



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
Kathleen Levasseur, Recording Secretary

Finance Committee

February 28, 2022 – Meeting Minutes

1. Call to Order

A public hearing of the Finance Committee was called to order by Mr. Rob Kocsmiersky, Chair at 7:02 PM on Monday, February 28, 2022. Also present at the meeting were Mr. Richard Levasseur, Clerk Mr. David Aznavoorian and Mr. Richard Russo.

Also participating in the meeting was Town Manager Mr. Richard Montouri.

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

2. FY23 Budget Reviews

The Director of Public Works Mr. Brian Gilbert presented an overview of the department's budget. There were increases in the administrative budget with the department including salaries cost-of-living increase and sick leave buyback. The operating budget was down slightly because the costs of dues and memberships was moved to the stormwater budget.

Committee member David Aznavoorian had a question on sick leave buyback. Mr. Gilbert is retiring at the end of fiscal year 2023 and the plan is to find his replacement during the year so there is some overlap.

Mr. Kevin Hardeman reviewed the engineering budget, there was an increase in the salary budget. This included step increases for employees etc. There were some staff changes. Most line items were level funded. Staff development was increased by \$800 so employees can stay up to date.

The Finance Committee members had no questions on this budget.

Mr. Brian Gilbert discussed the highway department budget. There are step increases for employees, increase in leases and contracts, increased catch basin cleaning costs, line painting, etc.

Finance committee members had general questions regarding specific line items and staffing levels.

The snow and ice removal budget request is level funded.

Finance committee members had general questions around snow and ice budget regarding how it is funded etc.

The forestry budget was increased due to leases and contracts. The town is looking into buying equipment to reach some trees that are in people's backyards around town. In the past we've had to rent cranes for these types of jobs. Having this piece of equipment would decrease our contract costs.

Finance Committee members had questions about trimming around powerlines. The utility companies handle trimming around powerlines. The town is responsible for roadside trimming stump grinding etc. there was also discussion regarding removal of older trees after the town reviewed tree conditions.

The fleet budget included increases in salary and step increases and additional increases in fuel costs.

Finance Committee members had questions around how to best handle increased fuel costs.

The sewer enterprise fund decreased overall due to retirements although some line items increased. Charges from Lowell sewer are unknown at this time.

Finance Committee members had questions regarding how much our wastewater flow has increased during the pandemic. Also questions about how the city of Lowell measures flow.

The Town Manager noted that rates are not increasing at this time.

The Water budget is up due to salary and step increases, higher costs to replace broken water mains, asbestos removal and water meter replacement costs.

Finance committee members did not have any questions.

The Water Treatment budget is up due to salary and step increases, operating costs increased. Supply costs increased due to computer costs, chemical costs, training, disposal costs, etc.

Finance Committee members had questions about chemical availability and disposal costs.

The Town Manager noted that water rates are not increasing at this time.

The Stormwater Enterprise Budget increased due to supplies for repairs, asphalt costs, dues and memberships and leases and contracts. There were decreases in some line items of the budget and some items were level funded.

Finance Committee members had questions about whether we were meeting federal guidelines (we are meeting or exceeding all guidelines), illicit discharge, etc.

The Town Manager noted that Stormwater rates are not increasing at this time.

3. Town Manager Reports

Regarding the Telemedia budget, we were inline with expectations with cable revenue from Verizon & Comcast.

There was a general discussion on the phishing scam that happened in town. This loss would probably be covered by our insurance after a \$7500 deductible. The police department, secret service, FBI and the banks involved are reviewing the incident. Tighter protocols have been put in place as well as training. It was noted that these sorts of scams are all over the State.

The Fire Department is moving to their new facility on March 21st.

4. Finance committee member representation on other committees

No reports

5. Ratified payment of Recording Secretary timesheet

No timesheets

6. Approval of meeting minutes

No minutes to approve

7. Adjourn

A motion to adjourn was made by committee member Mr. Richard Russo seconded by committee member Mr. David Aznavoorian at 8:33 PM.

Motion Carried 4-0

Documents Presented and/or Discussed:

- DPW budget narrative.
 - DPW budget spreadsheets.

Approved on 7/12/22