



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

## FINANCE COMMITTEE

David Aznavoorian, Chairman  
Damin Sutherby, Vice Chair  
Rob Kocsmiersky, Clerk  
Raymond Lisiecki  
Thomas L. Cooke  
Laurence Sanford  
Paul McDermott

### Meeting Minutes February 5, 2015

#### 1) Call to Order

The meeting was called to order by David Aznavoorian at 7:05 p.m. at the Police Station's Community Training Room. Present at the meeting were Tom Cooke, Ray Lisiecki, Larry Sanford, Paul McDermott, and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, and Karen Kucala, Finance Director.

Damin Sutherby was not in attendance.

#### 2) FY16 Budget Department Review (subject to change)

##### a. Council on Aging

Present was Ashley Stuart, Council on Aging Director. Ms. Stuart reviewed the FY16 Council on Aging budget. The recommended FY16 budget is \$292,905 representing an increase of approximately \$28,090. The increase is largely due to an increase in temporary part time for an outreach worker (\$12,480) and repairs and maintenance. Ms. Stuart explained that in previous years the Friends of the Elderly contributed to such things as spring cleanup, landscaping, etc., however, this is no longer occurring. In addition, a new line item has been created for maintenance supplies (\$4,500).

Discussion took place on the HVAC system at the senior center and the problems that have occurred.

Mr. Aznavoorian asked if there are any capital improvements planned over the next 3-5 years. Mr. Montuori explained that the roof, landscaping, and building maintenance would be the areas he would like to focus on. Mr. Montuori noted that the woodworking shed has been completed.

Mr. Sanford asked how many visitors the senior center has each year. Ms. Stuart discussed the "My Senior Center" program that was recently implemented and noted that over 800 people have visited since July 1, 2014.

Mr. Cooke asked if the food is being prepared by Meals on Wheels program or in the kitchen at the center. Ms. Stuart explained that the food currently comes from Lawrence; however, the program is being eliminated and she is working with Elder Affairs on this. Mr. Cooke asked if the kitchen equipment is currently being utilized and Ms. Stuart explained that not all of the equipment is being utilized and that she is in the process of working on having the walk-in refrigerator cleaned out as she would like to introduce a salad bar. Mr. Cooke asked where the supplies that are received from the Department of Agriculture are stored and Ms. Stuart explained that they do not receive any goods or supplies from this source. Mr. Cooke inquired as to the status of the chairlift. Mr. Montuori explained that he has been working with the company to get the chairlift operational; however, they are claiming the town still owes them money from when the center was constructed.

Mr. Cooke noted that \$2,500 is not much for roof repair and Ms. Stuart explained it is a partial roof repair.

Mr. Sanford asked how much is in the revolving fund and Ms. Stuart noted approximately \$5,000-\$10,000, but this amount fluctuates.

Mr. Lisiecki asked if the Shawsheen Tech could assist with the meals since Lawrence will not be doing it anymore. Ms. Stuart explained that it was not the students in Lawrence that were doing the cooking; it was just being done at the school. Ms. Stuart will look into seeing if this is something the Shawsheen Tech could assist with. Mr. Sanford asked how many meals go out a day and Ms. Stuart explained that over 100 meals go out a day and there are approximately 60-70 "in house" who are receiving the meals.

Mr. Cooke asked if the Golden Age Club (GAC) or Red Hatters contribute to the revolving fund or if they have their own. Ms. Stuart explained that the GAC does make a donation; however, she is unaware if the Red Hatters do as well. Mr. Cooke asked where the revenue from the gift shop goes and Ms. Stuart explained into the revolving fund.

**b. Public Library**

Present was Diane Giarusso, Library Director. The town managers recommended FY16 Library budget is \$1,021,866, which represents an increase of approximately \$60,206. Ms. Giarusso explained that the three areas that she wishes to improve are service to teens, the materials budget, and beginning some facility improvements to protect and preserve the investment residents have made in their Library. The cost for a teen librarian hired has been estimated at \$43,122. Ms. Giarusso explained that a librarian whose job it is to reach out, assist, and inspire teens is one of the major missing pieces in good service to the residents of Tewksbury.

