



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Thomas L. Cooke, Chairman
David Aznavoorian, Vice Chair
Damin Sutherby, Clerk
Ralph Ford
Raymond Lisiecki
David McGinness
Kelly Brooks

Meeting Minutes for March 14, 2013

1) Call to Order

The meeting was called to order at 7:23 p.m. by Thomas Cooke, Chairman, at the Tewksbury Police Headquarters. Present were David Aznavoorian, Ralph Ford, Raymond Lisiecki, Damin Sutherby, and David McGinness. Also present were Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary. Kelly Brooks was not in attendance.

2) Regular Business - Lateral Budget Transfers and Reserve Fund Transfers

No.	Amount	From	To	Reason
S-7	\$4,500.00	Lowell Sewer	Sewer –All Other	To cover unanticipated expenses to end of year

The current balance in Lowell Sewer is \$41,000.00 and the current balance in Sewer – All Other is \$60.33. Mr. Cooke referenced the correspondence received from Brian Gilbert, DPW Superintendant, and noted that Mr. Gilbert has stated that these funds will be put towards the various pump stations throughout town.

MOTION: Mr. Aznavoorian made the motion to approve Lateral Transfer No. S-7 as presented above; seconded by Mr. Sutherby and the motion carried 6-0.

No.	Amount	From	To	Reason
S-8	\$10,600.00	Lowell Sewer	Sewer Professional Services	Given in attachments

Attached to this transfer request was correspondence from Wright-Pierce. Mr. Cooke noted that he still has several questions on this transfer and suggested tabling it until the members have had the opportunity to receive additional information from Mr. Gilbert and/or the Town Engineer, Michelle Stein.

MOTION: Mr. Aznavoorian made the motion to table Lateral Transfer No. S-8 to allow additional information to be obtained; seconded by Mr. Sutherby and the motion carried 6-0.

There were no Reserve Fund Transfers presented.

3) Appended FY2014 Budget Data and Correspondence

Mr. Cooke asked if any adjustments have been made to the Town Manager's recommended FY2014 budget. Mr. Montuori explained that at this point no changes have been made; however, there may be a couple changes by the time the budget process has been finalized. Mr. Montuori is still awaiting a breakdown from Middlesex Retirement and is still negotiating the new contract for rubbish disposal. Mr. Montuori noted that the computer services budget may be restructured; however, this will likely not change the bottom line.

4) Committee Member Liaison Reports

Council on Aging

Mr. McGinness provided the members with a copy of his liaison report on the Council on Aging. Mr. McGinness noted that the Director, Linda Brabant, has been with the town for approximately 30 years and will soon be retiring. There are approximately 125 volunteers that have been very loyal to Ms. Brabant and the Senior Center. Aside from Ms. Brabant, there is only one other full time staff person and one janitor. Mr. McGinness suggested the new director be brought in a few months prior to Ms. Brabant's retirement to ensure it is smooth transition for all. Mr. McGinness would like to see this reflected in the FY2014 budget. Mr. Montuori agreed that this is something that should be done and noted that he will look into this. It is likely the new director will be brought in at a lower salary than the current director.

Mr. McGinness noted that building maintenance is a problem as he feels it is understaffed. Mr. McGinness suggested hiring a floater to help out with the Senior Center, Public Library and Police Station. Mr. Montuori explained that Sandy Ray currently does the Police Station, DPW, Town Hall and Annex and also fills in on vacations. In the future, Mr. Montuori would like to look into having a building maintenance department.

Public Library

Mr. McGinness noted that the Library Director and Staff do a lot with the limited resources they have. Mr. Lisiecki asked if the library has ever looked into whether the legislature would reset the 2.5% as many other libraries are in the same situation. Mr. Montuori will look into this.

Mr. Cooke noted that when the library was constructed, the intent was to broadcast out to the schools and residents and this was never done. Mr. Montuori noted that this is being worked on.

Town Clerk

Mr. Ford has provided the members with a copy of his liaison report and noted that he will be meeting with the town clerk again as he has additional questions.

School Department

Mr. Lisiecki noted that the school department will be addressing the \$200,000 shortfall at the School Committee's public hearing on March 27, 2013.

5) Snow and Ice FY2013 Budget and Overage report from Town Manager

MOTION: Mr. Aznavoorian made the motion to approve Snow and Ice Overage Report Number 1 through February 7, 2013 in the amount of \$2,150.65; seconded by Mr. Lisiecki and the motion carried 6-0.

MOTION: Mr. Aznavoorian made the motion to approve Snow and Ice Overage Report Number 2 through February 14, 2013 in the amount of \$29,239.93; seconded by Mr. Lisiecki and the motion carried 6-0.

MOTION: Mr. Aznavoorian made the motion to approve Snow and Ice Overage Report Number 3 through February 21, 2013 in the amount of \$200,871.82; seconded by Mr. Lisiecki and the motion carried 6-0.

MOTION: Mr. Aznavoorian made the motion to approve Snow and Ice Overage Report Number 4 through February 28, 2013 in the amount of \$252,454.34; seconded by Mr. Lisiecki and the motion carried 6-0.

Ms. Kucala noted that she will also be sending out Snow and Ice overage report numbers five and six.

Discussion took place on the contractors utilized for snow removal and how the rates are determined. Ms. Kucala will forward a list of the contractors to the members.

6) Ratify Administrative Assistant Payroll – January and February, 2013

MOTION: Mr. Sutherby made the motion to approve the administrative assistant's payroll dated March 7, 2013; seconded by Mr. Aznavoorian and the motion carried 6-0.

7) FY2014 Department Budget Recommendation Discussion

Mr. Cooke noted that the School Department has provided their budget in Excel format.

8) Future Meetings and Agenda Items

FY2014 Revenue Estimates, Local, Federal and State
Public Safety
DPW
Sewer and Water Enterprise Budget and Revenue

9) **New Business**

There was no new business discussed.

10) **Meeting Minutes**

MOTION: Mr. Aznavoorian made the motion to approve the January 17, 2013 meeting notes; seconded by Mr. Ford and the motion carried 5-0-1. Mr. Lisiecki did not take part in this vote as he was not present on January 17, 2013.

MOTION: Mr. Sutherby made the motion to approve the February 7, 2013 meeting minutes as presented; seconded by Mr. Aznavoorian and the motion carried 6-0.

11) **Meeting Dates**

The next meeting will be held on Thursday, March 20, 2013.

12) **Documents Presented and/or Discussed**

Lateral Transfers with attachments
Snow and Ice Overage Reports 1-4
Town Manager's Recommended FY2014 Budget
Mr. Aznavoorian's liaison report for General Government
Mr. McGinness' liaison reports for the COA and Library.
Mr. Ford's liaison report for the Town Clerk.

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn at 8:47 p.m.; seconded by Mr. McGinness and the motion carried 6-0.

Respectfully submitted,

Approved: _____
Damin Sutherby, Clerk

Date