



**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**

**January 24, 2022 – Meeting Minutes**

**1. Call to Order**

A public hearing of the Finance Committee was called to order by Mr. Rob Kocsmiersky, Chair at 7:01 PM on Monday, January 24, 2022. Also present at the meeting were Vice Chair - Mr. Jason Christian, Mr. Richard Levasseur – Clerk, Mr. David Aznavoorian, Mr. Thomas Cooke, and Mr. Richard Russo.

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

Ms. Susan Bishop was not present at the meeting.

**2. FY23 Budget Reviews**

Community Development – Mr. Steve Sadwick presented the budget. There was a decrease in the salary budget due to personnel changes. The budget request decreased from the prior year.

Committee member David Aznavoorian had a question regarding staffing.

Building Commissioner Mr. Mark Bertonassi presented the building department budget. A new permit technician was added, replacing a long-term employee.

Finance Committee members welcomed Mr. Bertonassi to the town. Committee Members Mr. David Aznavoorian and Mr. Richard Levasseur had questions regarding staffing. Mr. Thomas Cooke had questions regarding the new code-books that the town was purchasing.

Ms. Sharon Gillis presented the board of health budget. There were staff changes due to retirement and the public health nurse leaving so there was an increase in the salary line items.

Committee member Mr. David Aznavoorian had some questions about particular line items in the budget. Committee member Mr. Richard Russo and Mr. Thomas Cooke had questions about Covid relief funding.

Ms. Teresa Belanger presented the Human Resources budget.

Committee members Mr. David Aznavoorian, Mr. Richard Levasseur, and Mr. Richard Russo had a question regarding the increase in the professional services line item. This was due to the fact that the town is now utilizing a vendor to do background searches etc. for prospective employees. In the past the human resources department has used the police department for this work but it was taking away time from Police Department responsibilities it was felt that this would be a better approach, saving the town time and money.

Town Clerk Ms. Denise Graffeo presented the Town Clerk's office budget. There were increases in the salary line item due to contractual obligations, step increases and cost-of-living adjustments. There was also an increase of \$3000 in the professional services line item. All other items were level funded.

Committee members had general questions regarding resident and voter list costs, as well as sick leave buyback.

Ms. Graffeo also presented the Registrar's budget, and the Parking budget which were both level funded. The Elections and Town Meeting budgets. Costs increased due to the number of elections that would be held in the coming year along with the fact that we had to add an additional sub-precinct due to redistricting. It is also unclear at the moment what voting laws will be changing in the state regarding mail-in voting etc. so this is a bit of an unknown.

Committee members had general questions regarding these increased costs.

Council On Aging Director Ms. Jan Canole presented the COA budget. Salaries increased due to the fact that a licensed clinical social worker hired along with longevity and step increases in the salary line item of the budget.

Finance Committee members had questions regarding level of services being provided pre-and post Covid time frames. The level of services is incrementally increasing back to pre-pandemic levels. Transportation levels were also increasing.

Library Director Ms. Diane Giarrusso presented the Library budget. Salaries increased due to longevity increases. Other line items showed small increases. Technology costs increased due to better scanning/printing/faxing services offered to patrons.

Finance Committee member Mr. David Aznavoorian had questions regarding pre and post Covid patron visits.

Town Manager Mr. Richard Montouri presented the Moderator budget. It is level funded.

Finance Committee members did not have any questions regarding this budget.

Town Manager Mr. Richard Montouri presented the Finance Committee budget. It is level funded.

Finance Committee members did not have any specific budget related questions.

Town Manager Mr. Richard Montouri presented the Town Council budget it is level funded.

Finance Committee members did not have any questions.

**3. Town Manager Reports**

- a. There were no finance director reports.
- b. There were no transfer requests.

The Fire Department is having a tour this coming Wednesday.

Finance committee member Mr. Thomas Cooke had general questions of the Town Manager related to budgets.

**4. Finance committee member representation on other committees**

Finance Committee Mr. Thomas Cooke gave updates on the Green Committee and the Elementary School Building Committee which is on schedule.

There was a general discussion on solar possibilities.

**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. David Aznavoorian seconded by committee member Mr. Jason Christian at approximately 8:30 PM

**Motion Carried 6-0**

**Documents Presented and/or Discussed:**

- Community development narrative and budget spreadsheet.
- Building Commissioner narrative and budget spreadsheet.
- Board of Health narrative and budget spreadsheet.
- Human Resources narrative and budget spreadsheet.
- Town Clerk narrative and budget spreadsheet.
- Town Registrar's budget spreadsheet.
- Town Parking budget spreadsheet.
- Town Elections and Town Meeting budget spreadsheet.
- Council on Aging narrative and budget spreadsheet.
- Town Library narrative and budget spreadsheet.
- Town Moderator budget spreadsheet
- Finance Committee budget spreadsheet
- Town Council budget spreadsheet

*Approved on 7/12/22*