

MINUTES
REGULAR MEETING - BOARD OF FINANCE
OXFORD TOWN HALL
MONDAY, JUNE 22, 2015, 7:00 p.m.

Present: Chairman Jack Kiley, Richard Burke, Lila Ferrillo, Tom Kelly, James Hliva, Finance Director. Absent: Robert DeBisschop, Nancy Schmitt.

The meeting was called to order by Chairman Kiley at 7:00 p.m. and the Pledge of Allegiance was recited.

ACCEPTANCE OF MINUTES:

- (a) June 1, 2015 Special Meeting
- (b) June 9, 2015 Special Meeting

Mr. Kelly made a motion to accept the Minutes of the June 1, 2015 Special Meeting and the June 9, 2015 Special Meeting. Mr. Burke seconded the motion. All in favor, Minutes accepted.

AMENDMENTS TO THE AGENDA

Mr. Kelly made an amendment to the Agenda to discuss all items that are general part of old or new business dealing with any financial issues that are deemed necessary by the Board. Ms. Ferrillo seconded the amendment. All in favor, amendment passes.

Mr. Kelly made a motion to amend the Agenda to add an action to establish a transfer of \$15,000 from Board of Finance-Contingency Fund to Board of Finance-Legal Services. Ms. Ferrillo seconded the motion; all in favor. Motion passed.

OLD BUSINESS

- (A) **Stipend for Web Site Coordinator:** Ms. Ferrillo asked if Mr. Yish would be attending the meeting and Mr. Kelly said that because the First Selectman had insisted that the stipend would be paid, Mr. Kelly did not insist that Mr. Yish be in attendance. Ms. Ferrillo asked where the stipend would come from.

Mr. Kelly made a motion for Old Business Item (A) be denied. Mr. Kiley seconded the motion. Discussion began regarding denial of the payment of the stipend. Mr. Hliva was given a letter from the First Selectman ordering him to pay the stipend. This month it will come from the Selectmen's Per Diem Account, after that there will be no money to pay the stipend. This is not the purpose of the Per Diem Account. Mr. Hliva has been ordered to use funds from the Per Diem Account but there will not be enough money for the entire year to pay the website coordinator stipend. If there is no money then Mr. Hliva can refuse to write the checks. With no further discussion on the denial, a vote was taken. All in favor of the denial, motion passed.

Mr. Kiley asked if the Board of Finance has the authority to look for a legal opinion as to this matter. Ms. Ferrillo noted that there is no money in the legal fund. Mr. Hliva said an appropriation process would have to be started and if it made it through the Board of Selectmen then it would have to come back to the Board of Finance.

Mr. Kelly made a motion that effective July 1, 2015 a transfer occur from Board of Finance-Contingency Fund to Board of Finance-Legal Services in the amount of \$15,000 to fund an attorney. Ms. Ferrillo seconded the motion. All in favor, motion passed. Mr. Hliva will write a letter to the Board of Selectmen to begin the appropriation process.

NEW BUSINESS

- (A) Action of Board of Finance to establish a transfer effective July 1, 2015 of \$15,000 from Board of Finance-Contingency Fund to Board of Finance-Legal Services.
- (B) Mr. Kelly affirms motion that was made to establish a transfer effective July 1, 2015 of \$15,000 from Board of Finance-Contingency Fund to Board of Finance-Legal Services. Ms. Ferrillo seconded.

Discussion ensued. Purpose of asking for the transfer is to make it clear that Board of Finance is seeking to use money to get an opinion from legal counsel other than Town Counsel on actions taken for spending money without a line item in the approved budget. All in favor, motion passed.

