



## BOARD OF SELECTMEN

TOWN OF TEWKSBURY  
TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

TODD R. JOHNSON, CHAIRMAN  
BRUCE PANILAITIS, Ph.D., VICE CHAIRMAN  
MARK S. KRATMAN, CLERK  
DAVID H. GAY  
JAMES D. WENTWORTH

TEL (978) 640-4300  
FAX (978) 640-4302

## MEETING MINUTES MARCH 8, 2016

The Chair opened the meeting for regular session at 7:00 p.m. Present for the Board of Selectmen were Todd Johnson, Chair; Bruce Panilaitis, Vice Chair; Mark Kratman, Clerk; David Gay, Board Member; James Wentworth, Board Members and Richard Montuori, Town Manager.

This is the first live meeting in the newly renovated Great Hall. Once broadcast live the meeting will also be rebroadcasted throughout the week. The Broadcast channel for a local government is not complete, but the team is working hard to complete.

### **David Marcus—Tewksbury Historical Society Tewksbury Historical Society—Line of March Dedication Ceremony**

Mr. David Marcus and Mr. Mike Kelly were present for this discussion. The dedication is scheduled for April 17, 2016. All members had proposed revised agenda for the ceremony. The Tewksbury Safety Officer did raise some concerns, but the group has been very cooperative and all seems to be working out. The stone mason will have stones cut from a quarry in Chelmsford. These will be engraved in time for the event. Several meetings have been held with the Town Manager and the Tewksbury Police Department. Officer Jenny Welch, who has been tremendous at listening and attending to the needs of this event, feels a good, solid and safe plan, is in place. Approximately 20 to 25 militias, from 6 other communities and militia groups, will reenact what took place in Tewksbury on April 19, 1775. This is a solemn event. The town was involved in much of the history with the march to Concord, Massachusetts. A total of 101 residents from Tewksbury were involved. The Meeting House marker will be placed by the Congregational Church on the small traffic island across the road. This will be a small event and coordinators will keep it to a few invited guests due to the size of the area. After the muster march to East Street and to Lee Street, the group will stop at the public library from right side of the road. Traffic will be able to come down on other side of road. The team is hoping to have an Alarm Rider who will begin the ceremony. If the team is lucky to be able to obtain a horse rider, a militia man will fire 2 signal shots with a musket. Additionally, signal shots will take place at four different locations. The team has obtained permission to use the Ryan School, the North Street School, the Police Department and either the Public Library or Enterprise Bank Building. All stations will have groups of fewer than 10 people in attendance. Each militia man at each station will fire a single shot and continue the alarm throughout town. Once complete, the small groups will march to the common and converge from the different stations. Then the group will march out of town. Minutemen were younger boys trained by Captain Trull with only 7 to 8 days of service. The militia men were older men ranging in ages of 18 to 61. There will be a dedication at the library. This may include a 21 gun salute and possibly will bring women re-enactors with the militia group. Mike Kelley made note there will be a small social after the event. It was also stated that some

militia group volunteers wanted to march the entire way to Concord, but the Historical Society would need a state permit for this. People can continue at their own risk.

The Selectmen fully support this event. They also requested a spring clean up of the area, i.e. paint the message board and rake the grounds, etc.

There have been ongoing conversations with the Department of Public works and residents during the installation of markers. Very good cooperation has been had by all.

The event will take place during spring vacation week, but all are full confident there will be full detail coverage by police. This event will be treated like the annual Little League parade through volunteerism.

The Selectmen asked the team to connect with schools, especially with TMHS students to get involved. This is such a significant event, and so few towns participated in this march at the time of 1775.

This is also an opportunity to recognize our original veterans, and the intent is to leave an educational experience for all to walk along the route with the markers telling the history of Tewksbury residents in this march. Tewksbury, Billerica, Wilmington and Reading were first militia to arrive and ambush the British.

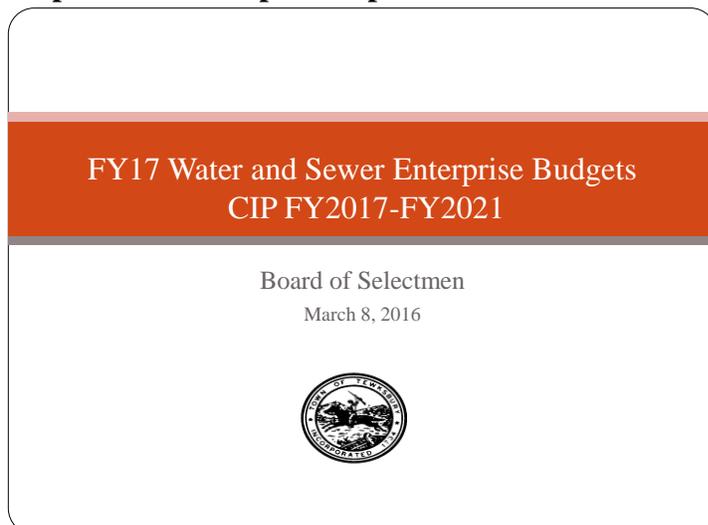
**MOTION: Mr. Gay made the motion to approve the revised Line of March ceremony as presented; seconded by Mr. Kratman and the motion carried 5-0 for a unanimous vote.**

#### **Main Street Pole Petition**

Mr. David Aguiar was present on behalf of National Grid for permission to excavate the public highway and install two (2) conduits from Pole 155 as shown in the plan presented. This was stated as being located at 1394 Main Street.

