



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Thomas L. Cooke, Chairman
David Aznavoorian, Vice Chair
Ronald Hall, Clerk
Damin Sutherby
Ralph Ford
Raymond Lisiecki

Meeting Minutes for September 13, 2012

1) Call to Order

Chairman, Thomas Cooke called the meeting to order at 7:04 p.m. at the Tewksbury Police Headquarters. Present were David Aznavoorian, Damin Sutherby (late arrival), Ronald Hall, and Raymond Lisiecki. Ralph Ford was not present. Also present were Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

2) FY2013 year to date Budget and Revenue Report

Ms. Kucala has provided the members with a copy of the FY12 and FY13 budget and revenue reports.

Mr. Cooke noted that approximately \$120,000.00 was encumbered in Veteran's Services. Ms. Kucala noted that she will look into this and explained that everything is now purchased under a purchase order. As a result, these items show up as encumbered.

Mr. Cooke asked about the \$275,000.00 that is unassigned in the Water Enterprise Fund. Ms. Kucala explained that two items were voted at town meeting for \$150,000.00 and \$125,000.00; these amounts will be moved out into separate accounts.

Mr. Cooke requested Ms. Kucala provide the members with the end of FY12 report.

3) Lateral Transfers

There were no lateral transfers presented.

4) Reserve Fund Transfers

There were no reserve fund transfers presented.

5) Town Manager's Report

Mr. Montuori noted that the only potential problems with the budget may be in Veteran's Services due to the increase in claims and gas/diesel as the prices have increased. As of today, no adjustments are required. Mr. Montuori noted that the School Department may also have concerns with utility costs. Mr. Hall noted that it was his understanding that the fees collected from using the high school would be used to offset utility costs. Mr. Montuori explained that the utility costs are an unknown at this point.

7:15 p.m. Mr. Sutherby arrived.

Mr. Montuori explained that a bond issue was done in August and the bond rating was maintained. Standard & Poor's would like to see more money put away as well as a plan on post employment benefits. Mr. Montuori noted that the post employment benefits have become an issue for many towns. It is hoped that there may be an upgrade in the bond rating when funds are borrowed for the town hall renovation as there is over \$3.6 million in certified free cash.

Mr. Montuori explained that the architect for the town hall renovation has agreed to the contract and it is expected to be executed soon. Mr. Cooke asked if funds will be needed to move the offices out of the town hall during construction. Mr. Montuori explained that the goal is to move to the Hardy Pike House which was recently purchased by Group 1 Automotive (Ira Toyota). The DPW staff will be moving the offices. Mr. Montuori is still negotiating costs for utilizing the Pike House. Discussion took place on what will be done with the records stored at the town hall. Mr. Montuori explained that most of the records have been restored utilizing CPA funds.

Mr. Cooke asked about unemployment and worker's compensation expenses. Mr. Montuori explained that there have not been any layoffs and the claims that are currently being paid are coming to an end. There have been no major injuries.

Mr. Aznavoorian asked if the South Street Fire Station is still open. Mr. Montuori confirmed this.

Mr. Hall inquired as to the status of the contracts. Mr. Montuori explained that the AFSME contract is close to being negotiated and the fire contract will be going to mediation.

6) Special Town Meeting Warrant Articles and Public Hearing Schedule

Mr. Montuori provided the members with a copy of the warrant articles for the October 2, 2012 Special Town Meeting. The Finance Committee public hearing on the warrant articles will take place on Tuesday, September 18, 2012 at 7:00 p.m. at the Town Hall Auditorium. Mr. Cooke asked if the members would like to schedule a meeting immediately following the public hearing to make recommendations on the warrant articles.

MOTION: Mr. Hall made the motion to schedule a regular meeting of the Finance Committee on September 18, 2012 immediately following the public hearing for the purpose of making recommendations on the warrant articles; seconded by Mr. Lisiecki and the motion carried 5-0.

7) **Barry Lewin, et al. – New TMHS Site Proposed Community & School Department Tennis Courts**

Present were Barry Lewin, President of the Friends of Tewksbury Tennis group, and Nancy Reed, Chair of the Community Preservation Committee. Mr. Lewin provided the members with a handout and explained that the Friends of Tewksbury Tennis is a group of residents formed to support and promote the game of tennis within the community. Mr. Lewin noted that on July 9, 2012, the Community Preservation Committee unanimously approved their proposal to fully fund the installation of five tennis courts at the new high school. On July 17, 2012, the Board of Selectmen unanimously voted to endorse the project. On August 22, 2012, the School Committee unanimously voted to endorse the project and a warrant article was put together for the October Special Town Meeting.

