



Town of Uxbridge, Massachusetts Finance Committee Meeting Minutes

Date: December 3, 2018

Place: Uxbridge Senior Center

Attendance: Present or Absent

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

*EC joined the meeting at 5:30pm

**DA joined the meeting at 7:17pm

Call to Order: 5:10pm

Agenda:

1. Meeting minutes

Motion	Accept the meeting minutes of May 1, 2018				
1st	EM	2nd	DN	Vote	4-0-0

Motion	Accept the meeting minutes of May 8, 2018				
1st	EM	2nd	DN	Vote	4-0-0

Motion	Accept the meeting minutes of May 14, 2018				
1st	EM	2nd	PD	Vote	2-0-2

Motion	Accept the meeting minutes of May 15, 2018				
1st	EM	2nd	DN	Vote	4-0-0

Motion	Accept the meeting minutes of October 2, 2018				
1st	EM	2nd	JE	Vote	3-0-1

Motion	Accept the meeting minutes of October 4, 2018				
1st	EM	2nd	DN	Vote	3-0-1

Motion	Accept the meeting minutes of October 23, 2018				
1st	EM	2nd	DN	Vote	4-0-0

2. Joint meeting with the Board of Selectmen and the Division of Local Services, MA Department of Revenue to discuss the financial condition of Uxbridge

DLS representatives: Mary Jane Handy, Zack Blake, Andrew Nelson, Kim Peloquin

Mary Jane Handy provided opening remarks including the following concerns:

- high turnover in key financial positions
- vacancy in Treasurer/Collector Department
- multiple changes in accounting systems
- Treasurer/Collector did not maintain a cash book
- loss of position in the bond market
- lack of audited financial statements for FY17 and FY18

Eric Kinsherf, representing the interim Town Accountant, stated that the FY19 tax rate has been set and he committed to having FY17 and FY18 audits completed by the end of April, 2019, in time for the Spring Annual Town Meeting.

The current interim Treasurer/Collector will be working thru December 31, 2018. The Town Manager is recommending that she hire a second interim Treasurer/Collector thru April 2019 and then move to a full time treasurer who will likely need to be trained.

Zack Blake offered help in crafting the job descriptions for the finance positions. Mr. Blake can also help benchmark the structure of the Uxbridge operations and determine the rolls and responsibilities. DLS can mentor and link new employees with peers.

Eric Kinsherf committed to completing the Schedule A for submission by February 15.

The Chairs of the joint meeting asked for public comment.

Pat Hannon believes that Susan Franz and Peter DeMers are working together to make the Town Manager look bad. After approximately 10 minutes, Chairman DeMers and Modica asked Mr. Hannon to wrap up his comments so others could speak.

Jean Lovett asked if there will be a hiring committee for the Town Accountant and the Town Treasurer. The Town Manager stated that she is reviewing the search committee process and will seek input but may not go thru the full-scale search committee process.

Courtney Keegan commented that it's important to have a good committee to search for new employees. Ms. Keegan said that the posted salary for the Treasurer/Collector is too low. She further commented that the right personnel for the job need to have the requisite skill set for the job and more importantly they must have integrity, credibility and transparency.

Harry Romasco commented that the lack of a bond rating is concerning and more concerning is the loss of state aid. He said it's not right for residents to absorb the added costs if state aid is lost.

Chris Grant asked if the Town should hire finance positions now or wait until everything is stable. Zack Blake stated that the Town is not in any type of receivership position and that it may be hard to find someone to come aboard when things are in flux. Mr. Grant asked if we should go back and look at the finances of 2016. Mary Jane Handy said that the auditors (from a very reputable firm) gave 2016 a clean bill of health.



Finance Committee Meeting Minutes Approval Sheet

Date: December 3, 2018

Place: Uxbridge Senior Center

Name	Signature	Date
Peter DeMers		05 FEB 2019 05 JAN
Evelyn Marchand		2/6/19
Derek Normandin Allene MA 05 Feb 2019		05 Feb 2019
Eric Chamberland		02/05/2019
Derek Affonce Normandin		2-5-19
Joseph Eveler		2/5/2019

Ms. Handy said the DLS will be monitoring our situation and have offered all the guidance and resources to see Uxbridge succeed. This has been caught early and people are in place to keep the Town running.

Brian Butler expressed his issue with the revolving door of people. He is concerned that no exit interviews were conducted with employees who left.

Motion	Motion to Adjourn 7:36pm				
1st	DN	2nd	EC	Vote	6-0-0