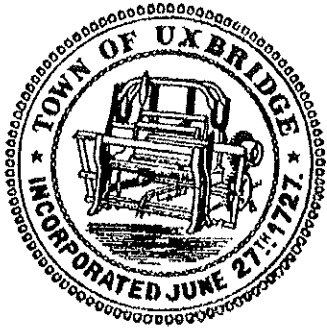


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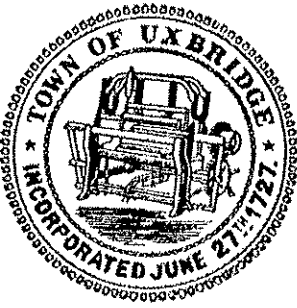
Finance Committee Approval Sheet

3
Ⓟ 24 OCT 2017

Date: October 4, 2017

Location: Lower Town Hall Meeting Room

| Name | Signature | Date |
|-----------------|-----------|-----------|
| Peter DeMers | | 24 OCT 17 |
| Mark Andrews | | 10-24-17 |
| Susan Franz | | 10/24/17 |
| Evelyn Marchand | | 10/24/17 |
| Derek Normadin | | 10-24-17 |
| Michael Wilson | | 10-24-17 |
| | | |
| | | |



Town of Uxbridge, Massachusetts Finance Committee Meeting Minutes

Date: 3 October 2017

Place: Lower Town Hall
Meeting Room

Attendance: Present or Absent

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

Finance Committee and Board of Selectmen Joint Meeting
Public Hearing, Fall Annual Town Meeting 2017

Call to Order: 6:30 PM

Also present:

Town Manager David Genereux
Members of the Board of Selectmen
Chairman Justin Piccirillo
Jim Hogan, joined by Peter Baghdasarian
Members of the public

1) Reserve Fund Transfer Request

Board of Health member Dr. David Tapscott requested a reserve fund transfer request of \$3800 for inspection of 0 Millville Road and 775 Millville Road sites with subsurface sampling.

The property is not a DEP supervised site and the site is believed to not be currently active. The site owners would need permits from the Planning Board and the Board of Health for any resumption of activities. The engineering company has worked previously for the town. Engineering firms would be exempt from 30B procurement and the amount is below thresholds.

Findings would be submitted to the Board of Health and would be available for review. Conversations are continuing with the site owner on access and testing parameters. The nature of the complaint to the Board of Health is about contaminated soil. Work has been done on the site since the complaint was registered. The site is adjacent to a Zone II recharge area and potentially close to the Rosenfeld Well Field.

The engineering company would accompany the Board of Health to the site. Discussions with the owners are continuing as to the nature of the inspection and sampling that will be undertaken. Any funds not spent would be returned.

| | | | | | |
|--------|---|--------|----|------|-------|
| Motion | Reserve Fund Transfer \$3800 from the Reserve Fund to Account #105105330, Professional Services | | | | |
| First | MA | Second | SF | Vote | 6-0-0 |

Y-N-A

Public Hearing Opened for Fall Annual Town Meeting Warrant

2) Announcement:

FATM will be held at Valley Chapel on 14 Hunter Road. Electronic voting will be used for the first time at this Town Meeting. The warrant is available on the town website.

3) DPW Related Warrant Items

Benn Sherman P.E., Director of DPW

Article 2

Table B3

Stabilization Fund Transfer: \$17,000

A formal complaint was lodged with DEP about historical materials stored at DEP behind salt shed that appear to be impacting the flood. An enforcement action will likely be issued against the town at a future date. DPW will bring in a consultant to survey the materials to begin the process of designing a disposal plan between now and the end of the year. This will include test pits to characterize the materials. The survey may include identifying town owned land parcels that can safely store these materials.

There are large trees that are growing out of the top and some materials were likely placed there going back into the 1990s, or before. There may be some areas where compensatory flood storage has been created that may be identified with the survey. New bins are being setup outside of the flood plain. There are also related concerns to assess a potential move of the salt shed out of the flood plain.

