



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Robert Kocsmiersky, Chair
Richard Levasseur, Vice Chair
Jason Christian, Clerk
David Aznavoorian
Susan Bishop
Thomas L. Cooke
Stephanie Klinkenberg-Ramirez

Finance Committee

April 10, 2023 – Meeting Minutes

1. Call to Order

A public hearing of the Finance Committee was called to order by Mr. Rob Kocsmiersky, Chair at 7:00 PM on Monday, April 10, 2023. Also present at the meeting were Mr. Richard Levasseur, Vice Chair, Mr. David Aznavoorian and Ms. Stephanie Klinkenberg-Ramirez.

Ms. Susan Bishop, Mr. Jason Christian and Mr. Thomas Cooke were not present at the meeting.

Also participating in the meeting was Town Manager Mr. Richard Montouri, Town Clerk Ms. Denise Graffeo and Town Planner Ms. Alex Lowder.

2. Warrant Articles Public Hearing

Mr. Kocsmiersky spoke of the purpose of the meeting being one of hearing from the general public and Tewksbury residents on the warrant articles for annual town meeting and special town meeting. The Finance Committee has met with the Town Manager and department heads on multiple occasions over the past several months and reviewed the departmental budgets multiple times. Each article will be taken up individually and if anyone wants to speak on the article please approach the podium and feel free to ask questions or give comments. After the public has been given the opportunity to speak the committee may or may not have follow-up questions for the Town Manager. After discussions have concluded the committee will vote on how to proceed with each article at Town Meeting.

MOTION: A motion to waive the reading of the warrant articles was made by Committee Member Mr. David Aznavoorian, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Annual Town Meeting Warrant**

- **Article 2**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 2 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 3**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 3 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 4**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 4 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 5**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 5 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 6**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 6 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 7**

Committee Member Mr. David Aznavoorian asked if the \$75 fee was keeping us compliant with regulations. Town Manager Mr. Richard Montouri noted that it does.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 7 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 8**

Committee Member Mr. Richard Levasseur asked when Comcast and Verizon contracts renew. Town Manager Mr. Richard Montouri noted that the Comcast contract was due for renewal in 2025 and the Verizon contract is currently in negotiations.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 8 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 9**

Committee Member Mr. David Aznavoorian asked a question about several of the items in the article and if there were only two items being procured using enterprise funds. Town Manager Mr. Richard Montouri noted that the Variable Message Boards in the Excavator w/Brush Cutter were the two items being procured with enterprise funds.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 9 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 10**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 10 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 11**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 11 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 12**

Committee Member Mr. Rob Kocsmiersky asked if these expenditures were coming out of the enterprise fund. Town Manager Mr. Richard Montouri noted that they would be coming from Stormwater Fees

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 12 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 13**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 13 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 14**

Committee Member Mr. David Aznavoorian asked if the Town Meeting vote required for passage would be a two thirds vote. Town Manager Mr. Richard Montouri noted that it would require two thirds vote.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 14 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 15**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 15 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 16**

Committee Member Mr. Rob Kocsmiersky asked if there were any additional fields requiring lighting after this. Town Manager Mr. Richard Montouri noted that this was the last town field. The next field would be the high school field.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 16 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 17**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 17 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 18**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 18 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 19**

Committee Member Mr. David Aznavoorian asked if this would make the pond swimmable. Town Manager Mr. Richard Montouri noted that it would not. He also noted that the funding for treating the water quality would be over five-year period.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 19 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 20**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 20 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 21**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 21 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 22**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 22 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 23**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 23 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 24**

Committee Member Mr. David Aznavoorian asked what voting threshold would be required for this at Town Meeting. Town Manager Mr. Richard Montouri noted that this would require a simple majority vote to be adopted.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 24 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 25**

