
BOARD OF FINANCE CONTINGENCY  
ACCOUNT ANALYSIS  
6/30/2020  
February 24, 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 |

Approver Transfers 144,574.81

**PENDING TRANSFERS**

Total Pending transfers -

**Contingency Balance including pending items 155,425.19**