



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

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

Meeting Minutes December 10, 2015

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, and Rob Kocsmiersky. Also in attendance was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

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

Mr. Montuori noted that the town hall is up and running with the exception of punch list items. The town offices have moved out of the Pike House with the lease ending at the end of the month. Group 1, who are the owners of the building, are anxious for something to be done with the building. Mr. Montuori noted that it is likely the building will be demolished as there has been no interest shown. The Historic Commission has issued a demolition delay. The cost to move the Pike House is estimated at approximately \$500,000-\$600,000.

Mr. Montuori noted that \$12.5 million has been borrowed from the \$13.1 million authorized for the water treatment plant. The next project will be a feasibility study for the center fire station.

Mr. Montuori noted that the old police station has been sold. The building is expected to be torn down within the next couple of days.

Discussion took place on the town's bond rating increase. Mr. Lisiecki asked what impact this will have on the water treatment project and Mr. Montuori explained that the town was able to secure a lower rate. Mr. Montuori noted that this is the highest rating the town has ever received and commended the town's department heads on doing a good job.

Mr. Montuori noted that the department heads have started preparing their budgets and will be allowed one additional week for preparation this year.

Mr. Kocsmiersky asked if funds have been borrowed for Sutton Brook and Mr. Montuori noted that they have not and explained that a borrowing was done for the refinancing of notes saving over \$1 million as well as for the water treatment plant.

Revolving Fund – COA

Mr. Montuori explained that currently the Council on Aging revolving fund has a limit of \$50,000 set by town meeting. The Council on Aging Director, Ashley Springman, has been running more programs resulting in an increase in funds received. The Board of Selectmen has voted to increase the limit to \$100,000. Mr. Montuori requested the Finance Committee do the same.

MOTION: Mr. Cooke made the motion to increase the Council on Aging revolving fund limit to \$100,000; seconded by Mr. Aznavoorian and the motion carried 5-0.

Mr. Montuori noted that the Governor is expected to be making some changes that will benefit municipalities such as procurement, reporting, time frame to call open meeting, abatements for veteran's, etc. Mr. Montuori will provide the members with a summary of the changes.

Discussion took place on FEMA funds. Mr. Montuori noted that the town is expected to receive over \$100,000 in reimbursement.

Lateral Transfers

No.	Amount	From	To	Reason
8	\$15,000	Police – Salaries	Police – Dispatch Overtime	Due to the need to fill the dispatcher position vacancy this transfer is requested to have sufficient funds in this account until this vacancy is filled.

Mr. Montuori explained that one of the dispatchers was lost to the State Police and another left to go to the town of Billerica. As a result, a dispatcher needs to be trained. Mr. Montuori noted that this is not related to any lawsuits.

MOTION: Mr. Aznavoorian made the motion to approve Lateral Transfer Request No. 8 in the amount of \$15,000; seconded by Mr. McDermott and the motion carried 4-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

3) Finance Committee Matters of Interest (as applicable)

Mr. Lisiecki noted that there are two openings on the Finance Committee and interest has been expressed this evening for one of the positions. As a result, one position remains open.

4) Committee Member Reports (as applicable)

Economic Development Committee (EDC)

Mr. McDermott noted that the EDC has had three meetings since he joined: 1 he missed and 2 had no quorum. The Committee has been reorganized to 12 members with 9 voting members and 3 nonvoting members. Three main subcommittees have been organized: village subcommittee, business & public outreach committee, and permitting and regulations committee.

Green Committee

Mr. Montuori explained that the Green Committee has been reorganized and will consist of town departments (school department, DPW and town residents). Mr. Montuori explained that there is no longer a Finance Committee appointee; however, he had hoped that Mr. Cooke would continue on as a member of the Committee as a resident.

Mr. Montuori noted that annual report was recently submitted and energy consumption has been reduced over the last year by approximately 21%.

5) Approval of Meeting Minutes

There was no meeting minutes presented for approval.

6) Approval of Payment of Recording Secretary Timesheet

MOTION: Mr. Aznavoorian made the motion to approve the recording secretary's July, 2015 time sheet; seconded by Mr. McDermott and the motion carried 5-0.

MOTION: Mr. Aznavoorian made the motion to approve the recording secretary's September, 2015 time sheet; seconded by Mr. McDermott and the motion carried 5-0.

7) Future Proposed Meeting Dates

The next meeting has been tentatively scheduled for January 28, 2016.

Mr. Aznavoorian noted that he is unable to attend meetings the end of January or March.

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn; seconded by Mr. McDermott and the motion carried 5-0.

Approved: February 25, 2016

**Documents Presented and/or Discussed
December 10, 2015**

- 1) Lateral Transfer #8
A copy can be found with the Finance Department