



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 February 27, 2014

1) Call to Order

The meeting was called to order at 7:04 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 (late arrival).

2) FY15 Department Budget Review

Finance Department

Present was Kelly Odams, Tax Collector.

Accountant:

Assessor:

Treasurer/Collector:

Ms. Johnson arrived.

Discussion took place on any outstanding bonds and whether there are any that could possibly be renegotiated.

Department of Public Works

Present was Brian Gilbert, DPW Superintendent. Mr. Gilbert noted that overall the FY15 budget has increased by 2.9% (\$67,099) from FY14.

The DPW administration operating budget has been level funded. The salary budget reflects an increase of approximately \$26,000. Mr. Gilbert noted that the uniform costs

have been moved into salaries as a result of the IRS audit. In addition, Mr. Gilbert would like to bring in three summer interns from May to August to focus on clean up and beautification of the town.

Mr. Gilbert noted that the Town Engineer position is currently vacant. Mr. Montuori explained that they are currently interviewing for the position and a few qualified applicants have applied; however, none were in the salary range being offered. As a result, the position will likely be put at the maximum step. Mr. Gilbert noted that he has also included funds within the salary budget for a summer intern to test outfalls in the drainage system. Mr. Gilbert noted that the changes in the allocations are due to one of the project managers focusing on oversight protection, roadways, drainage, etc.

Mr. Gilbert explained that many changes have occurred with the Highway department over the last year. The division supervisor retired and there was an additional resignation of a heavy equipment operator. Uniforms have been moved into salaries. Discussion took place on Chapter 90 funds. Mr. Gilbert explained that there is a new requirement to have an inventory of all street signs regarding reflectivity. Chapter 90 funds will now also go towards this project. As a result, there will not be enough funding to fix all of the roads. Mr. Montuori noted that the town has been pushing for funding to resurface and reconstruct entire Route 38.

Mr. Gilbert noted that the FY15 budget includes 2% adjustments in salaries and funding to reinstate Highway staff lost in prior year's budgets. In addition, funding has been included to continue contracting a portion of requests for tree services.

There is also a slight increase in the Water and Sewer Enterprise budgets. The budgets for Water Distribution and Filtration have increased 1% (\$28,204).

The FY15 sewer budget also reflects a 1% increase (\$18,933) to address salary increases and sewer line investigations via camera. The Lowell Sewer budget has been level funded at this time, but may increase as the budget process progresses.

Mr. Lisiecki asked if an administrative position is still being shared with another department. Mr. Gilbert explained that the DPW and Building Department previously shared a secretary, but they do not any longer.

Mr. Gilbert explained that, as in recent years, funding to support equipment purchases has not been included in the FY15 Operational Capital Outlay and will be submitted as part of the comprehensive 5-year Capital Budget Plan.

Mr. Cooke asked if the paving on the waterline replacement project has been completed. Mr. Gilbert explained that all of the paving on East Street was completed with Chapter 90 funds. The State will be working towards reconstructing the intersection at East and Shawsheen Streets as well as at Maple and East Streets.

Mr. Sutherby inquired about the street sweeper that was recently purchased. Mr. Gilbert explained that the street sweeper will be going out to clean the streets as soon as they are able to.

Mr. Gilbert noted that the Snow and Ice and Forestry budgets have been level funded.

Discussion took place on the DPW building. Mr. Montuori explained that three architects have been brought in to start to address the building envelope and Mr. Gilbert will choose one.

Mr. Aznavoorian requested back up documentation for the snow and ice repairs and maintenance as a large increase is shown.

3) Town Manager and Finance Director Reports

Snow and Ice Overage Report

MOTION: Mr. Sutherby made the motion to approve the Snow and Ice Overage Report through February 27, 2014 in the amount of \$608,802.86; seconded by Mr. Panilaitis and the motion carried 5-0-1. Mr. Cooke voted present.

4) Committee Member Reports

None.

5) Future Proposed Meeting Dates

Saturday, March 1, 2014	8:30 a.m. Pike House
Thursday, March 6, 2014	7:00 p.m. Pike House
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. Police Station Community Room
Thursday, April 3, 2014	7:00 p.m. Police Station Community Room

Adjourn.

MOTION: Mr. Cooke made the motion to adjourn at 8:29 p.m.; seconded by Mr. Panilaitis and the motion carried 6-0.

Approved: June 19, 2014

**Documents Presented and/or Discussed
February 27, 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 with the Finance Department