Article 4

Table D5

Stabilization Transfer: \$65,000

Replacement of truck H4, Ford F350 dump-body pickup. This vehicle is 17 years old and likely will not pass its next inspection. The Capital Committee is working through plans for annual allocations to address older assets in the rolling stock across the town fleet.

Article 4

Table E1

Raise and Appropriate for Road Construction, \$400,000

7:10 pm Chair Peter DeMers leaves the meeting, EMS call.

The town manager recommends that this could become an annual warrant article each year on the Spring Town Meeting that would appropriate the money focused for a single purpose and would not be split between the school and municipal budgets.

This is derived from \$535,000 of new growth in 2016 from National Grid that was deferred for FY2016 and FY2017 and does not require a Prop 2 1/2 override. The DPW Director states models show that a betterment of the road rating for the town could be achieved with this additional money and the Chapter 90 funds. CPA and Complete Streets Grants may be other resources that can be leveraged. One note was that \$7800 was pulled from the highway budget to add in flashing public safety lights at intersections.

Article 10

Arch Street Easement Acceptance

For the Main Street / 122 Reconstruction State TIP program project drainage we need to up-size the line that travels down Arch Street. The area of concern is at the edge of the railroad property. The state is requesting we have legal rights for the drainage outfall. Andrews Engineering will survey the area and complete the legal research.

Article 11

Street Acceptance Clark Road

Review engineer and the planning board have issued a finding of completeness. The Board of Selectmen will review it next. Clark Road and Bentley Drive are new subdivisions being submitted for acceptance.

Article 12

Street Acceptance Bentley Drive

This will be passed over. Final inspection will likely be complete before winter.

4) Articles for comment by the Town Manager

Article 5

Increasing funding limits of community gardens, dog park, and Pout Pond Recreation Committee Revolving Funds.

The Town Manager suggests that fund balances are expected to be larger than \$12,000 on June 30, 2017. Balances in excess of the limits must be returned to the general fund without this measure.

Article 6

Authorization for Municipal Electricity
Deferred

Article 7

Authorization for Municipal Charges Liens via MGL Chapter 40 Section 58
Will be passed over.

Article 8

Amendment to Chapter 2 of the Towns General Bylaws

This was approved at the Spring Annual Town Meeting. The title and chapters were not included. The A.G. recommended a Town Meeting vote to add this language.

5) Budget articles

Article 1

Transfer to Stabilization for Free Cash.

The balance in stabilization is \$3,386,390. Free cash will be submitted by the Town Accountant next week. The Town Manager suggests the boards schedule a meeting immediately before Town Meeting to make recommendations. At Town Meeting the amount can be added as an amendment, if certification is received. The estimate is approximately \$500,000.

Article 2

FY18 Inter/Intra Departmental Transfers

Table A

Items 1-9 result from salary settlements from union contract negotiations. Table A, Item 10 is an IT expense to pay for a cloud-based email backup system.

Table B

Stabilization fund transfers

Table B-2, \$40,000

This is in response to public record requests. There is currently no in-house staffer who is tasked to retrieve emails nor professional-level staff available to review for public record law compliance and redact, and log materials. Public record law allows a charge of \$25 per hour.

Counsel charges \$175 per hour and the IT consultant who is downloading emails is \$95 per hour. The Town Manager projects that we will need this level of funding for at least 2 years and states duplicitous or harassing requests can, and will, be challenged with the Secretary of Records office. There is a plan to make it possible to bring the IT retrieval task in house funded through another budget line. We should continue to review strategies from other towns and states.

Table B-1

Table 1 had no amount listed in the version of the warrant that was presented to this hearing. It is pending decisions to be made by the Board of Selectmen on the Town Manager search process. The Town Accountant is also likely to leave after completing the certification of the free cash and the year-end close documents.

