



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

Raymond Lisiecki, Chairman
David Aznavoorian, Vice Chair
Rob Kocsmiersky, Clerk
Thomas L. Cooke
Paul McDermott
Ronald Hall

FINANCE COMMITTEE

Meeting Minutes March 10, 2016

1) Call to Order

The meeting was called to order by Raymond Lisiecki, Chairman, at 7:00 p.m. at the Town Hall. Present at the meeting were David Aznavoorian, Tom Cooke, Paul McDermott, Ronald Hall, and Rob Kocsmiersky. Also in attendance was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

2) Budget Review (Police Department)

Present was Chief Timothy Sheehan.

The town managers recommended FY17 police budget is \$6,876,298 representing an increase of approximately \$277,580. The FY17 department request is approximately \$7,039,531. It was noted that the unfunded requests will be addressed in the fall.

Chief Sheehan noted that the department has 75 employees, including 60 sworn officers, 9 civilian dispatchers, and 6 civilian administrative personnel. A majority of the department's resources are being expended on the prevention, response, and investigation of property crimes, traffic accidents, drug and alcohol violations, and crimes of violence. Chief Sheehan explained that the epidemic level of drug addiction is significantly impacting the community. The department responded to approximately 70 reported drug overdoses in both 2014 and 2015 with the number of related fatalities rising from 4 in 2014 to 7 in 2015.

Chief Sheehan reviewed his two budget priorities which are overtime and a temporary promotion for accreditation/certification.

Overtime

Chief Sheehan noted that over the last six years overtime has significantly been underfunded with the maximum amount being budgeted over the last six years of approximately \$513,000. In FY16 approximately \$650,000 was expended in overtime.

Temporary promotion for accreditation/certification

Chief Sheehan noted that the last time the police regulations were updated was 1999. This is something that was started by the previous police chief and has fallen to the wayside.

Chief Sheehan explained accreditation/certification is a self-initiated evaluation process where the police departments strive to meet and maintain standards that have been established for the profession. These standards reflect critical areas of police management, operations and technical support activities and cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation, and holding facilities. The temporary promotion would free up a supervisor to work on the policy and procedure revisions on a full-time basis until accreditation/certification is achieved. Once this has been accomplished, the requested temporary promotion of a Patrolman to a Sergeant would be dissolved. The goal would be to achieve certification within one year and accreditation within two years.

Mr. Lisiecki asked if the department would then be losing a patrolman and Chief Sheehan confirmed this and noted it would be for a short time; approximately 2 ½ years. Mr. Lisiecki suggested hiring an additional patrolman.

Mr. Cooke asked if the Deputy Chief could do the accreditation. Chief Sheehan confirmed this and explained that this was tried in the past; however, the Deputy Chief is responsible for the whole operation of the department and just did not have the time necessary. Mr. Cooke asked if the total cost for this change would be \$8,449 and Chief Sheehan noted approximately \$5,900.

Mr. McDermott asked if not being accredited or certified leaves the department open to any additional liability and Chief Sheehan explained that it does not; however, not having updated policies could increase the exposure.

Mr. Hall suggested Chief Sheehan sit down with Mr. Montuori to determine whether it would be more cost effective to hire an additional officer to save on overtime.

Mr. Kocsmiersky asked if there is grant funding available to assist with the accreditation and Chief Sheehan noted that there is not to his knowledge and discussed the grant the department received for a civilian who works on substance abuse. The position is shared with Tewksbury, Dracut, Lowell, and Chelmsford and is a three year grant with two 2 year extensions. Chief Sheehan explained that the accreditation is being paid for through the annual NMLEC dues whether it is utilized or not. Discussion took place on the

annual maintenance for the accreditation and Chief Sheehan explained that administrative work and a yearly audit would be required.

Mr. Kocsmiersky noted that there is currently an officer out on military leave and asked if there is any Federal compensation for this. Chief Sheehan noted that there is not and that there are two other reserves in the department. The officer currently out is expected to be out for one year.

Mr. Lisiecki noted that the sick leave buyback has not been included in the budget and asked if there will be a warrant article and Mr. Montuori noted that it will be added back in.

Chief Sheehan reviewed the operating budget and noted increases in leases and contracts, communications, all other supplies. In addition, a line item for computers has been added with \$51,500. A reduction has been made in repairs and maintenance to add the computer line.

Chief Sheehan reviewed some the capital outlay items which include vehicle replacement, handgun replacement, officer/community safety equipment, and department camera server replacement. Requests for traffic safety equipment, life safety equipment, and ATV replacement are unfunded. Mr. Montuori noted that he hopes to address these items at fall town meeting.