**MOTION: Mr. Gay made the motion to approve the Pole Petition as presented; seconded by Mr. Wentworth and the motion carried 5-0 for a unanimous vote.**

#### **Water Enterprise Fund FY17 Budget Presentation Sewer Enterprise Fund FY17 Budget Presentation Proposed FY17 Capital Improvement Plan Presentation**





## Water and Sewer Enterprise Budgets and CIP Meeting

- Enterprise Funds
  - Water Enterprise Budgets
  - Water Enterprise Capital
  - Water Rates Recommendation
  - Sewer Enterprise Budget
  - Sewer Enterprise Capital
  - Sewer Rate Recommendation
- Capital Improvement Plan FY2017-FY2021

Presentation is 95% complete. The Town Manager has not the chance to review with Selectmen members before tonight but will meet and discuss over next week.

## Water Enterprise Fund



## Water Enterprise Fund Budget



### Water Distribution Budget

	Fiscal Year 2016	Fiscal Year 2017	Inc.(Dec)
Salaries:	538,320	582,511	44,191
Operating:	297,481	316,052	18,571
Capital Outlay:	-	-	-
<b>Total</b>	<b>835,801</b>	<b>898,563</b>	<b>62,762</b>

Major Budget Changes:

**Salaries:** Include 2.5% salary increases, step increases and longevity changes. Salary also increased 24,027 with the addition of an Assistant DPW Superintendent for Utility which is being cost shared between Water and Sewer. Also an increase of 1,532 to upgrade an HMEO position to SHMEO and 9,782 for sick leave and vacation buy back.

**Operating:** Energy Utilities increased 2,500 based upon actual cost in previous years. Repairs and Maintenance increased 2,000 based upon the number of water breaks averaged each year. Other Equipment increased for the Maintenance of Vacuum/Rodding Truck. Meters increased 8,500 to purchase 25 additional new meters for new residential and commercial structures and secondary meters.

**Capital Outlay:** No change

The Enterprise budget is made up of water distribution and water filtration—the distribution budget is all outside of the plant and specifically addresses this area. A big change in the salary budget is a new position for Assistant DPW for Utilities; and will also be fund by filtration budget. This will be assigned to help with succession planning for when the superintendent retires and also will assist in chief operator retirement.

## Water Enterprise Fund Budget



### Water Filtration Budget

	Fiscal Year 2016	Fiscal Year 2017	Inc.(Dec)
Salaries:	791,882	856,330	64,448
Operating:	1,178,783	1,214,780	35,997
Capital Outlay:	-	-	-
<b>TOTAL</b>	<b>1,970,665</b>	<b>2,071,110</b>	<b>100,445</b>

Major Budget Changes:

**Salaries:** Include 2.5% salary increases, step increases and longevity changes. Salary also increased 24,027 with the addition of an Assistant DPW Superintendent for Utility which is being cost shared between Water and Sewer. Also an increase of in overtime of 3,600 to reflect actual cost.

**Operating:** Utilities increased 15,000 to operate the new aeration facility, light and heat, laboratory addition and new equalizing tank. Lease and Contracts increased 9,108 mainly in the area of backflow and surveys inspections. All Other Supplies and Expenses increased 12,000 for THM online analyzer to monitor water quality. Residual Disposal increased 3,375 based upon the projected disposal of sludge. The current contract for disposal is ending and we are projecting a significant increase in cost.

**Capital Outlay:** No change

There were 75 to 80 water breaks this year. Filtration budget; \$24,000 for new position for salaries; also increased for overtime. All increases are included in new rate.

## Water Enterprise Fund Budget



### Combined Water Enterprise Budgets

	Fiscal Year 2016	Fiscal Year 2017	Inc.(Dec)
Salaries:	1,330,202	1,438,841	108,639
Operating:	1,476,264	1,530,832	54,568
Capital Outlay:	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<b>2,806,466</b>	<b>2,969,673</b>	<b>163,207</b>
Other Budgeted Expenses:			
Debt P&I	2,106,817	3,190,748	1,083,931
Capital Projects/Exp.	235,300	-	(235,300)
Indirect Expenses	<u>962,507</u>	<u>1,074,149</u>	<u>111,642</u>
<b>Total</b>	<b>3,304,624</b>	<b>4,264,897</b>	<b>960,273</b>
<b>Grand Total Water</b>	<b>6,111,090</b>	<b>7,234,570</b>	<b>1,123,480</b>
<i>Use of Retained Earnings:</i>	<i>(815,000)</i>	<i>(263,000)</i>	<i>(552,000)</i>

*Current Balance Retained Earnings: 3,419,615*

The combined debt is largest expense, first principal and interest payment will hit in 2017.

## Water Enterprise Fund Budget



- Future Capital Improvements  
Fiscal Year 2017 – Fiscal Year 2021: 8,340,500

- **6,560,000** - Water Distribution Design and Improvement
- **860,000** - Water Tanks Maintenance/Upgrades
- **625,000** - Hydrants Replacement
- **295,500** - Vehicle Replacement

*Over the next Five Years the Plan is to spend 2,400,500 on Capital Projects if retained earning are available funds and funds will be borrowed for major projects.*

*Current Balance Retained Earnings: 3,419,615*

Capital improvements need more piping replaced. Spending \$10M to \$15M on this issue is not out of the question. Starting in 2017, the town will seek to borrow to replace lines on Woburn Street and the design of a larger water main. The plan is to design and borrow every other year to keep better prevention of breaks. The amount of \$860,000 will go to replacing catwalk on Astle Street Tank as felt it may not be safe anymore. \$560,000 of the \$6.5M will be paid out of retained earnings. Will use retained earnings for all expenses.

