



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

July 10, 2023 – Meeting Minutes

1. Call to Order

A meeting of the Finance Committee was called to order by Mr. Rob Kocsmiersky, Chair at 7:00 PM on Monday, July 10, 2023. Also present at the meeting were Committee members Mr. Richard Levasseur – Vice Chair, Mr. Jason Christian, Clerk, Mr. David Aznavoorian, Mr. Thomas Cooke and Ms. Stephanie Klinkenberg-Ramirez.

Committee member Ms. Susan Bishop was not present for the meeting.

Also participating in the meeting was Town Manager Mr. Richard Montouri, and Town Accountant Al Rego.

2. Finance Committee Reorganization

MOTION: A motion was made by Committee Member Mr. Richard Levasseur to nominate Mr. Rob Kocsmiersky as Chair seconded by committee member Mr. Jason Christian.

Motion Carried 5-0 (Mr. Rob Kocsmiersky abstained from the vote)

MOTION: A motion was made by Committee Member Mr. Thomas Cooke to nominate Mr. David Aznavoorian as Vice Chair seconded by committee member Mr. Jason Christian.

Committee member Mr. David Aznavoorian declined to accept his nomination due to outside commitments.

MOTION: A motion was made by Committee Member Mr. Jason Christian to nominate Mr. Thomas Cooke as Vice Chair seconded by committee member Ms. Stephanie Klinkenberg-Ramirez.

Motion failed 1-1

MOTION: A motion was made by Committee Member Mr. Rob Kocsmiersky to nominate Mr. Richard Levasseur as Vice Chair seconded by committee member Mr. Thomas Cooke.

Motion Carried 5-0 (Mr. Richard Levasseur abstained from the vote)

MOTION: A motion was made by Committee Member Mr. Jason Christian to nominate Ms. Stephanie Klinkenberg-Ramirez as Clerk seconded by committee member Mr. Thomas Cooke.

Motion Carried 6-0

3. Town Manager

- Transfers

Transfer Request 86 was submitted by Police Chief Ryan Columbus to transfer \$4922.37 from the Police Temporary Part Time account to the Police Firearms account. The reason for this transfer was the cost of the firearms were higher than expected.

There was some discussion amongst committee members regarding the types of firearms being purchased.

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 5-0 (Mr. David Aznavoorian did not vote)

Transfer Request S-1 was submitted by DPW Dir. Mr. Kevin Hardiman to transfer \$32,946.36 from the Sewer Reserve Fund account to the Sewer Overtime account. The reason for this transfer request was to cover deficits associated with the increased after hours calls for sewer pumping stations.

There was discussion amongst committee members regarding why there was the need for increased overtime hours. Town Manager Mr. Richard Montouri noted that the town has nearly 50 sewer pumping stations and many require service due to age, breakdowns, etc.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer S-1 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 5-1

Transfer Request 105 was submitted by Town Accountant Al Rego in the amount of \$0.22 to transfer from the ADMSER Staff Development account to the ADMSER Regular Salary account. The reason for this transfer was to cover a rounding issue for FY23.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer 105 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 6-0

Transfer Request S-2 was submitted by DPW Dir. Mr. Kevin Hardiman to transfer \$5982.73 from the Sewer Reserve Fund account to the Sewer Regular Salary account. The reason for this transfer request was to cover out of grade pay for the Working Foreman.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer S-2 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 5-1

Transfer Request GR-1 was submitted by Town Manager Mr. Richard Montouri to transfer \$11,122.38 to the Health Salary account to cover the cost of part-time nurses during Covid, an unbudgeted step increase and a regional nurse unbudgeted step increase.

Committee Members questioned whether or not it was too late to submit some of these costs for Federal Covid relief funding. Town manager Mr. Richard Montouri noted that it was too late.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer GR-1 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 6-0

Transfer Request GR-2 was submitted by Town Manager Mr. Richard Montouri to transfer \$7616.79 to the Police Replacement Vehicles account to cover the portion of a police vehicle replacement that was not covered by an insurance claim.

Committee Member Mr. Rob Kocsmiersky questioned why the total cost was not covered by the insurance claim. Town Manager Mr. Richard Montouri noted that we had already reached our insurance cap.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer GR-2 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 6-0

Transfer Request GR-3 was submitted by Town Manager Mr. Richard Montouri to transfer \$7247.26 to the Library Energy Utilities account to cover overages due to increased town of Chelmsford utility costs.

Town Manager Mr. Richard Montouri discussed with the board the fact that this was due to a decrease in the solar buyback percentages the town receives. In the past we had received a 25% credit now we only receive a 20% credit and in the future our credit will only be 5%.