- (C) Freedom of Information Review. Regarding Board of Finance remain to the items on the Agenda.
- (D) Discussion – Library Building Committee. Mr. Mitchell was expected at the meeting but Mr. Hliva did not hear from him. Mr. Kiley asked Mr. Hliva what was objection by Board of Selectmen. Discussion began regarding appropriation for a capital project and the process involved. Mr. Kiley was under the impression that everything was in order and Board of Selectmen was on board. Mr. Kiley will attempt to get Mr. Mitchell at the next meeting. No action will be taken on this item.
- (E) Transfer approved by Board of Selectmen June 17, 2015 – SEE ATTACHED

MONTHLY REPORTS

f. Reports Presented by Board of Education. Ms. Rosemary Hanson, Director of Finance, was in attendance at this meeting to present the Board of Education report. Initially, she offered an opinion re regarding Board of Selectmen overspending line item approved budget.

Money for capital projects has been earmarked for one year, but window of opportunity is really summer time when school is out. Bids have gone out but have not awarded any until she is sure of money. Ms. Hanson has some bids back and those bids are all under budget. Most of schools in the state use the same vendors so it is imperative that vendors are contracted as soon as possible so work can be completed. Capital Projects list is the same list as used in March. Mr. Kelly outlined how previously non-recurring projects were approved; this year is precedent setting. This year Board of Education CNRs have already been approved by Board of Selectmen. Mr. Hliva explained that Ms. Hanson is attempting to obtain bids simultaneously with the appropriation process because there is a small window of time to get vendors. If bids are not in by the time of the Town Meeting, work will be done up to the budgeted amount. If bids come in under the budgeted amount the difference will go into undesignated CNR for Board of Education. Mr. Hliva went on to explain how the capital non-recurring project budget will work for Board of Education.

Ms. Hanson discussed her interpretation of how the capital works two ways: financially and exact project. Money cannot be moved from one project to another if one project comes in under budget and another comes in over budget. Mr. Kelly said money is available on a “going forward” basis, i.e. if project does not finish in a year money is still available.

Mr. Kelly asked Ms. Hanson to keep Mr. Hliva apprised of real numbers for bids for a monthly status report.

Mr. Kelly made a motion to approve \$277,000 in Capital Non-Recurring for various items in Board of Education detail be forwarded to Town meeting. Mr. Burke seconded this motion.

Mr. Kiley asked about asbestos abatement bid for Great Oak. Ms. Hanson said there were multiple bids but there are only a few vendors in the state allowed to do this work.

Mr. Kelly asked what constitutes “Wolverine Field-Misc. Landscape”. Ms. Hanson went on to explain that this is to utilize the field for track meets. This equipment has never been purchased. Funds from rentals will be used to purchase the equipment. She continued with a thorough explanation.

After this discussion, a vote was taken and all were in favor to approve the \$277,000 going to Town meeting. Motion passed.

Under other financial matters, Mr. Burke said it was his understanding that full-day kindergarten had been approved and Ms. Hanson said yes. Mr. Burke asked about the cost and Ms. Hanson said it is her understanding that the cost was about \$135,000 and the superintendent did not replace a couple of positions that were terminated. Ms. Ferrillo said it was her understanding that there are other new positions and Ms. Hanson said the only new position was a social worker. She asked if Ms. Ferrillo was referring to the Alternate Ed program, which is designed to save money by having the district put together a program to pull back out-sourced kids.

a. Report on Tax Collections. Ms. Sharon Scinto was in attendance at this meeting to present the Tax Collector's report. Ms. Scinto said that \$162,532.54 was collected in May. The actual billings were \$35,705,278 which include personal property, real estate, motor vehicle and supplemental. Of this amount, \$35,160,000 has been collected (approximately \$500,000 shy). She discussed and explained all the attachments in the report. Mr. Kelly asked Ms. Scinto if she has a listing of all who do not respond and all who still owe to account for differential. Mr. Hliva said budget will be okay at 98.47%.

Ms. Scinto said the Town is online for public to view tax bills. She was hoping to be online for July 1 for credit card payments but there are still issues and questions with the contract. Payment can be made with ACH (no fees).

RETURN TO NEW BUSINESS:

Board of Selectmen transfers:

With regard to **Item #15**, Mr. Kelly asked that Mr. Hliva find out when the new firetruck will be ready for service. Also, Mr. Kelly asked Mr. Hliva to ascertain what is schedule for the old truck going out of service and what is benefit to Town when the old truck is taken off of Town rolls.