The Assistant Town Accountant is very capable but will likely require assistance to do the year-end close. The recap and setting the tax rate will be the next major tasks. The capital plan will be due January 30 and the Capital Committee can assist. There will be a surplus available to bring on additional accounting support in the current budget. The Town Manager highly recommends getting an Interim Town Manager during the search process.

Table C

Raise and Appropriate, amount not complete yet

C-1 Restores salary line for the town manager

C2-3 Restores salary line for the administrative assistant. This will take the current part-time assistant to a full-time position at Step 1 of the salary grid. Benefits would be in addition to this budget line.

C-4 Adds an in-house shared IT person who will be under the direction of the school's IT director. This individual will have charge of systems, except for the police station.

The IT contractor, who is certified on that equipment, would continue to support the police department. That would cost approximately \$20,000 per year.

There was a request to add clarity as to how this money is being raised from excess levy capacity. There was also a question whether the C-4 line item should be moved to a different table.

Table D

D-1

Town Manager Professional Salaries

This is to fund a planner/economic development/grant writer coordinator. Most towns of our size have this position. The Town Manager brought this position to the Board of Selectmen who took a 3/2 vote to fund this. This funding is for 1/2 of one year.

Article 4

Capital Purchases/Projects

D-3 Library Skylight

Slate roof engineering study is complete. The replacement will bring the total cost to \$50,000 with an additional \$10,000 available for bidding. CPA could potentially help pick up 25-50% of this cost with state funds.

D-4 Library Walkway

The walkway estimates were \$12,000 - \$18,000. There are also rental costs for parking.

8:30 Peter Demers returns to the meeting.

Police Communications

Numbers are not yet available for this line item. There is an insurance claim with Maya for mold for the police server / communications room. Insurance will not cover the buildout of the room which is estimated at \$8,000

Article 4

D1, D2

School items will be discussed on Tuesday October 10. Mr. Plasko will be there

Citizens Petitions

Clark Road

Mr. Lobbisser will discuss this on Wednesday October 4.
Ms. Beauchamp will discuss Article 13, CPA
Mr. Plasko will address Articles 14 and 15 on October 10.

The Public Hearing is continued until 6:30 on Wednesday October 4, 2017 in Lower Town Hall.

A few logistics ahead of town meeting were scheduled and the Board of Selectmen finished an item to use the official website for posting and left the meeting.

6) Minutes

Minutes were approved for the previous two meetings on June 13, 2017 and August 29, 2017.

| | | | | | |
|--------|-----------------------------------|--------|----|------|-------|
| Motion | Approve minutes for June 13, 2017 | | | | |
| First | MA | Second | DN | Vote | 5-0-1 |

Y-N-A

| | | | | | |
|--------|-------------------------------------|--------|----|------|-------|
| Motion | Approve minutes for August 29, 2017 | | | | |
| First | MA | Second | MH | Vote | 6-0-0 |

Y-N-A

7) Reports

The town manager was not available to provide reports.

8) Old Business

Economic Development Meetings Announcements

Open for Business event that is sponsored by Chamber will be on November 8 from 6-8 at the library. Our state representatives, the Chamber and representation from the governor's office will be in attendance.

A brainstorming meeting will be held with a facilitator from the Mass Office of Business Development on October 17 to obtain ideas on how we can support our business community and economic growth strategies. We are looking for ideas on how to support both our large and small business owners.

8) New Business

Update on the Police Department evidence room.

Evidence room area is well underway. The Finance Committee will schedule a tour of the police department facilities.

Annual dues for Association of Finance Town Committees
 Susan Franz will attend the AFTC annual meeting on October 21.

| | | | | | |
|--------|------------------------|--------|----|------|-------|
| Motion | Pay AFTC dues of \$210 | | | | |
| First | MA | Second | MH | Vote | 6-0-0 |

Y-N-A

Motion to adjourn at 8:58 pm

| | | | | | |
|--------|-------------------|--------|----|------|-------|
| Motion | Motion to adjourn | | | | |
| First | MA | Second | SF | Vote | 6-0-0 |

Y-N-A