



# 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 September 26, 2013

#### 1) Call to Order

The meeting was called to order at 7:03 p.m. by David Aznavoorian, Chairman, at the Tewksbury Police Headquarters. Present were Raymond Lisiecki, Damin Sutherby, Thomas Cooke, and David McGinness. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary. Kelly Brooks was not in attendance.

#### 2) Financial Report

Mr. Montuori provided the members with an updated recap sheet and list of CPA projects. Copies of these documents can be obtained at the Town Manager's office or Finance Department.

#### 3) Warrant Articles October 1, 2013 Special Town Meeting

Mr. Aznavoorian asked if there are any amendments to any of the articles. Mr. Montuori explained that there will be a couple of amendments; however, they have not officially been written out yet. The bottom line figures will remain the same.

Mr. Montuori noted that free cash has not yet been certified. The anticipation is that \$1.6 million will be certified on the low side and \$2.3 million on the high side. The exact amount should be known this Monday.

#### Article 1

Mr. Montuori requested Article 1 be tabled as he continues to work on a resolution.

**MOTION: Mr. Sutherby made the motion to table Article 1; seconded by Mr. Lisiecki and the motion carried 5-0.**

## Article 2

**MOTION: Mr. Sutherby made the motion to adopt Article 2 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.**

## Article 3

Mr. McGinness expressed concerns with the school department having budgeted a full year's salary when the hiring will be done in January. Mr. Montuori explained that any remaining funds would be turned back and would require School Committee approval to be expended for another purpose.

Mr. Cooke expressed concerns with the way the article is being presented as originally the school department requested four literacy coaches and now they are changing it to two; which indicates to him that it is not a real priority as has been stated.

**MOTION: Mr. Sutherby made the motion to adopt Article 3 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.**

## Article 4

**MOTION: Mr. Sutherby made the motion to adopt Article 4 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.**

## Article 5

Mr. Sutherby asked if bids were obtained for the mower and Mr. Montuori confirmed this. Mr. Cooke asked if all of the voting booths are being replaced and Mr. Montuori confirmed this as well.

**MOTION: Mr. Sutherby made the motion to adopt Article 5 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.**

## Article 6

Mr. Cooke asked if any back up documentation was ever received for the security enhancements and Mr. Montuori stated that no documentation has been received.

**MOTION: Mr. Sutherby made the motion to adopt Article 6 as presented; seconded by Mr. Cooke and the motion carried 5-0.**

## Article 7

**MOTION: Mr. Sutherby made the motion to adopt Article 7 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.**

**Article 8**

**MOTION:** Mr. Sutherby made the motion to adopt Article 8 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 9**

**MOTION:** Mr. Sutherby made the motion to adopt Article 9 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 10**

**MOTION:** Mr. Sutherby made the motion to adopt Article 10 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 11**

**MOTION:** Mr. Sutherby made the motion to table Article 11; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 12**

**MOTION:** Mr. Sutherby made the motion to adopt Article 12 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 13**

**MOTION:** Mr. Sutherby made the motion to adopt Article 13 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 14**

Discussion took place on the CPA project list. Mr. Cooke asked why the list only dates back to 2007 and Ms. Kucala explained that the CPA fund started in 2007.

Mr. Cooke noted that the \$375,000 for the records preservation was to include FF&E and it is not shown. Mr. Montuori will look into this.

**MOTION:** Mr. Sutherby made the motion to adopt Article 14 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 15**

**MOTION:** Mr. Sutherby made the motion to adopt Article 15 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 16**

**MOTION:** Mr. Sutherby made the motion to adopt Article 16 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 17**

**MOTION:** Mr. Sutherby made the motion to adopt Article 17 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 18**

**MOTION:** Mr. Sutherby made the motion to adopt Article 18 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 19**

**MOTION:** Mr. Sutherby made the motion to adopt Article 19 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 20**

**MOTION:** Mr. Sutherby made the motion to adopt Article 20 as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 21**

**MOTION:** Mr. Sutherby made the motion to adopt Article 21 as presented; seconded by Mr. Lisiecki and the motion carried 4-1. Mr. Cooke was opposed.

**Article 22**

**MOTION:** Mr. Sutherby made the motion to defer Article 22 to the Planning Board; seconded by Mr. Lisiecki and the motion carried 5-0.

**Article 23**

**MOTION:** Mr. Sutherby made the motion to defer Article 23 to the Planning Board; seconded by Mr. Lisiecki and the motion carried 5-0.

## **Article 24**

**MOTION:** Mr. Sutherby made the motion to defer Article 24 to the Planning Board; seconded by Mr. Lisiecki and the motion carried 5-0.

## **Article 25**

**MOTION:** Mr. Cooke made the motion for no recommendation on Article 25; seconded by Mr. Sutherby and the motion carried 5-0.

### **4) Finance Committee Matters of Interest**

Mr. Aznavoorian noted that Ms. Brooks has officially resigned from the Committee. Mr. McGinness will also be resigning. As a result, there are three vacant seats on the Committee. Mr. Aznavoorian will work with the appointing authority to fill these vacancies.

The Committee members thanked Mr. McGinness for his time and service on the Committee.

Mr. Cooke noted that he will be meeting with Mr. Montuori the week after town meeting to discuss the water and sewer enterprise systems.

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

#### **Green Committee:**

Mr. Cooke noted that the Green Committee met last night and there was not a quorum. The Committee continues to discuss the unfinished projects at the public library, Ryan School, and the police station. The Town was unable to submit for the next round of grants funds because these projects remain incomplete.

#### **High School Building Committee:**

Mr. Cooke explained that the High School Building Committee meet a couple of weeks ago and continues to work to approve bills and address change orders.

### **6) Approval of Meeting Minutes June 27, 2013**

**MOTION:** Mr. Lisiecki made the motion to approve the June 27, 2013 meeting minutes as presented; seconded by Mr. Cooke and the motion carried 5-0.

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

None.

**8) Future Proposed Meeting Dates**

Thursday, October 1, 2013	October Special Town Meeting – TBD by BOS
Thursday, October 17, 2013	7pm Regular Business Meeting
Thursday, November 7, 2013	7pm Regular Business Meeting
Thursday, December 5, 2013	7pm Regular Business Meeting

**Adjourn.**

**MOTION: Mr. Lisiecki made the motion to adjourn at 8:26 p.m.; seconded by Mr. Sutherby and the motion carried 5-0.**

*Respectfully submitted,*

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

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

## **Documents Presented and/or Discussed**

- 1) **Recap Sheet and List of CPA Projects**  
A copy can be found at the Town Manager's Office or Finance Department
- 2) **Special Town Meeting Warrant October 1, 2013**  
A copy can be found at the Town Manager's Office, Town Clerk's Office, or with the Recording Secretary
- 3) **Meeting Minutes of June 27, 2013**  
A copy can be found at the Town Clerk's Office or with the Recording Secretary