With regard to **Items #19 and #20**, Hazardous Waste Day, Mr. Kelly asked to have these two items denied. Mr. Kiley seconded this motion.

Wherefore, Mr. Kiley asked Mr. Hliva if Hazardous Waste Day had ever been held in Oxford before. Naugatuck Valley Council of Governments sponsors this event and this year it was in Oxford at Quaker Farms School. Mr. Hliva went on to explain the reason for the expense.

After Mr. Hliva's explanation, Mr. Kelly asked to change his previous motion to deny **Items #19 and #20** to a motion to approve; Mr. Kiley seconded this new motion. No further discussion. All in favor; motion passed.

With regard to **Items #21 and #22**, Mr. Kelly made a motion to discuss these two items. Mr. Burke seconded this motion. Discussion ensued as to reasoning for the expense of these bills. Most of these bills were in connection with the Gary Soules case, but also included the

police arbitration, the Soules unemployment hearing. The firm is Durant Nichols for labor. This is all work that Town attorney does not handle. Mr. Kelly would like an accounting of cost elements. Ms. Ferrillo read the itemized bills. Lengthy discussion and review of documentation continued. Mr. Kiley requested review of past expenses of Town Attorneys.

Approve transfer to Fire Department 2015-2016 adopted budget:

Mr. Pelletier wants to move monies appropriated by Board of Finance to use in a different manner, i.e. smart board at Riverside Fire Station.

Mr. Kelly made a motion to table to get Scott Pelletier to meeting to explain. Mr. Burke seconded this motion. All in favor; motion to table this new business passed.

Board of Finance Monthly Reports:

Mr. Hliva advised that if every transfer had been passed tonight there would have been \$35,000 left in Contingency, but there is \$54,000. Still at 11.41%, over 10%. Year end looks good. Revenues match budget as of end of May 2015.

Under other financial matters, Ms. Ferrillo asked exactly how much does Public Works pay for union dues. She believes union dues are high and part of these dues go towards medical. What is largest amount that Town pays for family? (About \$36,000; 2 people \$24,000; single \$16,000). Town pays less for Public Works than for Town employees.

ADJOURNMENT

Mr. Kelly made a motion to adjourn. Motion was seconded by Mr. Burke. All in favor; motion passed. Meeting was adjourned at 8:50 p.m.

Respectfully submitted,


Lynnette Steeves, Clerk

15 JUN 25 AM 9:40
TOWN CLERK
Lynnette Steeves

To: Board of Selectmen

June 16, 2015

From: Finance Director

Re:2014-2015 Transfer requests

tem #	Department	Account	Account Number	Amount
1	TO: Assessor	Overtime	5215-521-1000	\$ 270.00
	TO: Assessor	Part time Clerk	5215-517-88	\$ 1,064.18
	FROM: Assessor	Books and Publications	5215-525	\$ 270.00
	FROM: Assessor	Conferences and meetings	5215-555	\$ 378.00
	FROM: Assessor	Printing	5215-570	\$ 333.50
	FROM: Assessor	Mileage	5215-690	\$ 352.68

Motion Mr. Kelly made a motion to approve

Seconded Mr. Burke seconded motion.

Vote All in favor; motion passed.

Comments

2	TO: Ambulance	Supplies	5210-614	\$ 500.00
	TO: Ambulance	Equipment Expensed	5210-604	\$ 500.00
	FROM: Ambulance	Equipment Depreciable	5210-603	\$ 1,000.00

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded motion

Vote All in favor; motion passed.

Comments

3	TO: Ambulance	Facility Maintenance Services	5210-613	\$ 500.00
	FROM: Ambulance	Equipment Depreciable	5210-603	\$ 500.00

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded motion.

Vote All in favor; motion passed.

Comments

4	TO: Ambulance	Vehicle Maintenance	5210-811	\$ 4,800.00
	FROM: Ambulance	Equipment Lease Purchase	5210-601	\$ 4,000.00
	FROM: Ambulance	Medical	5210-688	\$ 800.00

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded motion.

