



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 June 13, 2013

1) Call to Order

The meeting was called to order at 7:17 p.m. by David Aznavoorian, Vice-Chairman, at the Tewksbury Police Headquarters. Present were Damin Sutherby, Raymond Lisiecki, David McGinness, and Kelly Brooks. Also present were Richard Montuori, Town Manager, and Melissa Johnson, Recording Secretary.

Tom Cooke, Ralph Ford, and Karen Kucala, Finance Director, were not in attendance.

2) Reorganization of Finance Committee

Mr. Aznavoorian opened the nominations for Chairman of the Finance Committee. Mr. Sutherby nominated Mr. Aznavoorian and there were no other nominations. Mr. Aznavoorian accepted the nomination as Chairman.

MOTION: Mr. Sutherby made the motion to appoint David Aznavoorian Chairman of the Finance Committee; seconded by Mr. Lisiecki and the motion carried 4-0-1 by a roll call vote. Mr. Aznavoorian did not take part in this vote.

Mr. Aznavoorian opened the nominations for Vice-Chairman of the Finance Committee. Mr. Sutherby nominated Mr. Lisiecki as Vice-Chairman and Mr. Lisiecki accepted.

MOTION: Mr. Sutherby made the motion to appoint Raymond Lisiecki as the Vice-Chairman of the Finance Committee; seconded by Mr. Aznavoorian and the motion carried 4-0-1 by a roll call vote. Mr. Lisiecki did not take part in this vote.

Mr. Aznavoorian opened the nominations for Clerk of the Finance Committee. Mr. Aznavoorian nominated Mr. Sutherby as Clerk and Mr. Sutherby accepted.

MOTION: Mr. Aznavoorian made the motion to appoint Damin Sutherby as Clerk of the Finance Committee; seconded by Mr. Lisiecki and them motion carried 4-0-1 by a roll call vote. Mr. Sutherby did not take part in this vote.

Mr. Aznavoorian noted that the Finance Committee members are grateful for Mr. Cooke's service on the Committee as both a member and as Chairman.

3) Lateral and Reserve Fund Transfer Requests

No.	Amount	To	Reason
GFR-1	\$80.29	Community Event Special Details	To cover Town Employee services for Memorial Day

MOTION: Mr. Sutherby made the motion to approve Reserve Fund Transfer No. GFR-1 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	To	Reason
GFR-2	\$10,000.00	Fire Department – Overtime	To provide funding to keep three stations open at current safe staffing levels through June 30, 2013.

Mr. McGinness made the motion to table GFR-2 and the motion was seconded by Mr. Sutherby. Mr. Sutherby later withdrew his second and the motion was not acted on.

Mr. Montuori explained that if this is not acted on tonight, the Fire Chief would likely have to close the station until the next meeting of the Finance Committee. Mr. McGinness explained that he is concerned that they are 10% over their budget in overtime and he would like an explanation from the Chief and the opportunity to see if the funds can be taken from another line item rather than the reserve.

Mr. Montuori suggested acting on the transfer and noted that he will meet with the Fire Chief and Mr. McGinness to discuss this matter. If the funds are not needed, they will not be expended.

MOTION: Mr. Sutherby made the motion to approve Reserve Fund Transfer No. GFR-2 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

Lateral Transfer Requests

No.	Amount	From	To	Reason
119	\$5,000.00	Fire Uniform Allowance	Fire Overtime	To provide funding to keep the three stations open at current safe staffing levels through June 30, 2013.

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MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 119 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
120	\$68,000.00	Fire Salaries	Fire Overtime	To provide funding to keep the three stations open at current safe staffing levels through June 30, 2013.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 120 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
102	\$165.36	Community Events All Other	Community Events Special Detail	To cover costs of town employee services for Memorial Day.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 102 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
S-9	\$23,000.00	Sewer Regular Salaries	Sewer Overtime	Overtime based on emergency response

Mr. Aznavoorian asked why the current balance in salaries is so high. Mr. Montuori explained that there is a vacant position.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. S-9 as presented above; seconded by Mr. Aznavoorian and the motion carried 5-0.

No.	Amount	From	To	Reason
W-5	\$12,000.00	Water Distribution Regular Salaries	Water Distribution Overtime	To cover overtime based on emergency response

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. W-5 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
28	\$35,986.25	Town Clerk Permanent Part Time	Town Clerk Regular Salary	Position went to full time

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 28 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
58	\$21,463.38	Treasurer/Collector Office Supplies	Treasurer/Collector Professional Services	To assist in funding for legal fees; which will be approximately \$40,000.00 through June 30, 2013.

Mr. McGinness noted that the current balance is \$25,343.24 and a total of \$40,000.00 is needed. Mr. Montuori explained that there are other accounts the funds can be taken from.

Mr. Lisiecki asked if the legal fees are returned. Mr. Montuori confirmed this and explained that they are included in the demand.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 58 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
59	\$1,800.00	Computer Services – Regular Salary	Computer PC & Equipment	To provide funds to purchase some 22” monitors for certain users and a new laptop (replacement for older unit) and a HP Elitepad for evaluation and possible use in the Assessor’s Office for field work.

