



# 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  
Stephanie Klinkenberg-Ramirez

### Finance Committee

#### February 6, 2023 – Meeting Minutes

#### 1. Call to Order

A meeting of the Finance Committee was called to order by Mr. Rob Kocsmiersky, Chair at 7:01 PM on Monday, February 6, 2023. Also present at the meeting were Committee members Mr. Richard Levasseur – Vice Chair, Mr. David Aznavoorian and Ms. Stephanie Klinkenberg- Ramirez.

Mr. Thomas Cooke, Ms. Susan Bishop and Mr. Jason Christian were not present at the meeting.

Also participating in the meeting were Town Manager Mr. Richard Montouri, Facilities Manager Vincent Bomal, Technology Operations Manager Jami Bent, Treasurer/Collector Ms. Kelly Odams, and Town Accountant Mr. Al Rego.

#### 2. Budget Reviews

- Facilities and Grounds

- Facilities Manager Vincent Bomal presented the Fiscal Year 2024 Facilities and Grounds budget. The department is responsible for town buildings and grounds lights at various fields, supplemental repairs and maintenance, there also leases and contracts that cover fields and cemetery maintenance including memorials. The requested budget for the department including salaries and operating expenses is \$563,915. This includes salary step increases and an increase to the leases and contracts budget line item.

Committee Member Mr. David Aznavoorian asked Mr. Bomal what were the biggest building problems. Mr. Bomal responded that the buildings are in good condition there were a lot of replacements of various items done in the past five years. The senior center is the only building that does not have an updated boiler and he is looking into grants for that. Committee Member Mr. Richard Levasseur had general questions around the fields and cemetery maintenance. Committee Member Mr. Rob Kocsmiersky asked if the recreation buildings were used during the summer. Mr. Bomal and the Town Manager responded that they are contracted out to the schools for various activities. The Police

Department would like to have an office in the building for the summer for coverage of all the activities that happen there. Committee Member Rob Kocsmiersky also asked about any upgrades being done to the soccer fields, Mr. Bomal responded that there has been new fencing put in place the fields are irrigated and look great and cleanup is being done around the exterior of the fences. Committee Members had general questions regarding several of the budget line items.

- **Treasurer/Collector Unclassified**

- Town Manager Mr. Richard Montouri presented the Treasurer/Collector Unclassified budget for Fiscal Year 2024. He discussed issues regarding exempt and nonexempt debt currently being carried by the town.

Finance Committee Members had general questions regarding this budget.

- **Veterans Services**

- Town Manager Mr. Richard Montouri presented the Veterans Services budget for Fiscal Year 2024. The Town Manager's recommendation for this budget is \$399,699. It is based on historical trends over the past several years.

Finance Committee Members Mr. David Aznavoorian, Ms. Stephanie Klinkenberg-Ramirez and Mr. Richard Levasseur had questions regarding how we could better communicate what services were available to the town's veterans.

- **Computer Services**

- Technology Operations Manager Jami Bent presented the proposed budget for Fiscal Year 2024. This budget includes step increases and a contract with Delphi for eight hours per week of services (Delphi replaces a lost employee and provides coverage for computer services related issues). One of the goals for this year includes web-based staff training for office 365 products such as OneDrive. Other goals include cybersecurity and cameras for door access.

Finance Committee Member Mr. David Aznavoorian had questions regarding bandwidth of the network and the possibility of accommodating remote work including whether or not we have multifactor verification for remote logins. Technology Operations Manager Jami Bent responded that there is no problem with bandwidth across town buildings and that we have multifactor authentication for people who have town phones, but not everybody has a town phone. Committee Member Mr. Richard Levasseur had a question regarding the backup software (Carbonite). Committee Member Mr. Rob Kocsmiersky had a question regarding whether or not the office 365 training was budgeted. The plan is to use \$30,000 in the cybersecurity account if it was not used otherwise we would be looking for grant funding for this training.

- **Treasurer/Collector and Assessors**

- Treasurer/Collector Ms. Kelly Odams presented the Fiscal Year 2024 budget for the department. Salaries and operating expenses included step increases, new copier and additional postage machines. The total budget request for Fiscal Year 2024 is \$528,097.

There were several general questions from Finance Committee members on this budget.

- The Assessor's budget was presented for Fiscal Year 2024 and included step increases for employees. Total budget requests for salaries and operating totaled \$413,766.

There was a discussion around creating an automatic feed from the Northern Middlesex Registry of Deeds to the real estate CAMA software. If this were done it would expedite the processing which will assist in tax bills having the most recent ownership. It would also eliminate manual entry processes, reduce errors and increase staff productivity.

Committee Members had discussions and comments around the bond rating for the town. Town Manager Mr. Richard Montouri noted that they would be a bond rating review when the town next borrowed money. The issue is the fact that OPEB is underfunded.

- **Accounting**

- Town Accountant Mr. Al Rego presented the Fiscal Year 2024 budget for the accounting department. The budget includes salary increases. The MUNIS Financial System software was successfully upgraded and really works well for the department. Training needed on new features in the latest version is provided directly from the vendor.

Committee Members had several general questions for the town accountant.

- **Town Hall**

- Town Manager Mr. Richard Montouri presented the town hall Fiscal Year 2024 budget.

Committee Member Mr. David Aznavoorian had a question as to why the salary budget line item decreased, Town Manager Mr. Richard Montouri noted that it did not include longevity and this will be corrected in the spreadsheet.

Committee Member Ms. Stephanie Klinkenberg-Ramirez had questions regarding the repairs and maintenance budget line item increase. Committee Member Mr. Rob Kocsmiersky had a question regarding the old fire station.

**3. Town Manager**

No finance director report.

**Transfers**

Police Chief Ryan Columbus submitted Lateral transfer number 20 in the amount of \$10,000 from the Police Regular Salary account to the Police New Recruit Expenses account. The reason for this transfer request was due to the fact that there were numerous hiring's and cost increases that exceeded the original amount budgeted.

**MOTION:** A motion was made by committee member Mr. David Aznavoorian to approve the transfer seconded by committee member Ms. Stephanie Klinkenberg-Ramirez.

**Motion Carried 4-0**

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

- None

**5. Ratify Payment of Recording Secretary Timesheet**

None

**6. Approval of Meeting Minutes**

The January 30, 2023 meeting minutes were submitted for review and approval.

**MOTION:** A motion was made by Committee Member Mr. David Aznavoorian to approve the meeting minutes of January 30, 2023 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

**Motion Carried 4-0**

**7. Adjourn**

**MOTION:** A motion was made by Committee Member Mr. David Aznavoorian to adjourn at 8:05 PM seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

**Motion Carried 4-0**

**Documents Presented and/or Discussed:**

- Accounting department budget spreadsheet and supporting documentation
- Treasurer/Collector budget spreadsheet and supporting documentation
- Assessor's department budget spreadsheet and supporting documentation
- Treasurer/Collector unclassified budget spreadsheet.
- Computer Services budget spreadsheet and supporting documentation
- Town Hall budget spreadsheet
- Facilities and Grounds budget spreadsheet and supporting documentation
- Veterans services budget spreadsheet
- Lateral Transfer request 20 from the Police Department
- Minutes from the January 30, 2023 Finance Committee meeting

*Approved by FinCom at their 2/13/2023 meeting*