Vote All in favor; motion passed.

Comments

To: Board of Selectmen

June 16, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount	
5	TO:	Conservation IWWC	Legal Notice	5265-670	\$ 500.00
	TO:	Conservation IWWC	Supplies Office	5265-770	\$ 500.00
	FROM:	Finance Contingency	Finance Contingency	5320-560-5320	\$ 1,000.00

Motion Mr. Kelly made a motion to approve only \$500 for Legal Notice
Seconded Mr. Burke seconded motion.
Vote All in favor; motion passed.
Comments Mr. Kelly asked Mr. Hliva to find out about \$500 for Supplies Office.

6	TO:	Animal Control	Heating	5285-625	\$ 893.36
	FROM:	Animal Control	Electricity	5285-595	\$ 893.36

Motion Mr. Kelly made a motion to approve
Seconded Mr. Kiley seconded the motion.
Vote All in favor; motion passed.
Comments

7	TO:	Elderly	Facility maintenance	5295-613	\$ 2,064.00
	FROM:	Finance Contingency	Finance Contingency	5320-560-5320	\$ 2,064.00

Motion Mr. Kelly made a motion to approve.
Seconded Mr. Kiley seconded the motion
Vote All in favor; motion passed
Comments

8	TO:	Elderly	Cable TV Internet	5295-905	\$ 70.00
	FROM:	Elderly	Facility Supplies	5295-770-5	\$ 70.00

Motion Mr. Kelly made a motion to approve
Seconded Mr. Kiley seconded the motion
Vote All in favor; motion passed
Comments

9	TO:	Elderly	Program Supplies	5295-770-6	\$ 69.00
	FROM:	Elderly	Facility Supplies	5295-770-5	\$ 69.00

Motion Mr. Kelly made a motion to approve
Seconded Mr. Kiley seconded the motion.
Vote All in favor; motion passed.
Comments

To: Board of Selectmen

June 16, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number		Amount
10	TO: Elderly	Program Supplies	5295-770-6	\$	400.00
	FROM: Elderly	Computer Equipment	5295-549	\$	400.00

Motion Mr. Kelly made a motion to approve

Seconded Mr. Kiley seconded the motion.

Vote All in favor; motion passed.

Comments Not the newsletter

11	TO: Elderly	Vehicle Maintenance	5295-811	\$	1,000.00
	FROM: Finance Contingency	Finance Contingency	5320-560-5320	\$	1,000.00

Motion Mr. Kelly made a motion to approve.

Seconded Mr. Kiley seconded the motion.

Vote All in favor; motion passed.

Comments

12	TO: Employee Benefits	Longevity	5305-522-87	\$	505.00
	TO: Employee Benefits	Payment In Lieu Benefits	5305-523-96	\$	1,458.19
	TO: Employee Benefits	Unemployment	5305-780	\$	1,295.67
	FROM: Finance	Medical Insurance	5305-643	\$	3,258.86

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded motion.

Vote All in favor; motion passed.

Comments Unemployment for Gary Soules. Mr. Hliva not able to discuss because of legal issue.

13	TO: Fire Department	Utilities Internet	5325-905	\$	24.60
	FROM: Fire Department	Programs Regular	5325-729	\$	24.60

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded the motion.

Vote All in favor; motion passed.

Comments

To: Board of Selectmen

June 16, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number		Amount
14	TO: Fire Department	Vehicle Maintenance	5325-811	\$	938.34
	FROM: Fire Department	Equipment Maintenance	5325-605	\$	938.34

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded motion.

Vote All in favor; motion approved.

Comments

15	TO: Fire Department	Vehicle Repairs	5325-812	\$	16,491.89
	FROM: Finance	Finance Contingency	5320-560-5320	\$	16,491.89

Motion Mr. Ferrillo made a motion to table this item

Seconded Mr. Kelly seconded the motion.

Vote All in favor; motion passed.

Comments

16	TO: Fire Department	Background Checks	5325-570-136	\$	106.00
	FROM: Fire Department	Printing	5325-570-135	\$	106.00

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded motion.

