



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

## FINANCE COMMITTEE

David Aznavoorian, Chairman  
Raymond Lisiecki, Vice Chair  
Damin Sutherby, Clerk  
Thomas L. Cooke  
Bruce Panilaitis  
Laurence Sanford

### Meeting Minutes for December 5, 2013

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by David Aznavoorian, Chairman, at the Tewksbury Police Headquarters. Present were Raymond Lisiecki, Damin Sutherby (late arrival), Thomas Cooke, Larry Sanford, and Bruce Panilaitis. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Also present was Fire Chief Michael Hazel.

#### 2) Town Manager and Finance Director Reports

##### a. Budget Adjustments for FY14

Mr. Aznavoorian noted that Mr. Montuori emailed out the FY14 budget adjustments and requested Mr. Montuori provide a summary of the adjustments. Mr. Montuori explained that the adjustments that were made were approved at town meeting and totals an additional \$814,400. The departments that saw an increase include accounting, administrative services, tax collector, town hall utilities, town hall repairs and maintenance, police overtime, worker's compensation, fleet operating and gas, fleet maintenance, Council on Aging, and Veteran's Aid. The bottom line for the Fire Department budget remains the same; \$169,000 was reduced from fire overtime and put into regular salaries to address the new employees. Mr. Montuori noted that all of the increases were raise and appropriate. A copy of the FY14 budget adjustments can be found with the town manager or finance director.

##### b. Transfer Requests as applicable

There was no transfer requests presented.

Mr. Montuori noted that the town hall offices have officially moved to the Pike House while the town hall undergoes renovations.

Mr. Montuori explained that he requested Chief Hazel attend tonight's meeting to address any of the Finance Committee member's questions or concerns regarding the fire trucks. Chief Hazel explained that he has been told by the manufacturer that Engine 3 should not be refurbished due to structural issues with the frame; it would not be a worthwhile investment.

7:11 p.m. Mr. Sutherby arrived.

Chief Hazel discussed the different models and manufacturers of fire engines. Mr. Aznavoorian asked if there is any salvage value and Chief Hazel explained that the plan is to take the newer parts from Engine 3 (2002) and put them on Engine 2 (1999). Mr. Aznavoorian asked what the typical life expectancy is for a refurbished fire engine and Chief Hazel explained that there is typically a 10 year rotation; the newer truck at the center station, the next newest at the South Station and then the North and reserve. The 2002 truck never made it to Engine 2 status and went from Engine 1 to Engine 3. Discussion took place on how the truck could have gotten so far gone in such a short period. Chief Hazel explained that the sand/salt mixtures on the roads, poor road conditions and there is no way to properly clean the undercarriages all contributed towards the engines poor condition. Chief Hazel is working with Mr. Montuori and Brian Gilbert, DPW Superintendent, on undercarriage washing for all of the town vehicles.

Discussion took place on the lubrication system. Mr. Lisiecki asked if this is something that can be retrofitted. Chief Hazel noted he will look into this and also provided the following information on the fire engines:

Engine 1 30,000 miles approximately 2,500 hours  
Engine 2 6,000 miles approximately 9,000 hours  
Engine 3 70,000 miles approximately 7,200 hours  
Engine 4 over 100,000 miles (reserve)

The reserve engine (Engine 4) is currently being utilized as the frontline engine.

Mr. Sanford asked why a fire truck is sent for medical calls and Chief Hazel explained that there are only 2 men on an ambulance and additional staff is frequently needed for carrying people, etc. It helps reduce injuries to staff. Discussion took place on whether another vehicle could be used in these circumstances.

Mr. Aznavoorian asked how long it would take to refurbish the truck and Chief Hazel explained 6 months to refurbish and 6 months for delivery.

Mr. Panilaitis asked if there is a possibility of purchasing the fire truck that Wilmington is currently lending to Tewksbury as it is a reserve vehicle for them. Mr. Montuori noted that this is something that can be looked into and explained

that he has spoken with the Board of Selectmen on this issue and has suggested holding a town meeting sooner rather than later to address this. A new fire engine is being estimated at \$540,000 and to refurbish \$189,000.00.

Mr. Cooke asked if the manufacturers provide a performance spec or if this is something Chief Hazel does and the Chief explained that he provides this to the manufacturer. Mr. Cooke explained that cathartic protection would help with the corrosion issues and explained what it does. Chief Hazel noted he will look into this.