Ms. Giarusso explained that the materials budget is level funded; however that amount of money will not meet the needs of the Town or the waiver status for the

coming year. In order to stay between 80% and 90% of the materials budget figure, an increase of approximately \$3,000-\$7,000 will be needed. Until the wage increases are determined and in place, Ms. Giarusso is unable to give a more exact figure. The final allocation will be largely determined by the wages figure.

Ms. Giarusso explained that although the Library building is only 15 years old, it is showing wear in several areas and she would like to begin the process of improving these areas. The carpeting throughout the building is worn in places, wearing in others, and is in need of replacement. Ms. Giarusso is proposing to replace the carpeting in sections over a few years until the project is complete. The process will require the help of an interior designer, book movers, and carpet installers. The rough cost is \$10 per square foot and the first year costs have been estimated at \$25,000. In addition, Ms. Giarusso would like to get the windows cleaned and improve upon the landscaping areas.

Ms. Giarusso noted that there is also an increase of approximately \$1,085 in dues and memberships and approximately \$500 in staff development and explained that in previous years the staff paid for their own development and Mr. Montuori feels this is something the town should be funding.

Mr. Sanford asked how many visitors the library receives each year and Ms. Giarusso explained approximately 3,000 visitors a week. Mr. Sanford asked if the library could lose the consortium if it does not conform. Ms. Giarusso explained the town could still pay to belong; however, users would not be able to go to the other libraries. Ms. Giarusso reviewed some of the criteria and explained that 13% of the allocated budget must be spent on materials, the State accommodates at 80-90%; Tewksbury is at 80% and, as a result, only receives 75% of the State award. In addition, the operation hours are only at 80%, and, as a result, the town is only receiving 75% of the award. In total, the town only receives 50% of the State award. Ms. Giarusso explained that the town is \$188,000 away from the \$1.2 million needed to receive the full award amount and it would cost approximately \$35,000 in salaries to open on Sundays.

Ms. Aznavoorian asked if there are any opportunities for the library to generate income through additional services. Ms. Giarusso noted that there is not with the current staffing and explained that revenues could possibly be generated through such things as genealogy searches or online subscriptions; however, she would need to determine what the demand is for and try it out. Mr. Aznavoorian asked if there is a use of facility fee that is charged and Ms. Giarusso explained that currently only nonprofits are allowed to utilize the library and noted that there have been organizations who have requested to use the meeting room; however, she is unsure if they would be willing to pay a fee. This is something that Ms. Giarusso would have to discuss with the library trustees.

Mr. Lisiecki asked how many hours the library is currently open and how many hours it would have to be open to receive the full State award. Ms. Giarusso explained that the library is currently 52 hours a week while school is open and 44

hours during the summer (not part of the compliance). The library would need to open 59 hours a week to receive the 100%.

**c. Parks & Recreation**

Mr. Montuori reviewed the recommended FY16 Parks and Recreation budget. The total FY16 recommended budget is \$143,083, representing an increase of approximately \$7,700 from FY15. Mr. Montuori explained that there is an increase of approximately \$6,000 in salaries as the two employees in this department are eligible for a step increase. There is also a slight increase in repairs and maintenance.

Mr. Aznavoorian asked if any of the fields are in need of work and Mr. Montuori noted that all of the fields could use some work and explained that he would like to seek CPA funds for this work. The problem has been determining which field can be shut down to complete the work as they are all very active fields and frequently in use.

