



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Damin Sutherby, Vice Chair
Rob Kocsmiersky, Clerk
Raymond Lisiecki
Thomas L. Cooke
Laurence Sanford
Paul McDermott

Meeting Minutes June 18, 2015

1) Call to Order

The meeting was called to order by David Aznavoorian at 7:00 p.m. at the Pike House. Present at the meeting were Tom Cooke, Ray Lisiecki, Larry Sanford, Damin Sutherby, and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Paul McDermott was not in attendance.

2) Reorganization

Mr. Aznavoorian noted that Mr. Sanford will not be pursuing another term on the Committee and thanked him for his service. Mr. Sanford thanked the Committee for allowing him the opportunity to serve and discussed some of his reasons for not pursuing another term.

Chairman

Mr. Aznavoorian opened the nominations for Chairman. Mr. Cooke nominated Ray Lisiecki as Chairman.

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

Vice-Chairman

Mr. Lisiecki opened the nominations for Vice Chairman. Mr. Kocsmiersky nominated Dave Aznavoorian as Vice Chairman.

MOTION: Mr. Kocsmiersky made the motion to appoint David Aznavoorian as Vice-Chairman of the Finance Committee; seconded by Mr. Sanford and the motion carried 4-0-1. Mr. Aznavoorian did not take part in this vote.

Clerk

Mr. Lisiecki opened the nominations for Clerk. Mr. Aznavoorian nominated Rob Kocsmiersky as Clerk.

MOTION: Mr. Aznavoorian made the motion to appoint Robert Kocsmiersky as Clerk of the Finance Committee; seconded by Mr. Cooke and the motion carried 4-0-1. Mr. Kocsmiersky did not take part in this vote.

Mr. Cooke congratulated all of the members on their newly appointed positions and thanked Mr. Aznavoorian for his service as Chairman.

7:10 – Mr. Sutherby arrived.

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

Ms. Kucala previously provided the members with a copy of the 3rd Quarter Report and noted that it is in line with projected expenditures and revenues.

Mr. Aznavoorian noted that the motor vehicle excise tax and meals tax seem rather high and Ms. Kucala explained that the excise tax also picks up prior years.

Reserve Fund Transfers

Present was Fire Chief Michael Hazel.

No.	Amount	To	Reason
GRF-4	\$30,500	Fire Overtime	To provide overtime funding to keep all fire stations open and primary and secondary ambulances in service through June 30 th . Estimate is based on current contractually obligated time off remaining in the fiscal year. Fire personnel call back for extraordinary emergencies and/or unanticipated time off may necessitate a future transfer request.

Chief Hazel noted that there are approximately 136 shifts to be filled and he tried to be conservative. Mr. Sutherby asked if the State Hospital has fire protection plans in place and Chief Hazel explained that with the exception of fire alarms and sprinklers, the State Hospital does not have fire protection plans; the town provides services.

Mr. Aznavoorian asked what will happen if there is not enough funds in the reserve fund to keep all of the stations open and Mr. Montuori explained that he will then look to other departments to see if there are any funds available.

MOTION: Mr. Sutherby made the motion to approve Reserve Fund Transfer GRF-4 in the amount of \$30,500; seconded by Mr. Aznavoorian and the motion carried 5-1. Mr. Cooke was opposed.

Mr. Aznavoorian asked if any other reserve fund transfers are expected and Mr. Montuori noted that there could be a reserve transfer from the Council on Aging for the fire panel at the senior center. Mr. Montuori noted that Fire vehicle maintenance is another area that could be of concern.

General Fund Lateral Transfers

No.	Amount	From	To	Reason
71	\$12,000.00	Police – All Other	Police – Repairs and Maintenance	This transfer is requested to purchase 6 computers, 12 monitors, and 1 copier to replace Ricoh 3224

Mr. Cooke asked if Mr. Montuori feels these are capital outlay items and asked why this request has not been placed on the warrant to come from the stabilization fund. Mr. Montuori explained that he would only use the stabilization fund if the funds were not available elsewhere. Mr. Cooke asked why this cannot wait until the fall and Mr. Montuori explained that the police department has been having some computer issues. Mr. Cooke noted that he looked at the budget, as well as the \$25,000 reserve fund request that was previously granted, in which he asked if there were funds available elsewhere within the police budget to address that request, and was told there was not. Mr. Cooke feels this is a capital outlay item and not repairs and maintenance. Mr. Cooke noted that there are other accounts within the police budget that contain surpluses and that he feels educational courses should be given on budgets.

