



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

Raymond Lisiecki, Chairman
David Aznavoorian, Vice Chair
Rob Kocsmiersky, Clerk
Thomas L. Cooke
Paul McDermott
Ronald Hall

FINANCE COMMITTEE

Meeting Minutes February 11, 2016

1) Call to Order

The meeting was called to order by Raymond Lisiecki, Chairman, at 7:00 p.m. at the Town Hall. Present at the meeting were David Aznavoorian, Tom Cooke, Paul McDermott, Ronald Hall, and Rob Kocsmiersky. Also in attendance was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

2) Budget Review (Community Development, Board of Health, Building Department)

Board of Health

Present was Susan Sawyer, Board of Health Director, Ray Barry, Board of Health Chairman, and Steve Sadwick, Community Development Director. Mr. Sadwick noted that Ms. Sawyer just started on February 2, 2016 and that the Board of Health budget was prepared by the former director, Lou Ann Clement.

Mr. Sadwick explained that there are no significant changes within the Board of Health budget. The total FY17 recommended budget is \$235,276, representing a decrease of approximately \$730.

Discussion took place on the reclassification request for the senior account clerk position. Mr. Kocsmiersky noted that there is an approximate \$5,000 increase in salaries, but the bottom line remained the same. Mr. Montuori explained that this was for the reclassification that did not happen.

Mr. Kocsmiersky asked about the inspection software that was requested in the cover letter accompanying the budget for \$15,000 and Mr. Sadwick explained that it did not make it into the budget; however, because of a position remaining unstaffed and/or filled for less than what has been budgeted, there may be funds available to address this item. Discussion took place on tying this in with the town GIS Permit Program.

Mr. Aznavoorian requested a breakdown on the software that is being requested and Mr. Montuori noted that he will provide this. Mr. Aznavoorian asked if the town IT Director has seen the proposal and Mr. Montuori noted that he does not believe he has and explained that the DPW project manager will maintain the program.

Mr. Cooke requested additional information on the GIS program and suggested a presentation be given to the Committee.

Mr. Cooke asked if the sanitarium work is still being outsourced and Mr. Sadwick explained that all work is being done in house and noted that Shannon Sullivan has been hired as the sanitarium.

Mr. Barry noted that he sees great value in the permitting software and discussed some of the benefits of the program.

Ms. Sawyer discussed the program used by the Town of North Andover and how beneficial the information would be.

Mr. Hall inquired about the \$3,000 increase in car allowance and Mr. Sadwick explained that the nurse's hours were increased in anticipation of more home visits.

Building Department

Mr. Sadwick noted that the Building Commissioner apologizes for being unable to attend tonight's meeting. The total FY17 town manager's recommended Building Department budget is \$277,098 net of allocations, representing an approximate increase of \$16,582. Mr. Sadwick explained that the increase in salaries is due to an increase in the part time building inspector position from 15 hours to 20 hours. The previous inspector left for a full time position and they have had difficulty filling the position at 15 hours.

Mr. Sadwick noted that the car allowance includes the Building Commissioner, Building Inspector, Plumbing Inspector and Electrical Inspector.

Mr. Cooke discussed the larger construction projects currently going on and asked if the Building Commissioner is obtaining affidavits and Mr. Sadwick confirmed this and noted that he also likes to verify the work himself.

Mr. Cooke questioned whether 20 hours is still sufficient and noted that in the past there have been two full time inspectors. Mr. Montuori explained that 20 hours is still not enough and noted that the position will eventually become full time. Mr. Cooke suggested the position be made full time now. Mr. Hall agreed with this and expressed concerns with the plumbing and electrical inspectors also being part time. Mr. Montuori noted that the positions are part time in most town and that he is more concerned with the building inspector position.

Discussion took place on the certifications required for the Building Inspector positions. Mr. McDermott noted that better candidates may be received if the position is made full

time now and asked if the Building Commissioner pays for his own training and Mr. Sadwick explained that continuing education is paid for, but testing and materials are not.

Mr. Aznavoorian suggested the possibility of sharing the building inspector position with another community.

Mr. Lisiecki noted that the plans have been digitized and asked where there originals are located and Mr. Sadwick noted that he can provide this information.

