

**AGENDA
BOARD OF FINANCE
REGULAR MEETING
JANUARY 25, 2021
7:00 p.m.**

The Board of Finance of the Town of Oxford will hold its regular meeting and will meet remotely on Monday, December 28, 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.

Topic: January 25, 2021 Board of Finance Meeting
Time: Jan 25, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82914347956?pwd=dklQaGFpc0MvYXF0anFtakFEL3lLUT09>

Meeting ID: 829 1434 7956

Passcode: 483363

One tap mobile

+16465588656,,82914347956#,,,,*483363# US (New York)

+13017158592,,82914347956#,,,,*483363# US (Washington D.C)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 829 1434 7956

Passcode: 483363

- 1) Open Meeting & Roll Call
- 2) Pledge of Allegiance

- 3) Acceptance of Minutes
 - (a) December 28, 2020 Regular Meeting
- 4) Amendments to the Agenda
- 5) Audience of Citizens
- 6) Old Business
NONE
- 7) New Business

- (a) Transfer for Legal Services
 - (b) Update on Audit
- 8) Monthly Reports
- a. Board of Finance Contingency activity report.
 - b. Tax Collector
- 9) Adjournment

Jack Kiley
Jack Kiley

Chairman, Board of Finance

21 JAN 22 AM 11:46
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK

MINUTES

BOARD OF FINANCE

REGULAR MEETING

December 28, 2020

7:00pm

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

Others Present: James Hliva (Finance Director), Scott Halstead (WPCA)

Members Absent: Diane Soracco, Paula Jensen

Call to order: 7:19 pm

Pledge of Allegiance

3. Acceptance of Minutes

(a) October 26, 2020 Regular Meeting

Dana Flach made motion to approve. 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) Change Order on new Middle School No action needed:
Sent to BOF due to an error in the minutes of the BOS.

(b) Engineer for Sewer Pump Station at Woodruff Hill (info only):

Scott Halstead was in attendance to explain the project. Dana Flach made a motion to approve up to \$25,000 for the design and specs for the new sewer pump station. The motion was seconded by Sue Arpin. The motion carried unanimously.

(c) Update on Audit:

Auditors applied to the State for an extension until January 31, 2021.

8. Monthly Reports

- a. Board of Finance Contingency activity report:
- b. Tax Collector report June:

Dana asked Jim to talk to the First Selectman about instituting a spending freeze.

Dana asked for updates on department budgets. Jim will send on January 1 so they have a total for the half year

9. Adjournment: 8:03 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



Office of the First Selectman

MEMORANDUM

DATE: January 7, 2021
TO: Jim Hliva, Finance Director
RE: Action Items

At the Board of Selectmen's meeting of 1/6/21 the Board moved the following:

- Approve the Oxford Community Support Committee Application for Oxford Historical Society, Inc., in the amount of \$15,000.00, for the Mr. Munn's Schoolhouse Project for Windows, Handicapped Door and Clapboards; as approved by the Oxford Community Support Committee at their meeting held on 12/14/20.
- **Table** the Option Agreement for Purchase of Real Property between the Town of Oxford and 589 Investments, LLC, of 29-1 Highland Road, for Lot #17 East Commerce Drive.
- Approve the following FY 2020 – 2021 transfer request:

To: Account #5535-672-207	Legal Services Assessor	\$17,575.00
From: Account #5320-560-5320	Finance Contingency	\$17,575.00

Please forward the necessary items to the Board of Finance. Thank you.

/kmw

REQUEST FOR TRANSFER

Transfer number _____ 1

To: Board of Selectmen Date January 4, 2021

From: Finance for Selectman's office and Assessor

Re: Budget Line Item Transfer

	ACCOUNT NUMBER	TITLE	AMOUNT
To:	<u>5535-672-207</u>	<u>Legal Service Assessr</u>	<u>\$ 17,575.00</u>
From:	<u>5320-560-5320</u>	<u>Finance Contingency</u>	<u>\$ 17,575.00</u>
From:	_____	_____	_____
From:	_____	_____	_____
From:	_____	_____	_____

Explanation:

Legal fee for Cummings and Lockwood for work performed for the Assessors office.
Also fees for auditor. \$4,375

ACTION

Department Head Signature _____ Date _____

Board of Selectmen action _____ Date _____

Board of Finance Action _____ Date _____