## Water Enterprise Fund Budget



- Capital Improvements

Fiscal Year 2017: 2,595,000

- **2,410,000** - Water Distribution Improvement (2 million Borrowing and 410,000 Retained Earnings)
- **125,000** - Hydrants Replacement (Retained Earnings)
- **60,000** - Water Tanks Maintenance/Upgrades (Retained Earnings)
- **18,000** - Vehicle Replacement (Retained Earnings)

*(350,000 of the 2,410,000 - Water Distribution Improvement will be transferred from Retained Earnings at May 2016 Special Meeting for repairs to a water near Strongwater Brook )*

Capital improvements: \$18,000 will be allocated to a new vacuum water truck—will have two trucks in fleet as both are used quite often. The new truck will be used for sewer back-ups and unplugging lines.

## Water Enterprise Fund Budget



### Debt Service as percent of Water Budget:

• FY2015	2,005,239	33%
• FY2016	2,106,817	34%
• FY2017 (Proj.)	3,190,748	44%
• FY2018 (Proj.)	3,146,177	43%
• FY2019 (Proj.)	2,859,917	40%
• FY2020 (Proj.)	2,789,678	39%
• FY2021 (Proj.)	2,629,828	36%
• FY2022 (Proj.)	2,729,614	37%
• FY2023 (Proj.)	2,547,906	34%
• FY2024 (Proj.)	2,484,756	33%

Debt will go down as debt on water treatment plant will go down. Important to note that is much greater than other communities. Other communities have this expense on the tax levy. Tewksbury carries most of their debt in enterprise funds.

## Water Enterprise Fund Budget



### Projected Revenues

	FY2016	FY2017
Projected Revenues		
Total Revenue User Fees	6,678,429	7,157,534
92% Collection User Fees	6,010,586	6,584,931
Water Liens	650,000	700,000
Connection Fees	<u>15,000</u>	<u>30,000</u>
Total Projected Revenue	6,675,586	7,314,931

## Water Enterprise Fund Budget



### Water Budget/Revenue:

	Budget	Revenue
FY09	5,384,337	5,343,224
FY10	5,711,691	4,686,966
FY11	6,058,981	7,366,234
FY12	5,805,016	7,079,266
FY13	5,961,130	7,033,685
FY14	5,913,590	7,429,011
FY15	6,386,848	7,485,872
FY16 (Projected)	6,111,089	6,675,586
FY17 (Projected)	7,234,569	7,314,931



## Water Enterprise Fund Budget

10,000	72.90	76.50	3.60	5%
15,000	109.35	114.75	5.40	5%
20,000	145.80	153.00	7.20	5%
25,000	182.25	191.25	9.00	5%
35,000	258.17	270.93	12.76	5%
45,000	361.27	379.23	17.96	5%
50,000	412.82	433.38	20.56	5%
<b>55,000</b>	<b>464.37</b>	<b>487.53</b>	<b>23.16</b>	<b>5%</b>
60,000	515.92	541.68	25.76	5%
70,000	619.02	649.98	30.96	5%
75,000	686.22	720.53	34.31	5%
80,000	753.42	791.08	37.66	5%
<b>90,000</b>	<b>887.82</b>	<b>932.18</b>	<b>44.36</b>	<b>5%</b>
100,000	1,022.22	1,073.28	51.06	5%
140,000	1,559.82	1,637.68	77.86	5%
150,000	1,716.12	1,801.78	85.66	5%
200,000	2,497.62	2,622.28	124.66	5%
300,000	4,060.62	4,263.28	202.66	5%
400,000	5,623.62	5,904.28	280.66	5%
500,000	7,186.62	7,545.28	358.66	5%
700,000	10,312.62	10,827.28	514.66	5%
1,000,000	15,001.62	15,750.28	748.66	5%
1,500,000	22,816.62	23,955.28	1,138.66	5%
2,000,000	30,631.62	32,160.28	1,528.66	5%
3,000,000	46,261.62	48,570.28	2,308.66	5%
4,000,000	61,891.62	64,980.28	3,088.66	5%
5,000,000	77,521.62	81,390.28	3,868.66	5%
6,000,000	93,151.62	97,800.28	4,648.66	5%
7,100,000	110,344.62	115,851.28	5,506.66	5%
7,500,000	116,596.62	122,415.28	5,818.66	5%

Approximately 55,000 gallons is the Town average use and approximately 90,000 gallons per year is the State average use.



## Water Enterprise Fund Budget

### Rate Comparison

- Based on 90,000 Gallons per year
- State Average 532 (2014)
- State Range 112-1,556 (2014)
- State Median 503 (2014)
- MWRA Average 579 (2015)
- Tewksbury (current) 888 (2016)
- Tewksbury (proposed) 932 (2017)

Proposed Water rates 5% increase.

Selectmen Panilaitis requested research on what would happen if the debt service was funded by the tax levy. Mr. Montuori was not sure if it would match up as an apple to apples comparison. Tewksbury has debt hitting all at once over last 10 years. Rates in all communities have doubled, still less than us but still doubled.

## Comments Water Rates

- Impact of Water Treatment Plant
- Projection from Previous Fiscal Year
- Improving Rate Projections
- Capital Projects
- Retained Earnings
- Creating a Stabilization Fund

## Sewer Enterprise Fund



## Sewer Enterprise Fund Budget



### Sewer Enterprise Budget

	<u>FY2016</u>	<u>FY2017</u>	<u>Inc(Dec)</u>
Salaries	301,735	333,726	31,991
Expenses	332,356	344,400	12,044
Capital Outlay	-	-	-
Lowell Sewer	1,541,202	1,505,368	(35,834)
Reserve Fund	60,000	60,000	-
Debt	3,201,958	3,035,658	(166,299)
Capital R&A	-	-	-
Indirect Expenses	505,739	560,223	54,484
	5,942,990	5,839,375	(103,615)

#### Major Budget Changes:

**Salaries:** Salaries: 2.5% salary increases, step increases and longevity changes. Salary also increased 24,027 with the addition of an Assistant DPW Superintendent for Utility which is being cost shared between Water and Sewer.

