



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
Robert Kocsmiersky

Meeting Minutes for March 6, 2014

1) Call to Order

The meeting was called to order at 7:06 p.m. by David Aznavoorian, Chairman, at the Pike House. Present were Raymond Lisiecki, Thomas Cooke, Larry Sanford, Rob Kocsmiersky and Damin Sutherby (late arrival). Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Bruce Panilaitis was not in attendance.

2) FY15 Department Budget Review

General Government

Administrative Services

Mr. Montuori explained that he intends to change administrative services to human resources department. There is currently only one employee in this department. Her position will be upgraded to HR director resulting in a \$5,000 increase in her salary and will be moved from Section B of the Bylaw to Section A. There are no changes reflected in operating.

Auxiliary Building (Town Hall Annex)

Mr. Montuori noted that the auxiliary building budget has been level funded from FY14. Mr. Aznavoorian asked what the plan is for this building. Mr. Montuori explained that a new roof was recently installed. The plan was to move these departments to the town hall once it has been rehabilitated; however, there will be no room. The building is in good shape and the mold has been cleaned. The IT department will move over to the town hall once it has been completed.

7:12 p.m. Mr. Sutherby arrived.

Mr. Cooke asked about the cleaning budget for the town hall annex. Mr. Montuori explained that the cleaning budget can be found under the town hall budget as there is one person who cleans the town hall, annex, library, and also helps at the police station.

Board of Selectmen

Mr. Montuori noted that the Board of Selectmen budget has been level funded and includes the salaries for 5 Board of Selectmen members.

Mr. Sanford asked why there is a decrease in legal services and Mr. Montuori explained that legal fees were higher the last couple years as there were employment cases, contract negotiations, etc.

Cable Television

Mr. Montuori noted that the cable television budget has been level funded and pays for part time students and one employee to film meetings.

Mr. Cooke discussed ways of improving communications with the residents and noted that he would like to see this addressed within one of the administrative budgets; such as newsletters, etc. Mr. Montuori explained that his office continues to work on improving communications with the public and are now on Twitter and Facebook. Mr. Montuori agreed that additional ways to address this need to be determined. Mr. Montuori noted that there is a bylaw that states the warrant articles must be outlined in the newspaper and this is costly; approximately \$700.00. Mr. Montuori explained that he would prefer to use these funds on other forms of communication. There have been discussion on a quarterly newsletter or post cards and Mr. Montuori is open to all suggestions. Discussion took place on the post cards that were sent to residents when the slots parlor was being proposed. Mr. Montuori noted that the cost was a couple hundred dollars. Mr. Lisiecki suggested changing the bylaw at town meeting and Mr. Montuori noted that he will look into this.

Discussion took place on the local access channel. Mr. Cooke noted that he does not feel the television channel is being utilized as much as it should be. Mr. Montuori noted that this is something he is working on and he would like to possibly partner with the town of Wilmington. Mr. Kocsmiersky suggested seeing how other communities handle this.

Cemetery

Mr. Montuori noted that the cemetery budget has been level funded. This budget helps maintains the cemetery. The town does not own or operate the cemetery.

Community Events

Mr. Montuori explained that funds have been put into this account this year to help the Community Events Committee host holiday events to bring the community together. A possible Farmer's Market where the vendors will pay a fee is being considered as well as a fall harvest event.

Mr. Aznavoorian asked how donations will be handled. Mr. Montuori explained that a revolving fund has not been set up and town counsel is concerned with town boards/committees and staff accepting donations on behalf of the town. Donations can be gifted to the town.

Computer Services

Mr. Montuori explained that there is a decrease in computer services due to a new IT director being hired. The position was reclassified and has been filled. Mr. Montuori noted that there were funds in this budget for the Vision program. This has been shifted over to the Assessor's Department. Mr. Lisiecki asked where the budget for MUNIS went and Mr. Montuori explained that it has been shifted over to the town accountant budget.

Finance Committee

Mr. Montuori explained that the Finance Committee reserve has been moved into the Finance Committee budget. This budget funds a part time secretary and office supplies.

Mr. Sanford asked how the reserve budget works and Mr. Montuori explained that the reserve fund is for unforeseen emergencies. The funds can be transferred into other budgets upon Finance Committee approval.

Town Moderator

Mr. Montuori noted that this budget has been level funded.

Solid Waste

Mr. Montuori explained that the solid waste budget reflects the renegotiated contract with Republic Waste (BFI) regarding single stream recycling and trash collection. In FY15 automated recycling will begin. Mr. Montuori is working on the container sizes and noted that it will be similar to the trash receptacles. There is a small decrease for tonnage as well as an increase for fuel.

