



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Thomas L. Cooke, Chairman
David Aznavoorian, Vice Chair
Damin Sutherby, Clerk
Ralph Ford
Raymond Lisiecki
David McGinness
Kelly Brooks

Meeting Minutes for December 13, 2012

1) Call to Order

The meeting was called to order at 7:19 p.m. by the Thomas Cooke, Chairman, at the Tewksbury Police Headquarters. Present were David Aznavoorian, Ralph Ford, Raymond Lisiecki, Damin Sutherby, David McGinness, and Kelly Brooks. Also present were Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

2) Resignations and New Members

Mr. Cooke noted that Ron Hall has filed his letter of resignation with the Town Clerk.

MOTION: Mr. Aznavoorian made the motion to accept Mr. Hall's letter of resignation with regret; seconded by Mr. Ford and the motion carried 6-0.

Mr. Cooke is working with Mr. Montuori to thank the previous members for their service.

Mr. Cooke introduced Ms. Brooks and welcomed her to the Committee. Ms. Brooks was appointed by unanimous vote of Mr. Cooke, David Gay and Keith Rauseo. Mr. Cooke noted that Ms. Brooks has not yet been sworn in by the town clerk. As a result, she is unable to participate in the votes this evening. Ms. Brooks will be meeting with Mr. Montuori and Ms. Kucala to go over the budget process.

Mr. Cooke provided Mr. McGinness and Ms. Brooks with a disk containing the FY2012 budget matters.

3) Reorganization of Committee; Clerk Nominations

Mr. Cooke opened the nominations for Clerk. Mr. Aznavoorian nominated Mr. Sutherby as Clerk.

MOTION: Mr. Aznavoorian made the motion to appoint Damin Sutherby as Clerk of the Finance Committee; seconded by Mr. Ford and the motion carried 6-0.

4) Lateral Transfers – Richard Montuori/Karen Kucala

No.	Amount	From	To	Reason
W-2	\$40,000.00	Water Treatment Plant Chemicals	Water Treatment Plant Repairs and Maintenance	To fund ongoing repairs and maintenance at the Water Treatment Plant, Colonial Drive Storage Tank, Astle Street Storage tank, Ames Lodge pump station, Old Main Street control valve and the intake building.

Attached to this transfer request was correspondence from Lewis Zediana, Chief Operating Engineer.

Mr. Cooke explained that he went back and reviewed what was appropriated within the last three budgets and confirmed that this account has been underfunded and the Finance Committee has approved transfers. Mr. Cooke also verified that the accounts are correct. Discussion took place on why this account is level funded if it is overspent each year. Mr. Montuori explained that the repairs cannot be predicted.

Mr. Cooke noted that he also went back and reviewed Mr. Zediana’s June 2012 correspondence and this was one of the items that was on his “wish list”.

The current balance in repairs and maintenance is \$1,815.73.

MOTION: Mr. Aznavoorian made the motion to approve Lateral Transfer No. W-2 as presented above; seconded by Mr. Cooke and the motion carried 6-0.

Ms. Kucala previously provided the members with a copy of the FY2013 general fund lateral transfers as of December 12, 2012. Mr. Cooke discussed the Committee’s policy on lateral transfers and noted that the \$5,000.00 transfer from police energy utilities to repairs and maintenance should be approved by the Committee as it exceeds \$2,500.00. Ms. Kucala will redo the transfer for the Committee’s approval. Mr. Cooke asked if the repairs are necessary due to an accident. Mr. Montuori explained that it is normal maintenance and repairs and not the result of an accident. Mr. Lisiecki noted that \$5,000.00 is a lot of money for repairs and maintenance and asked who makes the decisions as to whether the repairs are worthwhile. Mr. Montuori noted that he determines whether the repairs are worthwhile and explained that Larry Gilbert is working on a report as to how the \$38,000.00 that was budgeted was expended. There is approximately \$2,302.00 remaining in repairs and maintenance.

5) Reserve Fund Transfers – Richard Montuori/Karen Kucala

There were no reserve fund transfers presented.

6) Town Manager’s Report – FY2013-FY2014 Budget Correspondence & Message

Mr. Montuori noted that the budget message was sent out to all department heads as well as the School department on November 27, 2012. The deadline for budget submittal is December 14, 2012. The deadline has been extended for the DPW. The budget message requests a level funded operating budget. The only increases within the salary budgets will be for collective bargaining agreements, longevity, and sick leave buy back. No additional staff will be added. The budget message also requests the department heads to identify two top priority items if funds are available. Mr. Montuori discussed the amendment that was made at the last town meeting to transfer funds into the fire department’s overtime and noted that these funds will not be included in the FY14 budget.

Mr. Montuori discussed the State cuts and noted that if local aid is cut the impact to Tewksbury will be approximately \$31,000.00. If there is a cut in the circuit breaker it will result in a 4% cut in special education. The State delegation will be at the Board of Selectmen’s meeting on December 18, 2012 to provide an update on the budget and cuts.

Mr. McGinness asked if there will be any capital purchases in FY14. Mr. Montuori explained that he is trying to stick with the 5 year capital plan and it is likely that purchases will be made for the water treatment plant and stabilization funds will be utilized to replace vehicles and for vehicle maintenance and repairs.

Mr. Montuori discussed the town hall renovation and explained that the agreement to relocate the town hall offices is being finalized. The goal is to move the offices to the Pike House sometime in January/February. The architect has circulated a survey to the department heads that may move to the new town hall to better understand their space needs.

