

Town of Uxbridge, Massachusetts Finance Committee Meeting Minutes

Date: 11 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

Article 3
Table C

Selectman Justin Piccirillo spoke on the line items for Table C, Town Manager Salaries.

There was discussion that comparable Town Manager salaries are about \$120,000-\$150,000. C5 represents the figure that is the final leave accrual payout for the departing Town Manager. Town Counsel will review C5. This item is a contractual obligation for the town.

Motion: Favorable Recommendation for C1
First MA Second SF Vote 5-1-0

Motion: Favorable Recommendation for C2
First MA Second *MH MW* Vote 5-1-0

Motion: Favorable Recommendation for C3
First MA Second *MH MW* Vote 5-0-1

Motion: Favorable Recommendation for C4
First MA Second MH^{MW} Vote 6-0-0

Motion: Favorable Recommendation for C5
First MA Second SF Vote 6-0-0

Motion: Favorable Recommendation for C6
First MA Second DN Vote ~~6-0-1~~ 5-1

There was a discussion with the school IT director. There was also comment this should provide us with better service at a better price.

Commentary language for the warrant was reviewed. For C5 it was clarified that the original description has commentary that it is for time accrued during the contract period.

Article 2

A1-9

This is to settle the union contracts through the fiscal year.

Motion: Favorable Recommendation for Table A
First MA Second SF Vote 6-0-0

Motion: Favorable Recommendation for Table B
First MA Second MH Vote 6-0-0

Any unused cash after the town manager search can be transferred at the Spring Town Meeting for other purposes and will, otherwise, revert.

Table D Capital Purchases

D6 Senior Center Van

A lease option was explored and found it would not be cost effective and would be difficult to do. Greenfield was the only community identified that is leasing. There was also a concern that a lease arrangement could have issues with some of the after-market equipment, such as the lift.

Police Communications

The Town Manager presented that the transmitter equipment is aging and is in a shed that does not have climate control and there have been rodent issues.

Hand held units have been replaced. There is about \$50,000 remaining in the amount. They did receive the \$25,000 grant for a \$325,000 appropriation.

The communications room shares space with the police IT equipment. The cooling for the IT space that is adjacent to the boiler has resulted in a mold issue. The insurance will replace defective equipment but will not cover the cost of moving the room.

The Town Manager says all costs for the IT side are not final. The final dollar amount on the insurance is also not available at this time. Any funds remaining after the project will be turned back.

The previous line for fiber has been used for various projects. The new request for \$38,000 in fiber is for communications. The remaining cost is for the computer and radio room.

Each tower cable run is estimated at \$15,000. The completion of the town hall and the PD is just under \$4,000. Official quote is not yet here for that piece.

There will be a few more quotes obtained. The total is \$87,638 but that number may change again before Town Meeting.

Mr. Joe Marchand asked why this had not been presented to the Capital Committee, who met last night.

The Town Manager responded that there is still sufficient funds remaining from the previous appropriation to cover the cost of the fiber and the remaining numbers were only prepared today.

Mr. Marchand raised concerns that the Capital priorities might have been adjusted with this information.

It was recommended to hold off until Town Meeting for this vote and that more information be provided. The committee would also visit the police station to review the project.

There was also a concern raised that the committee needed more detail about why the fiber is in this budget when it had been appropriated previously and more information about the insurance payment due.

Mr. Mahary asked if the Capital Committee could accompany the Finance Committee on the

tour. He also requested there be a project reconciliation on expenditures for this project on behalf of both Committees when the project is complete.

Mr. DeMers left the meeting

Table E

The Town Manager believed that the Assessor's new growth estimate of \$383,000 may be somewhat high based on current numbers. Because of this issue, the Town Manager preferred to reduce this line item from \$500,000 to \$400,000 for this year. It could be restored to \$500,000 for FY2019.

Mr. DeMers returned to the meeting

Table D

Motion: Favorable Recommendation for D1-D5		
First MA	Second SF	Vote 6-0-0

Motion: Favorable Recommendation for D6		
First MA	Second MH MW	Vote 6-0-0

The vote on D7 was deferred to the Finance Committee meeting just before Town Meeting.

Motion: Favorable Recommendation for Table E		
First MA	Second SF	Vote 6-0-0

Article 6

Municipal Electricity Aggregation

The Town Manager will forward additional information to the Committee on the program. There are no financial consequences for the town itself. There was a concern raised that the offer should be available to all residents of the town, not just National Grid customers.

Motion No recommendation, without prejudice.		
First MA	Second SF	Vote 6-0-0

Article 7

Passed over

Motion: Favorable Recommendation for Article 8
First MA Second SF Vote 6-0-0

Article 9

The Town Manager communicated that Selectmen Modica did plan to make a substitute motion on the floor to change the moratorium end date to December 2018. The Board of Selectmen is making no recommendation on this article after a series of tie votes.

Motion: Favorable Recommendation for Article 9
First MA Second MH *MW*

There was discussion that there is a need for clarity in presenting the town's response to this law to businesses who are applying for licenses. There is also a need to determine the policy of the town, which is not completely dependent on action from the legislature; and a separate action to respond to the technical implementation, that is dependent on the legislative schedule.