Sutton Brook

Mr. Montuori explained that this budget reflects the 30 year cost of capping the landfill. The budget includes \$6,000 for legal fees for special counsel, Attorney Matthew Donahue, who attends monthly meetings on behalf of the town. The closure is expected to begin in the spring and will take a few years. Approximately 20,000 truckloads will come through the town to cap. Discussion took place on the impact this will have to the town roads and how the landfill will be capped. Mr. Sanford asked who is responsible if it leaches out over time and Mr. Montuori explained that all parties involved would be responsible. Mr. Cooke asked how the tonnage is monitored and Mr. Montuori explained that he receives a monthly statement that has been consistent over the years.

Street Lights

Mr. Montuori noted that the street lights budget has been level funded. Mr. Panilaitis asked about LED street lights and Mr. Montuori explained that this is something that the Green Committee will be working on over the summer. Mr. Montuori explained that they are also looking into taking over ownership of the street lights. Burlington has recently done this and has provided Mr. Montuori with some information.

Town Counsel

Mr. Montuori noted that the town counsel budget has been level funded. Discussion took place on the costs relative to the proposed slot parlor and Mr. Montuori explained that Penn National paid for all of the legal costs as well as the election.

Town Hall

Mr. Montuori noted that he was not sure how to determine the exact costs within this budget as the town hall will soon be under renovation and the town hall offices have been relocated to the Pike House. It is expected that the costs within this budget will be less once the town hall rehabilitation project has been completed.

Town Manager

Mr. Montuori noted that one of the secretaries has put in for retirement and has given her three year notice. The salary budget reflects this as well as 2% salary increases. The operating budget has been level funded.

Mr. Aznavoorian asked if there are any plans to hire an assistant town manager and Mr. Montuori explained that this may be done soon and he may possibly combine the position with the secretary who has put in for retirement.

Town Manager Unclassified

Shawsheen Technical Regional Vocational High School

Mr. Montuori noted that he will contact Charles Lyons to arrange a date for him to come before the Finance Committee.

Occupational Injury (Worker's Compensation)

Mr. Montuori explained that the town accepted the statute for worker's compensation; however, they need 5 years before can determine a price. Currently the town is self insured.

Unemployment Compensation

Mr. Montuori explained that there is a decrease within the unemployment budget.

Group Health Insurance

Mr. Montuori noted that the group health insurance budget reflects a 5% increase. There will be an impact due to the Affordable Healthcare Act.

Veteran's Services

Mr. Montuori explained that the Veteran's Agent was expected to retire; however, he has decided to stay for one more year. A 75% reimbursement is received from the State on any benefits paid out. Mr. Aznavoorian asked how this is trending to date and Mr. Montuori noted that he will provide the Committee with a report on this.

3) Town Manager and Finance Director Reports

None.

4) Committee Member Reports

Economic Development Committee:

Mr. Sanford explained that the EDC met last week and received a presentation from Brian Cohen and also discussed possible site selection to make the town more desirable.

Green Committee:

Mr. Cooke noted that the Green Committee has not yet met this month and that they have switched vendors.

High School Building Committee:

Mr. Cooke noted that the High School Building Committee also met tonight and continues to work on punch list items.

Computer Study Committee:

Mr. Aznavoorian noted that the Computer Study Committee has not met as they are allowing the new IT director time to settle into the position.

5) Committee Member Matters of Interest

There were none.

6) **Approval of Meeting Minutes**

MOTION: Mr. Lisiecki made the motion to approve the January 30, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 4 0.

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

MOTION: Mr. Cooke made the motion to approve the recording secretary's timesheet in the amount of \$188.26; seconded by Mr. Lisiecki and the motion carried 4 0.

8) **Future Proposed Meeting Dates**

Thursday, March 13, 2014	7:00 p.m. Pike House
Thursday, March 20, 2014	7:00 p.m. Pike House
Thursday, March 27, 2014	7:00 p.m. Tewksbury Police Headquarters
Thursday, April 3, 2014	7:00 p.m. Pike House
Thursday, April 10, 2014	7:00 p.m. Pike House
Wednesday, April 23, 2014	7:00 p.m. Pike House

Adjourn.

MOTION: Mr. Lisiecki made the motion to adjourn at 9:17 p.m.; seconded by Mr. Sanford and the motion carried 4-0.

Approved: June 14, 2014

**Documents Presented and/or Discussed
March 6, 2014**

- 1) Town Manager's Recommended FY15 Budget
A copy can be found at the Finance Department or with the Town Manager
- 2) Meeting Minutes of January 20, 2014
A copy can be found with the Recording Secretary or the Town Clerk
- 3) Recording Secretary time sheet
A copy can be found at the Finance Department