

OCT 13 '10 AM 11:51

**TOWN OF UXBRIDGE**  
**21 S. MAIN STREET, UXBRIDGE, MA 01569 – PHONE 508-278-8600**  
**BOARD OF SELECTMEN'S MEETING MINUTES**  
**BOARD OF SELECTMEN'S MEETING ROOM**  
**MONDAY, SEPTEMBER 27, 2010 – 7:00PM**



Present: Chair Beth Pitman, Vice-Chair Bruce Desilets, Clerk Jay Cahill, Selectman Cari Kay Robertson and Selectman Peter Baghdasarian. Also present Town Manager Michael Szlosek. Mr. Cahill left the meeting at 9:00PM.

**I. CALL TO ORDER AT 7:00PM**

- A. Announcements – Ms. Pitman announced 10/1 is World Smile Day. A food drive for the Peoples First Food Pantry will be held 10/4 at 9AM at Hannaford's Supermarket, the Fire Station and the Senior Center. The deadline for talent bank forms for the Charter Review Committee is 11/8. The next Board of Selectmen's Meeting is Tuesday, 10/12, due to the observance of Columbus Day. The Uxbridge Women's Club will be hosting a BBQ at the Community House and yard sale at the Town Common on 10/2. The Senior Center is offering a seminar on 10/14 of "Who's Taking Care of Mom and Dad?" Mr. Desilets recommended residents keep an eye on people trashing political signs and to leave them alone.
- B. Citizen's Forum – Mr. Brett Pomeroy, Blackstone Valley Angel of Hope was present and discussed concerns with the placement of the Charlie Smith Memorial Park sign and the lack of communication with the Historical Commission. He advised he did receive a letter from the Historical Commission and was still confused as to the location. Mr. Baghdasarian mentioned no meeting was posted by the Historical Commission and it was a violation of open meeting law. Following discussion, the Board will place this item on the agenda for their next scheduled meeting.

**II. PUBLIC HEARINGS** - Mr. Benn Sherman, DPW Director was present and discussed the status of the streets.

Citizen Petition Street Acceptance for Buttermilk Way – He advised most work is complete. However, there is one detention basin that was not constructed as designed and permitted. He has been working with Andrews Survey & Engineering to resolve the issue. The Planning Board is scheduled to discuss at their next scheduled meeting.

Citizen Petition for Street Acceptance Cassie Lane – He advised he sent a memo to the Planning Board and recommended the road be deemed complete. The Planning Board will discuss at their next scheduled meeting.

Citizen Petition for Street Acceptance Jodie Circle – He advised he has completed a final inspection. The remaining road work is anticipated to be completed within the next week. The Planning Board will discuss at their next scheduled meeting.

Citizen Petition for Street Acceptance Julia Drive – He advised a final inspection was conducted today. He recommended the Planning Board deem the project complete pending crack sealing; which is anticipated to be completed this week. The Planning Board will discuss at their next scheduled meeting.

Citizen Petition for Street Acceptance Longmeadow Road – He advised final inspections were completed today. He is recommending the Planning Board deem the project complete. The Planning Board will discuss at their next scheduled meeting.

Citizen Petition for Street Acceptance Rose Lane – He advised he will be conducting final inspections this week. All issues have been resolved. He anticipates the Planning Board will deem the project complete. The Planning Board will discuss at their next scheduled meeting.

Citizen Petition for Street Acceptance Stanphyl Road – He advised final inspections will be done this week. Atty. Lane and the residents are updating the plans. He anticipates the Planning Board will deem the project complete. The Planning Board will discuss at their next scheduled meeting.

Citizen Petition for Street Acceptances for Foxwood Lane, Deer View Lane and Wildlife Drive – He advised he will be conducting inspections within the next several weeks. He has been working Atty. Lane and the residents to resolve the issues. The Planning Board will discuss at their next scheduled meeting.

### **III. APPROVE MEETING MINUTES**

9/13 Executive Session Meeting Minutes, 9/13 Regular Session Meeting Minutes, 9/20 Regular Session Meeting Minutes – The Board will move to a future meeting.

### **IV. OLD BUSINESS**

- A. Town Manager Goals – The Town Manager and Board discussed the goals. Discussion included overall budget, 5% budget reduction, grants, IT plan, prioritizing goals, Board goals, institutional knowledge and marketing. There was concern with placing percentages or a numbering system on the goals. The Board will continue discussions at a special meeting on 10/4 at 7:00PM. The Board members will submit BOS goals to the Chair by 9/30. The Town Manager will revisit and elaborate on the goals and the definitions.
- B. Town Counsel Update – The Town Manager updated the Board as to the conversations with Atty. Pat Costello. Following discussion, it was the consensus of the Board to retain current Counsel.