Mr. Lisiecki noted that he understands Mr. Cooke’s concerns and feels that the stabilization fund should be used for larger items over \$25,000.

Mr. Montuori explained that his hope is to include Capital Improvement Items as line items within the budgets and also include computers within department budgets.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer Request no. 71 in the amount of \$12,000; seconded by Mr. Aznavoorian and the motion carried 5-1. Mr. Cooke was opposed.

No.	Amount	From	To	Reason
72	\$35,000.00	Police Salaries	Police Overtime	This transfer is requested to fund this account through June 30, 2015.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer Request no. 72 in the amount of \$35,000; seconded by Mr. Aznavoorian and the motion carried 5-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

No.	Amount	From	To	Reason
82	\$9065.00	Police – Salaries	Police – Repairs and Maintenance	This transfer is requested to purchase replacements for (2) truck vault 2 drawer for utility with locks at \$2,095 and (3) Whelen Liberty II (14) LED Light Bars at \$1,625.

Mr. Cooke noted that he would be opposed to this transfer request as it is coming from salaries.

Mr. Montuori noted that he spoke with Police Chief Timothy Sheehan and he has informed him that the cruisers that are being purchased came in higher than anticipated and they would like to purchase safes for the vehicles. Mr. Montuori suggested withdrawing this transfer request until the fall.

No action was taken on transfer request number 82.

No.	Amount	From	To	Reason
83	\$14,461.22	Regional Vocational School	Essex Aggie	Additional student attended Essex Aggie in FY15

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 83 in the amount of \$14,461.22; seconded by Mr. Aznavoorian and the motion carried 6-0.

No.	Amount	From	To	Reason
S-8	\$7,000.00	Sewer Regular Salaries	Sewer Overtime Salaries	To cover unanticipated overtime to end of year

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. S-8 in the amount of \$7,000; seconded by Mr. Aznavoorian and the motion carried 6-0.

Snow & Ice Over expenditure

MOTION: Mr. Cooke made the motion to approve Snow & Ice Over expenditure through June 4, 2015 in the amount of -\$359,459.49; seconded by Mr. Aznavoorian and the motion carried 6-0.

4) Finance Committee Matters of Interest (as applicable)

There were no Finance Committee matters of interest to be discussed.

5) Committee Member Reports (as applicable)

Computer Study Committee

Mr. Aznavoorian noted that there is nothing new to report on the Computer Study Committee.

Green Committee

Mr. Cooke noted that the Green Committee has lost a couple of members and needs to reorganize.

Economic Development Committee

Mr. Sanford noted that there is nothing new to report on the Economic Development Committee.

Mr. McDermott was appointed the Finance Committee's new representative on the Economic Development Committee.

6) **Approval of Meeting Minutes – March 5, 2015, March 19, 2015, April 30, 2015**

MOTION: Mr. Cooke made the motion to approve the March 5, 2015, March 19, 2015, and April 30, 2015 meeting minutes as presented; seconded by Mr. Aznavoorian and the motion carried 6-0.

7) **Approval of Recording Secretary and Timesheet**

MOTION: Mr. Cooke made the motion to approve the recording secretary time sheet in the amount of \$307.04; seconded by Mr. Aznavoorian and the motion carried 6-0.

MOTION: Mr. Cooke made the motion to authorize the Finance Director, Karen Kucala, to process any remaining FY15 recording secretary time sheets from operating; seconded by Mr. Aznavoorian and the motion carried 6-0.

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

The next meeting will be called at the discretion of the Chair.

Adjourn.

MOTION: Mr. Sanford made the motion to adjourn; seconded by Mr. Aznavoorian and the motion carried 6-0.

Approved: September 9, 2015

**Documents Presented and/or Discussed
June 18, 2015**

- 1) **Third Quarter Report**
A copy can be found with the Finance Department
- 2) **Reserve Fund Transfer Request GFR-4**
A copy can be found with the Finance Department
- 3) **General Fund Transfer Request Nos. 71, 72, 82, 83, and S-8**
A copy can be found with the Finance Department
- 4) **Snow and Ice Over Expenditure #8**
A copy can be found with the Finance Department
- 5) **Meeting Minutes – March 5, 2015, March 19, 2015, and April 20, 2015**
A copy can be found with the Town Clerk's office or with the Recording Secretary
- 6) **Supplemental documentation for the General Fund Transfer requests**
Copies can be found with the Finance Department