**Operating:** Utilities increased 2,500 based operating pumps for added sewer hookups and 3-yr average. Repairs and Maintenance increased 14,200 for the cost of maintaining new generators and the average cost of maintaining equipment and facilities. Leases and Contract decreased 5,106 mainly in the area of camera work for sewer backups. Grinder Pumps decreased 8,000 since we are projecting to install 5 instead of 10. Other Supplies and Equipment increased 5,000 for grease control in wet wells. Other Equipment increased 7,000 for the maintenance of the Vacuum/Rodding Truck. Easement Settlements decreased 5,000 since there are less easements to be addressed. Lowell Sewer decreased based upon projected flow that will go to the plant.

**Capital Outlay:** No change

Tewksbury has 47 pump stations. Not sure any other community has as many. When the project was designed, it was designed to pump uphill instead of using gravity.

## Sewer Enterprise Fund Budget



- Future Capital Improvements  
Fiscal Year 2017 – Fiscal Year 2021: **4,250,500**
- **1,750,000 - Collections System Upgrades**
- **1,650,000 - Inflow and Infiltration I/I control**
- **690,500 - Fleet and Equipment Replacement Program**
- **160,000 - Sewer Pump Station Improvements**

#### Capital Improvements Fiscal Year 2017:

- **468,000 – Fleet/Equipment Replacement (Retained Earnings)**
- **60,000 - Sewer Pump Station Improvements(Retained Earnings)**
- **150,000 - Inflow and Infiltration I/I control (Retained Earnings)**

*(100,000 of the 150,000 - Inflow and Infiltration I/I control will be transferred from Retained Earnings at May 2016 Special Meeting for repairs to a sewerline near Strongwater Brook )*

*All Capital is Projected to be funded by Sewer Retained Earnings. Sewer Retained Earnings Balance 6,170,282.*

Debt for 2021 will bubble out due to the way the borrowing for sewer occurred originally. The town has refinanced several times to help, but it is not enough to counter the increase. \$450K of this budget will be allocated to fleet and equipment for a new truck. \$468 in capital improvements will be for new vacuum and a sewer rodder truck.



## Sewer Enterprise Fund Budget

### Debt Service as percent of Sewer Budget:

• FY2015	3,016,318.00	52%
• FY2016	2,948,233.49	52%
• FY2017 (Proj.)	3,035,658.16	52%
• FY2018 (Proj.)	3,140,817.23	52%
• FY2019 (Proj.)	3,259,937.18	52%
• FY2020 (Proj.)	3,385,801.78	52%
• FY2021 (Proj.)	3,392,274.78	51%
• FY2022 (Proj.)	3,351,179.18	50%
• FY2023 (Proj.)	3,372,045.63	49%
• FY2024 (Proj.)	3,365,844.38	48%



## Sewer Enterprise Fund Budget

Projected Revenues	FY2016	FY2017
Total User Fees	5,739,704	5,550,026
90% Collection	5,165,734	5,106,023
New Connections	59,932	59,334
Sewer Liens/Interest/Fees	500,000	500,000
Connection Fees	-	-
Application Fees	7,000	7,000
Prior Year Surplus	-	-
Transfer from the GF	<u>253,724</u>	<u>248,775</u>
Total Projected Revenue	5,986,390	5,921,132

## Sewer Enterprise Fund Budget



### Sewer Budget/Revenue:

	Budget	Revenue
FY09	6,552,728	7,548,167
FY10	8,036,304	7,182,548
FY11	8,123,336	8,808,391
FY12	5,801,543	8,197,199
FY13	6,086,796	6,760,895
FY14	6,103,578	7,294,650
FY15	5,541,476	6,921,874
FY16 (Projected)	5,937,296	5,986,390
FY17 (Projected)	5,839,265	5,921,132

*In FY11 1,437,375 was used from Sewer Retained Earnings to balance the budget*

## Sewer Enterprise Fund Budget



- Proposed Sewer Rate  
In-Town :

Current Tier	Current Rate (\$)	Proposed Rate (\$)
0-35 gals	7.49 per 1000	7.49 per 1000
35-70	9.65 per 1000	9.65 per 1000
70-140	13.20 per 1000	13.20 per 1000
140+	15.44 per 1000	15.44 per 1000

- Proposed Sewer Rate  
Out of Town and Exempt Property:

Current Tier	Current Rate (\$)	Proposed Rate (\$)
0-35gals	20.16 per 1000	15.20 per 1000
35-70	25.02 per 1000	19.59 per 1000
70-140	32.10 per 1000	26.80 per 1000
140+	35.30 per 1000	31.34 per 1000