### **V. NEW BUSINESS**

- A. Joe D'Alesio – 11 Town Group – Mr. Michael Potaski, Uxbridge Representative, discussed the role of the Blackstone Valley Regional Economic Development Council. He discussed that they would serve as the Advertising Agent for the Town of Uxbridge soliciting for business. Mr. D'Alesio discussed the program and his role. He will serve as a liaison between the communities and the state. Currently there are 6 communities participating in this program. Discussion also included economic development, improving services to residents and infrastructure. The program will cost the residents \$1.00 annually starting in 2012. The Board will look to periodic updates from the Council. No votes or action was taken.
- B. Appointment – Jim Smith – Cultural Council – **MOTION by Mr. Baghdasarian to appoint Mr. Jim Smith to the Cultural Council. Seconded by Mr. Cahill, the motion carried unanimously.**
- C. Appointment - Deidra Cahill – Democratic nomination - Board of Registrars (resignation Tracey Ante) **MOTION by Mr. Baghdasarian to appoint Ms. Cahill to the Board of Registrars. Seconded by Mr. Desilets, the motion carried 4-0-1 (Mr. Cahill abstained).**
- D. Appointment – Charter Review Committee – Jim Smith – Following discussion, the Board will move to a future meeting. The deadline for submission of the talent bank forms are 11/8.

- E. Funding of additional municipal services in regard to school project - Mr. David Genereux was present and discussed concerns with funding for additional services for the school project, including Town Counsel, accounting, inspectional services and the highly anticipated increased workload. He provided several scenarios to the Board noted in his memorandum dated 9/23/10 (attached to the minutes). It was the consensus of the Board to visit with the school department to see if additional funding is available through the project.
- F. Board goals – Following discussion, the Board will move to a special meeting on 10/4 at 7:00PM.

**VI. MEMBER ISSUES**

Energy Audit – The Town Manager updated the Board as to the energy audit at the Police Station.

BOH/DEP Complaint – The Town Manager advised he was waiting to hear from the Board of Health. He was under the impression DEP is cooperating. He will follow-up with the BOH Office.

Blanchard – The Town Manager advised he has contacted the School Supt. and DPW Director to paint and assemble..

**VII. TOWN MANAGER**

**VIII. EXECUTIVE SESSION (MGL c.39, §23B)  
Update SEIU and DPW Union Negotiations**

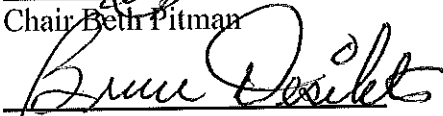
**IX. ADJOURNMENT: Next BOS Meeting Tuesday, October 12, 2010**

At 12:30PM, MOTION by Mr. Baghdasarian to adjourn the meeting and enter into executive session with no further business to follow. Seconded by Mr. Desilets, the motion carried unanimously by role call vote (Pitman – aye, Desilets – aye, Robertson – aye, Baghdasarian – aye).


*Minutes respectfully submitted by, Tracey Ante*

Minutes approved by Board of Selectmen:

  
\_\_\_\_\_  
Chair Beth Pitman

  
\_\_\_\_\_  
Vice Chair Bruce Desilets

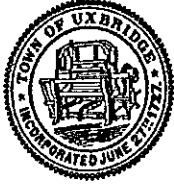
\_\_\_\_\_  
Clerk Jay Cahill

  
\_\_\_\_\_  
Selectman Peter Baghdasarian

  
\_\_\_\_\_  
Selectman Cari Kay Robertson

10/12/10  
\_\_\_\_\_  
Date Approved

Attachments/DVD



**TOWN OF UXBRIDGE**  
**21 S. MAIN STREET, UXBRIDGE, MA 01569 – PHONE 508-278-8600**  
**BOARD OF SELECTMEN'S MEETING**  
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**MONDAY, SEPTEMBER 27, 2010 – 7:00PM**

Authorized Signature \_\_\_\_\_

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- A. Announcements
- B. Citizen's Forum

**II. PUBLIC HEARINGS**

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**III. APPROVE MEETING MINUTES**

- 9/13 Executive Session Meeting Minutes
- 9/13 Regular Session Meeting Minutes
- 9/20 Regular Session Meeting Minutes

**IV. OLD BUSINESS**

- A. Town Manager Goals
- B. Town Counsel Update

**V. NEW BUSINESS**

- A. Joe Deliso- Blackstone Valley regional Economic Development Council
- B. Appointment – Jim Smith – Cultural Council
- C. Appointment - Deidra Cahill – Democratic nomination - Board of Registrars (resignation Tracey Ante)
- D. Appointment – Charter Review Committee – Jim Smith
- E. Funding of additional municipal services in regard to school project
- F. Board goals