No.	Amount	From	To	Reason
95	\$1,000.00	Professional Services	Computer PC & Equipment	To provide funds to purchase some additional 22" monitors for users in more departments, another server level UPS unit and miscellaneous spare desktop parts (disk drives, memory, keyboards, etc.)

Mr. Lisiecki noted that there is a vacant position in the computer services department and asked why all of the funds are not being taken from the salaries account. Mr. Montuori noted that he is unsure and will look into it.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer Nos. 59 and 95 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0

No.	Amount	From	To	Reason
65	\$5,000.00	Police – Reserve Dispatcher	Police - Dispatch	To fund this account through June, 2013.

No.	Amount	From	To	Reason
69	\$14,000.00	Police – Rental/Lease	Police – All Other Supplies	To purchase defibrillators

No.	Amount	From	To	Reason
70	\$6,000.00	Police – Sick Buy Back	Police – Repairs and Maintenance	To fund this account through June 30, 2013. Due to unforeseen facility maintenances and supplies costs throughout the year this account needs additional funds.

No.	Amount	From	To	Reason
74	\$6,500.00	Police – Reserve Dispatcher	Police – Dispatchers	To fund this account through June 30, 2013

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer Nos. 65, 69, 70 and 74 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
66	\$14,703.35	BOH – Permanent Part Time	BOH – Regular Salary	To cover Diane Joy’s pay through the end of the year. She moved from part-time to full time.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 66 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
67	\$13,227.11	COA – Permanent Part Time	COA – Regular Salary	To cover Janice Conole’s pay through the end of the year. She moved from part-time to full time.

Mr. Sutherby noted that the current balance on the transfer request in permanent part time states \$5,309.09 and \$13,296.97. Mr. Montuori noted that the numbers are reverse; the correct balance in regular salaries is \$5,309.09 and permanent part time is \$13,296.97

MOTION: Mr. McGinness made the motion to approve Lateral Transfer No. 67 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
84	\$5,457.65	Engineering – Regular Salary	Engineering – Temporary Part Time	Intern not budgeted within FY13

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 84 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
108	\$500.00	Admin Energy Utility	Admin Office Supplies	To purchase office supplies to end of year

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 108 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

4) **Water and Sewer Enterprise Lateral and Reserve Transfers FY2013 Budget**

No.	Amount	To	Reason
SR1	\$22,000.00	Court Judgments	To pay court settlement for easement taking

MOTION: Mr. Sutherby made the motion to approve Reserve Fund Transfer No. SR1 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
S-10	\$31,000.00	Lowell Sewer	Sewer – Professional Services	To provide the Town with a sewer system audit as outline in the attached scope of services

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. S-10 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

5) **Final Finance Committee FY13 Budget Recommendation revisions and changes adopted by vote at the May 6, 2013 Annual Town Meeting**

MOTION: Mr. Sutherby made the motion to table Item 6 of the Agenda (Final Finance Committee FY13 Budget Recommendation revisions and changes adopted by vote at the May 6, 2013 Annual Town Meeting); seconded by Mr. Lisiecki and the motion carried 5-0.

6) **Town Manager and Finance Director Reports**

Mr. Montuori noted that he has no new reports for the Committee.

Mr. McGinness asked when the town hall move is expected to occur. Mr. Montuori explained that the move is expected to occur in July/August. The architect has come up with three different designs for the town hall: 1) eliminate the auditorium to house all of the town offices, 2) save part of the auditorium; which is important to the Historical Commission, but would allow for less office space, and 3) preserve the auditorium. Mr. Montuori noted that his preference would be to renovate the entire town hall to allow for all of the town offices to be in one location.

Discussion took place on what would happen with the Annex building should those offices also move over to the Town Hall.

7) **Finance Committee Member Appointments**

Mr. Lisiecki and Mr. Cooke appointments are expiring.

8) **Committee Member Reports**

There were no reports.

9) **Approval of Meeting Minutes – April 11, 2013 and April 24, 2013**

MOTION: Mr. Sutherby made the motion to approve the April 11, 2013 and April 24, 2013 meeting minutes as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

10) **Approval of Payment of Recording Secretary**

MOTION: Mr. McGinness made the motion to approve the Recording Secretary's time sheet in the amount of \$194.94; seconded by Mr. Lisiecki and the motion carried 5-0.

11) **Future Meeting Dates**

The next meeting has tentatively been scheduled for June 27, 2013.

13) **Documents Presented and/or Discussed**

Lateral and Reserve Fund Transfers
Meeting Minutes of April 11, 2013 and April 24, 2013
Recording Secretary Time Sheet

Adjourn.

MOTION: Mr. Sutherby made the motion to adjourn at 8:51 p.m.; seconded by Mr. McGinness and the motion carried 5-0.

Respectfully submitted,

Approved: _____
Damin Sutherby, Clerk

Date