

REC'D UXB TOWN CLERK
2019 NOV 26 AM 10:14

**TOWN OF UXBRIDGE
BOARD OF SELECTMEN MEETING MINUTES
LOWER TOWN HALL
21 S. MAIN STREET, UXBRIDGE, MASS
TUESDAY, OCTOBER 2, 2019 7:00PM**

Present: Chair Brian Butler, Vice Chair Jeff Shaw, Clerk Brian Plasko, Selectman Susan Franz, Selectman Stephen Mandile. Also Present: Finance Committee, Interim Town Manager Peter Hechenbleikner and Steven Sette, incoming Town Manager.

1. 7:00 p.m. CALL TO ORDER & SALUTE TO THE FLAG

2. BUSINESS

- a. Presentation of FY17 & FY18 Financial Audits *(taken out of order after 2. BUSINESS b. Status/Approval of new Town Manager Agreement)*

The Board received a copy of the draft audits in advance. Scott McIntire and Ed Boyd from the Town's auditing firm Melanson & Heath were present and walked through the audits for FY18 & FY17. Mr. McIntire discussed engagement timelines and noted that Ms. Kelly, Interim Accountant was instrumental in completing audits. Final audits are expected in October. The Commonwealth is currently reviewing certain transactions during these periods. Mr. Boyd discussed internal control recommendations including: establishing formal risk assessment processes, having Finance provide Town Manager with journal entries on a monthly basis, including the amounts and descriptions and having the Town Manager sign off; receivables should be reconciled on a monthly basis; reconcile special revenue funds, grant balances and revolving funds in the general ledger with departmental personnel that are involved with administering grant; ensure employee access is aligned to roles and responsibilities, understanding readiness of audit - some of these activities Lisa Kelly has put in place already. The Board asked questions including OPEB, best practices manuals, personal property tax, enterprise fund interest, FTE's, water and sewer debt.

MOTION: Mr. Shaw made a motion that the Board of Selectmen accept the 2017 and 2018 audits. Seconded by Mr. Plasko. The motion carried 5-0-0.

- b. Status/Approval of new Town Manager Agreement *(taken out of order after 1. CALL TO ORDER & SALUTE TO THE FLAG)*

The Board received a draft agreement between the Town and Steven Sette. Town Counsel reviewed the agreement. The Board congratulated Mr. Sette.

MOTION: Mr. Plasko made a motion that the Board of Selectmen approve a 3-year agreement with Steven A. Sette as Uxbridge's Town Manager for a term beginning October 28, 2019. Seconded by Ms. Franz. The motion carried 5-0-0.

- c. Vote approval of Special Town Meeting Warrant within the FATM, October 22, 2019 *(taken out of order after 2. Business a. Presentation of FY17 & FY18)*

The Board received three articles for the Special Town Meeting warrant. The warrant closed on Monday at 5 PM. Two articles are from the Planning Board and one is a Board of Selectmen sponsored article on re-joining the Central Massachusetts Mosquito Control Project.

MOTION: Ms. Franz made a motion that the Board of Selectmen approve the warrant for a Special Town Meeting consisting of three articles, to be held on October 22, 2019 within the FATM. Seconded by Mr. Plasko. The motion carried 5-0-0.

3. ADJOURNMENT:


NEXT REGULAR BOARD OF SELECTMEN MEETING: Tuesday, October 15, 2019

MOTION: Mr. Shaw made a motion that the Board of Selectmen adjourn its meeting of October 2, 2019. Seconded by Ms. Franz. The motion carried 5-0-0.

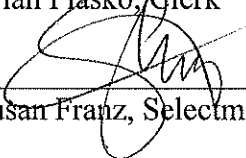
Minutes respectfully submitted by Ellen Welch
October 2, 2019 Minutes approved by the Board of Selectmen:



Brian Butler, Chair




Brian Plasko, Clerk




Susan Franz, Selectman



Jeffrey Shaw, Vice Chair



Stephen Mandile, Selectman



Date