**VI. MEMBER ISSUES**

**VII. TOWN MANAGER**

**VIII. EXECUTIVE SESSION (MGL c.39, §23B)**

- Update Police, SEIU, and DPW Union Negotiations

**IX. ADJOURNMENT: Next BOS Meeting Tuesday, October 12, 2010**

August 05, 2010 - For immediate release: EXCERPTS PROVIDED

## GOVERNOR PATRICK SIGNS ECONOMIC DEVELOPMENT BILL INTO LAW

Law will help create jobs, provide small business assistance and access to capital, streamline statewide economic development efforts and provide sales tax holiday for consumers

BOSTON - Thursday, August 5, 2010 - As part of the Patrick-Murray Administration's historic efforts to promote job growth and long-term economic recovery, Governor Deval Patrick today signed into law an economic development bill that will help small businesses create jobs by providing access to capital through the newly created Massachusetts Growth Capital Corporation, streamlining the Commonwealth's economic development activities and agencies, providing more transparent and equitable bond financing terms for educational and health care facilities and approving a sales tax holiday for retailers and consumers later this month.....

"This new law will create countless jobs across the Commonwealth, give small businesses the support they need and help Massachusetts continue to lead the nation out of recession," said Governor Deval Patrick

"As our economy continues to recover, this bill will be a vital tool that will support additional job creation, address the needs of small businesses, and improve infrastructure in all regions of the Commonwealth," said Lieutenant Governor Timothy Murray. "Additionally, we will continue to increase the efficiency and effectiveness of services by realigning our economic development structure and network."

"This is about re-organizing, re-focusing and re-committing ourselves to creating jobs and sharpening our competitive edge," said Senate President Therese Murray. "It sends all the right signals to businesses that we're serious about investment and growth here in the Commonwealth."

"This legislation will improve efficiency in our state's economic development agencies and make Massachusetts more business-friendly to increase employment opportunities across the Commonwealth." said House Speaker Robert A. DeLeo.

The bill signed today contains a number of provisions, including:

- The creation and \$35 million capitalization of the Massachusetts Growth Capital Corporation (MGCC) which will create and preserve jobs, as well as promote economic development in communities by serving as a one stop resource for small businesses seeking capital and advice. The MGCC will offer working capital, loan guarantees, grants, and financial guidance - including one-on-one mentoring services.
- The \$50 million recapitalization of the Growth District Initiative which allows for infrastructure investments in areas identified as poised for significant new growth consistent with the Commonwealth's sustainable development principles, throughout all regions of the Commonwealth. Since its launch in February 2008, 20

Growth Districts have been identified throughout the state and \$49.2M in Growth District grants have been awarded - mostly to Gateway Cities.

- A sales tax holiday weekend on August 14 and 15.
- A two year permitting extension provision for existing permits issued within the last two years, allowing developers to continue to move forward with development projects when the market supports their construction.
- The reorganization and consolidation of a number of economic development agencies to promote greater efficiency - The bill allows for the Massachusetts Office of Business Development (MOBD) to contract with regional economic development organizations to establish a plan for business development that supports regionally based efforts to grow and retain existing businesses and attract new business to the Commonwealth. It also creates the Massachusetts Marketing Partnership, a new umbrella agency comprised of the state's marketing and trade offices aimed at marketing Massachusetts domestically and internally. Two quasi-public agencies that finance non-profits, MassDevelopment and the Health and Educational Facilities Authority (HEFA), will be merged to ensure greater transparency, efficiency, and equity in financing a critically important sector of our economy: higher education and health care.
- The \$5 million recapitalization of the Massachusetts Technology Development Corporation (MTDC). This recapitalization will help close the "capital gap" for start-up and expansion of early-stage technology companies operating in the Commonwealth of Massachusetts. MTDC has invested in many of Massachusetts's most promising new technology-based companies.

"I was proud to co-author this bill, which offers the most sweeping reforms to doing business in Massachusetts that we've seen in years, with Senate President Therese Murray," said Senator Karen Spilka, Senate Chair of the Joint Committee on Economic Development and Emerging Technologies. "The bold and innovative changes included in this bill will help propel our economic development efforts, intensify our economic growth, and put our economy on an even faster path to recovery. This legislation offers tangible assistance to businesses now so they can get people back to work. In the long term, by streamlining and clearly focusing our economic development activities, we will increase taxpayers' return on investment."

"This bill represents the commonwealth's continued effort to work with the business community to enhance economic development in the state. By streamlining our economic development agencies and providing incentives to encourage start-up companies and small businesses, we hope to make the commonwealth more competitive and attractive to different industries looking to locate and grow in Massachusetts," said Representative Brian Dempsey, House Chair of the Joint Committee on Economic Development and Emerging Technologies."

