



# 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 28, 2013

#### 1) Call to Order

The meeting was called to order at 7:15 p.m. by the Thomas Cooke, Chairman, at the Tewksbury Police Headquarters. Present were David Aznavoorian, Ralph Ford, Raymond Lisiecki, Damin Sutherby, David McGinness, and Kelly Brooks. Also present were Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary (late arrival).

#### 2) Regular Business – Lateral and Reserve Fund Transfers

Lateral Transfer No. S-7 has been sent back to the department head for clarification and will be addressed at a future meeting.

#### 3) School Department Budget Meeting Discussion

Mr. Cooke noted that the budget meeting with the school department has been scheduled for Saturday, March 2, 2013 at the High School. Mr. McGinness requested a tour of the new High School be conducted prior to the meeting. Mr. Cooke will look into this.

Mr. Cooke noted that he requested an Excel version of the FY2014 School Department budget and he has not yet received it.

#### 4) Appended FY2014 Budget Data and Correspondence

Mr. Montuori provided the members with a copy of the appended FY2014 budget data.

#### 5) Committee Budget Liaison Reports

Mr. McGinness will be meeting with the Council on Aging Director and Public Library Director next Thursday, March 7, 2013.

Mr. Cooke and Mr. Aznavoorian will be meeting with the DPW Superintendent next Thursday, March 7, 2013.

**6) Snow and Ice FY2013 Budget and Overage Expense Report from Town Manager**

Mr. Cooke discussed the possibility of additional funds being put into the snow and ice budget. Mr. Montuori explained that \$600,000.00 will be transferred from free cash to cover snow and ice. This was done in FY2013 and the plan is to continue this in future years. Mr. Montuori will submit a warrant article at town meeting to make this transfer. To date, approximately \$252,000.00 has been expended. The expenses from the previous snow storm are expected to be approximately \$192,000.00.

In addition, \$100,000.00 will be transferred from free cash to cover any maintenance overages at the new high school.

**7) Ratify Administrative Assistant Payroll**

No action was taken on this matter.

Ms. Johnson arrived.

**8) FY2014 Department Budget Recommendation Discussion**

Mr. Cooke noted that he wanted to review the budgets that were listed in the agenda for this meeting; however, not all of the Committee members are prepared to do this. As a result, these departments will be discussed at the next meeting.

Mr. Montuori suggested also having two member liaisons for the Capital Budget. Mr. Lisiecki and Ms. Brooks will serve as liaisons for the Capital Budget.

Mr. Aznavoorian asked when the warrant articles will be presented to the Finance Committee members. Mr. Montuori noted that his goal is to have the warrant articles completed within the next couple of weeks; there are still a few items being worked on.

Mr. Sutherby requested the budgets be shown on the overhead projector when they are being discussed.

**9) Future Meeting Agenda Budget Items**

Mr. Cooke noted that he and Mr. Aznavoorian met with Mr. Montuori to review revenues. Mr. Montuori will either do a presentation or provide a written narrative to the Committee on revenue and how the figures were determined. Mr. Montuori noted that he will also provide the members with a copy of a document he received from MMA regarding the impacts to local governments. Mr. McGinness asked if it is known which departments will be the most impacted and by how much. Mr. Montuori explained that it appears that the school department and council on aging will see an impact; however, this is not known until the cuts are actually made.

**10) New Business**

Ms. Kucala noted that the audit is almost complete.

**Committee member reports:**

Green Committee

Mr. Cooke noted that the Green Committee met last evening and has expended all of the grant funds. Most of the projects have been completed. The new grant application is due March 29, 2013.

High School Building Committee

Mr. Cooke noted that the High School Building Committee will be meeting on March 7, 2013.

Elementary School Study Committee

Mr. Cooke noted that he is currently serving as the Finance Committee representative and requested the members inform him if they would like to serve.

Computer Study Committee

Mr. Aznavoorian noted that he met with Mr. Montuori regarding the direction of the Computer Study Committee. Additional discussions are expected to take place in the future.

**11) Meeting Minutes**

No action was taken.

**12) Meeting Dates**

The next meeting of the Finance Committee will be a joint meeting with the school department and will be held on Saturday, March 2, 2013 at 9:00 a.m.

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

Lateral Transfer S-7  
Town Manager Recommended FY2014 budget  
Appended FY2014 Budget Data

**Adjourn.**

**MOTION:** Mr. Aznavoorian made the motion to adjourn at 8:47 p.m.; seconded by Mr. Sutherby and the motion carried 7-0.

*Respectfully submitted,*

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

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