## Sewer Enterprise Fund Budget

Sewer Increase FY17				
Average Usage Four Tiers 35,000 Increments				
Usage	Current Rate	Proposed Rate	\$ Increase	% Increase
25,000	187.25	187.25	-	0%
35,000	264.31	264.31	-	0%
45,000	360.81	360.81	-	0%
50,000	409.06	409.06	-	0%
55,000	457.31	457.31	-	0%
60,000	505.56	505.56	-	0%
70,000	602.06	602.06	-	0%
75,000	668.06	668.06	-	0%
80,000	734.06	734.06	-	0%
90,000	866.06	866.06	-	0%
100,000	998.06	998.06	-	0%
140,000	1,526.06	1,526.06	-	0%
150,000	1,680.46	1,680.46	-	0%
200,000	2,452.46	2,452.46	-	0%
300,000	3,996.46	3,996.46	-	0%
400,000	5,540.46	5,540.46	-	0%
500,000	7,084.46	7,084.46	-	0%
700,000	10,172.46	10,172.46	-	0%
1,000,000	14,804.46	14,804.46	-	0%
1,500,000	22,524.46	22,524.46	-	0%
2,000,000	30,244.46	30,244.46	-	0%
3,000,000	45,684.46	45,684.46	-	0%
4,000,000	61,124.46	61,124.46	-	0%
5,000,000	76,564.46	76,564.46	-	0%
6,000,000	92,004.46	92,004.46	-	0%
7,100,000	108,988.46	108,988.46	-	0%
7,500,000	115,164.46	115,164.46	-	0%

*Approximately 55,000 gallons is the Town average use and approximately 90,000 gallons per year is the State average use.*



## Sewer Enterprise Fund Budget

- Comparison Other Communities
  - Based on 90,000 Gallons per year
  - State Average 756 (2012)
  - State Range 221-1,874 (2014)
  - State Median 729 (2012)
  - MWRA Average 570 (2015)
  - Tewksbury (current) 866 (2016)
  - Tewksbury (proposed) 866 (2017)

Reduction of Sewer for Out of Town will decrease dependency on earnings and not impact larger program. Combined rate is second highest in the State.

## Comments Sewer Rates

- Impact of the \$640,000
- Projection from Previous Fiscal Year
- Improving Rate Projections
- Retained Earnings

Impact of the \$640,000 has been stable. The savings is projected to go up and did not. Retained earnings will produce \$4M in work without borrowing.

There was discussion if a small increase this year could help pay down principal. Mr. Montuori has been working on ways to pay down the principal and will work further with the town's financial advisor. Debt cannot be prepaid. No increase this year but possibly a 6% next year, and then 3% year over year. Can continue to refinance and may help more with debt.

## Capital Improvement Plan FY2016-FY2020



**TOWN OF TEWKSBURY  
CAPITAL PLANNING PROGRAM  
FISCAL YEAR 2017-2021**

**SUMMARY**

DEPARTMENT PROJECT/PROGRAM	FUNDING SOURCE	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>All Departments</b>							
Facility and Equipment Upgrades and Improvements	R&A/Stab. Fund/Free Cash	200,000	50,000	50,000	50,000	50,000	400,000
<b>Total All Departments</b>		<b>200,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>400,000</b>
<b>Fire Department</b>							
New Ambulance and Equipment	R&A/Stab. Fund/Free Cash	-	225,000	-	225,000	-	450,000
Pick-Up Truck	R&A/Stab. Fund/Free Cash	-	-	-	-	-	-
Replace Self Contained Breathing Apparatus	R&A/Stab. Fund/Free Cash	-	315,000	-	-	-	315,000
New Engine	R&A/Stab. Fund/Free Cash	-	650,000	-	-	-	650,000
Command Vehicle	R&A/Stab. Fund/Free Cash	51,000	-	-	-	-	51,000
New Ladder Truck	Borrowing/Stab. Fund/Free Cash	1,100,000	-	-	-	-	1,100,000
New Center Fire Station	Borrowing	12,793,750	-	-	-	-	12,793,750
<b>Total Fire Department</b>		<b>13,944,750</b>	<b>1,190,000</b>	<b>-</b>	<b>225,000</b>	<b>-</b>	<b>15,359,750</b>
<b>Public Works Department</b>							
<b>Stormwater and Drainage</b>							
Stormwater and Drainage Repair and Maintenance	R&A/Stab. Fund/FC/Borrowing/CH90	499,175	494,750	200,000	120,000	20,000	1,333,925
Stormwater and Drainage System Compliance	R&A/Stab. Fund/FC/Borrowing/CH90	-	350,000	350,000	350,000	350,000	1,400,000
Stormwater and Drainage Improvement Projects	R&A/Stab. Fund/FC/Borrowing/CH90	150,000	-	-	-	-	150,000
Stormwater and Drainage Project Development	R&A/Stab. Fund/FC/Borrowing/CH90	85,000	35,000	20,000	35,000	-	175,000
<b>Total DPW Stormwater and Drainage</b>		<b>734,175</b>	<b>879,750</b>	<b>570,000</b>	<b>505,000</b>	<b>370,000</b>	<b>3,058,925</b>
<b>Public Works Department</b>							
<b>Transportation</b>							
Pavement Management Preventative Maintenance	R&A/Stab. Fund/FC/Borrowing/CH90	50,000	50,000	50,000	250,000	350,000	750,000
Pavement Management Reconstruction/Resurfacing	R&A/Stab. Fund/FC/Borrowing/CH90	500,000	850,000	500,000	300,000	445,000	2,595,000
Sidewalks	R&A/Stab. Fund/FC/Borrowing/CH90	-	-	-	-	-	-
Improvement Projects	R&A/Stab. Fund/FC/Borrowing/CH90	-	45,000	145,000	250,000	145,000	585,000
Project Development	R&A/Stab. Fund/FC/Borrowing/CH90	115,000	40,000	25,000	-	-	180,000
<b>Total DPW Transportation</b>		<b>665,000</b>	<b>985,000</b>	<b>720,000</b>	<b>800,000</b>	<b>940,000</b>	<b>4,110,000</b>
<b>Public Works Department</b>							
<b>Facilities/Misc.</b>							
Parks	R&A/Stab. Fund/FC/Borrowing/CH90	25,000	40,000	340,000	250,000	-	655,000
DPW	R&A/Stab. Fund/FC/Borrowing/CH90	3,630,000	-	-	-	-	3,630,000
Town-Wide	R&A/Stab. Fund/FC/Borrowing/CH90	75,000	-	-	-	-	75,000
<b>Total DPW Facilities/Misc.</b>		<b>3,730,000</b>	<b>40,000</b>	<b>340,000</b>	<b>250,000</b>	<b>-</b>	<b>4,360,000</b>
<b>Public Works Department</b>							
<b>Fleet and Equipment</b>							
Vehicles and Equipment	R&A/Stab. Fund/Free Cash	145,000	217,000	134,000	175,000	230,000	901,000
<b>Total DPW Fleet and Equipment</b>		<b>145,000</b>	<b>217,000</b>	<b>134,000</b>	<b>175,000</b>	<b>230,000</b>	<b>901,000</b>
<b>Grand Total DPW</b>		<b>5,274,175</b>	<b>2,121,750</b>	<b>1,764,000</b>	<b>1,730,000</b>	<b>1,540,000</b>	<b>12,429,925</b>

