



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
Paul McDermott

Meeting Minutes April 16, 2015

1) Call to Order

The meeting was called to order by David Aznavoorian at 7:00 p.m. at the Pike House. Present at the meeting were Tom Cooke, Larry Sanford, Paul McDermott, and Damin Sutherby. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Rob Kocsmiersky and Ray Lisiecki were not in attendance.

2) FY16 Budget Department Review (subject to change)

a. Finance Committee vote on Department Budgets

Mr. Montuori noted that he has made some adjustments to the FY16 budget; however, these changes do not impact the bottom line figure. The major adjustments that have been made are: School – Fixed Costs has been changed in several areas based on the final information received on health insurance, Middlesex Retirement, etc., funds for raises (approximately \$690,000) have been transferred into the salary budget. In addition, the Shawsheen Tech assessment came in approximately \$166,930 lower than projected. As a result, this amount has been set aside to be put towards Snow and Ice.

Mr. Sanford asked what the percentage is on \$690,000 salary increase and Mr. Montuori noted approximately 2-2.5%.

MOTION: Mr. Sanford made the motion to approve the FY15 town manager's recommended Public Library budget in the amount of \$1,021,866; seconded by Mr. Sutherby and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Council on Aging budget in the amount of \$252,905; seconded by Mr. McDermott and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Parks and Recreation budget in the amount of \$549,790; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Police Department budget in the amount of \$6,401,395; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended DPW - Fleet Maintenance budget in the amount of \$537,248; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended DPW- Forestry budget in the amount of \$62,400; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended DPW- Highway budget in the amount of \$742,538; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended DPW – Administration budget in the amount of \$226,274 (net allocations); seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended DPW - Engineering budget in the amount of \$121,496; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Snow and Ice budget in the amount of \$256,000; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Community Development budget in the amount of \$266,146; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Board of Health budget in the amount of \$235,087; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Building Department budget in the amount of \$256,562; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended School Department budget in the amount of \$40,196,958; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended School - Fixed Costs budget in the amount of \$10,113,000; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended School – Exempt Principle budget in the amount of \$2,132,625; seconded by Mr. Sanford and the motion carried 5-0.

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

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended School Debt Exempt Interest budget in the amount of \$1,084,474; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended total School Department budget in the amount of \$53,527,057; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Accountant budget in the amount of \$364,767; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Assessor's budget in the amount of \$247,612; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Treasurer/Collector budget in the amount of \$421,893; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Treasurer – Unclassified budget in the amount of \$10,139,913; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

Mr. Aznavoorian noted that the school costs have been pulled out of the Treasurer Unclassified budget.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Town Clerk budget in the amount of \$230,407; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Elections budget in the amount of \$23,870; seconded by Mr. Sanford and the motion carried 5-0.

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

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

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Administrative Services budget in the amount of \$77,654; seconded by Mr. Sanford and the motion carried 5-0.

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

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Board of Selectmen budget in the amount of \$149,806; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Cable TV budget in the amount of \$3,129; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

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

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Community Events budget in the amount of \$11,000; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Computer Services budget in the amount of \$158,672 (net allocations); seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Finance Committee budget in the amount of \$78,194; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

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

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Solid Waste budget in the amount of \$2,402,747; seconded by Mr. Sanford and the motion carried 5-0.

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

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

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Town Hall budget in the amount of \$96,121; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Town Manager budget in the amount of \$277,965 (net allocations); seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Town Manager – Unclassified budget in the amount of \$5,218,885 (net allocations); seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Veteran's Services budget in the amount of \$392,578; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Fire Department budget in the amount of \$4,588,398; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

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

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended DPW Sewer budget in the amount of \$2,229,951; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended DPW Water Distribution budget in the amount of \$825,815; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended DPW Water Filtration budget in the amount of \$1,969,741; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

Mr. Cooke suggested tabling the Capital Improvement budget to the public hearing as it falls under the overall budget which is still under review.

MOTION: Mr. Cooke made the motion to table the town manager's recommended Capital Improvement budget; seconded by Mr. McDermott and the motion carried 3-2. Mr. Aznavoorian and Mr. Sanford were opposed.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Shawsheen Regional Technical High School budget in the amount of \$5,671,070; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Sutherby made the motion to approve the FY15 town manager's recommended Essex Agricultural budget in the amount of \$160,271; seconded by Mr. Sanford and the motion carried 5-0.

