



Town of Uxbridge, Massachusetts Finance Committee Meeting Minutes

Date: July 12, 2018

Place: Lower Town Hall Meeting Room

Attendance: Present or Absent

Peter DeMers - Chair	P	Evelyn Marchand	P	Derek Normadin	P
Eric Chamberland	P	Derek Affonce	P	Joseph Eveler	P

Call to Order: 6:30 pm

Agenda:

1. Introduction of new members

Welcome Derek Affonce and Eric Chamberlin.

Thank you Michael Wilson and Susan Franz for your service to the town as members of the Finance Committee.

2. Committee organization

Motion	Nominate Peter DeMers for Chair				
1st	EC	2nd	JE	Vote	5-0-1

Motion	Nominate Joseph Eveler for Vice Chair				
1st	DN	2nd	EC	Vote	6-0-0

Motion	Nominate Eric Chamberlin for Clerk				
1st	JE	2nd	DN	Vote	5-0-1

3. Meeting minutes

None

4. Committee Liaisons

Discussion about purpose of liaison positions and assignment of major departments.
Chair to publish contact information for departments.

EC - Finance Department, Unclassifieds

JE - Fire, Library

DN - School Department

EM - COA

DA - DPW

vd barlow
 11/17/17
 11/17/17

7PM Joined by the BOS, Town Manager and Town Accountant

5. Joint procedure with the Board of Selectmen, per Division of Local Services Information Guideline Release No. 17-13
 - a. End-of-year appropriation transfers (attached memo from Jason Caravaggio, Town Accountant)

Item 1 - Legal Expenses

Legal Expenses account was trending negative prior to the Spring Town Meeting but the Town Manager was not aware of the deficit.

Motion	Transfer \$23,000 to Town Legal from the following sources: 10,000 from Finance Prof. Salaries, \$7,500 from Finance Admin. Salaries and \$5,500 from Manager Salaries				
1st	EC	2nd	SJE	Vote	6-0-0

Item 2 - Town wide Telecommunications Expenses

The FY18 funded amount for this account was not sufficient to cover incurred expenses. The Accounting Department was cutting checks for an account that had no funds available. See attached leger report.

Motion	Transfer \$33,000 to Telecommunications from the following accounts: \$20,000 from PW Engineer salaries and \$13,000 from Manager Salaries				
1st	EC	2nd	JE	Vote	2-4-0

Item 3 - Clerk Election/Town Meeting Temp Wages

Funds needed to cover second night of Spring Annual Town Meeting.

Motion	Transfer \$265 to Clerk Temp Wages from Clerk Maintenance				
1st	EC	2nd	JE	Vote	6-0-0

Item 4 - Town Hall Utilities

Funds needed to cover utility costs.

Motion	Transfer \$7,000 to Town Hall Utilities from the following accounts: \$5,000 from Clerk Tech Support and \$2,000 from Blanchard Utilities				
1st	EC	2nd	JE	Vote	5-1-0

Item 5 - Library Salaries

Funds needed to correct numerical error that resulted in too much being transferred from Library Admin Salaries to Library Expenses at Spring Annual Town Meeting.

Motion	Transfer \$4,220 to Library Admin from Library Expenses, unless the money has already been spent, in which case it will come from Vehicle Maint. Training				
1st	EC	2nd	DN	Vote	5-0-0

*Chairman DeMers left the meeting at 8:25p and returned at 8:31p.

Item 6 - Farnum House Repairs
 Funds needed for mitigation of oil tank leak.

Motion	Transfer \$4,215.01 to Historical Comm. Repairs from Vehicle Maint. Training				
1st	EC	2nd	JE	Vote	6-0-0

6. Old Business
 None

7. New Business
 Chair to setup meeting with Town Accountant to discuss general Finance Department topics.

Motion	Motion to Adjourn 8:46pm				
1st	EC	2nd	JE	Vote	6-0-0



Finance Committee Approval Sheet

Name	Signature	Date
Peter DeMers		02 OCT 18
Evelyn Marchand		02/10/18
Derek Normadin		_____
Eric Chamberland		_____
Derek Affonce		02 Oct 18
Joseph Eveler		02 Oct 18