"Main Street Massachusetts and consumers are very fortunate and appreciative to have another sales tax holiday on August 14-15," said Jon B. Hurst, President of the Retailers Association of Massachusetts. "With consumers representing 70% of the economy, this is a very effective stimulus to bring important sales to local employers."



## Senate, No. 2380, printed as amended

[Senate, April 8, 2010 – Text of the Senate Bill relative to economic development reorganization, being the text of S2345, printed as amended]

### Section 3K.

(a) (1) The Massachusetts office of business development shall award up to 12 contracts for regional business development services. Each contract shall specify the municipalities which comprise the region to be served under that contract.

(2) Eligible organizations shall be corporations, foundations, organizations or institutions that are exempt from federal taxation under section 501(c) of the Internal Revenue Code.

Eligible organizations must have a primary focus on economic development. Governmental regional entities which serve as regional or district planning commissions under chapter 40B, regional employment boards, tourism councils under section 14 of chapter 23A, or entities which are a political subdivision of a municipality or wholly owned by a municipality shall not be eligible.

In order to be eligible to be a regional business development service, an applicant shall demonstrate the following:

(i) The applicant operates regionally and its service area or membership includes more than 10 contiguous cities or towns.

The organization must describe the economic interdependency of its contiguous member municipalities and articulate a comprehensive vision for recognition of those municipalities as a self identified region with interrelated economic assets such as industrial base, public infrastructure, research, educational and financial institutions and environmental characteristics.

(ii) The governance structure and leadership of the applicant organization complies with the standards established by the Massachusetts office of business development.

(iii) The applicant is engaged primarily in activities intended to promote job and business retention, creation and attraction across all industry sectors within its identified region.

(iv) The applicant has a history of collaboration with the area business community, local officials, economic development organizations, higher education institutions and other public and private organizations within the identified region. The applicant must describe a plan for a formal program encouraging participation in activities by a wide variety of organizations, governments and businesses operating in the identified region.

(v) The applicant has received or has commitments to receive substantial financial and in kind support from private sources or member municipalities.

(vi) The applicant is capable of and agrees to provide services to the entire region identified in the application.

(b) Preference in awarding contracts shall be given to organizations that have prior experience furnishing advice and assistance to businesses within or seeking to locate to the identified region, a working knowledge of the region, the region's industrial base, the region's demographics and the region's strengths and weaknesses and prior experience and involvement with regional governmental entities, including but not limited to, regional competitiveness councils regional planning agencies, and regional employment boards.

(c) Contracts for services entered into under this section shall include, but not be limited to, the following required services to be performed by the organization on behalf of the commonwealth:

(i) act as the primary contact for businesses seeking assistance from state or local governments, including those seeking to locate within the region or expand existing operations;

(ii) identify public funding sources for business activity and provide assistance in accessing public tax incentive programs;

(iii) identify potential sites for business development and maintain an inventory of key development parcels;

(iv) market the identified region in coordination with the Massachusetts marketing partnership established under section 13A and in compliance with the marketing materials developed by the partnership;

(v) furnish advice and assistance to businesses and industrial prospects which may locate in the region, existing businesses and industries, and persons seeking to establish new businesses or industries, and engage in related activities;

(vi) establish and maintain a network of public and private expertise related to regional assets, industry clusters, workforce and education opportunities and public tax and regulatory incentive and capital access programs;

(vii) partner with the Massachusetts office of business development representative to the region and representatives of quasi-public agencies and authorities engaged in economic development activities to exchange information and jointly provide direct consultation with businesses seeking to expand or locate to the region.

(viii) act as the primary contact for the region for a business seeking state assistance and incentives in a location decision.

(ix) in partnership with the staff of the Massachusetts office of business development, assist member municipalities with economic development efforts related to



business attraction and retention and with access to state economic development programs; and

(x) submit an annual report to the Massachusetts office of business development on the grantee's business development activities. The report shall include: a summary of the preceding year's program activities, objectives and accomplishments; a description of how the grantee's programs and marketing strategy aligns with the commonwealth's overall economic development and strategies; an analysis of how the grantee's involvement in promotion activities has generated prospective business expansion and relocation clients; and a summary of the grantee's efforts to obtain funds from local, private, and federal sources.

(d) Contracts entered into under this section shall be for a term not greater than 3 years, and may provide for the renewal of the contract at the discretion of the Massachusetts office of business development, provided that the renewal shall be for a term not longer than 2 years.

Nothing in this subsection shall preclude a regional organization from reapplying to provide services under a new contract.