Community Development

The total FY17 recommended Community Development budget is \$292,962, representing an approximate decrease of approximately \$55,900. Mr. Sadwick explained that the Community Development Director, Linda DiPrimio, will be retiring this year and discussed the value she has been to him and the importance of the position. As a result, the new hire will spend one month working with Ms. DiPrimio, in the August time frame, prior to her departure.

Mr. Sadwick noted that there is an increase of approximately \$400 in temporary part time due to step increases and cost of living increases for the recording secretaries.

Discussion took place on the larger projects coming into town and the impact this will have on the infrastructure.

MOTION: Mr. Hall made the motion to accept the town manager's recommended FY17 Council on Aging budget in the amount of \$307,245, Parks and Recreation budget in the amount of \$154,263, Board of Health in the amount of \$235,276, Building Department in the amount of \$277,098, and Community Development in the amount of \$292,962; seconded by Mr. Aznavoorian and the motion carried 6-0.

3) Town Manager and Finance Director Reports (as applicable)

Reserve Fund Transfers

No.	Amount	To	Reason
1	\$5,000	Town Manager - Professional Services	Grant match for energy efficiency project regarding the Food Pantry building located at the DPW

Mr. Cooke asked who will be getting the \$5,000 and Mr. Montuori noted that he would have to check on this. Mr. Cooke suggested tabling this item.

MOTION: Mr. Aznavoorian made the motion to table Reserve Fund Transfer No. 1 in the amount of \$5,000; seconded by Mr. Cooke and the motion carried 6-0.

No.	Amount	To	Reason
2	\$10,000	Town Hall - All Other	To pay for additional furniture for town hall

Mr. Montuori noted that there was originally \$25,000 for furniture; however, it was not enough to fill all needs. Mr. Montuori will provide the Committee with a listing of the furniture to be purchased.

MOTION: Mr. Aznavoorian made the motion to approve Reserve Fund Transfer No. 2 in the amount of \$10,000; seconded by Mr. Kocsmiersky and the motion carried 6-0.

Lateral Fund Transfers

No.	Amount	From	To	Reason
17	\$15,000	Police – Salaries	Police – Dispatch Overtime	The funds in this account are low due to unforeseen absences of two dispatchers on FMLA as well as one dispatcher leaving to attend the State Police Academy.

Mr. Hall asked if this will carry the overtime account to the end of the year and Mr. Montuori noted that it will not.

Mr. Aznavoorian asked what the anticipated monthly overtime will be and Mr. Montuori noted that he will provide this.

MOTION: Mr. Kocsmiersky made the motion to approve Lateral Fund Transfer No. 17 in the amount of \$15,000; seconded by MR. Hall and the motion carried 5-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

4) Finance Committee Matters of Interest (as applicable)

None

5) Committee Member Reports (as applicable)

There were no Committee member reports.

6) **Approval of Meeting Minutes (September 9, 2016, October 6, 2016, and October 12, 2015)**

MOTION: Mr. Cooke made the motion to approve the September 9, 2015, October 6, 2015, and October 12, 2015 meeting minutes as presented; seconded by Mr. Aznavoorian and the motion carried 5-0-1. Mr. Hall did not take part in this vote as he was not present at said meetings.

7) **Approval of Payment of Recording Secretary and Time sheet**

MOTION: Mr. Cooke made the motion to approve the recording secretary time sheet in the amount of \$137.69; seconded by Mr. Aznavoorian and the motion carried 5-0-1. Mr. Hall did not take part in this vote.

8) **Future Proposed Meeting Dates (subject to change)**

The next meeting is scheduled for Thursday, February 25, 2016 at the Town Hall.

Adjourn.

MOTION: Mr. Cooke made the motion to adjourn at 8:28 p.m.; seconded by Mr. Aznavoorian and the motion carried 6-0.

Approved: March 10, 2016

**Documents Presented and/or Discussed
February 11, 2016**

- 1) **FY17 Town Manager's Recommended Budget**
A copy can be found with the Finance Department or Town Manager
- 2) **Reserve Fund Transfer No. 1**
A copy can be found with the Finance Department
- 3) **Lateral Transfer No. 17**
A copy can be found with the Finance Department
- 4) **Meeting Minutes - September 9, 2016, October 6, 2016, and October 12, 2015**
A copy can be found with the Town Clerk's Office
- 5) **Recording Secretary Time sheet**
A copy can be found with the Finance Department