

Town of Uxbridge, Massachusetts Finance Committee Meeting Minutes



Date: July 12, 2010

Place: Lower Town Hall

Present:

Howard Fortner	P	Mark Andrews	P	Peter DeMers	P
Christine Horwath	P	Ed Maharay	P	John Morawski	P
Ray Wright	P				

1. Call to Order: 7:00 PM

2. Introduction of new member

The chair introduced Ray Wright as the newest member of the Finance Committee.

3. Minutes

Motion/Second/Discussion Vote

Motion	To accept the minutes of June 30, 2010				
1st	MA	2nd	JM	Vote	6-0-1

4. Reserve Fund Transfer

The primary purpose of the meeting was to review a \$3,250 Reserve Fund request for Pout Pond. The pond has been closed to swimming and boating because of milfoil and swollen bladderwort, both invasive aquatic plants. Dave Lewcon from the Conservation Commission addressed the committee on the problem. The town has three options: 1) do nothing, 2) apply an herbicide or 3) harvest the plants. After consulting a variety of sources, the recommendation of the Conservation Commission is to apply an herbicide. It has received a bid from Aquatic Control Technologies of Oxford, MA to do the work for \$3,250. The committee raised questions about the possible effect on people, particularly young children. Mr. Lewcon said there would be a two week ban on swimming and boating after the application was made, and that signage would be set up to notify visitors of potential health hazards.

Motion/Second/Discussion Vote

Motion	To transfer \$3,250 from the Reserve Fund to the Conservation Commission Contractual Service account for milfoil and swollen bladderwort treatment at Pout Pond.				
1st	EM	2nd	MA	Vote	7-0-0

5. New Business

a. 2009 Financial Audit

Eric Demas of Melanson Heath was introduced to the committee. Melanson Heath is the town's external auditors. Mr. Demas was at town hall to give the Board of Selectmen a report on the firm's 2009 audit and management letter. David Genereux, the Finance Director, thought it would be a good idea for the committee meet Mr. Demas. The following is a brief summary of Mr. Demas's report.

2009 Audit

The town's financial state was good, with the town's undesignated fund increased from \$1M to \$2M in 2009 (from the sale of property).

Management Letter

The auditors identified four issues in its management letter, all of which were identified in last year's letter. These issues focused on improvements to:

1. Cash reconciliation
2. Reporting of compensated absences
3. The documentation of transfers between equity funds
4. Reconciliation of student activity accounts

Mr. Demas gave a summary of the issues and David Genereux provided the town's response. Mr. Genereux said he would send the committee copies of the 2008 and 2009 audits and management letters.

6. Old Business

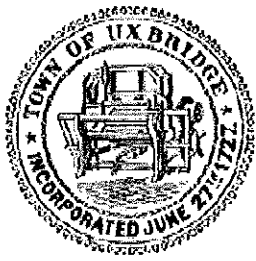
a. Information Technology (IT) infrastructure

Prior to the meeting the Finance Director sent a memo, dated July 8, 2010, providing an overview of the town's current IT infrastructure and challenges. The memo was intended to provide validation to the \$11,000 purchase of a new server. Mr. Genereux asked any members of the committee with concerns to write him about those concerns. He in turn would pass them along to the firm handling the town's IT for an answer.

7. Adjournment (Next Meeting August 18, 2010)

Motion/Second/Discussion Vote

Motion	Adjourn meeting at 9:50 PM				
1st	JM	2nd	CH	Vote	7-0-0



Finance Committee Approval Sheet

Name	Signature	Date
Peter DeMers		08/18/10
Mark Andrews		8/18/10
Howard Fortner		8-18-10
Christine Horwath		8/18/10
Ed Maharay		
John Morawski		8/18/10
Ray Wright		8/18/10

10/10/10

10/10/10