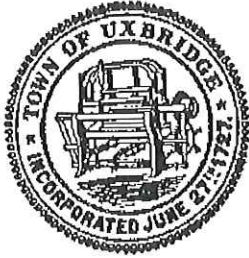


OCT 17 '18 AM 8:48



TOWN OF UXBRIDGE  
BOARD OF SELECTMEN MEETING MINUTES  
UXBRIDGE POLICE STATION  
275 DOUGLAS STREET, UXBRIDGE, MA  
WEDNESDAY, OCTOBER 3, 2018 – 6:30PM

Received by  
Uxbridge  
Town Clerk

Present: Jennifer Modica/Chair, Susan Franz/Vice Chair, Brian Plasko/Clerk  
Also Present: Angeline Ellison/Town Manager. Absent: Jeffrey Shaw/Selectman

Meeting was not recorded.

1) CALL TO ORDER 6:32 p.m.

2) BUSINESS

a. Vote to approve interim Town Treasurer/Tax Collector

The Board met and discussed the appointment of the Treasurer/Tax Collector and solutions.

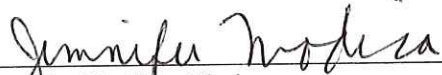
MOTION: Ms. Franz made a motion to engage Strategic Municipal Solutions to appoint Jeffrey Ugalde as Interim Treasurer/Tax Collector. Seconded by Mr. Plasko. The motion carried 3-0-0.

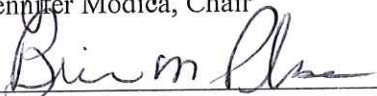
3) ADJOURNMENT

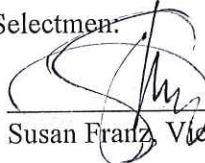
Ms. Modica adjourned the meeting at 7:38 p.m.


Minutes respectfully submitted by Ellen Welch.

October 3, 2018 Minutes approved by the Board of Selectmen:

  
Jennifer Modica, Chair

  
Brian Plasko, Clerk

  
Susan Franz, Vice Chair

  
Jeffrey Shaw, Selectman

Date Approved: 10/9/18



Strategic  
Municipal Solutions

October 3, 2018

Town of Uxbridge  
Attn: Angeline Ellison, Town Manager  
21 South Main Street  
Uxbridge, MA 01569

**RE: Treasurer/Collector Consulting Services**

Dear Ms. Ellison:

Thank you for the opportunity to present to you this proposal to provide services to the Town of Uxbridge. Our firm will provide on-site, and/or remote, services in accordance with Massachusetts General Laws and we understand that the duties may include the following:

1. Provide consulting services including, but not limited to, the following:
  - i. Treasurer/Collector services

Our firm has been providing consulting services since 2009 throughout Massachusetts. Our services are performed by experienced and seasoned municipal professionals well versed in Massachusetts General Laws. We perform our services on-site at your location for the hours as determined or remotely as authorized. With our hands-on approach, we not only prepare and service the specific duties of cash reconciliations, but we also make recommendations on policies and procedures, staffing, organizational restructuring, and any other improvements as needed. Since we have over 50 combined years of municipal experience, it is important for us to help make your municipality more efficient and up to date with your goals.

Page 1 of 2

Our services will be performed on-site and/or remotely by Jeffrey Ugalde, an employee of Strategic Accounting and Tax Service, LLC d/b/a Strategic Municipal Solutions. Mr. Ugalde is the former Treasurer/Collector for the Towns of Boylston and Lunenburg. Further, Jeffrey was the Assistant Treasurer/Collector in the City of Worcester. Jeffrey is available to begin working on the project Tuesday, October 9, 2018 for 2 days per week or a total of 16 hours per week.

Our fee for these services will be \$115 per hour plus any out of pocket expenses such as mileage reimbursement from and to our Worcester office calculated based on the Internal Revenue Service standard mileage rate. We estimate this reimbursement value to be 42 miles at \$0.545 per mile, or \$22.89 round trip. Further, any bonding requirements and costs associated with will be borne and paid by the Town. Invoices for our will be submitted on the 1<sup>st</sup> of each month for the following month's services throughout the engagement and are payable on presentation. In accordance with our policies, services may be suspended if your account becomes thirty (30) days or more overdue and may not be resumed until your account is paid in full.

I appreciate the opportunity to be of service to the Town of Uxbridge. If you have any questions, please let me know.

Sincerely yours,



Michael D. Conrad  
President

Accepted by:

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Angeline Ellison, Town Manager

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Date