



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 13, 2014

1) Call to Order

The meeting was called to order at 7:03 p.m. by David Aznavoorian, Chairman, at the Pike House. Present were Raymond Lisiecki, Thomas Cooke, Larry Sanford, Rob Kocsmiersky and Bruce Panilaitis (late arrival). Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Damin Sutherby was not in attendance.

2) FY15 Department Budget Review

Emergency Management

Present was Fire Chief, Michael Hazel.

Mr. Montuori explained that emergency management was originally put under the fire department because of Captain Sitar. However, Captain Sitar has recently retired and the position remains vacant. Mr. Montuori noted that in the future this may be moved to another public safety department.

Mr. Cooke discussed how Mr. Sitar was an asset to the town with his knowledge on communication systems. Chief Hazel explained that he did obtain some information from Mr. Sitar on the system prior to him leaving.

7:11 p.m. Mr. Panilaitis arrived.

Fire Department

Mr. Cooke noted that he did not see a narrative from the fire department. Chief Hazel will look into this and resend the narrative.

Chief Hazel reviewed the fire department budget and noted that they are continuing to carry one extra person in an effort to try to reduce overtime and are providing for more flexibility. Currently there are 54 firefighters and 1 secretary on staff. Mr. Cooke asked

if any of the staff will be going into the next training class and Chief Hazel explained that one is currently scheduled to graduate on April 11, 2014 and two more will be going in for the May 7, 2014 class. Discussion took place on the changes that have occurred with the training programs.

Chief Hazel explained that there have been some personnel issues within the fire department. There are currently 3 vacancies that need to be filled; 2 were the result of unexpected retirements. The FY15 budget accounts for full staffing.

Discussion took place on the Family Medical Leave Act (FMLA). Chief Hazel noted that there is a staff member out on the FMLA and this is something that they have not had to deal with in the past. The act allows for a 12 weeks per year absence; sick time and vacation time can be used. In addition, the position needs to be filled for the time the person is out. Discussion took place on the costs associated with the FMLA.

Chief Hazel reviewed the fire department operating budget and noted that there is an increase of \$3,000 in energy and utilities. It was determined that the meter is a gas meter. Unit heaters were being used and this was shutting off the heat to the building. Chief Hazel noted that he has been working to get the gas company in to correct this.

Discussion took place on the fire trucks that are being purchased from Texas. Chief Hazel explained that Tewksbury was the only bidders who met the qualifications. Mr. Aznavoorian asked if these trucks will have an impact on the FY15 budget and Chief Hazel confirmed this and explained that they will need some work to be weather proofed for the New England weather. Mr. Cooke asked if the warrant article also covers maintenance and Chief Hazel explained that the warrant article covers the trucks, upgrades, transportation, and training. The pumps will be certified when the trucks are received. Chief Hazel noted that the fire department and DPW have been working well together on preventative maintenance and small repairs. The larger work goes to a vendor. Mr. Montuori noted that there have been discussions on training some of the DPW mechanics in fire truck repair.

Chief Hazel noted that the rescue tools being used are old and he has obtained quotes on replacing them. Chief explained that cars are now made of harder metal and the current Jaws of Life may not work on some of the newer vehicles. Mr. Lisiecki asked if this should be a capital outlay item and Mr. Montuori confirmed this and noted that this item has been pushed off to the fall.

Discussion took place on hazard waste material removal and Mr. Cooke suggested Mr. Montuori put this in the capital budget.

Ambulance Service

Mr. Aznavoorian asked where the ambulance revenue goes and if there is a way to set up a revolving fund. Mr. Montuori explained that the ambulance revenue currently goes into the general fund and that he can look into establishing a revolving fund, however, it would be difficult to determine salaries as some are fire and some are EMT.

Chief Hazel noted that they are currently renegotiating the ambulance billing and hope to see a savings. Discussion took place on the collection rate and Chief Hazel noted that approximately \$800,000 to \$900,000 in revenue is collected. The FY15 revenue projection is \$837,000.

Discussion took place on advanced life support (ALS) and basic life support (BLS). Mr. Lisiecki asked if an analysis has been done on if the department were to have its' own paramedics for ALS. Approximately 271 of the 2,000 runs were for ALS. Chief Hazel explained that Tewksbury's EMT's have some of the best training in the area and he does not feel there is a high enough call volume for ALS and he does not agree with privatizing the service.

Chief Hazel noted that the gas and diesel budget has been moved over to the DPW budget.

Mr. Sanford asked how many fires occurred last year and Chief Hazel explained that there were approximately 87 structural fires and that he will provide a breakdown of this.

A brief discussion occurred on capital outlay. Mr. Montuori explained that the fire trucks are a large capital item. As a result, the other items will have to be pushed out to the fall. Mr. Montuori will discuss this further at the next meeting.

3) Town Manager and Finance Director Reports

Mr. Montuori noted that he will reach out to Charlie Lyons regarding the Shawsheen Tech budget.

Snow and Ice Overage Report

Discussion took place on the \$15,000 charge for fuel. Ms. Kucala will obtain a breakdown on this.

MOTION: Mr. Lisiecki made the motion to approve the snow and ice overage report dated March 13, 2014 in the amount of \$612,579.83; seconded by Mr. Panilaitis and the motion carried 5-0-1. Mr. Cooke voted present.

4) Committee Member Reports

Green Committee:

Mr. Cooke explained that the Green Committee continues to work on spending the remaining grant funds. It is anticipated that these funds will be used towards energy conservation projects at the Wynn and Ryan Schools. In addition, some lighting and small work will be done at the DPW. The deadline is March 15, 2014. Guardian Energy

has been brought on as a consultant and will be helping with the second grant round. The second grant is due April 18, 2014.

High School Building Committee:

Mr. Montuori noted that the Committee recently did a walkthrough of the high school and there are some problems with flooring in areas; cracking, etc., that they will be addressing.

5) Committee Member Reports

There were none.

6) Approval of Meeting Minutes

There was no meeting minutes presented for approval.

7) Future Proposed Meeting Dates

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 9:07 p.m.; seconded by Mr. Sanford and the motion carried 6-0.

Approved: June 19, 2014

**Documents Presented and/or Discussed
March 13, 2014**

- 1) **Town Manager's Recommended FY15 Budget**
A copy can be found at the Finance Department or with the Town Manager

- 2) **Snow and Ice Overage Report**
A copy can be found at the Finance Department