DPW general fund storm water and drainage will come from Chapter 90 funds; storm water will be the largest issue over next few years. EPA is putting out new requirements. The current drainage system is extremely poor. Upgrades and maintenance are all going to be part of funding. Impact will be on DPW operating and capital budget. Many surrounding communities will implement a storm water fee. Transportation will mostly be funded by Chapter 90. Need improvements to the DPW facility and will bring forward at the Fall Town Meeting—estimated \$3.6M in improvements to DPW facility. Plan is keep DPW on Whipple Road and renovate existing building and add additional square footage. It is becoming dangerous for mechanics to work in tight areas. Also would like to park trucks inside garage, add a wash bay, and properly fence in dumpsters at all properties.

**TOWN OF TEWKSBURY  
CAPITAL PLANNING PROGRAM  
FISCAL YEAR 2017-2021**

**SUMMARY**

DEPARTMENT PROJECT/PROGRAM	FUNDING SOURCE	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>DPW Sewer Enterprise Fund</b>							
Inflow and Infiltration I/I control	Borrowing/R&A/Retained Earnings	150,000	250,000	350,000	350,000	550,000	1,650,000
Sewer Pump Station Improvements	Borrowing/R&A/Retained Earnings	60,000	-	-	50,000	50,000	160,000
Collections System Upgrades	Borrowing/R&A/Retained Earnings	-	1,750,000	-	-	-	1,750,000
Fleet and Equipment Replacement Program	R&A/Ent. Fund	450,000	-	-	-	-	450,000
<b>Total Sewer Enterprise Fund</b>		<b>660,000</b>	<b>2,000,000</b>	<b>350,000</b>	<b>400,000</b>	<b>600,000</b>	<b>4,010,000</b>
<b>DPW Water Enterprise Fund</b>							
Hydrant Replacement Program	R&A Ent. Fund/Retained Earnings	125,000	125,000	125,000	125,000	125,000	625,000
Water Distribution System Improvements	Borrowing/R&A/Retained Earnings	2,410,000	75,000	2,000,000	75,000	2,000,000	6,560,000
Water Tank Maint. And Upgrades	Borrowing/R&A/Retained Earnings	60,000	800,000	-	-	-	860,000
Fleet and Equipment Replacement Program	R&A Ent. Fund/Retained Earnings	-	55,000	-	60,000	-	115,000
<b>Total Water Enterprise Fund</b>		<b>2,595,000</b>	<b>1,055,000</b>	<b>2,125,000</b>	<b>260,000</b>	<b>2,125,000</b>	<b>8,160,000</b>
<b>Water/Sewer Fleet and Equipment Replacement Program</b>	R&A/Ent. Fund	<b>36,000</b>	<b>125,000</b>	<b>150,000</b>	<b>170,000</b>	<b>-</b>	<b>481,000</b>
<b>Grand Total Per Year</b>		<b>22,709,925</b>	<b>6,541,750</b>	<b>4,439,000</b>	<b>2,835,000</b>	<b>4,315,000</b>	
<b>Grand Total All Projects All Years</b>							<b>40,840,675</b>

