

# Town of Uxbridge, Massachusetts Finance Committee Meeting Minutes

Date: August 29, 2017

Place: Lower Town Hall  
Meeting Room

Attendance: Present or Absent

Peter DeMers - Chair	P	Evelyn Marchand	P	Derek Normadin	A
Mark Andrews- Vice Chair	P	Michael Wilson	P		
Susan Franz- Clerk	P				

Also present: David DeGenereux, Town Manager

Call to Order: 6:30 PM

- Minutes  
6:30 pm

The committee prefers a lighter touch to the recording of meeting minutes that captures the essence of discussions and deferred consideration of hiring an administrative assistant, for now. There was a consensus to begin recording the start time of agenda item discussions. Barry Giles will run a test to see if those times can be embedded in video recordings to allow easier access to sections of the video. We will rotate recording minutes during budget season to allow all members to fully participate in discussions.

- Reserve Fund Transfer  
6:52 pm

The committee discussed a proposed reserve fund transfer to assist in transferring backup and search capabilities for email to a new platform. The current town IT vendor suggested three options. Concerns were raised that while the bids were for different vendor solutions, they appeared to all submitted by one provider, that we did not have an “apples to apples” comparison,

and that the request did not fully meet the requirements of a reserve fund transfer. There was a suggestion that individuals with IT backgrounds are available to help evaluate potential options and time frames and that, in the longer term, the Town should review policies for off-site data backups. It was also suggested that low risk information that is frequently requested could be published to the town website to reduce search costs.

MOTION / SECOND / DISCUSSION / VOTE

Motion	Transfer \$23,581 from Reserve Fund in to Account #101555850				
1st	MA	2nd	MW	Vote	2-3-0

Y-N-A

(A follow-up email is attached to the minutes.)

3. Finance Department Staffing  
7:36 pm

The Town Accountant, Justin Cole, has accepted a position with another town. During the transition, he will remain a part-time, hourly town employee. An assistant accountant has also left. The Town Manager will provide assistance and training to the one remaining assistant accountant. There are no immediate plans to recruit a new full-time Town Accountant. Mr. Cole remains the signatory officer for the town during the transition.

4. Reports  
7:51 pm

The Town Manager has submitted the final report for July 2017. The June 30, 2017 final report is being held pending the close of the fiscal year-end process. The Town Manager reports it should be available within three weeks.

5. Financial Fundamentals Training Document  
8:00 pm

Susan Franz has prepared a training document to introduce new town officials to finance fundamentals. The document has been reviewed by the Town Manager and a number of committee and department heads and will be maintained by the Finance Committee. The training document will be posted to the town website. There was a suggestion that a training document for Town Meeting could be a future project.

MOTION / SECOND / DISCUSSION / VOTE

Motion	Issue a training document dated Aug 26, 2017 to introduce new elected and appointed officials to financial training.				
1st	SF	2nd	MA	Vote	5-0-0

Y-N-A

6. Committee Involvement

8:06 pm

The town departments are finding the contacts from the Finance Committee to be useful. The Chair will be working with some of the departments that have not received as much attention in the past. The Capital Committee is meeting more often and may be authorizing capital funds more actively. The chair suggested that all members should keep an eye on the Capital Committee.

Current liaison assignments include:

Susan Franz	Fire, Assessors, Grants, Economic Development
Evelyn Marchand	DPW
Mark Andrews	Unclassified, Police
Michael Wilson	Schools
Peter DeMers	Library, Senior Center, Veterans Benefits, and others

The committee was advised that the Board of Selectmen have approved bringing on a full-time person to write grants, promote economic development, and assist with planning. This position will go before Town Meeting for funding. If the position is funded, that person should come on board around the first of the year.

Susan Franz updated the committee on efforts by the Blackstone Valley Chamber of Commerce and the Mass. Office of Business Development (MOBD) to support business activities in the town. There will be a brainstorming session with a small group of local business leaders facilitated by MOBD and hosted at the Chamber Offices on October 17, 2017. There will also be an "Open for Business" event, sponsored by the Chamber, at the Uxbridge Free Public Library on November 8, 2017 with local businesses and officials from the Governor's office, our state representatives, local officials, and professional staff from state business development teams.

7. Fall Annual Town Meeting

8:21 pm

The Town Manager reported that contracts have been completed for the municipal employees. Contracts for the schools are still in process.

The Committee briefly reviewed the upcoming articles.

- Budget articles where new money may be sought include IT, the Town Manager's office, and the economic development position. Other needs are likely to be handled with interdepartmental transfers.
- Municipal contracts have been settled. School contracts are still in process.
- Capital planning requests may include schools, carpet removal, phase II on Taft boilers, and

library skylights. Heart monitor machines will be kept in service until 2021 as they will still be supported.

- Capital Committee may propose splitting money from stabilization and putting it into a Capital reserve account.

The committee briefly reviewed the articles for upcoming public hearings. Hearings are likely to be held between September 25 and October 9.

8: Old Business  
8:49 pm

There was no old business to consider.

9. New Business  
8:50 pm

The committee was advised that the Town Counsel will be attending ZBA meetings through the end of the year. This is to help the with any policy or procedural questions while a search continues for experienced talent for that committee.

*Motion to adjourn: 9:00 pm*

*1st MW      2nd SF      VOTE      5-0*

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**From:** David Genereux [mailto:[DGenereux@uxbridge-ma.gov](mailto:DGenereux@uxbridge-ma.gov)]

**Sent:** Tuesday, September 05, 2017 08:10

**To:** DeMers, Peter /US

**Subject:** Re: email backup system

Hello Peter,

At this point, we really don't have many options. The issue is to install an email back up system, the responsible party needs access to the entire network, including the restricted access servers at the Police Department. If I have another vendor work on the network, I may as well change vendors, as Doscoe (Or any existing vendor) will not maintain responsibility for a network that has been made accessible to a low bid contractor, (many of whom lack the skill and experience to work on complex networks)

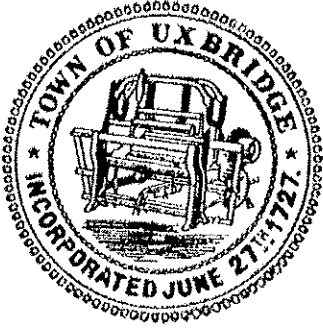
. This will likely happen each time we have a upgrade that requires a bid.

I am not willing to do this. I have been speaking with the School about shared IT services, and in this current situation, it needs to be accelerated. In the meantime, I am going to get price quotes for external back up only. It keeps Doscoe's work to a minimum, if much more easily biddable, and does not require to the entire network. The other side is that it is a perennial annual cost, but it will work for the time being.

David A. Genereux  
Town Manager  
Town of Uxbridge  
21 South Main Street  
Uxbridge, MA 01569

Telephone: (508)278-8600 ext 2002  
Fax: (508)278-3745  
[dgenereux@uxbridge-ma.gov](mailto:dgenereux@uxbridge-ma.gov)

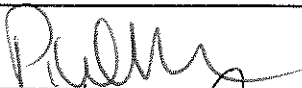

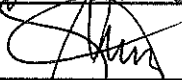


"Kindly remember that the Secretary of State has deemed email a public record"



# Finance Committee Approval Sheet

Date: August 29, 2017

Location: Lower Town Hall Meeting Room

Name	Signature	Date
Peter DeMers		03 OCT 17
Mark Andrews		03 OCT 17
Susan Franz		03 Oct 17
Evelyn Marchand		10/3/17
Derek Normadin		
Michael Wilson		10-3-17