**3) Town Manager and Finance Director Reports (as applicable)**

**Reserve Fund Transfers**

**MOTION: Mr. Cooke made the motion to remove GFR-1 and GFR-2 from the table; seconded by Mr. Lisiecki and the motion carried 6-0.**

No.	Amount	To	Reason
GRF-1	\$6,878.70	Police - Repairs/Maintenance	This transfer is requested to cover the cost of a PowerEdge T4200 Domain Server and Dell Sonic FireWall NSA 250

No.	Amount	To	Reason
GRF-2	\$19,604.00	Police - Professional Services	This transfer is requested to pay SHI for Network Maintenance – Delphi Technology Solutions

Mr. Aznavoorian noted that he supports the two transfer requests; however, he would like to see monthly reports submitted as to how the funds are being spent.

Mr. Cooke noted that he does not have any concerns regarding the hardware request; however, he did have concerns with the professional services request as the description is quite vague. As a result, he did some research on Mr. Trombley and the company and both had outstanding reviews. Mr. Cooke asked if any retired town employees are currently employed by Delphi and Mr. Montuori noted that he would have to look in to

this further. Mr. Cooke discussed the 25% increase in salaries that was given last year and noted that he is disappointed with the operation (food, drinks, etc. near the equipment). Mr. Cooke noted that he would like to see the Chief of Police implement a no food and drink near the computer and equipment policy.

**MOTION:** Mr. Cooke made the motion to approve Reserve Fund Transfer request GFR-1 as presented above; seconded by Mr. Lisiecki and the motion carried 6-0.

**MOTION:** Mr. Cooke made the motion to approve Reserve Fund Transfer request GFR-2 as presented above; seconded by Mr. Lisiecki and the motion carried 6-0.

### **Snow & Ice Overage Report**

Mr. Aznavoorian noted that the Committee was previously presented with three reports and requested they be combined to one and back up data be provided and Ms. Kucala has done this.

Mr. Montuori noted that the town had run out of salt and had to borrow some from the State.

**MOTION:** Mr. Cooke made the motion to approve the Snow and Ice Overage Report from January 15, 2015 thru February 5, 2015 in the amount of (\$48,694.43); seconded by Mr. Lisiecki and the motion carried 6-0.

Mr. Cooke asked if any reimbursements have been received from the State of Emergency that was declared and Mr. Montuori noted that he is working on this.

### **Budget Presentation**

Mr. Montuori provided the members with a copy of his FY16 budget presentation and reviewed the presentation. The total FY16 budget for both the town and school is \$94,629,970 representing an increase of approximately \$2.1 million. A copy of the presentation can be found with Mr. Montuori.

#### **4) Finance Committee Matters of Interest (as applicable)**

There was no discussion on this agenda item.

#### **5) Committee Member Reports (as applicable)**

### **Green Committee**

Mr. Cooke noted that there is nothing new to report.

### **Economic Development Committee**

Mr. Sanford noted that the Business Breakfast was held this morning with approximately 60 people in attendance.

**6) Approval of Meeting Minutes**

There was no meeting minutes presented for approval.

**7) Approval of Recording Secretary and Timesheet**

There was no time sheet presented for approval.

**8) Future Proposed Meeting Dates (subject to change)**

The next meeting is scheduled for Thursday, February 12, 2015 at 7:00 p.m. at the Pike House.

**Adjourn.**

**MOTION: Mr. Lisiecki made the motion to adjourn at 9:01 p.m.; seconded by Mr. Cooke and the motion carried 6-0.**

**Approved: March 12, 2015**

**Documents Presented and/or Discussed  
February 5, 2015**

- 1) Town Manager's recommended FY2016 Budget  
A copy can be found with the Finance Department or Town Manager
- 2) General Fund Transfer Request #1  
A copy can be found with the Finance Department
- 3) General Fund Transfer Request #2  
A copy can be found with the Finance Department
- 4) Snow and Ice Overage Report thru February 5, 2015  
A copy can be found with the Finance Department
- 5) Town Manager's FY2016 Budget Presentation  
A copy can be found with the Town Manager