



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

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

Meeting Minutes July 9, 2015

1) Call to Order

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

Damin Sutherby was not in attendance.

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

Lateral Transfers

No.	Amount	From	To	Reason
120	\$33,815.46	Fire – Regular Salaries	Fire - Overtime	For overtime cost to cover known contractually obligated days off to maintain fire station staffing levels with the availability of a second ambulance through June 30, 2015

Mr. Montuori noted that the Fire Chief, Michael Hazel, spoke of this transfer at the previous Finance Committee meeting and this transfer was inadvertently not included with the other requests that were made that night and should have been.

Mr. McDermott asked why the transfer is more than the deficit amount and Mr. Montuori explained to cover the full amount.

MOTION: Mr. Aznavoorian made the motion to approve Lateral Transfer Request No. 120 in the amount of \$33,815.46; seconded by Mr. McDermott and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

No.	Amount	From	To	Reason
121	\$1,556.84	Fire – Regular Salaries	Fire Sick Leave Buy back	To cover contractually obligated reward and sick leave incentive pay through June 30, 2015

Mr. Montuori explained that this is an incentive the Fire Department has and covers what is owed. Mr. Aznavoorian asked how much was in Fire Sick Leave Buy Back to start and Mr. Montuori noted \$83,000.

MOTION: Mr. Aznavoorian made the motion to approve Lateral Transfer Request No. 121 in the amount of \$1,556.84; seconded by Mr. McDermott and the motion carried 4-0-1. Mr. Cooke did not take part in this vote.

No.	Amount	From	To	Reason
123	\$8,516.67	Library – Regular Salaries	Library – Maintenance and Repairs	Outstanding HVAC repair bills

Mr. Montuori explained that it took some time to get the HVAC bills from PJ Dion.

MOTION: Mr. Aznavoorian made the motion to approve Lateral Transfer No. 123 in the amount of \$8,516.67; seconded by Mr. McDermott and the motion carried 5-0.

Mr. McDermott asked if the above transfers are from FY15 and Ms. Kucala confirmed this and explained that the deadline for transfers is the 15th and the books are closed on 22nd.

3) Finance Committee Matters of Interest (as applicable)

There were no Finance Committee Matters of Interest to be discussed.

4) 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 received another grant for energy conservation measures in the amount of \$210,000; which could be as much as \$251,000 with rebates. The Green Committee has received a total of approximately \$600,000 in grant funding to date.

Mr. Cooke noted that the Green Committee continues to work on reorganization due to two resignations.

Economic Development Committee

Mr. Lisiecki noted that Mr. McDermott has been appointed the new Economic Development Committee representative.

Mr. Montuori noted that the Economic Development Committee has not met.

6) Approval of Meeting Minutes

There was no meeting minutes presented for approval.

7) Approval of Recording Secretary and Timesheet

There was no recording secretary time sheet presented for approval.

8) Future Proposed Meeting Dates (subject to change)

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

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn; seconded by Mr. McDermott and the motion carried 5-0.

Approved: September 9, 2015

Documents Presented and/or Discussed
July 9, 2015

- 1) General Fund Transfer Request Nos. 120, 121 and 123 and Supplemental Documentation
A copy can be found with the Finance Department