Vote All in favor; motion passed.

Comments

17	TO: Library	Magazines and Newspapers	5390-680	\$	550.00
	FROM: Library	Facility Maintenance	5390-613	\$	550.00

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded motion.

Vote All in favor; motion passed.

Comments

18	TO: Library	Civic Activities	5390-535	\$	407.67
	FROM: Library	Software	5390-552	\$	157.67
	FROM: Library	Facility maintenance	5390-613	\$	250.00

Motion Mr. Kelly made motion to approve.

Seconded Mr. Burke seconded motion.

Vote All in favor; motion passed.

Comments

To: Board of Selectmen

June 16, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
19 TO:	Recycling	Hazaradous Waste Day	5464-570-313	\$ 7,320.45
FROM:	Recycling	Cont Serv Freon	5464-570-312	\$ 3,818.00
FROM:	Recycling	Waste Oil Disposal	57464-793	\$ 2,000.00
FROM:	Recycling	Permit Fee	5464-700	\$ 810.00
FROM:	Recycling	Bulky Waste	5464-570-303	\$ 692.45

Motion Mr. Kelly made motion to approve.

Seconded Mr. Kiley seconded motion.

Vote All in favor; motion passed.

Comments See Minutes for discussion.

20 TO:	Recycling	Hazaradous Waste Day	5464-570-313	\$ 602.00
FROM:	Recycling	Education	5464-590	\$ 110.00
FROM:	Recycling	Supplies	5464-770	\$ 86.00
FROM:	Recycling	Maintenance Matierials	5464-685	\$ 406.00

Motion Mr. Kelly made motion to approve.

Seconded Mr. Kiley seconded motion.

Vote All in favor; motion passed.

Comments See Minutes for discussion.

21 TO:	Town Counsel	Additional Counsel	5535-672-203	\$ 20,000.00
FROM:	Finance	Finance Contingency	5320-560-5320	\$ 20,000.00

Motion Mr. Kelly made a motion to pay.

Seconded Mr. Burke seconded the motion.

Vote All in favor; motion passed.

Comments See Minutes for brief discussion

22 TO:	Town Counsel	Town Counsel Fees	5535-672-201	\$ 18,000.00
FROM:	Finance	Finance Contingency	5320-560-5320	\$ 18,000.00

Motion Mr. Kiley made a motion to approve transfer.

Seconded Mr. Burke seconded the motion.

Vote All in favor: Mr. Burke voted aye; Ms. Ferrillo votes nay; Mr. Kiley votes nay; Mr. Kelly votes nay. Motion does not

Comments pass.

To: Board of Selectmen

June 16, 2015

From: Finance Director

Re:2014-2015 Transfer requests

Item #	Department	Account	Account Number	Amount
23	TO: Police	Contracted Serv Trooper OT	5433-570-1000	\$ 98,614.31
	FROM: Police	Police Officer Wages	5433-515-58	\$ 98,314.31

Motion Mr. Kelly made a motion to approve

Seconded Mr. Kiley seconded the motion.

Vote All in favor; motion passed.

Comments

24	TO: Police	Vehicle Maintenance	5433-811	\$ 6,000.00
	TO: Police	Facility Maintenance	5433-613	\$ 3,000.00
	FROM: Police	Police Officer Wages	5433-515-58	\$ 9,000.00

Motion Mr. Kelly made a motion to table this item for explanation.

Seconded Mr. Burke seconded the motion.

Vote All in favor; motion passed.

Comments ITEM TABLED

25	TO: Capital Projects	Security Camera's	5235-600-XXXX	\$ 17,834.00
	FROM: Finance	Finance Contingency	5320-560-5320	\$ 17,834.00

Motion Mr. Kelly made a motion to deny this transfer.

Seconded Ms. Ferrillo seconded the motion.

Vote All in favor; motion to deny transfer passed.

Comments Explanation needed. Mr. Burke read Minutes of BOS meeting. Mr. Kiley said this amount sounds like a bid. Security cameras are not an emergency.