(e) The Massachusetts office of business development shall develop a formula to determine funding for contractual reimbursements. That formula shall reflect demographic and economic indicators, including , but not limited to, population and the number of business establishments operating in the region, as well as an assessment of regional needs and the priorities of the statewide economic development plan created under section 16G of chapter 6A.

The formula shall also reflect the significant need for increased economic activity in regions which include target areas as defined in section 2 of chapter 40H. Renewal contracts shall also provide for additional payments to reward achievement in reporting in compliance with performance measurements and to reward achievement of specific performance goals.

(f) Organizations entering into contracts with the commonwealth under this section may enter into additional contracts with the commonwealth to provide additional regional services which do not constitute business assistance activities.

(g) If MOBD determines through the request for proposals process that no organization meets the requirements set out in this section or a region is not served by any eligible regional economic development organization, then MOBD shall provide services under sections 3J and 3K

# Upton to join regional development group

By Julie Balise/Daily News staff

Milford Daily News

Posted Sep 11, 2010 @ 12:01 AM

UPTON —

The town may soon strengthen its voice in regional business decisions by joining the Blackstone Valley Regional Economic Development Council.

The Board of Selectmen voted Tuesday to join the nonprofit corporation, which was founded by Blackstone Valley Chamber of Commerce. Deliso said he was "very pleased" with the board's decision.

"I think that they showed they have vision and that they appreciate the value of regional activity and the benefit it brings to everyone," he said. "I'm thankful that they're on board."

The council aims to improve towns' revenue while preserving their character, Deliso said.

This includes increasing the commercial and industrial tax base, rather than raising taxes on homeowners. They are also concerned with the environmental impact of development.

"My opinion was they were going to develop the Blackstone Valley with or without us," selectmen Chairman Michael Goodwin said. "It's in our collective best interest to make sure the voice of Upton is heard."

Talks about developing the council began two years ago when Deliso noticed a lack of coordination between towns. Without a centralized council for welcoming new development, prospective businesses may not know where to turn, he said.

Upton is the sixth town to join the council. The first member was Millbury, followed by Douglas, Uxbridge, Sutton and Mendon.

The council is reaching out to all 13 towns in the Blackstone Valley. Their target is to include at least 11, said Deliso, which may make them eligible for state contracts providing regional business development services.

Deliso said this would "help put ourselves on the map."

"It's very, very hard for our towns to work together," he said. "We are at such a disadvantage in Massachusetts compared to other states that do this on a county level."

Towns are required to pay \$1 per resident, up to \$10,000, in order to participate. For Upton, this would cost \$7,200 to \$7,500.

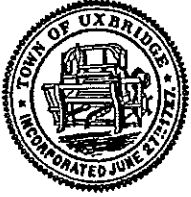
The town has not appropriated funds and would be required to ask for them at Town Meeting in May. This means they would not pay to be part of the council until July 1 at the earliest.

"They said don't worry about the money," Goodwin said. "If you want to join us, do it now."

Upton's involvement will begin immediately. The town is now responsible for designating a representative for the council's board of directors. The council is scheduled to meet again in October.

Julie Balise can be reached at 508-634-7546 or [jbalise@cnc.com](mailto:jbalise@cnc.com).

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TOWN OF UXBRIDGE  
 BOARD OF SELECTMEN  
 Town Hall Room 102  
 21 South Main Street  
 Uxbridge, MA 01569-1851  
 508-278-8600 Fax 508-278-8605

RECEIVED  
 SEP 17 2010  
 BOARD OF SELECTMEN  
 UXBRIDGE, MA

TALENT BANK FORM

Local Government needs citizens to give of their time and talents serving the Town of Uxbridge. This Talent Bank Form has been established to compile a list of interested citizens who are voluntarily willing to serve on Boards, commissions, and committees. Some groups meet often, others require less time, and still others are busy only at specific times of the year. Occasionally, there are requirements for ad hoc committees or sub-committees who are appointed to work on special projects.

If you are interested in serving, please check your preference(s) below and return the completed form to the Town Manager at the address listed above. The form can also be faxed or emailed.

- |   |   |
|---|---|
| <input type="checkbox"/> ADA Committee                    | <input type="checkbox"/> Affordable Housing Committee |
| <input type="checkbox"/> Blanchard Reuse Committee        | <input type="checkbox"/> Board of Health              |
| <input type="checkbox"/> Board of Registrars              | <input type="checkbox"/> Bylaw Review Committee       |
| <input type="checkbox"/> Compensation Advisory Board      | <input type="checkbox"/> Conservation Commission      |
| <input type="checkbox"/> Council on Aging                 | <input checked="" type="checkbox"/> Cultural Council  |
| <input type="checkbox"/> Historic Cemetery Committee      | <input type="checkbox"/> Historic Commission          |
| <input type="checkbox"/> Historic District Commission     | <input type="checkbox"/> Housing Authority            |
| <input type="checkbox"/> Industrial Development Committee | <input type="checkbox"/> Land Planning Committee      |
| <input type="checkbox"/> Parade Committee                 | <input type="checkbox"/> Planning Board               |
| <input type="checkbox"/> Poll Worker                      | <input type="checkbox"/> Recreation Commission        |
| <input type="checkbox"/> Scholarship Committee            | <input type="checkbox"/> School Building Committee    |
| <input type="checkbox"/> Town Common Committee            | <input type="checkbox"/> Website Committee            |
| <input type="checkbox"/> Zoning Board of Appeals          | <input type="checkbox"/> Other: _____                 |