It was observed that the town has made no movement in resolving the issues that are under the town's own control. A concern was raised that infinite deadlines can result in ineffective actions and that, perhaps, a clear deadline will give focus.

In light of the commentary, the motion's 'second' was withdrawn.

Motion for no recommendation on Article 9
First MA Second DN Vote 2-3-0

Motion for unfavorable action Article 9
First MA Second SF Vote 4-2-0

There was a discussion on commentary for the warrant.

These articles were voted on in the previous meeting:

- Article 10 - Favorable Action
- Article 11 - Favorable Action
- Article 12 - No motion
- Article 13 - Favorable Action
- Articles 14 - Favorable Action
- Article 15 - Favorable Actoin

These articles had been voted on in a previous meeting. There was a discussion on commentary for the warrant.

Article 1

Motion: Favorable Recommendation for Article 1

First MA

Second SF

Vote 6-0-0

7:50 pm *Public Hearing is closed*

Reports

June 2017:

The Town Manager presented that June 2017 had some issues where some revenue transactions had to be reposted and some expense reclasses had to be completed.

There is only a revenue grid on this report (exhibit 1).

- General fund expenditures 99.10%
- Turnback: \$402,318
- Revenues: \$102,000 over forecast, 100.24%.
- Free cash estimate: \$500,000
- Reserve Fund: \$55,000

There was a question on repair expenditures for Town Hall and the Police department. The Town Manager said he would pull the journal and send that information out.

July 2017:

July report issued August 25.

- Revenue does not kick in until the recap is completed and submitted.
- Board of Selectmen, Town Manager. Technology lines are related to budget items from Spring Town Meeting. The technology expenditures are somewhat front loaded with annual licensing.
- Finance was slightly over, corrected the following month.
- Land use stays behind because of initial costs for CMRPC.
- Animal control was 1% over.
- School department in on track.
- Highway is slightly ahead of schedule at 18%.
- Veteran's services benefit costs have been rising and this may need to be revisited.
- Library is at 20%. The CW-MARS subscription is paid early in the year.
- Worcester regional retirement, discount for up front payment was received.

There was a question about how the next Town Manager will know to pay the regional retirement on time. The Treasurer attends an annual meeting where those deadlines are given. The new

manager should ask for that information. The check must be cut by accounting during the first three weeks of July.

- Worcester regional 100%
- Workers comp, discount for early payment.
- Health insurance is paid 1 month in advance.
- Property insurance is paid up-front for an early payment discount.

September 2017:

Revenue ledgers are included.

- Board of Selectmen 31%
- Technology 63%
- Debt service 47% - all paid on schedule
- Regional schools will begin appearing in the next few months
- Overall we are at 20.7% of a seasonal target of 25%. Winter expenses, including plowing, will move those numbers.

New Business

Paving Management Plan:

There was discussion as to the implementation schedule of the current paving plan. The Town Manager deferred to the DPW director. Some line painting work was done before school started. The paving report is on the DPW website.

Concerns were raised that neighboring towns seem to be finalizing their plans and bids by July 1 and are getting their projects done earlier than we may be.

Transition Issues:

The Town Manager will be leaving November 3. Budget documents in electronic and printed form will be available for the next administration.

The major work remaining will be Town Meeting and the recap. Once the reports are run, the Assistant Town Account can handle the data. The Town Manager is willing to spend some time with the next manager to transition into the role.

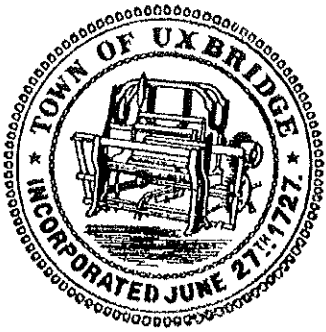
A lot comes from the financial policy and the budget policy. Background will be provided to the next manager and the town manager will continue to be a resource.

Justin Cole remains the Town Accountant at this time. He is in the office about one day per week to help out.

Detail on the budget and the depreciation schedules will be prepared by Mr. Cole. The Assistant Town Accountant will need some background in fund accounting, year-end close, VADAR, and setting up the following year as well as some general education.

The recommendation is that internal resources can manage the town for a period of weeks, but not for months. There are not expected to be any issues related to setting the tax rate.

Motion to Adjourn at 8:16pm		
First MA	Second DN	Vote 6-0-0



Finance Committee Approval Sheet

Date: October 11, 2017

Location: Lower Town Hall Meeting Room

Name	Signature	Date
Peter DeMers	<i>Peter DeMers</i>	12 DEC 2017
Mark Andrews	<i>Mark Andrews</i>	12 Dec 17
Susan Franz	<i>Susan Franz</i>	12 Dec 2017
Evelyn Marchand	<i>Evelyn Marchand</i>	12/12/17
Derek Normadin	<i>Dk Mc</i>	12-12-17
Michael Wilson	<i>Michael Wilson</i>	12-12-17

