



# 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 January 31, 2013

#### 1) **Call to Order Joint Meeting with Board of Selectmen**

Present for the Board of Selectmen was David Gay, Chairman, Douglas Sears, Vice-Chairman, and Committee members Todd Johnson, Scott Wilson and Anne Marie Stronach.

Present for the Finance Committee was Thomas Cooke, Chairman, David Aznavoorian, Vice-Chairman, and Committee members Raymond Lisiecki, Ralph Ford, Damin Sutherby, David McGinness and Kelly Brooks.

Also in attendance was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary (late arrival).

The meeting was called to order at 7:00 p.m. by David Gay at the Town Hall Auditorium.

#### 2) **Town Manager's FY14 Budget Presentation**

Mr. Montuori presented his recommended FY14 budget to the Board of Selectmen and Finance Committee.

#### 3) **Finance Committee Recess – 8:00 p.m.**

The Finance Committee recessed their joint meeting with the Board of Selectmen at 8:00 p.m.

#### 4) **Finance Committee Call to Order – 8:15 p.m.**

The Finance Committee regular meeting was called back to order at 8:17 p.m. Ms. Johnson arrived.

5) **Lateral Transfers – Richard Montuori/Karen Kucala**

No.	Amount	From	To	Reason
S-3	\$13,000.00	Sewer Regular Salaries	Sewer Repairs and Maintenance	To address unanticipated expense for repair of sewer vac truck.

Mr. Cooke noted that there is currently \$95,535.38 in sewer regular salaries and \$238.28 in sewer repairs and maintenance. Mr. Cooke noted that this truck has been repaired in the past and requested supporting documentation for the current repairs. Mr. Ford asked if the repairs have already been done. It was Ms. Kucala’s belief that the repairs have not been completed.

**MOTION:** Mr. Aznavoorian made the motion to approve Lateral Transfer No. S-3 as presented above; seconded by Mr. Ford and the motion carried 7-0.

No.	Amount	From	To	Reason
21	\$4,500.00	Forestry - Leases and Contracts	Forestry - all other supplies	To cover police details

The current balance in Forestry – All Other Supplies is \$922.56. Mr. Cooke noted that he reviewed the Bylaws with regards to this type of a transfer and he assumes that this meets those Bylaws. Mr. Cooke requested more detail be provided when the transfer impacts another department. Mr. Montuori will ensure this is done in the future.

**MOTION:** Mr. Aznavoorian made the motion to approve Lateral Transfer No. 21 as presented above; seconded by Mr. Ford and the motion carried 7-0.

No.	Amount	From	To	Reason
20	\$3,000.00	Assessor Professional Services	Assessor Staff Development	MAAO USPAP Class Vision User Group Meeting MCAA Summer Meeting Staff Vision Training

The current balance in Assessor Staff Development is \$19.15. The Committee previously requested an explanation as to the codes provided by the Assessor and Ms. Kucala has provided this information. MAAO stands for Massachusetts Association of Assessing. MCAA stands for Middlesex County Assessing Association. Vision is the appraisal software used by Assessors.

**MOTION:** Mr. Ford made the motion to approve Lateral Transfer No. 20 as presented above; seconded by Mr. Aznavoorian and the motion carried 7-0.

Mr. Cooke recused himself and left the room. Mr. Aznavoorian conducted the meeting.

No.	Amount	From	To	Reason
36	\$75,000.00	Police Salaries	Police Overtime	These additional funds are being sought because the police department has expended the majority of its' allotted overtime budget on staffing associated with unexpected long term occupational injury, Family Medical Leave, the time associated with replacing vacant positions (hiring process, Academy training, and Field Training Program process), and an increase in the number of serious arrests and investigations that have resulted in overtime expenditures and the resulting Court time. The staffing issues identified above (currently short 5 offices), (2 long term occupational injuries and 2 still in Field Training Program, and 1 Recruit Officer awaiting the start of scheduled March 11 <sup>th</sup> Police Academy), coupled with a thin overtime budget, have reduced the dialing staffing levels to borderline dangerously low numbers while the call volume and workloads continue to increase.

The current balance in police overtime is \$14,508.00. Mr. Aznavoorian noted that he passed his questions along via email to Ms. Kucala and they have all been answered. Mr. Ford asked if the officers on long term disability are expected to return. Mr. Montuori explained that they are expected to return, however, they have been out longer than what was originally anticipated and another has been brought back on light duty. Mr. Ford noted that it was his understanding the police department was now fully staffed. Mr. Montuori explained that two new officers have been hired and there have been no resignations. Mr. Aznavoorian noted that going into the FY14 budget; the police department will be fully staffed and asked what impact this will have on the overtime budget. Mr. Montuori explained that the police department overtime budget has been level funded for FY14.

**MOTION: Mr. Ford made the motion to approve Lateral Transfer No. 36 as presented above; seconded by Mr. Lisiecki and the motion carried 6-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.**

Mr. Cooke returned.

**4) Reserve Fund Transfers – Richard Montuori/Karen Kucala**

There were no reserve fund transfers presented.

**5) School Department FY2013-FY2014 Budget Appended Data and Correspondence**

Mr. Lisiecki noted that the FY14 School Department Budget was submitted to the Finance Committee on or about January 17, 2013 and he has since received another package from the school department with appended information. Mr. Lisiecki will provide the appended information to the other committee members. The copies were given to Mr. Montuori to be scanned and emailed out.

Mr. Lisiecki noted that he intends to run for one of the vacant seats on the School Committee and does not want to create any sort of conflicts. Mr. Montuori suggested Mr. Lisiecki speak with town counsel, Attorney Charles Zaroulis, to ensure there are no conflicts.

**6) Committee Member Liaison Reports**

None.

**7) Ratify Administrative Assistant Payroll**

**MOTION: Mr. Aznavoorian made the motion to ratify the administrative assistant's payroll for the month of December, seconded by Mr. Ford and the motion carried 7-0.**

8) **Meeting Minutes Approval**

**MOTION:** Mr. Aznavoorian made the motion to approve the December 13, 2012 meeting minutes as presented; seconded by Mr. Lisiecki and the motion carried 7-0.

9) **Future Meeting Dates**

The next meeting will be held on Thursday, February 7, 2013. A Saturday meeting with the School Committee and School Administration will be held on March 2, 2013 at Tewksbury Memorial High School.

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

Lateral Transfers with attachments  
Town Manager's Recommended FY2014 Budget  
FY2013-FY2014 School Department Budget with appended information

**Adjourn.**

**MOTION:** Mr. Aznavoorian made the motion to adjourn at 9:00 p.m.; seconded by Mr. Ford and the motion carried 7-0.

*Respectfully submitted,*

Approved: \_\_\_\_\_  
**Damin Sutherby, Clerk**

\_\_\_\_\_  
**Date**