NAME: Jim Smith Are you a registered voter? yes

ADDRESS: 230 Albee Rd

HOME PHONE: \_\_\_\_\_ WORK PHONE: 508-889-3885 FAX: \_\_\_\_\_

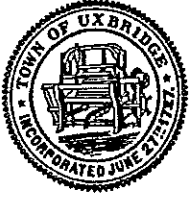
EMAIL ADDRESS: JSmith1027@charter.net OCCUPATION: \_\_\_\_\_

PLEASE LIST ANY POTENTIAL CONFLICTS OF INTEREST (CURRENT MEMBERSHIPS, BUSINESS AFFILIATION):  
 \_\_\_\_\_

SPECIAL INTERESTS AND SKILLS: \_\_\_\_\_

EDUCATION AND EXPERIENCE: \_\_\_\_\_

REASONS FOR WANTING TO SERVE: \_\_\_\_\_



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| <input type="checkbox"/> Town Common Committee            | <input type="checkbox"/> Website Committee            |
| <input type="checkbox"/> Zoning Board of Appeals          | Other: _____  |

NAME: Dierdra Dora Cahill Are you a registered voter? yes

ADDRESS: 62 Southwoods Dr

HOME PHONE: 508 928 1318 WORK PHONE: 508 843 6153\* FAX: \_\_\_\_\_

EMAIL ADDRESS: dierdra.cahill@gmail.com OCCUPATION: Realtor

PLEASE LIST ANY POTENTIAL CONFLICTS OF INTEREST (CURRENT MEMBERSHIPS, BUSINESS AFFILIATION):  
 \_\_\_\_\_  
 \_\_\_\_\_

SPECIAL INTERESTS AND SKILLS: \_\_\_\_\_

EDUCATION AND EXPERIENCE: \_\_\_\_\_

REASONS FOR WANTING TO SERVE: To get involved

*Tracey Ante*  
*156 Hunter Road*  
*Uxbridge, MA 01569*

September 21, 2010

Ms. Beth A. Pitman  
Board of Selectmen  
Town of Uxbridge  
21 S. Main Street  
Uxbridge, MA 01569

Dear Ms. Pitman:

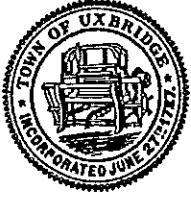
I am writing to inform you that I am resigning from my position as a Member of the Board of Registrars effective September 27, 2010.

Thank you for the opportunity. I look forward to serving the Town in other capacities.

Sincerely,

A handwritten signature in cursive script that reads "Tracey Ante". The signature is written in black ink and is positioned above the printed name.

Tracey Ante



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 BOARD OF SELECTMEN  
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 508-278-8600 Fax 508-278-8605

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SEP 22 2010

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| <input type="checkbox"/> Historic Cemetery Committee      | <input type="checkbox"/> Historic Commission                               |
| <input type="checkbox"/> Historic District Commission     | <input type="checkbox"/> Housing Authority                                 |
| <input type="checkbox"/> Industrial Development Committee | <input type="checkbox"/> Land Planning Committee                           |
| <input type="checkbox"/> Parade Committee                 | <input type="checkbox"/> Planning Board                                    |
| <input type="checkbox"/> Poll Worker                      | <input type="checkbox"/> Recreation Commission                             |
| <input type="checkbox"/> Scholarship Committee            | <input type="checkbox"/> School Building Committee                         |
| <input type="checkbox"/> Town Common Committee            | <input type="checkbox"/> Website Committee                                 |
| <input type="checkbox"/> Zoning Board of Appeals          | <input checked="" type="checkbox"/> Other: <u>Charter Review Committee</u> |

NAME: James F. Smith Are you a registered voter? Yes

ADDRESS: 230 Albee Rd

HOME PHONE: \_\_\_\_\_ WORK PHONE: 508-278-8048 FAX: 508-278-8049

EMAIL ADDRESS: JFSmith1027e@charter.net OCCUPATION: Developer

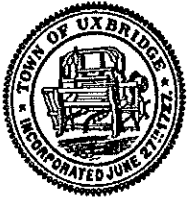
PLEASE LIST ANY POTENTIAL CONFLICTS OF INTEREST (CURRENT MEMBERSHIPS, BUSINESS AFFILIATION):

SPECIAL INTERESTS AND SKILLS: \_\_\_\_\_

EDUCATION AND EXPERIENCE: College Grad Providence College

REASONS FOR WANTING TO SERVE: Help to Improve Town Gov't.