Chief Sheehan discussed the handgun replacement and noted that the total cost for the gun replacement is \$7,305. The cost for a new gun is \$409. The trade in received for the old guns will be \$300 per gun. As a result, the cost for a new gun will be approximately \$109. Chief Sheehan noted that the cost to replace three magazines, the extractor, firing pin, firing safety pin, and recoil spring assembly would be approximately \$170. Mr. Lisiecki asked if the guns could be put on a replacement plan similar to the computers and Chief Sheehan explained that this is not really possible as they are typically all purchased at one time.

Discussion took place on Laser Shot and Chief Sheehan noted that it has proven to be very beneficial and can now be done every day. Previously the sheriff's trailer was used which the department only had access to for six days a year.

Mr. Hall asked how many motorcycles there are in the department and if they are leased and Chief Sheehan noted that there are two motorcycles that were purchased in 2014.

Mr. Cooke inquired about the revenue for traffic citations and Mr. Montuori noted that he will provide this.

Chief Sheehan left the meeting.

3) **Town Manager and Finance Director Reports (as applicable)**

Lateral Fund Transfers

No.	Amount	From	To	Reason
30	\$5,479.58	Aux. Building Utilities - Annex	Town Hall Energy Utilities	When Town Hall was renovated the electric meters for town hall, central fire and the annex were combined to one meter (meter #57481133, acct. #25717-76015) no longer having separate meters for each location. The transfer is to cover the costs if the bundled electric usage since the costs are no longer separate.

MOTION: Mr. Aznavoorian made the motion to approve Lateral Fund Transfer No. 30 in the amount of \$5,479.58; seconded by Mr. Cooke and the motion carried 6-0.

No.	Amount	From	To	Reason
31	\$8,369.14	Fire Energy Utilities	Town Hall Energy utilities	When Town Hall was renovated the electric meters for town hall, central fire and the annex were combined to one meter (meter #57481133, acct. #25717-76015) no longer having separate meters for each location. The transfer is to cover the costs if the bundled electric usage since the costs are no longer separate.

MOTION: Mr. Aznavoorian made the motion to approve Lateral Fund Transfer No. 31 in the amount of \$8,369.14; seconded by Mr. Hall and the motion carried 6-0.

Mr. Montuori offered to provide a hardcopy of the budget to any of the members in need.

Mr. Montuori noted that a surplus is expected in school health insurance as a result in the change of insurance plans. The school department has indicated that they would like to use these funds towards items such as a new telephone system and an architect to review the school buildings. Mr. Montuori noted that he can provide more specifics and asked if the Committee members would prefer this to be a transfer or go before town meeting. Mr. Lisiecki noted that any surplus funds were to go towards SPED. It was the consensus of the members present to have this request go before town meeting.

4) Finance Committee Matters of Interest (as applicable)

None

5) Committee Member Reports (as applicable)

Economic Development Committee (EDC)

Mr. McDermott noted that a meeting of the EDC has been scheduled for the end of March.

Computer Study Committee

Mr. Aznavoorian noted that the Computer Study Committee has not met.

6) Approval of Meeting Minutes – February 3, 2016, February 4, 2016, February 11, 2016, and February 25, 2016

MOTION: Mr. Aznavoorian made the motion to approve the February 3, 2016 meeting minutes; seconded by Mr. Hall and the motion carried 5-0-1. Mr. Cooke did not take part in this vote as he was not present at the February 3, 2016 meeting.

MOTION: Mr. Cooke made the motion to approve the February 4, 2016 meeting minutes; seconded by Mr. Aznavoorian and the motion carried 6-0.

MOTION: Mr. Cooke made the motion to approve the February 11, 2016 meeting minutes; seconded by Mr. Aznavoorian and the motion carried 6-0.

MOTION: Mr. Hall made the motion to approve the February 25, 2016 meeting minutes; seconded by Mr. Aznavoorian and the motion carried 5-0-1. Mr.

Cooke did not take part in this vote as he was not present at the February 25, 2016 meeting.

7) Approval of Payment of Recording Secretary and Time sheet

MOTION: Mr. Aznavoorian made the motion to approve the recording secretary time sheet dated April 22, 2016; seconded by Mr. Hall and the motion carried 6-0.

8) Future Proposed Meeting Dates (subject to change)

The next meeting of the Finance Committee will take place on March 24, 2016 at 7:00 p.m. at the town hall.

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn at 9:08 p.m.; seconded by Mr. Cooke and the motion carried 6-0.

Approved: May 26, 2016

**Documents Presented and/or Discussed
March 10, 2016**

- 1) **FY17 Town Manager's Recommended Budget**
A copy can be found with the Finance Department or Town Manager
- 2) **Lateral Fund Transfer No. 30 and 31**
A copy can be found with the Finance Department
- 3) **Meeting Minutes – February 3, 2016, February 4, 2016, February 11, 2016 and February 25, 2016**
A copy can be found with the Town Clerks office
- 4) **Recording Secretary Time Sheet – April 22, 2016**
A copy can be found with the Finance Department