

## Town of Uxbridge, Massachusetts Finance Committee Meeting Minutes

Date: November 19, 2019

Place: Board of Selectmen Meeting Room

Attendance: Present or Absent

Peter DeMers - Chair	P	Evelyn Marchand	P	Eric Chamberland	P
Derek Affonce - Vice Chair	P	Bill Kessler	P	Pat Hannon - Clerk	P
Russ Tahmoush	P				

\*DA joined meeting at 6:35 pm

Call to order at 6:30pm

### 1. Town Manager

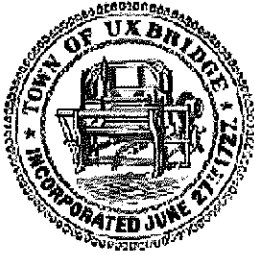
- a. Russell Tahmoush newest member appointed by Town Moderator as 7th member of Finance committee
- b. Town Manager Steven Sette introduced himself and detailed his background
- c. Short Term Goal:
  - i. Financial confidence is regained
  - ii. FY 17 and 18 Audits have been completed, FY2019 in process
  - iii. Call with bond rating agency is 21 November 2020
- d. Long Term Goal:
  - i. Invest in infrastructure
  - ii. Reorganize departments

### 2. Finance

- a. Update from Department of Local Services
  - i. DLS next steps is to certify free cash
  - ii. Action Item: Complete final report showing DLS action items have been completed
- b. Update on credit rating and ability to bond
  - i. Call with Standard and Poor is scheduled for 21 November 2020
  - ii. Hope is to have AA+ rating restored
  - iii. Call with Moody's will be completed at a later day
- c. Prior fiscal year reporting
  - i. FY 17 and 18 audits are completed
  - ii. FY 19 closing of books is in process, should to be submitted to the state by end of calendar year
  - iii. FY 19 Audit is in process of being scheduled
- d. Financial controls

- i. Tara enters warrant, Michelle and Steven verify the warrant. Lisa transfers the funds to pay warrant articles. This ensures multiple eyes review/approves each payment.
    - ii. Action Item: Financial control policy to be distributed
  - e. Grants
    - i. Grants need to be reviewed to ensure short term grants have a long-term plan for funding
  - f. Fee collection process
    - i. Department turnovers are mostly being done on a weekly basis, cash should be turned over on a daily basis, Lisa has emailed department about turnovers
    - ii. No Policy is in place stating cash must be turned over, Steven said Policy can be developed
    - iii. Forms do exist that record payment source and permit number so that there is traceability
  - g. Property Tax assessment
    - i. Discussed plan to reassess properties and potential to do a reevaluation ahead of schedule
  - h. Personal Property Tax collection
    - i. Discussed ways to ensure there are proper personal property assessments and taxes of collected
  - i. Agreements & revenues related to permits, impact fees and businesses in town such as marijuana facilities
- 3. Fiscal Year 2021 Budget strategy
  - a. Zero based budget planning will be used
- 4. Capital Planning Committee
  - a. Status: 2 current members, 1 is being appointed, there are two openings
  - b. Funding: Ways to fund capital improvements
  - c. Action Item: Steven to come up with a plan for the capital committee
- 5. Town Meeting Warrant process
- 6. Privatization of Town services
  - a. Discussed opportunities to privatize services such as plowing and ambulance services
- 7. HR policies and practices
  - a. Discussed merit increases, employee performance reviews and employment compensation study, if done for total compensation
  - b. Discussed need for HR personnel
- 8. Committee department liaisons
  - a. Decided to have meeting with the town manager and department heads
- 9. Meeting minutes
  - a. BK motioned to accept meeting minutes as written for 10 September 2019. PH second. Vote 7-0 to approve meeting minutes of 10 September 2020
- 10. Old business
  - a. None
- 11. New business
  - a. None

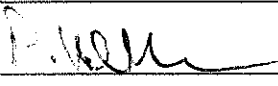


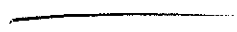



Motion	Adjourn at 21:45				
1st	EC	2nd	DA	Vote	7-0-0




## Finance Committee Approval Sheet

Date: November 19, 2019

Place: Board of Selectmen Meeting Room

Name	Signature	Date
Peter DeMers		21 July 2020
Lance Anderson		
Derek Affonce	APPROVE	21 July 2020
Bill Kessler		
Pat Hannon		
Russ Tahmoush	APPROVE	21 July 2020

MEMBER WHO DID NOT SIGN THIS  
DOCUMENT GAVE THEIR APPROVAL AT  
THE 21 JULY 2020 ZOOM MEETING

 21 JULY 2020