Xtra



TOWN OF UXBRIDGE  
OFFICE OF THE FINANCE DIRECTOR  
TOWN TREASURER/COLLECTOR  
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David A. Genereux  
Finance Director

September 23, 2010

**TO:** Mike Szlosek, Town Manager

**FROM:** David Genereux, Finance Director

**RE:** Funding of Additional Services – School Project

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As you know, we have had ongoing discussions regarding municipal funding costs associated with the high school project that are not contained within the project scope and budget agreement. Specifically, the areas of concern are centered in the municipal finance, legal service, and inspection areas of the municipal portion of the budget.

While the Owner's Project Manager (OPM) and the Construction Manager (CM) bear primary responsibility for project oversight, the MSBA and Inspector General's Office expect that municipal departments will also spend significant time and resources checking their work.

The anticipated role and potential costs of the three departments follow:

**Finance Department – Anticipated Project Costs: \$100,000 over project life**

**Additional services required:** Project accounting; Cash flow analysis; Vendor payouts; Reimbursement applications; Chapter 30B, Chapter 30 § 39M, and Chapter 149A procurement review; MSBA interface; project recordkeeping and audit preparation.

Over the past two years, the Finance Department function has eliminated two full time staff positions. The Town Accountant gave his notice, but was retained on part time basis after a search to find a qualified successor failed. A position in the Treasurer's office was left vacant when a staff member in the office was promoted to Town Clerk. The effect of the loss of these positions has been significant:

- Receivables were not balanced during FY2010; as they were in FY 2008 and FY 2009; they currently in process for the audit and Free Cash certification.
- Turnaround time on payables from a three day average to an eight day average.
- Accounting System maintenance is over a year behind schedule. We processed an upgrade in June. There are seventeen additional upgrades and functionality updates that have not been tested or installed.
- Internal audits dropped from twenty-seven spot checks in FY2008 to one in FY2010. We are required to perform four per year by our auditors.



- Quarterly financial reporting to the auditors, established in FY 2008, and continued in 2009, was not done in FY2010.
- Average turn around time for monthly reporting to departments increased from 3 business days in FY2008 to 19 business day in FY2010.
- The vendor payment error rate rose from .059% to 1.771% in FY2010 due to a reduction in departmental training and office support.

In looking at the operational deficiencies that occurred in FY 2010, it is reasonable to assume that the financial departments currently lack the ability to perform the full project review, record keeping and audit preparation as required by MSBA, in addition to our statutory duties. We anticipate that this function will entail up to fifteen hours per week of work once the project is fully engaged.

The options listed below run from January FY 2011 through January FY 2013, assuming six months worth of accounting and auditing work after the project is complete. Please bear in mind that hiring the current Town Accountant as an independent contractor to perform all functions is not viable, as the state ethics laws would not allow him to leave his position and perform his same duties as a contract employee. Option 1 envisions him working as a contract employee on the school project only, while hiring a new Town Accountant to perform general municipal duties.

All costs are approximate:

Option	Description	Costs over 2 years:	Advantages	Disadvantages
1	Engage the current Town Accountant as a contractual employee for the school project; would entail hiring a new Town Accountant for current municipal duties.	<b>Project Costs:</b> 20 hours per week at 104 weeks at \$45.00/hr. Total Project Costs: \$93,600  <b>Non Project Costs:</b> New Town Accountant Salary: \$120,000 Insurance: \$27,856 Retirement: \$11,040 Medicare: \$1,740 Total Non-Project Costs: \$160,636  Grand Total: \$254,236	No employer provided benefit costs	Could only work on the school project: State ethics laws will not allow a former employee be retained as a contractor for work supervised for a period of one year.  Ethics laws do not allow for a business run by a former employee makes a profit on any work that was performed when the principal was an employee.
2	Hire a new Town Accountant	<b>Project Costs:</b> Salary: \$76,400  <b>Non-Project Costs:</b> Salary: \$43,600 Insurance: \$27,856 Retirement: \$11,040 Medicare: \$1,740	New full time employee at entry level salary for accountants (\$60,000)	We have employed two accountants over the past five years and interviewed for a third in 2009 before retaining the current accountant part time. Success ratio: One