**TOWN OF TEWKSBURY  
CAPITAL PLANNING PROGRAM  
FISCAL YEAR 2017-2021**

**SUMMARY**

DEPARTMENT PROJECT/PROGRAM	FUNDING SOURCE	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>DPW Sewer Enterprise Fund</b>							
Inflow and Infiltration I/I control	Borrowing/R&A/Retained Earnings	150,000	250,000	350,000	350,000	550,000	1,650,000
Sewer Pump Station Improvements	Borrowing/R&A/Retained Earnings	60,000	-	-	50,000	50,000	160,000
Collections System Upgrades	Borrowing/R&A/Retained Earnings	-	1,750,000	-	-	-	1,750,000
Fleet and Equipment Replacement Program	R&A/Ent. Fund	450,000	-	-	-	-	450,000
<b>Total Sewer Enterprise Fund</b>		<b>660,000</b>	<b>2,000,000</b>	<b>350,000</b>	<b>400,000</b>	<b>600,000</b>	<b>4,010,000</b>
<b>DPW Water Enterprise Fund</b>							
Hydrant Replacement Program	R&A Ent. Fund/Retained Earnings	125,000	125,000	125,000	125,000	125,000	625,000
Water Distribution System Improvements	Borrowing/R&A/Retained Earnings	2,410,000	75,000	2,000,000	75,000	2,000,000	6,560,000
Water Tank Maint. And Upgrades	Borrowing/R&A/Retained Earnings	60,000	800,000	-	-	-	860,000
Fleet and Equipment Replacement Program	R&A Ent. Fund/Retained Earnings	-	55,000	-	60,000	-	115,000
<b>Total Water Enterprise Fund</b>		<b>2,595,000</b>	<b>1,055,000</b>	<b>2,125,000</b>	<b>260,000</b>	<b>2,125,000</b>	<b>8,160,000</b>
<b>Water/Sewer Fleet and Equipment Replacement Program</b>	R&A/Ent. Fund	<b>36,000</b>	<b>125,000</b>	<b>150,000</b>	<b>170,000</b>	<b>-</b>	<b>481,000</b>
<b>Grand Total Per Year</b>		<b>22,709,925</b>	<b>6,541,750</b>	<b>4,439,000</b>	<b>2,835,000</b>	<b>4,315,000</b>	
<b>Grand Total All Projects All Years</b>							<b>40,840,675</b>

**TOWN OF TEWKSBURY  
CAPITAL PLANNING PROGRAM  
FISCAL YEAR 2017-2021  
PROJECTS FUNDED BY CHAPTER 90**

<b>DEPARTMENT</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>Total</b>
<b>Public Works Department</b>						
<b>Stormwater and Drainage</b>						
Stormwater and Drainage Repair and Maintenance	499,175	494,750	200,000	120,000	20,000	<b>1,333,925</b>
Stormwater and Drainage System Compliance	150,000	-	-	-	-	<b>150,000</b>
Stormwater and Drainage Improvement Projects	85,000	35,000	20,000	35,000	-	<b>175,000</b>
<b>Total Stormwater and Drainage</b>	<b>734,175</b>	<b>529,750</b>	<b>220,000</b>	<b>155,000</b>	<b>20,000</b>	<b>1,658,925</b>
<b>Public Works Department</b>						
<b>Transportation</b>						
Pavement Management Preventative Maintenance	50,000	50,000	50,000	250,000	350,000	<b>750,000</b>
Pavement Management Reconstruction/Resurfacing	500,000	850,000	500,000	300,000	445,000	<b>2,595,000</b>
Sidewalks	-	-	-	-	-	<b>-</b>
Project Development	115,000	40,000	25,000	-	-	<b>180,000</b>
<b>Total DPW Transportation</b>	<b>665,000</b>	<b>940,000</b>	<b>575,000</b>	<b>550,000</b>	<b>795,000</b>	<b>3,525,000</b>
<b>Grand Total Per Year</b>	<b>1,399,175</b>	<b>1,469,750</b>	<b>795,000</b>	<b>705,000</b>	<b>815,000</b>	
<b>Grand Total All Projects All Years</b>						<b>5,183,925</b>

**TOWN OF TEWKSBURY  
CAPITAL PLANNING PROGRAM  
FISCAL YEAR 2017-2021**

**ENTERPRISE FUND PROJECTS THAT WILL BE FUNDED BY RAISE AND APPROPRIATE OR TRANSFER FROM FROM RETAINED EARNINGS**

DEPARTMENT	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>DPW Sewer Enterprise Fund</b>						
Inflow and Infiltration I/I control	150,000	250,000	350,000	350,000	550,000	<b>1,650,000</b>
Sewer Pump Station Improvements	60,000	-	-	50,000	50,000	<b>160,000</b>
Collections System Upgrades	-	1,750,000	-	-	-	<b>1,750,000</b>
Fleet and Equipment Replacement Program	450,000	-	-	-	-	<b>450,000</b>
<b>Total Sewer Enterprise Fund</b>	<b>660,000</b>	<b>2,000,000</b>	<b>350,000</b>	<b>400,000</b>	<b>600,000</b>	<b>4,010,000</b>
<b>DPW Water Enterprise Fund</b>						
Hydrant Replacement Program	125,000	125,000	125,000	125,000	125,000	<b>625,000</b>
Water Distribution System Improvements	410,000	75,000	-	75,000	-	<b>560,000</b>
Water Tank Maint. And Upgrades	60,000	800,000	-	-	-	<b>860,000</b>
Fleet and Equipment Replacement Program	-	55,000	-	60,000	-	<b>115,000</b>
<b>Total Water Enterprise Fund</b>	<b>595,000</b>	<b>1,055,000</b>	<b>125,000</b>	<b>260,000</b>	<b>125,000</b>	<b>2,160,000</b>
<b>Water/Sewer Fleet and Equipment Replacement Program</b>	<b>36,000</b>	<b>125,000</b>	<b>150,000</b>	<b>170,000</b>	<b>-</b>	<b>481,000</b>
<b>Grand Total Per Year</b>	<b>1,291,000</b>	<b>3,180,000</b>	<b>625,000</b>	<b>830,000</b>	<b>725,000</b>	
<b>Grand Total All Projects All Years</b>						<b>6,651,000</b>

