



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 27, 2014

1) Call to Order

The meeting was called to order at 7:04 p.m. by David Aznavoorian, Chairman, at the Pike House. Present were Raymond Lisiecki, Damin Sutherby, Thomas Cooke, and Larry Sanford. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Bruce Panilaitis and Rob Kocsmiersky were not in attendance.

2) FY15 Department Budget Review

Public Library

MOTION: Mr. Lisiecki made the motion to approve the town manager's recommended FY15 public library budget in the amount of \$955,660; seconded by Mr. Sanford and the motion carried 5-0.

Council on Aging

Mr. Montuori requested the Committee hold off on voting on the Council on Aging budget as adjustments need to be made for the new director's salary.

Parks and Recreation

MOTION: Mr. Lisiecki made the motion to approve the town manager's recommended FY15 Parks and Recreation budget in the amount of \$139,090; seconded by Mr. Lisiecki and the motion carried 5-0.

Police Department

Discussion took place on the increase in salary for the administrative position from \$53,340 in FY14 to \$67,373 in FY15. Mr. Lisiecki noted that the salary will be higher than that of a sworn officer. Mr. Montuori explained that he expressed the same concerns with the Chief and it is likely that this will not be a problem as this person has taken over a large amount of responsibility within the office and will now also be working with the

Emergency Services department. Mr. Lisiecki asked why this was not made a priority in the narrative and Mr. Montuori explained that this item was addressed outside of the budget as it involves a staff member.

Mr. Sanford inquired about tonight's transfer for overtime. Mr. Montuori explained that overtime has historically been a problem as there has not been a full staffing level due to disabilities and occupational injuries.

MOTION: Mr. Lisiecki made the motion to approve the town manager's recommended FY15 police department budget in the amount of \$6,166,964; seconded by Mr. Sutherby and the motion carried 4-1. Mr. Cooke was opposed.

Department of Public Works

MOTION: Mr. Lisiecki made the motion to approve the town manager's recommended FY15 Fleet Maintenance budget in the amount of \$533,026; seconded by Mr. Sutherby and the motion carried 5-0.

MOTION: Mr. Sanford made the motion to approve the town manager's recommended FY15 Forestry budget in the amount of \$61,450; seconded by Mr. Cooke and the motion carried 5-0.

Discussion took place on combining the highway and forestry budgets for the FY16 budget.

MOTION: Mr. Lisiecki made the motion to approve the town manager's recommended FY15 Highway budget in the amount of \$714,581; seconded by Mr. Sutherby and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the town manager's recommended FY15 DPW Administration budget in the amount of \$232,067; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke voted present.

Mr. Montuori requested the Committee hold off on voting on the Town Engineer budget as adjustments will be made for the new Town Engineer's salary.

MOTION: Mr. Sutherby made the motion to approve the Town Manager's recommended FY15 Snow and Ice Budget in the amount of \$256,000; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke voted present.

Community Development

Mr. Montuori requested the Committee hold off on voting on the Community Development and Building Department budgets as some adjustments are still being made.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Board of Health budget in the amount \$237,080; seconded by Mr. Sanford and the motion carried 5-0.

School Department

Mr. Aznavoorian noted that there are still waiting for the answers to the Committee members questions.

Finance Department

Mr. Montuori requested the Committee hold off on the Assessor's Department as adjustments still need to be made for the new property reviewer.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Accounting budget in the amount \$367,236; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Treasurer/Collector budget in the amount of \$423,275; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Treasurer Unclassified budget in the amount of \$13,543,995; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke voted present.

Town Clerk

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Elections and Town Meeting budget in the amount of \$20,850; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Parking Clerk budget in the amount of \$5,200; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Board of Registrars budget in the amount of \$3,550; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Town Clerk budget in the amount of \$216,133; seconded by Mr. Sanford and the motion carried 5-0.

General Government

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Administrative Services budget in the amount of \$76,108; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Auxiliary Building budget in the amount of \$32,400; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Board of Selectmen budget in the amount of \$137,707; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Cable Television budget in the amount of \$3,129; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke voted present.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Cemetery budget in the amount of \$3,000; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Community Events budget in the amount of \$11,000; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Computer Services budget in the amount of \$162,517; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Finance Committee budget in the amount of \$78,194; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Town Moderator budget in the amount of \$525; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Solid Waste budget in the amount of \$2,376,153; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Street Lights budget in the amount of \$160,000; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Town Counsel budget in the amount of \$150,000; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Town Hall budget in the amount of \$93,881; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Town Manager budget in the amount of \$278,629; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Town Manager Unclassified budget in the amount of \$19,920,776; seconded by Mr. Sanford and the motion carried 5-0.

Veteran's Services

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Veteran's Services budget in the amount of \$301,540; seconded by Mr. Sanford and the motion carried 5-0.

Fire Department

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Emergency Management budget in the amount of \$33,927; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Fire Department budget in the amount of \$4,643,750; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke voted present.

Water and Sewer Enterprise Funds

Mr. Montuori requested the Committee hold off on their vote on the Enterprise Funds as additional information on chemicals was requested by Mr. Cooke. Brian Gilbert is still working on obtaining this information. Mr. Cooke asked what the available amount of free cash is in each fund. Ms. Kucala noted that there is approximately \$3,151,988 in Sewer Retained Earnings and approximately \$1,049,470 in Water retained earnings. Mr. Montuori noted that some of these funds may be used at the upcoming town meeting. Mr.

Cooke noted that he would like to meet with Mr. Montuori to discuss rates, paying down debt, etc. prior to taking action on this item.

Mr. Montuori explained that approximately \$875,000 from water retained earnings will be used towards hydrants and water lines.

3) Town Manager and Finance Director Reports

Lateral Transfers

No.	Amount	From	To	Reason
22	\$50,000.00	Police – Salaries	Police - Overtime	To fund the police overtime account.

Mr. Aznavoorian requested that the time period covered be supplied for future transfers. Mr. Montuori noted that it is likely that additional funds will be needed and will be requested at town meeting.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 22 in the amount of \$50,000; seconded by Mr. Lisiecki and the motion carried 4-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

Snow and Ice Overage Report

Mr. Aznavoorian asked if this will be the last snow and ice report and Mr. Montuori noted that this is the most current statement and that there could be a late bill(s).

MOTION: Mr. Lisiecki made the motion to approve the Snow and Ice Overage Report through March 27, 2014 in the amount of \$645,232.20; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke votes present.

4) Committee Member Reports

There were none.

5) Approval of Meeting Minutes

MOTION: Mr. Lisiecki made the motion to approve the February 15, 2014 meeting minutes; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Sutherby did not take part in this vote as he was not present at the February 15, 2014 meeting.

6) Future Proposed Meeting Dates

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 7:59 p.m.; seconded by Mr. Sanford and the motion carried 5-0.

Approved: June 19, 2014

Documents Presented and/or Discussed
March 27, 2014

- 1) **Town Manager's Recommended FY15 Budget**
A copy can be found at the Finance Department or with the Town Manager
- 2) **Lateral Transfer Number 22**
A copy can be found with the Finance Department
- 3) **Snow and Ice Overage Report**
A copy can be found with the Finance Department
- 4) **Meeting Minutes of February 15, 2014**
A copy can be found with the Recording Secretary or the Town Clerk's Office