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TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Robert Kocsmiersky, Chair
Jason Christian, Vice Chair
Richard Levasseur, Clerk
David Aznavoorian
Susan Bishop
Thomas L. Cooke
Richard Russo

Finance Committee

January 31, 2022 – Meeting Minutes

1. Call to Order

The regular meeting of the Finance Committee was called to order by Mr. Rob Kocsmiersky - Chair at 7:00 PM on Monday January 31, 2022. Also present at the meeting were Mr. Jason Christian - Vice Chair, 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

Assessor's Office

Ms. Joanne Foley reviewed the department's budget spreadsheet. There were step increases included and additional personnel to be hired in FY23. There were price increases for software used in the office.

There were questions about unfunded priorities and how they would be able to get cost estimates for these.

Town Treasurer/Collector

Ms. Kelly Odams reviewed the department's budget spreadsheet. There were step increases included, other than that the budget was level funded from the prior year.

The only question from the committee was around a small reduction in professional services, this was on training for the payroll system. The treasurer/collector and Town Manager were both in agreement regarding this reduction.

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Town Treasurer/Collector Unclassified

Town Manager Mr. Richard Montouri presented the budget covering unclassified fixed costs that the town has, including the possibility of borrowing funds in the future to construct a new DPW/school maintenance facility building, Middlesex retirement assessments, Medicare taxes, etc.

The committee had a question about the possibility of restructuring some of our debt to get a better interest rate. The town manager keeps a close eye on interest rates it is normally only done when a new bond is issued.

Accounting

Mr. Al Rego presented the budget for the accounting department.

The committee had a question as to whether we were going ahead with filling the position of finance director for the town in this fiscal year, there are no plans to fill this position in FY23. The committee also had a question about the audit report, at this point in time it is nearly complete and will be posted to the website once final signoff is given. There were also questions regarding training.

Computer Services

Mr. Jami Bent presented the computer services budget. The department switched all users over to Microsoft Office 365 and noted that there is a cybersecurity initiative. He also noted that the town's new website is up and running.

The committee reviewed some of the successful implementations of new software and better security with him and had general IT related questions.

Facilities and Grounds

Mr. Montouri presented the facilities and grounds budget noting that there were step and cost-of-living increases. The town now also takes care of all memorials not just those on the town common. Every memorial is cleaned at least once a year.

The committee had questions around building maintenance of some of the facilities and how those costs are being covered. The capital plan covers many of these issues. The facilities manager will issue a report on buildings.

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Veterans Services

Mr. Montouri presented the Veterans services budget.

The committee had a question on the actual number of veterans and claims in town . Mr. Montouri will get the actual numbers to the committee.

Town Hall

Mr. Montouri presented the Town Hall budget.

The committee had some questions regarding repairs and maintenance of the buildings.

3. Town Manager – Transfers

Transfer request (#8) - A lateral transfer request in the amount of \$7000 from part-time salaries to medical supplies to cover flu vaccines.

MOTION: A motion was made to approve this transfer by committee member Mr. Richard Russo seconded by committee member Mr. David Aznavoorian.

Motion Carried 6-0

Transfer request (#12) - A lateral transfer request in the amount of \$32,435 from the health permanent part-time salaries account to health permanent full-time salaries account to pay for a new full-time public health nurse as part of a regional grant. This nurse will share time with the town of Tyngsboro. 30 hours in Tewksbury, 10 hours in Tyngsboro.

MOTION: A motion was made to approve this transfer by committee member Mr. Richard Levasseur seconded by committee member Mr. Jason Christian.

Motion Carried 6-0

4. Finance committee member representation on other committees

No committee reports

5. No Timesheets submitted.

6. No Minutes to approve

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7. **MOTION:** A motion to adjourn was made by committee member Mr. Richard Levasseur at approximately 8:05PM, seconded by committee member Mr. David Aznavoorian.

Motion Carried 6-0

Documents Presented and/or Discussed:

- Assessor's office budget spreadsheet
- Town Treasurer/Collector budget spreadsheet
- Town Treasurer/Collector unclassified budget spreadsheet
- Accounting department budget spreadsheet
- Computer Services department budget spreadsheet
- Facilities and Grounds budget spreadsheet
- Veterans Services budget spreadsheet
- Town Hall budget spreadsheet
- Transfer Requests

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