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

a. Review proposed ATM and STM Warrant articles

Mr. Aznavoorian requested Mr. Montuori briefly review the warrant articles.

Articles 1-3

Mr. Montuori explained that Articles 1-3 are the consent calendar and noted that there will be a change on the COA revolving fund as language will be added for the purpose of the article.

Article 4

Mr. Montuori noted that Article 4 is the budget.

Articles 5-8

Mr. Montuori explained that Articles 5-8 require town meeting approval on collective bargaining. Mr. Montuori noted that he is still working on the agreements and the articles will be revised once the matters have been settled. If the matters cannot be settled prior to town meeting, the article will be pulled. Mr. Cooke explained that this is the reason he abstained from some of the budgets; they have not been finalized.

Article 9

Mr. Montuori explained that Article 9 requests to raise and appropriate \$5,937,648 to operate the sewer enterprise fund.

Article 10

Mr. Montuori explained that Article 10 requests to raise and appropriate \$6,110,505 to operate the Water enterprise Fund.

Article 11

Mr. Montuori explained that Article 11 seeks to transfer \$117,500 from the stabilization fund for onetime items which include: library carpets (\$25,000), senior center roof repair (\$2,500), former police station demolition and site work (\$50,000), town hall furniture and equipment (\$25,000), and phone system (\$15,000).

Article 12

Mr. Montuori explained that Article 12 seeks to transfer \$50,811 from the stabilization fund for one time police department items: defensive tactics training equipment (\$4,661), 5 power heart defibrillators (\$8,605), 2 portable breath test devices (\$1,638), 8 patrol rifles (\$10,207), and police promotional assessment center (\$25,700).

Article 13

Mr. Montuori explained that Article 13 seeks to transfer \$140,000 from the stabilization fund for the removal of trees and stumps.

Article 14

Mr. Montuori explained that Article 14 seeks to transfer \$339,741 from the stabilization fund for one time fire department items, which include: ambulance upgrade (\$145,000), protective turnout gear (\$110,000), and new utility vehicle with plow (\$41,000), chain saws for engines and ladder truck (\$7,905), interior and exterior south station repairs (\$8,000), and new fire hose (\$27,836).

Article 15

Mr. Montuori explained that Article 15 seeks to transfer \$275,000 from the stabilization fund for special education out of district tuition.

Article 16

Mr. Montuori explained that Article 16 seeks to transfer \$255,723 from the stabilization fund to be expended by the School Committee for: school building and maintenance (\$222,223) and school technology (\$33,500).

Article 17

Mr. Montuori explained that Article 17 seeks to reallocate \$15,296.25 or any amount remaining from the original appropriation of \$60,000 for the purpose of purchasing new voting tabulators with these funds, and, at a later date, purchase the remaining machines as needed.

Article 18

Mr. Montuori explained that Article 18 seeks to raise and appropriate \$235,000 through the water rates for: hydrant replacement program (\$125,000), water tank mixers (\$35,000), engineering Astle Street tank (\$30,000), and water distribution system improvements engineering and design (\$45,000).

Article 19

Mr. Montuori explained that Article 19 seeks to reallocate \$27,253 from the original appropriation of \$35,000 for engineering and designing a new water main installment project.

Article 20

Mr. Montuori explained that Article 20 seeks to transfer \$400,000 from the water enterprise fund retained earnings for water distribution improvements.

Article 21

Mr. Montuori explained that Article 21 seeks to appropriate \$13,100,000 for construction and engineering and upgrade of the town's water treatment plant.

Article 22

Mr. Montuori explained that Article 22 seeks to transfer \$120,000 from certified sewer enterprise fund retained earnings for design and engineering of Andover Street force main upgrade.

Article 23

Mr. Montuori explained that Article 23 seeks to transfer \$25,000 from the overlay surplus to fund a senior tax relief work program and a veteran's tax relief program.

Article 24

Mr. Montuori explained that Article 24 seeks to authorize the Board of Health to amend an existing self sufficient fund to account for the revenues and expenditures of selling "Emergency 72 Hour Go Kits" to Tewksbury residents.