Mr. Cooke asked if all of the new hires have been completed. Mr. Montuori confirmed this and explained that the only position that has been not been completed is one position within the police department as he is currently deployed on military service. In addition, the job descriptions for the vacant positions at the DPW are still being drafted and reviewed.

Mr. Cooke noted that Mr. Montuori provided the Governor’s message from the MMA website. Mr. Cooke will provide the members with a copy of this document.

7) Residential and Commercial Tax Rate Discussion and Update

Mr. Montuori noted that the Assessor will be making a presentation to the Board of Selectmen at their meeting on December 18, 2012 as to what he feels the tax rate should be set at.

8) Town Revenues

Mr. Cooke explained that he has requested Mr. Montuori submit the revenue numbers for this year and what the tax rate is expected to bring in for revenue as these figures should be known prior to setting the budget. Mr. Montuori is working on this.

9) Preparation and Format of FY2013-FY2014 Budget Submittal Timeline

Mr. Cooke noted that he met with Mr. Montuori and the School Business Manager, Jeff Sands, regarding the school department budget. Mr. Sands has prepared a timeline for the school department budget which includes the deadline for submittal of the school budget on January 15, 2013 and the School Committee to meet with the Finance Committee liaison on December 21, 2012. It is Mr. Sand's goal to present the school budget to the School Committee on February 13, 2013 and the Finance Committee on February 23, 2013.

10) Committee Member Reports

High School Building Committee:

Mr. Cooke noted that Mr. Hall was the Committee's representative on the High School Building Committee. Mr. Cooke has been communicating with the Chair of the building committee.

Green Committee:

Mr. Cooke noted that the Green Committee has met twice in the last week. \$207,000.00 was received in grants to be utilized towards energy conservation measures. The Dewing School project has been completed and the bills are being reviewed to determine the exact savings. The Committee has hired a consultant, Source One, to assist them. The funds need to be committed by the end of the year or they have to be returned to the State. Steve Sadwick, Director of Community Development, and Kyle Boyd, Conservation Agent, have been working hard on these projects.

Computer Study Committee:

Mr. Aznavoorian noted that the Computer Study Committee has not met.

Economic Development Committee:

Mr. Cooke noted that Mr. Hall was the Committee's representative on the Economic Development Committee. A new representative needs to be chosen. Mr. Montuori explained that the Economic Development Committee has been restructured and has not met in a couple of months.

11) New Business

Mr. Cooke suggested the members take action on submitting the Committee's FY13-FY14 budget to Mr. Montuori.

MOTION: Mr. Aznavoorian made the motion to submit a level funded budget in the amount of \$3,100.00 for the FY13-FY14 Finance Committee budget; seconded by Mr. Ford and the motion carried 6-0.

Resident Michael Flynn was in attendance. Mr. Flynn asked if there is an audit for the Federal stimulus money. Mr. Montuori explained that he believes this is shown under Federal grants; however, he will double check.

Mr. Cooke noted that he has not yet seen the FY12 audit. Mr. Montuori noted that is has not yet been complete as he is waiting for some additional information on the post employment benefits. The audit is expected to be completed within a month or so.

12) Ratify Administrative Assistant Payroll

MOTION: Mr. Sutherby made the motion to ratify Melissa Johnson's payroll dated October 24, 2012 in the amount of \$184.19; seconded by Mr. Aznavoorian and the motion carried 6-0.

MOTION: Mr. Aznavoorian made the motion to ratify Melissa Johnson's payroll dated November 20, 2012 in the amount of \$47.79; seconded by Mr. Sutherby and the motion carried 6-0.

13) Finance Committee FY2014 Budget Sub Committee Member Appointments

Mr. Cooke noted that the Committee needs to appoint representatives to the Economic Development Committee, High School Building Committee and Elementary School Building Committee.

The Committee liaisons for the FY14 budget will be as follows:

School Department – Mr. Lisiecki and Mr. Aznavoorian
General Government – Mr. Aznavoorian
Public Library – Mr. McGinness
Council on Aging – Mr. McGinness
Community Development – Mr. Sutherby
Public Safety – Mr. Sutherby and Mr. Ford
DPW – Mr. Cooke
Town Clerk – Mr. Ford

14) Meeting Minutes Approval

MOTION: Mr. Aznavoorian made the motion to approve the September 18, 2012 meeting minutes as presented; seconded by Mr. Cooke and the motion carried 4-0. Mr. Ford, Mr. McGinness, and Ms. Brooks did not take part in this vote as they were not present at the September 18, 2012 meeting.

MOTION: Mr. Aznavoorian made the motion to approve the November 1, 2012 meeting minutes as presented; seconded by Mr. Ford and the motion carried 5-0. Mr. Cooke and Ms. Brooks did not take part in this vote as they were not present at the November 1, 2012 meeting.

15) Future Meeting Dates

Discussion took place on whether another meeting in December is necessary.

Mr. Cooke noted that there will likely be one Saturday meeting held in February. Mr. Cooke is working on the meeting schedule for the FY14 budget.

12) Documents Presented and/or Discussed

Lateral Transfer W-2 with attachments

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn at 8:43 p.m.; seconded by Mr. McGinness and the motion carried 6-0.

Respectfully submitted,

Approved: _____
Damin Sutherby, Clerk

Date