Town Clerk Ms. Denise Graffeo noted that the purpose of the article would be to allow her to make non-substantive ministerial corrections to the towns General and Zoning Bylaws to ensure consistent and appropriate sequencing and numbering. There would be no reporting. There would be a footnote denoting the change as a permanent part of the record.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 25 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 26**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 26 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 27**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 27 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 28**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 28 of the Annual Town Meeting Warrant with a requirement that all DPW conditions are met, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 29**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 29 of the Annual Town Meeting Warrant with a requirement that all DPW conditions are met, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 30**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to oppose Article 30 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

Motion: A motion was made by Committee Member Mr. David Aznavoorian to take Article 37 out of order, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 37**

Mr. Robert Scarano discussed the article and the fact that the multiple family dwelling district covers large parcels (typically over 4 acres). There are only one-acre parcels left in town. Currently a 50-foot setback is required this doesn't work for one-acre parcels. The intent of this article is to eliminate a conflict between Chapter 5.0, Section 5.3.2 and Chapter 8, section 8.2.4 which would require interpretations of the Zoning Enforcement Officer. The amended Bylaw, Chapter 8 Section 8.2.4 (N) will govern over district dimensional requirements where those sections conflict. Committee Member Mr. Richard Levasseur asked a question about what the minimum setback requirement would be under this new bylaw Mr. Scarano noted that it would be a minimum 15-foot setback. The Planning Board recommended to adopt the article.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 37 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 35**

Town Planner Ms. Alex Lowder discussed the article with the Finance Committee. In summary since the recent rewrite of the Zoning Bylaw, changes have been identified as housekeeping changes providing clarity. Committee Member Mr. David Aznavoorian asked questions regarding signage and affects that it would make to the Town Center overlay District and if we knew of any businesses that would be affected. Ms. Lowder responded that the article would clarify allowed signage and the requirements for how far they needed to be from the Street. No current businesses would be affected but future businesses would be, it would make signs more compliant. Committee Member Mr. Richard Levasseur had a question about paved areas and if it would include all impervious areas. Ms. Lowder noted that it would include sidewalks. The Planning Board recommended to adopt the article.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 35 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 36**

This article allows for a specific type of conversion of commercial space to affordable residential use. Town Planner Ms. Alex Lowder reviewed the article with the Finance Committee. She noted that there were 8 to 10 developments in town that could take advantage of this. They would be required to get Planning Board approval and the threshold would be 80% EMI (<\$80,000). Committee Member Mr. David Aznavoorian asked where the locations of these sites are. Ms. Lowder noted that all of them were on Main Street except one that was on North Street and 133. Committee Member Mr. Richard Levasseur wondered if it would be possible to make two units into one. Ms. Lowder noted that there was nothing to say that it couldn't be combined. Committee member Ms. Stephanie Klinkenberg-Ramirez asked a question regarding minimum income Ms. Lowder noted that the minimum income needed would be \$80,000.

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 36 of the Annual Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Special Town Meeting Warrant Articles**

- **Article 1**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 1 of the Special Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 2**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 2 of the Special Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 3**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 3 of the Special Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 4**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 4 of the Special Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 5**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 5 of the Special Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

- **Article 6**

There were no questions from the public on this article.

Motion: A motion was made by Committee Member Mr. David Aznavoorian to adopt Article 6 of the Special Town Meeting Warrant, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

Motion: A motion was made by Committee Member Mr. David Aznavoorian to close the public hearing, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

3. Town Manager

No finance director report.

No Transfer requests.

4. Finance Committee member representation on other committees

- No reports

5. Ratify Payment of Recording Secretary Timesheet

None

6. Approval of Meeting Minutes

Motion: A motion was made by Committee Member Mr. David Aznavoorian to approve the minutes of the Finance Committee meetings of 10/25/21, 3/7/22, 6/15/22 and 3/20/23, seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

7. Adjourn

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to adjourn at 8:45PM seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 4-0

Documents Presented and/or Discussed:

- Annual Town Meeting Warrant as of April 10, 2023
- Special Town Meeting Warrant as of April 10, 2023

Copies can be found with the Town Manager's Office or the Finance Department

Minutes approved by the Finance Committee on May 1, 2023.