



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

## FINANCE COMMITTEE

David Aznavoorian, Chairman  
Damin Sutherby, Vice Chair  
Rob Kocsmiersky, Clerk  
Raymond Lisiecki  
Thomas L. Cooke  
Laurence Sanford

### Meeting Minutes March 12, 2015

#### 1) Call to Order

The meeting was called to order by David Aznavoorian at 7:00 p.m. at the Pike House (temporary town hall). Present at the meeting were Tom Cooke, Larry Sanford, Damin Sutherby (late arrival), and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, and Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Ray Lisiecki was not in attendance.

#### 2) FY16 Budget Department Review (subject to change)

##### a. Department of Public Works (DPW)

Present was Brian Gilbert, DPW Superintendent. Mr. Gilbert noted that overall the FY2016 DPW budget has increased by 8.45% prior to allocations.

##### DPW Administration

The total FY2016 DPW administration budget is \$226,274 representing an increase of approximately \$5,793. Mr. Gilbert reviewed the salaries and operating budgets; the total requested operating budget is \$62,434 representing an increase of approximately \$3,320. The total requested salaries budget is \$163,840 representing a decrease of \$9,113.

Mr. Gilbert explained that he would like to purchase three tablets for the water department, sewer department, and highway department.

## Highway Department

Mr. Gilbert noted that there is an increase of approximately \$22,000 in Highway salaries due to highway and forestry salary line items being transferred into the highway division. The total requested FY16 budget is \$742,538 representing an increase of approximately \$27,957.

Discussion took place on funding for roadway repairs due to the weather. Mr. Sanford asked how much it costs to resurface one mile of roadway and Mr. Gilbert noted approximately \$200,000 and explained that the funds within the budget are used for repairs and Chapter 90 funds are utilized for paving. Mr. Sanford asked how much is received in Chapter 90 funding each year and Mr. Gilbert noted approximately \$900,000. Mr. Montuori has suggested a possible debt exclusion to the Board of Selectmen for roadways as there is no budget and are currently solely using Chapter 90 funds.

Mr. Sutherby noted that the State will be paving from Route 495 to Pike Street and asked if the condition of the infrastructure below the roadway is known. Mr. Gilbert explained that there is a 12 inch water main from Applebee's restaurant to Clark Road that connects to Lowell. Tewksbury has taken over the 12 inch water main on Clark Road and they believe it to be sufficient.

## Forestry

Mr. Gilbert noted that there is an increase of approximately \$950 with the forestry budget for the training of new employees. The total requested budget is \$62,400.

## Fleet Management

Mr. Gilbert noted that the total requested FY16 Fleet Maintenance budget is \$537,248, net of allocations, representing an increase of approximately \$4,222. Mr. Gilbert explained that the increase within salaries is the result of step increases.

Mr. Sanford inquired about an under carriage washer for the fire trucks and Mr. Gilbert explained that this is still in the discussion phase. Discussion took place on how other communities handle this and Mr. Cooke noted that the Town of Wilmington uses a lift and suggested reaching out to McDevitt as they have lifts. Mr. Aznavoorian suggested seeing if any other communities would be interested in sharing the cost.

Mr. McDermott asked how often a physical inventory of the equipment, vehicles, etc. is done and Mr. Gilbert explained that when the equipment is purchased it is given a life cycle based on American Public Works Standards. When the life cycle has been reached, the equipment is looked at and a remaining useful life period is determined.

### Snow and Ice

Mr. Gilbert noted that the FY16 Snow and Ice budget has been level funded at \$256,000.

Mr. Aznavoorian requested a five year average for snow and ice and Mr. Montuori noted approximately \$679,000.

### Street Lights

The FY16 Street Lights budget has been level funded at \$160,000.

### Solid Waste

The total FY16 requested solid waste budget is approximately \$2,402,747 representing an increase of approximately \$26,594.

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

### **Snow and Ice Overage Report**

**MOTION: Mr. Sutherby made the motion to approve snow and ice overage report number 3, dated March 12, 2015, in the amount of - \$732,785.68; seconded by Mr. Cooke and the motion carried 6-0.**

## 4) **Finance Committee Matters of Interest (as applicable)**

None

## 5) **Committee Member Reports (as applicable)**

There were no Committee member reports.

## 6) **Approval of Meeting Minutes – January 29, 2015 and February 5, 2015**

**MOTION: Mr. Cooke made the motion to approve the January 29, 2015 meeting minutes; seconded by Mr. Sutherby and the motion carried 6-0.**

**MOTION: Mr. Cooke made the motion to approve the February 5, 2015 meeting minutes; seconded by Mr. Sutherby and the motion carried 6-0.**

**7) Approval of Recording Secretary and Timesheet**

There was no time sheet presented for approval.

**8) Future Proposed Meeting Dates (subject to change)**

The next meeting is scheduled for Thursday, March 19, 2015 at the Pike House.

**Adjourn.**

**MOTION: Mr. Cooke made the motion to adjourn at 8:26 p.m.; seconded by Mr. McDermott and the motion carried 6-0.**

**Approved: February 11, 2016**

**Documents Presented and/or Discussed**  
**March 12, 2015**

- 1) Town Manager's Recommended FY16 DPW budget  
A copy can be found with the Town Manager
- 2) Snow and Ice Overage Report #3  
A copy can be found with the Finance Department
- 3) Meeting Minutes of January 29, 2015 and February 5, 2016  
A copy can be found with the Town Clerk's Office