		Total Non-Project Costs: \$84,236 Grand Total: \$160,636		successful, 2 failures: Ratio 33%
3	Hire a outside contractor for services associated with the project	<b>Project Costs:</b> Based on 20 hours per week * 104 weeks  Abrams Group(\$250/hr) - \$520,000  Community Solutions (\$165/hr) - \$343,200  Municipal CPA Firm (\$125/hr) - \$260,000  General CPA Firm (\$80/hr) - \$166,400  <b>Non-Project Costs:</b> Salary: \$21,800 Medicare: \$316 Total Non-Project Costs: \$22,116  Grand Total: Between \$188,516 and \$542,116	An outside contractor should have knowledge of the MSBA procedures to administer the accounting work for the school project. We would likely have to use a CPA firm with municipal experience on the low end of the scale as apposed to a general CPA firm  The Abrams Group and Community Solutions are municipal finance specialists	Cost: The top three options are prohibitively expensive. The general CPA firm may or may not have the expertise to properly administer the financial aspects of the project.
4	Have the current Town Accountant return full time	<b>Project Costs:</b> Salary: \$100,000  <b>Non Project Costs:</b> Salary: \$43,600 Insurance: \$27,856 Retirement: \$11,040 Medicare: \$2,082 Total Non-Project Costs: \$84,578  Grand Total: \$184,578	The Town Accountant has the knowledge and expertise to administer the financial aspects of the project. His return would also allow us to address the concerns listed at the beginning of this memorandum.	Not the lowest cost option.

**Recommendation:**

Option 1 (Current Accountant retained as a contract employee) fails because the ethics laws do not allow us to meet what should have been a simplistic objective: retaining someone who is already doing the job without having to pay out benefits. It also requires the hiring of another employee. Option 2 (Hiring a new Accountant at a lower rate), while being the least costly option, statistically speaking, is most likely to fail, or at a minimum will see significant losses of productivity due to

the learning curve that a new employee would endure. Option 3 (Hiring a firm for the school project), is cost prohibitive. Option 4 (The current Accountant returning full time) would allow the Town to maintain and improve its current processes while managing the school project.

**Inspections Department – Anticipated Costs: \$42,000 over project life**

The construction of a building of this size will likely require significant additional inspection times by the building, plumbing and electrical inspectors. Once again, while the OPM and the CM have primary responsibility, the inspectors need to be in place to verify their oversight of the various subcontractors who will be working on site. We anticipate that they will be performing site visits three to four times per week. All of our inspectors are part time, salaried employees. This extra work should be paid in the form of temporary stipends until the project is completed.

**Town Counsel – Anticipated Costs: \$30,000 over project life**

The function of the Town Counsel is to examine all contracts for accuracy and completeness and insure that the bid and performance process goes smoothly. The potential cost matrix for counsel's work on a major construction project generally tracks toward three price points:

- 1.) Optimum Contract Process (Contract examination, general counsel services, no contract issues): Total project cost: \$10,000
- 2.) Standard Contract Process (Services listed above, resolution of minor contract issues): Total Project Cost \$25,000 to \$35,000.
- 3.) Contract Litigation Process (Services listed above; major contract issues; court action) Total Contract Costs: Estimated \$100,000 to \$250,000.

For budgeting purposes, we should assume an overall project cost of \$25,000 to \$35,000. If we wind up in litigation, we will have to raise funds to pay costs of that amount.

**Funding Options and Recommendation:**

It should be noted that the costs listed in this memorandum are not normally part of the project scope and budget. They are non-reimbursable, overhead costs that should be covered by the municipal budget. That is assuming that the departments have adequate staff to absorb the additional duties. The finance and inspections departments don't have that ability at this time. Legal can remain in the budget appropriation, with project cost tracking. If costs escalate, we can seek transfers at that time.

Assuming that the Board agrees with the recommended strategies, the following needs to be raised by fiscal year (All costs are approximate):

FY 2011	FY 2012	FY 2013
Finance - \$25,000	Finance - \$50,000	Finance - \$25,000
Inspections: \$11,000	Inspections - \$20,000	Inspections - \$11,000

The possible funding options are:

<b>Method</b>	<b>Advantages</b>	<b>Disadvantages</b>
Appropriate from Project Funds	Best, true cost method	Likely not to be supported by SBC
Raise and Appropriate	Simple process	Lack of tax levy space; would be subject to Revenue Share agreement
Reserve Fund Transfer	Vote of Finance Committee	Costs not unanticipated
Stabilization Transfer	Simple process	May lack support; may be seen as an operating budget subsidy
Transfer from available funds listed in the August 31 memorandum	While it would require some explanation, it is a fairly simple transfer	There may be resistance to using "found" monies.

Please contact me with any questions.

Attachments