**TOWN OF TEWKSBURY  
CAPITAL PLANNING PROGRAM  
FISCAL YEARS 2017-2021  
SUMMARY**

<b>Capital Plan Summary</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>Total</b>
General Fund	19,418,925	3,361,750	1,814,000	2,005,000	1,590,000	28,189,675
Sewer Enterprise Fund	660,000	2,000,000	350,000	400,000	600,000	4,010,000
Water Enterprise Fund	2,595,000	1,055,000	2,125,000	260,000	2,125,000	8,160,000
Water/Sewer Enterprise Fund	36,000	125,000	150,000	170,000	-	481,000
<b>Total Capital Plan Funded</b>	<b>22,709,925</b>	<b>6,541,750</b>	<b>4,439,000</b>	<b>2,835,000</b>	<b>4,315,000</b>	<b>40,840,675</b>
<b>Annual Capital Improvement Plan Cost</b>						
R&A or Transfer from Stabilization Fund or Free Cash	1,596,000	1,847,000	874,000	1,050,000	630,000	5,997,000
Chapter 90	1,399,175	1,469,750	795,000	705,000	815,000	5,183,925
General Fund Debt Service	-	1,659,638	1,619,530	1,579,423	1,539,315	6,397,905
R&A or Transfer from Sewer Enterprise Fund	660,000	2,000,000	350,000	400,000	600,000	4,010,000
R&A or Transfer from Water Enterprise Fund	595,000	1,055,000	125,000	260,000	125,000	2,160,000
R&A or Transfer Sewer/Water Enterprise Fund	36,000	125,000	150,000	170,000	-	481,000
Water Enterprise Funds Debt Service	-	280,000	272,000	544,000	528,000	1,624,000
<b>Total Fiscal Year Cost</b>	<b>4,286,175</b>	<b>8,436,388</b>	<b>4,185,530</b>	<b>4,708,423</b>	<b>4,237,315</b>	<b>25,853,830</b>

## Comments on Capital Plan

- General Fund Projects Under Funded
- Pavement Management
- Stormwater Permit
- Facilities
- Sidewalks

The Capital Improvement Plan is underfunded and we need to focus putting in more money—not just depend on Chapter 90 funds. Pavement management is a priority as road conditions are eroding; i.e. River Road but due to state funding we were able to fix. Stormwater will have a significant impact

The Selectmen would like to reinstate the Sidewalk Committee to help build into capital improvement plan.

At the March 29<sup>th</sup> meeting we will revisit all presented tonight. The Town Manager will put preliminary information presented tonight on the website.

### **Residents**

The Chair called for residents to come before the Selectmen. There were no residents in the audience who came forward to speak on any topics.

### **New Business**

#### **Mexica Burrito Grill Common Victuallar Application**

**MOTION: Mr. Gay made the motion to approve Mexica Burrito Grill Common Victuallar Application as presented; seconded by Mr. Panilaitis and the motion carried 5-0 for a unanimous vote.**

The Selectmen welcomed Mr. Angel as a new business owner to Tewksbury.

#### **Denise Graffeo Election Warrant**

Polling hours will be held from 8:00 a.m. to 8:00 p.m. on April 2 at all polling locations.

**MOTION:** Mr. Gay made the motion to approve the election warrant for April 2, 2016 as presented; seconded by Mr. Kratman and the motion carried 5-0 for a unanimous vote.

### **Town Manager**

#### **Town Counsel Invoice—February 1, 2016 through February 15, 2016**

**MOTION:** Mr. Gay made the motion to approve the Town Counsel Invoice from Feeley & Brown, P.C. in the amount of \$2,337.50 for services rendered through February 1 through February 15, 2016 on the recommendation of the Town Manager; seconded by Mr. Wentworth and the motion carried 5-0 for a unanimous vote.

### **FY17 Budget**

The Town Manager has met with all Selectmen members and is requesting approval for the FY17 budget to be presented at town meeting in the amount of \$99,449,171 for Tewksbury's town departments, school departments and dependant schools.

**MOTION:** Mr. Gay made the motion to approve Tewksbury's FY17 budget in the amount of \$99,449,171 seconded by Mr. Panilaitis and the motion carried 5-0 for a unanimous vote.

### **Outstanding Minutes: February 23, 2016 (regular session)**

**MOTION:** Mr. Kratman made the motion to approve the minutes of February 23, 2016 (regular session) as presented; seconded by Mr. Gay and the motion carried 5-0 for a unanimous vote.

### **Board Member Reports**

#### **Mark Kratman**

No report

#### **James Wentworth**

No report

#### **David Gay**

- Public Events and Celebrations Committee finalized a spring event for a Back to the 80's Night on Friday, April 22; doors will open at 7:00 p.m. and dancing will be held from 8:00 .m. to 12:00 a.m. at the Elks

#### **Bruce Panilaitis**

- EDC will meet at the end of March

- Town Center Master Plan Committee met last week to go over proposal and will have final meeting with consultant the week of March wk of 14 or 21 for a final plan; then will present to Selectmen—likely on April 5
- Attended a pipeline meeting with NMCOG, will submit a letter asking to prevent the DPU from allowing a tariff for electric distributors to pay a fee from rate payers to fund the pipeline

**Todd Johnson**

- Budget process, Finance Committee great team work
- Energy aggregation update from Town Manager: pricing went out for bid last week and is in process; will receive final pricing from consultant and CNEEC power supplier then start community mailings and outreach seminars, etc. Colonial will drive this process
- Tomorrow at 6:30 there will be an opportunity to meet and be introduced to the incoming Superintendent of the Tewksbury Public Schools and the public is invited to attend.

\*\*\*\*\*

The next regular scheduled Selectmen’s meeting will be held on March 29, 2016 at 7:00 p.m.

***Adjournment***

**MOTION: Mr. Gay made the motion to adjourn; Mr. Panilaitis seconded, and the motion was unanimous at 9:14 p.m.**

*Approved by the Board of Selectmen on April 5, 2016*