



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

Meeting Minutes for November 14, 2013

1) Call to Order

The meeting was called to order at 7:00 p.m. by David Aznavoorian, Chairman, at the Tewksbury Police Headquarters. Present were Raymond Lisiecki, Damin Sutherby, Thomas Cooke, Larry Sanford, and Bruce Panilaitis. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Mr. Aznavoorian welcomed the two new members, Larry Sanford and Bruce Panilaitis. Mr. Aznavoorian reviewed how a typical business meeting of the Finance Committee is and suggested Mr. Montuori and/or Ms. Kucala meet with the two new members to review the budget process.

2) Town Manager and Finance Director Reports

Reserve Fund Transfers

| No. | Amount | To | Reason |
|-------|------------|--|--|
| GFR-1 | \$8,718.00 | Community Events Budget – All Other | Event Costs: Krochmal Farms - \$1,800.00, Magician - \$350.00, Balloon Person - \$375.00, DJ - \$150.00, Wood for barrels - \$100.00 (best guess). Total Events: \$2,775.00 DPW Preparation: Tree lights - \$1,543.00, Crane rental - \$1,500.00, Tree stand - \$400.00, Electric installation - \$2,500.00. Total Preparation: \$5,943.00. Total Transfer Request: \$8,718.00 |

Mr. Montuori explained that the reserve fund budget for Community Events was depleted with the 4th of July fireworks. The new Public Events and Celebration Committee are planning a new approach to the annual Christmas lighting. This year the

event will be held at the public library on December 7, 2013 and will have more events than in previous years. The Committee's goal is to host at least one community event each year.

Mr. Aznavoorian noted that these budgets were cut in the past and never replenished.

Mr. Cooke commended the Public Events and Celebration Committee for all of their hard work in planning the event and asked if there was ever a budget for tree lighting and Mr. Montuori noted that there has not been and explained that the funds came from the Board of Selectmen or Town Manager budgets and it was never sufficient. Mr. Cooke asked if an attempt was made to look into the Board of Selectmen or DPW budgets to cover the preparation. Mr. Montuori explained that this option was reviewed and neither budget has much room to move. Mr. Montuori explained that the future goal is to charge the vendors for the tables to generate revenue.

Mr. Sutherby noted that he does not like the idea of utilizing the reserve fund for this purpose as it is intended to be for extenuating circumstances.

Mr. Aznavoorian noted that many of the surrounding communities do a lot more and he supports bringing the community together.

MOTION: Mr. Lisiecki made the motion to approve General Fund Reserve Transfer #GFR-1 as presented above; seconded by Mr. Cooke and the motion carried 6-0.

Budget Adjustments for FY14

Mr. Montuori explained that he is still working on the Fire Department budget and will email the adjustments out tomorrow for discussion at the December 5, 2013 meeting.

Mr. Montuori noted that currently two of the frontline fire trucks are down. One was inspected by the manufacturer and it was determined that it would cost approximately \$127,000 to replace the chastity and it will likely also cost over \$100,000 to repair the other truck. Mr. Montuori will work with the fire chief to determine whether it would be more cost effective and beneficial to have the trucks repaired or to purchase two new trucks.

Ms. Kucala noted that she has been involved in the interviewing process for the new school business manager. The process will resume next week when the Superintendent of Schools returns from vacation.

3) Finance Committee Matters of Interest

Mr. Aznavoorian provided the members with a proposed budget schedule and requested Mr. Montuori briefly explain the budget timeline for the benefit of the two new members. Mr. Montuori explained that he will be sending out his budget message to the department heads over the next week. Meetings with the department heads will occur in November and December and the recommended budget submitted to the Board of Selectmen and

Finance Committee in January. Mr. Montuori noted that the Capital budget and Enterprise Funds are done in February.

Mr. Cooke requested a separate warrant article be submitted for the Finance Committee reserve as was done in the past. Mr. Montuori explained that if a separate article is done, the funds cannot be transferred into the operating budget. Mr. Montuori will move the Finance Committee reserve budget from unclassified and list it in the Finance Committee budget.

Mr. Sutherby inquired as to the status of the town hall renovation project. Mr. Montuori explained that the town hall offices will begin moving to the Pike House tomorrow and over the next week.

4) Committee Member Reports as applicable

Mr. Aznavoorian noted that a new Finance Committee representative is needed for the Economic Development Committee. Mr. Aznavoorian will meet with Mr. Montuori to determine whether there are any other Committees and report back.

Green Committee:

Mr. Cooke noted that the Green Committee met last week; however, he was unable to attend.

High School Building Committee:

Mr. Cooke noted that the High School Building Committee is wrapping up and working on paying bills and addressing punch list items. The turf for the athletic fields was delivered last week and the tennis courts are in progress.

Computer Study Committee:

Mr. Aznavoorian noted that the job posting for a new IT person has gone out.

5) Approval of Meeting Minutes

MOTION: Mr. Cooke made the motion to approve the August 11, 2013 and August 15, 2013 meeting minutes as presented; seconded by Mr. Lisiecki and the motion carried 4-0. Mr. Sanford and Mr. Panilaitis did not take part in this vote.

6) Approval of Payment of Recording Secretary and Timesheet

MOTION: Mr. Sutherby made the motion to ratify the approval of the recording secretary's October, 2013 time sheet; seconded by Mr. Lisiecki and the motion carried 6-0

8) Future Proposed Meeting Dates

Thursday, December 5, 2013 7pm Regular Business Meeting

Adjourn.

MOTION: Mr. Sutherby made the motion to adjourn at 8:15 p.m.; seconded by Mr. Lisiecki and the motion carried 6-0.

Approved: January 30, 2014

**Documents Presented and/or Discussed
November 14, 2013**

- 1) General Fund Reserve Transfer No. GFR-1
A copy can be found at the Finance Department

- 2) Proposed budget meeting schedule
A copy can be found with the Chair of the Finance Committee

- 3) Meeting Minutes of August 11, 2013 and August 15, 2013
A copy can be found at the Town Clerk's Office or with the Recording Secretary

- 4) Recording Secretary October Timesheet
A copy can be found with the Finance Department