



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

Thomas L. Cooke, Chairman  
David Aznavoorian, Vice Chair  
Damin Sutherby, Clerk  
Ralph Ford  
Raymond Lisiecki

## FINANCE COMMITTEE

### Meeting Minutes for October 24, 2013

#### 1) Call to Order

The meeting was called to order at 7:01 p.m. by David Aznavoorian, Chairman, at the Tewksbury Police Headquarters. Present were Raymond Lisiecki, Damin Sutherby, and Thomas Cooke. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

#### 2) Town Manager and Finance Director Reports

##### Lateral Transfers

No.	Amount	From	To	Reason
2	\$10,000.00	Veteran's Aid	Veteran's Medical	To cover anticipated dental bills

**MOTION:** Mr. Sutherby made the motion to approve Lateral Transfer #2 as presented above; seconded by Mr. Lisiecki and the motion carried 4-0.

No.	Amount	From	To	Reason
3	\$20,000.00	Police Salaries	Police Dispatch Overtime	Due to having to fill a vacant dispatcher position and an unforeseen dispatcher sick vacancy with overtime shifts.

Mr. Cooke noted that he requested additional information on this transfer and was informed that the Police Chief is having difficulties getting the dispatcher reserves to fill in. Mr. Cooke suggested the funds be used from the dispatcher reserves account since it is not being utilized. Mr. Cooke noted that there was recently two resignations and asked if both positions will be filled this year and Mr. Montuori confirmed this.

**MOTION: Mr. Sutherby made the motion to approve Lateral Transfer #3 as presented above; seconded by Mr. Lisiecki and the motion carried 3-0-1. Mr. Cooke voted present.**

Mr. Montuori noted that two of the front line fire engine trucks are out of service and both have been deemed unsafe. Currently, a fire truck from Wilmington is being borrowed and the fire department is in the process of obtaining estimates for the repairs; however, there are no guarantees on safety and how long the trucks will run. There is a possibility that there may be a need to purchase two new fire trucks; this option is also being reviewed. Discussion took place on whether any of the parts can be salvaged and Mr. Montuori noted that he will look into this. Mr. Lisiecki asked if replacement of either of these trucks was on the fire year capital plan and Mr. Montuori confirmed that one was. Discussion took place on warranties and how the trucks are so far gone in such a short period of time. Mr. Lisiecki suggested looking into how the trucks are maintained and cleaned in the future.

Mr. Cooke noted that a finance policy was presented to the Board of Selectmen by Mr. Montuori and asked if the Finance Committee members will also receive a copy of the policy and Mr. Montuori confirmed this.

Mr. Sutherby inquired as to the status of the old police station and Mr. Montuori explained that they are currently in the process of taking an inventory of the items in the building. Some of the items may be auctioned off and the building could be razed. Mr. Montuori noted he is currently in the process of working with 9 other communities on a regional dispatch; if this is not done the State funds to upgrade the system will be lost. Interest has been shown in the old police station as a possible location.

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

Mr. Aznavoorian noted that two new members of the Finance Committee were unanimously appointed by the appointing authority. The new members are Bruce Panilaitis and Larry Sanford. Mr. Aznavoorian recommended Mr. Montuori and Ms. Kucala meet with the new members to educate them on the budget process. Mr. Sutherby noted that there is a training course that can also be taken. Mr. Montuori will look into this. One open seat on the Committee remains.

Mr. Montuori provided the members with a copy of a summary of the changes made to the fire department contract and reviewed the savings. A copy of the document can be found at the town manager's office.

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

#### **Green Committee:**

Mr. Cooke noted that there was not a quorum at the last two Green Committee meetings.

**Computer Study Committee:**

Mr. Aznavoorian noted that the Computer Study Committee continues to work on a new job description for the computer services department.

**5) Approval of Meeting Minutes**

**MOTION:** Mr. Cooke made the motion to approve the August 1, 2013 and August 6, 2013 meeting minutes as presented; seconded by Mr. Sutherby and the motion carried 4-0.

**MOTION:** Mr. Lisiecki made the motion to table the approval of the August 15, 2013 and September 11, 2013 meeting minutes; seconded by Mr. Sutherby and the motion carried 4-0.

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

**MOTION:** Mr. Sutherby made the motion to ratify the approval of the recording secretary's September, 2013 time sheet in the amount of \$324.14; seconded by Mr. Lisiecki and the motion carried 4-0

**8) Future Proposed Meeting Dates**

Thursday, November 7, 2013	7pm Regular Business Meeting
Thursday, December 5, 2013	7pm Regular Business Meeting

**Adjourn.**

**MOTION:** Mr. Sutherby made the motion to adjourn; seconded by Mr. Cooke and the motion carried 4-0.

*Respectfully submitted,*

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

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

**Documents Presented and/or Discussed  
October 24, 2013**

- 1) Lateral Transfer Numbers 2 and 3  
A copy can be found at the Finance Department
- 2) Summary of changes to Fire Department contract  
A copy can be found at the Town Manager's Office
- 3) Meeting Minutes of August 1, 2013, August 6, 2013, August 15, 2013 and September 11, 2013  
A copy can be found at the Town Clerk's Office or with the Recording Secretary
- 4) Recording Secretary September Timesheet  
A copy can be found with the Finance Department