Committee Member Mr. Thomas Cooke reviewed with the committee the fact that some buildings in town receive credits including the High School, Senior Center, the Wynn Middle School, the Water Treatment building, and the Library. There are no separate deals from the Green committee.

Town Manager Mr. Richard Montouri noted that the credits only apply to the buildings that Committee Member Mr. Thomas Cooke mentioned.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer GR-3 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 6-0

Transfer Request GR-4 was submitted by Town Manager Mr. Richard Montouri to transfer \$6026.73 to the Town Hall Repairs and Maintenance account to cover unanticipated repairs and maintenance at Town Hall, specifically HVAC systems.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer GR-4 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 6-0

Transfer Request GR-5 was submitted by Town Manager Mr. Richard Montouri to transfer \$889.31 to the Town Hall/Other account to cover unanticipated supplies needed at the Town Hall.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer GR-5 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 6-0

Transfer Request GR-6 was submitted by Town Manager Mr. Richard Montouri to transfer \$1718.60 to the Professional Services account to cover unanticipated costs related to clean up at 11 Kevin St.

This is an abandoned property that needed to be boarded up. A lien will be placed on the property.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve Transfer GR-6 seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 6-0

Town Accountant Mr. Al Rego presented eight transfers (see school department spreadsheet for detail) that were requested by the School Department. Timing is the reason for the fact that the Finance Committee needs to approve these because the School Committee is not meeting before the FY23 Books are closed.

Committee Members had questions regarding the number of transfers requested and recognized that this was a bit out of the ordinary. Committee Member Mr. Thomas Cooke noted that he required more information on several of these transfers and for this reason he would be voting present.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve the School Department transfers seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 5-0-1 (Committee Member Mr. Thomas Cooke voted present)

Finance Committee members reviewed the spreadsheet of General Fund Lateral Transfers made over the past fiscal year.

Committee Members had several questions regarding a few of the Transfers that were answered by Town Manager Mr. Richard Montouri and the Town Accountant Mr. Al Rego.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to ratify the General Fund Lateral Transfer spreadsheet seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 5-1

Finance Committee members reviewed the spreadsheet of Water Lateral Transfers made over the past fiscal year.

Committee member Mr. Rob Kocsmiersky had a question regarding utilities and chemicals and if we had considered increases in costs for the next fiscal year. Town Manager Mr. Richard Montouri noted that the cost of these chemicals is very hard to predict so they gave their best estimate.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to ratify the Water Lateral Transfer spreadsheet seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 5-0-1

Finance Committee members reviewed the spreadsheet of Sewer Lateral Transfers made over the past fiscal year.

Committee member Mr. Rob Kocsmiersky had a question regarding whether or not the amount requested for the Sewer Utilities account would be enough to get us through the fiscal year. Town Manager Mr. Richard Montouri answered yes.

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to ratify the Sewer Lateral Transfer spreadsheet seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 5-1

4. Finance Committee member representation on other committees

Committee Member Mr. Thomas Cooke gave an update on the Elementary School Building Committee. The contractor is working on punch list items. The problems with the gym floor were ongoing but some improvements have been seen.

There were no other committee reports.

5. Ratify Payment of Recording Sec. Timesheet

None

6. Approval of Meeting Minutes

MOTION: A motion was made by Committee Member Mr. David Aznavoorian to approve the following sets of minutes seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez

January 27, 2021 February 1, 2021 February 8, 2021
March 1, 2021 May 3, 2023

Motion Carried 6-0

7. Adjourn

MOTION: A motion to adjourn at 8:27 PM was made by Committee Member Mr. David Aznavoorian seconded by Committee Member Ms. Stephanie Klinkenberg-Ramirez.

Motion Carried 6-0

Documents Presented and/or Discussed:

- Transfer Request 86
- Transfer Request S-1
- Transfer Request 105
- Transfer Request S-2
- Transfer Request GR-1
- Transfer Request GR-2
- Transfer Request GR-3
- Transfer Request GR-4
- Transfer Request GR-5
- Transfer Request GR-6
- School Department Budget Transfer Spreadsheet
- Town Accountant's Transfer Spreadsheet
- Minutes from the January 27, 2021 Finance Committee Meeting
- Minutes from the February 1, 2021 Finance Committee Meeting
- Minutes from the February 8, 2021 Finance Committee Meeting
- Minutes from the March 1, 2021 Finance Committee Meeting
- Minutes from the May 3, 2023 Finance Committee Meeting

Copies can be found with the Town Manager's Office or the Finance Department.

Minutes approved by the Finance Committee on September 11, 2023.