Mr. Cooke noted that fire terminal leave was reduced by \$50,000 and asked why. Mr. Montuori explained that Richard Mackey's sick time was moved out.

Mr. Aznavoorian noted that Ms. Kucala has forwarded the auditor's report to everyone. Ms. Kucala noted that the town received a great report and there was an upgrade in the town's bond rating. Mr. Lisiecki asked if the rating will be affected if free cash is reduced and Mr. Montuori explained that it is not so much how much is in free cash; it is how the free cash is used and it was used towards one time expenditures and not operating.

Discussion took place on the IRS audit that is currently being conducted. Mr. Aznavoorian asked if the amount of fines is known and Ms. Kucala explained that this is not known at this point. Ms. Kucala explained that the IRS auditor has completed FY11 and FY12. Richard Sullivan has been given Power of Attorney to handle this matter with the IRS auditor. Ms. Kucala noted that this is the first step in the process and any decision/fine can be appealed.

The Board of Selectmen will be setting the tax rate on December 17, 2013.

### 3) **Finance Committee Matters of Interest**

#### a. **Planning for FY15 budget cycle**

#### b. **Committee Assignments**

Mr. Aznavoorian noted that a representative from the Finance Committee is needed on the Economic Development Committee.

**MOTION: Mr. Sutherby made the motion to nominate Larry Sanford as the Finance Committee's representative on the Economic Development Committee; seconded by Mr. Panilaitis and the motion carried 6 0.**

4) **Committee Member Reports as applicable**

**Computer Study Committee:**

Mr. Aznavoorian noted that the Computer Study Committee has not met as the town is currently in the process of hiring a new technology operations manager. Mr. Montuori is reviewing the applications that were received.

**Green Committee:**

Mr. Cooke noted that the Green Committee met last week; however, they did not have a quorum.

**High School Building Committee:**

Mr. Cooke noted that he was unable to attend the last meeting of the High School Building Committee. Mr. Montuori noted that there is nothing new to report. The athletic field and tennis courts have both been completed. The Committee continues to address punch list items.

5) **Approval of Meeting Minutes**

**MOTION:** Mr. Sutherby made the motion to approve the September 26, 2013 meeting minutes as presented; seconded by Mr. Cooke and the motion carried 4-0. Mr. Sanford and Mr. Panialitis did not take part in this vote.

**MOTION:** Mr. Sutherby made the motion to approve the October 1, 2013 meeting minutes as presented; seconded by Mr. Cooke and the motion carried 3-0. Mr. Sanford, Mr. Panilaitis, and Mr. Lisiecki did not take part in this vote.

**MOTION:** Mr. Sutherby made the motion to approve the October 24, 2013 meeting minutes as presented; seconded by Mr. Cooke and the motion carried 4-0. Mr. Sanford and Mr. Panilaitis did not take part in this vote.

6) **Approval of Payment of Recording Secretary and Timesheet**

**MOTION:** Mr. Sutherby made the motion to ratify the approval of the recording secretary's November, 2013 time sheet; seconded by Mr. Lisiecki and the motion carried 6-0.

**7) Future Proposed Meeting Dates**

Thursday, February 6, 2014	7:00 p.m. Police Station Community Room
Saturday, February 8, 2014	9:00 a.m. Pike House
Thursday, February 13, 2014	7:00 p.m. Police Station Community Room
Thursday, February 27, 2014	7:00 p.m. Police Station Community Room
Saturday, March 1, 2014	8:30 a.m. Tewksbury Memorial High School
Thursday, March 6, 2014	7:00 p.m. Police Station Community Room
Thursday, March 20, 2014	7:00 p.m. Police Station Community Room
Thursday, March 27, 2014	7:00 p.m. Police Station Community Room
Thursday, April 3, 2014	7:00 p.m. Police Station Community Room

**Adjourn.**

**MOTION: Mr. Sutherby made the motion to adjourn at 8:15 p.m.; seconded by Mr. Cooke and the motion carried 6-0.**

**Approved: January 30, 2014**

**Documents Presented and/or Discussed  
December 5, 2013**

1) **FY14 Budget Adjustments**

A copy can be found at the Finance Department or with the Town Manager

2) **Auditor's Report**

A copy can be found with the Finance Director

3) **Meeting Minutes of September 26, 2013, October 1, 2013, and October 24, 2013**

A copy can be found at the Town Clerk's Office or with the Recording Secretary

4) **Recording Secretary November Timesheet**

A copy can be found with the Finance Department