



# 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 February 7, 2013

#### 1) Call to Order

The meeting was called to order at 7:21 p.m. by the David Aznavoorian, Vice-Chairman, at the Tewksbury Police Headquarters. Present were Thomas Cooke, Chairman, (late arrival), Ralph Ford, Raymond Lisiecki, and Damin Sutherby. Also present were Richard Montuori, Town Manager, and Melissa Johnson, Recording Secretary. David McGinness, Kelly Brooks, and Karen Kucala, Finance Director, were not in attendance.

#### 2) Finance Committee and Town Manager FY2014 Town Budget Review and Discussion

Mr. Montuori noted that his FY2014 recommended town budget has been sent electronically to the members. Mr. Montuori requested he be a part of the liaison meetings with the department heads.

Mr. Aznavoorian noted that he has reviewed the General Government budget and has a few questions. Mr. Aznavoorian would like to try to schedule his liaison meeting sometime next week.

Mr. Cooke arrived.

Mr. Cooke noted that the Committee members have only had the budget for one week and suggested reviewing the budget together. Mr. Cooke has several questions regarding the FY2014 town budget. Mr. Cooke will meet with Mr. Montuori next week to review some of his questions and concerns.

#### 3) FY2014 Department Budget Liaison Meetings Schedule and Reports to Committee Members

Mr. Cooke requested that he also be notified when a liaison meeting is scheduled and that he be kept up to date on the review process. Mr. Cooke suggested copying the entire Committee as the liaison meetings are scheduled and progress. All members' questions on the departments should be sent to the liaison for that department.

Mr. Montuori noted that he will accommodate whatever day and time works for the liaison and that the department heads are always available for discussions or questions. Mr. Montuori requested a couple days notice when scheduling the meetings.

**4) Water and Sewer Enterprise FY2014 Budgets**

Mr. Montuori noted that he is still working on the FY2014 Water and Sewer Enterprise budgets and expects to have them completed within the next couple of weeks.

Mr. Cooke noted that Ms. Kucala has provided the spreadsheet on revenues through January 30, 2012 and \$2.5 million more was received from 2011. Mr. Montuori explained that these funds went into free cash. Mr. Cooke noted that some of the revenue figures have been reduced and he would like to know why.

Discussion took place on the contractual obligation with the City of Lowell. Mr. Cooke noted that Lowell is in the process of updating the plant and this will likely have an impact on the water and sewer rates. Mr. Montuori noted that he is still negotiating the contract.

**5) FY2013 Capital Improvement Plan (CIP) Budget**

Mr. Montuori noted that the study for the water treatment plant has been completed and will be presented to the Board of Selectmen on February 26, 2013. The company is recommending approximately \$8 million in upgrades and renovations.

The overall capital improvement plan for FY2014 is still being worked on.

Mr. Cooke inquired about the River Road project and noted that there was a warrant article to raise and appropriate \$3 million. Mr. Montuori explained that it has only been authorized and no debt has been issued. The article was written as River Road or any other drainage projects. Mr. Montuori explained that stimulus funds were received for the River Road reconstruction project. The funds will not be borrowed until they can be absorbed within the budget. Otherwise, Chapter 90 funds will be utilized for these types of projects.

**6) FY2013 RFP Bonds and Bonding Council**

Mr. Montuori noted that the town has been using Devine, Millimet & Branch out of Concord, NH for approximately 3-4 years. Mr. Cooke inquired as to their rates. Mr. Montuori will review the rates.

Mr. Cooke asked if there will be any bonding articles at this year's town meeting. Mr. Montuori is unsure at this point, and noted that there will be a borrowing article for the water treatment plant.

7) **FY2012 Audit Report and FY2013 RFP for Town, Water and Sewer Enterprise Budgets**

Mr. Cooke asked if there is a problem with the FY2012 Audit Report has it has not yet been received. Mr. Montuori explained that there are no problems and he is awaiting the post employment benefits figures to complete the report.

8) **Finance Director Budget Reports**

Mr. Cooke will meet with Ms. Kucala regarding the budget reports as there are some other items he has questions on as well. Mr. Cooke will then review this information with the Committee members.

9) **Finance Committee Regular Business Schedule and Agenda for February, March, April and May, 2013**

Mr. Cooke explained that he will be scheduling one regular business meeting of the Finance Committee once a month to address transfers, etc. until the budget review process has been completed.

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

Town Manager's FY2014 recommended town budget

**Adjourn.**

**MOTION: Mr. Aznavoorian made the motion to adjourn at 8:43 p.m.; seconded by Mr. Ford and the motion carried 5-0.**

*Respectfully submitted,*

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

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