Mr. Lewin explained that there has been an increased interest in tennis in the town. The court space currently available is inadequate to accommodate the residents and students. The courts would be constructed over an existing temporary parking lot at the new high school. The total cost of construction is expected to be approximately \$375,000.00; of which all will be funded with CPA funds. The project is expected to be completed by September 1, 2013. The ongoing maintenance, which is not part of the CPA funds, is expected to be less than \$1,000.00 per year over a 15 year period. The maintenance would include resurfacing and repainting as well as the purchase of new nets twice.

Mr. Lisiecki asked how many tennis courts the town currently has. Mr. Lewin explained that there are three courts located at Livingston Park and noted that there used to be five but two were eliminated when the Ryan School was constructed. Mr. Lisiecki asked who would have control over the courts usage. Mr. Lewin explained the school department would have control; the courts would be utilized by the residents and school department. The School Committee would determine the hours of usage.

Mr. Hall noted that there has been discussion of having a coed tennis program and asked if the five courts would be sufficient. Mr. Lewin feels the five courts would be enough. Mr. Hall asked if there will be lights on the court and Mr. Lewin explained that the courts will not be lighted. Mr. Hall asked if there is a possibility to add more courts in the future. Mr. Lewin explained that the original proposal was for six courts; however, one was eliminated as it impacted the buffer zone to the abutters.

Mr. Cooke asked if the funds will be coming from the CPA open space reserve. Mrs. Reed explained that the funds will come from the CPA general reserve which currently has approximately \$746,000.00. Mr. Cooke asked if the additional hard surfaces will have an impact on drainage and if the project was brought to the Conservation Commission. Mrs. Reed explained that the courts will be constructed on an existing

parking lot. Mr. Montuori explained that he will be overseeing the project and will ensure that all of the necessary approvals are received prior to construction. Mr. Hall noted that the new high school project was brought before the Conservation Commission and the drainage at the site has been improved significantly since the school was built.

Mr. Cooke asked if engineering has been included in the \$375,000.00 cost. Mrs. Reed confirmed this and noted that any expenses relative to the courts has been included in the figure aside from maintenance. Mr. Cooke asked how the \$375,000.00 was determined as a cost. Mr. Lewin explained that an estimate from Cape & Island Tennis and Track was received and a 5% contingency was added.

Discussion took place on the type of surface that will be used. Mr. Lewin explained that there are two types of surfaces and bids will be obtained for both.

Discussion took place on how the \$1,000 over fifteen years will be funded. Mr. Lewin explained that has not been determined yet; however, some possible options are fees to use the courts or the school department budget. CPA funds cannot be used towards maintenance of the courts.

Mr. Lewin and Mrs. Reed left.

8) New Business

Mr. Cooke reported that there are seven candidates for the vacant position on the Committee; however, no one has been appointed as of yet.

9) Approval of Minutes

MOTION: Mr. Hall made the motion to approve the June 28, 2012 meeting minutes as amended; seconded by Mr. Aznavoorian and the motion carried 5-0.

10) Committee Member Reports

None

11) Ratify Administrative Assistant Payroll

MOTION: Mr. Hall made the motion to ratify the administrative assistant's payroll dated June 30, 2012; seconded by Mr. Aznavoorian and the motion carried 5-0

12) Finance Committee FY2014 Budget Sub Committees

Mr. Cooke suggested the members begin to think about which departments they would like to liaisons for. Mr. Lisiecki suggested the members keep the departments they had last year. Mr. Cooke will forward a list of the departments to the members.

13) Future Meeting Dates

The next meeting of the Finance Committee will take place on Tuesday, September 18, 2012 at 8:00 p.m. at the Town Hall.

13) Documents Presented and/or Discussed

FY12 and FY13 Budget Reports
Meeting Minutes – June 28, 2012
Special Town Meeting Warrant Articles
Handout from the Friends of Tewksbury Tennis

Adjourn.

MOTION: Mr. Hall made the motion to adjourn at 8:30 p.m.; seconded by Mr. Aznavoorian and the motion carried 5-0.

Respectfully submitted,

Approved: _____
Ronald Hall, Clerk

Date