Article 25

Mr. Montuori explained that Article 25 seeks to authorize the establishment of a self sufficient revolving fund to account for revenues received from grants and donation generated from energy efficiency projects.

Article 26

Mr. Montuori explained that Article 26 requests the town to accept Massachusetts General Laws, Chapter 60, Section 15B, to establish a tax title collection revolving fund.

Article 27

Mr. Montuori explained that Article 27 seeks to appropriate or reserve from the Community Preservation Fund annual revenue amounts recommended by the Community Preservation Committee and as outlined in the warrant article.

Article 28

Mr. Montuori explained that Article 28 seeks to approve the FY2016 Affordable Housing Trust Fund Allocation as outlined in the warrant article.

Article 29

Mr. Montuori noted that Article 29 could be pulled and explained that it seeks to appropriate and transfer \$100,000 as compensation for a historic preservation restriction for the home located at 379 Pleasant Street.

Mr. Cooke asked if the \$100,000 will be used to complete the work and Mr. Montuori explained that the \$100,000 is the difference in value lost due to the restriction.

Article 30

Mr. Montuori explained that Article 30 seeks to appropriate \$45,000 for the purpose of hiring an experienced title attorney or consultant to perform work recommended by the 2014 Tewksbury Rail Trails bicycle/walking trail feasibility study.

Article 31

Mr. Montuori explained that Article 31 seeks to amend Addendum A and B of the

Personnel bylaw by deleting the current addendums and adding new addendums as outlined in the warrant article.

Article 36-45

Mr. Montuori explained that Articles 36-45 are zoning articles.

Article 46

Mr. Montuori explained that Article 46 seeks to authorize the Board of Selectmen to enter into a Community Energy Aggregation program.

Special Town Meeting

Article 1

Mr. Montuori explained that Article 1 is a standard article that seeks to transfer funds from accounts with projected surpluses to those with projected deficits.

Article 2

Mr. Montuori explained that Article 2 seeks to transfer \$100,000 from the stabilization fund for real and personal property reevaluation.

Article 3

Mr. Montuori explained that Article 3 seeks to transfer \$600,000 from certified general fund free cash for the FY2015 snow and ice budget.

Article 4

Mr. Montuori explained that Article 4 seeks to transfer funds for outstanding previous year bills.

Article 5

Mr. Montuori explained that Article 5 seeks to reallocate \$14,918 from the original appropriation of \$353,590 for the purpose of purchasing attachments for equipment.

Article 6

Mr. Montuori explained that Article 6 seeks to authorize the Board of Selectmen to grant an easement to National Grid.

Article 7

Mr. Montuori explained that Article 7 seeks to authorize the Board of Selectmen to petition State Legislature to amend Section 3 of Chapter 251 as outlined in the warrant article.

3) Finance Committee Matters of Interest (as applicable)

a. Lateral and Reserve Fund Transfers

There were no lateral or reserve funds transfers presented for approval.

4) Committee Member Reports (as applicable)

There were no Committee member reports.

5) Approval of Meeting Minutes – February 12, 2015 and February 26, 2015

MOTION: Mr. Cooke made the motion to approve the February 12, 2015 meeting minutes; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Cooke made the motion to approve the February 26, 2015 meeting minutes; seconded by Mr. Sutherby and the motion carried 5-0.

6) Approval of Recording Secretary and Timesheet

MOTION: Mr. Sutherby made the motion to approve the recording secretary's time sheet in the amount of \$249.47; seconded by Mr. Sanford and the motion carried 5-0.

7) Future Proposed Meeting Dates (subject to change)

The next meeting is scheduled for Wednesday, April 22, 2015.

Adjourn.

MOTION: Mr. Sutherby made the motion to adjourn at 8:38 p.m.; seconded by Mr. Sanford and the motion carried 5-0.

Approved: September 9, 2015

**Documents Presented and/or Discussed
April 16, 2015**

- 1) Town Manager's recommended FY2015 budget
A copy can be found with the Town Manager
- 2) May, 2015 Annual Town Meeting Warrant Articles
A copy can be found with the Town Manager
- 3) May, 2015 Special Town Meeting Warrant Articles
A copy can be found with the Town Manager
- 4) Meeting Minutes – February 12, 2015 and February 26, 2015
A copy can be found with the Town Clerk's office or with the Recording Secretary