



**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**

**July 12, 2022 – Meeting Minutes**

**1. Call to Order**

The Public Meeting of the Finance Committee was called to order by Mr. Richard Levasseur - Vice Chair at 7:00 PM on Tuesday, July 12, 2022. Also present at the meeting were Mr. David Aznavoorian, Ms. Susan Bishop and Mr. Jason Christian - Clerk.

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

Mr. Rob Kocsmiersky and Mr. Thomas Cooke were not present at the meeting.

**2. Town Manager**

a. Finance Director Reports

None

b. Transfers

Lateral transfer request number 68 - requested from Police Chief Ryan Columbus, requesting \$8959.95 from the police all/other account to the police overtime account to cover overages until the end of the fiscal year.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Mr. Jason Christian seconded the motion.

**Motion Carried 4-0**

Lateral transfer request number 69 - requested from Police Chief Ryan Columbus, requesting \$38.64 from the police repairs and maintenance account to the police new recruits account. This request will cover expenses for new recruits going to the Police Academy.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Mr. Jason Christian seconded the motion.

**Motion Carried 4-0**

Lateral transfer request number W-11 from the water treatment repairs and maintenance account to the water treatment communications account in the amount of \$160.34 to cover the mailing of the water quality report that was mailed to all residents.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

Lateral transfer request number W-12 from the water treatment plant energy utilities account to the water treatment communications account in the amount of \$1925.80 to cover the mailing of the water quality report that was mailed to all residents.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

Lateral transfer request number W-14 from the water treatment operations chemicals account to the water treatment communications account in the amount of \$150.18 to cover the mailing of the water quality report that was mailed to all residents.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

Lateral transfer request number W-16 from the water treatment plant regular salaries account to the water treatment plant overtime account in the amount of \$5725.25 to cover end-of-the-year expenses.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

Lateral transfer request number S-4 from the Sewer all other supplies account to the Sewer Repair and Maintenance account in the amount of \$15,000 to cover emergency repairs at sewer pump stations.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

Lateral transfer request number S-5 from the Sewer grinder pump account to the Sewer Repair and Maintenance account in the amount of \$17,605 to cover emergency repairs due to sewer backup emergencies.

Committee member Mr. David Aznavoorian questioned whether we had backup grinders. The town manager responded that we have a small supply and that we have a supplier that we normally get them from who has them in stock.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

Lateral transfer request number S-7 from the Sewer regular salaries account to the uniform allowance account in the amount of \$100.00 to cover slightly higher expenses for uniforms

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General fund lateral transfer request 61 from the temporary part-time salaries account to the regular salaries account in the amount of \$9,954.80 to cover vacation time and comp. time buyback.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General fund lateral transfer request 62 from the Library repairs and maintenance account to the Library communications account in the amount of \$500 to cover a Windstream communications bill

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General fund lateral transfer request 63 from the Fire OT account to the Fire account in the amount of \$13,620.00 to cover an unexpected firefighter disability retirement settlement that was unanticipated.

Committee member Mr. David Aznavoorian had a question as to whether there was lead time needed to request this. Town manager Mr. Richard Montouri responded that there is no lead time written into the contract. The thought process is for the town to always have a backlog of recruits that we can draw from to get into the Academy so there is not a long lag time between a firefighter retiring and a new firefighter coming on board.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General fund lateral transfer request 64 from the Police Energy Utilities account to the Police Replacement Vehicle account in the amount of \$7,700 to cover vehicle lettering and vehicle cost.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General fund lateral transfer request 65 from the Police Energy Utilities account to the Police Communications account in the amount of \$2000 to cover TPX Phone and June Comcast invoices.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General fund lateral transfer request 66 from the Fire Overtime account to the Fire Uniform account in the amount of \$6000 to cover the cost of outdated turnout gear.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General fund lateral transfer request 67 from the Library Temporary account to the Library Overtime account in the amount of \$106.89 to cover overtime for split payroll.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 1 to the town manager's regular salary account in the amount of \$15,659 to cover retirement and separation benefits payout.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 2 to the Town Facilities and Grounds Department to the Overtime account in the amount of \$8392.93 to cover the cost of building maintenance personnel to clean the RECC building several times a week.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 3 to the town manager's Town Facilities and Grounds Department account to the Repairs and Maintenance account in the amount of \$6984.53 to cover unanticipated slightly higher repair costs.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 4 to the town manager's Leave Buy Back account in the amount of \$5341.30 to cover sick leave buyback.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 5 to the town manager's Regular Salary account in the amount of \$3644.29 to cover vacation buyback.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 6 to the Computer Services Department Professional Services account to cover Delphi June managed services for computer support in the amount of \$3477.49.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 7 to the Town Hall Non-energy Utilities account to cover end-of-the-year expenses in the amount of \$1,642.04

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 8 to the Town Hall All Other account in the amount of \$1480.27 to cover slightly higher year-end expenditures.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 9 to Department of Public Works Police Equipment Maintenance account in the amount of \$1198.47 to cover slightly higher-than-expected police vehicle repairs.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 10 to Town Facilities and Grounds Leases and Contracts account in the amount of \$1091.30 to cover slightly higher-than-expected year-end expenses.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 11 to Department of Public Works Uniform Allowance account in the amount of \$1090.00 to cover slightly higher-than-expected uniform costs.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 12 to Town Hall Overtime account in the amount of \$326.93 to cover cleaning costs.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 13 to Building Department Sick Leave Buyback account in the amount of \$178.31 to cover sick leave buyback.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 14 to Department of Public Works Permanent Part-time account in the amount of \$26.89 to cover higher-than-expected year-end expenses.

**MOTION:** A motion was made by Committee member Mr. David Aznavoorian to approve the transfer. Committee member Ms. Susan Bishop seconded the motion.

**Motion Carried 4-0**

General reserve fund lateral transfer request 15 to School Department School Interest (Exempt Debt) account in the amount of \$0.10 cover higher expense than anticipated (rounding).

**MOTION:** A motion was made by Committee member Ms. Susan Bishop to approve the transfer. Committee member Mr. Jason Christian seconded the motion.

**Motion Carried 4-0**

**MOTION:** A motion was made by Mr. David Aznavoorian to allow the town manager to sign the transfer slips since we are working remotely, Mr. Jason Christian seconded the motion.

**Motion Carried 4-0**

### 3. Ratify Payment of Recording Secretary Timesheets

Timesheet submitted by Kathleen Levasseur the amount of \$405.19 for writing up meeting minutes.

**MOTION:** A motion was made by committee member Mr. David Aznavoorian to approve the timesheet seconded by committee member Mr. Jason Christian.

**Motion Carried 3-0-1** (committee member Mr. Richard Levasseur abstained)



#### 4. **Approval of Meeting Minutes**

**MOTION:** A motion was made by committee member Mr. David Aznavoorian to approve the March 30, 2022 minutes as amended, seconded by Ms. Susan Bishop.

**Motion Carried 4-0**

**MOTION:** A motion was made by committee member Mr. David Aznavoorian to approve the February 28, 2022 minutes, seconded by Ms. Susan Bishop.

**Motion Carried 4-0**

**MOTION:** A motion was made by committee member Mr. David Aznavoorian to approve the January 24, 2022 minutes, seconded by Ms. Susan Bishop.

**Motion Carried 4-0**

**MOTION:** A motion was made by committee member Mr. David Aznavoorian to approve the September 22, 2021 minutes, seconded by Ms. Susan Bishop.

**Motion Carried 4-0**

#### 5. **Adjourn**

**MOTION:** A motion was made by committee member Mr. David Aznavoorian to adjourn at approximately 7:53 PM seconded by committee member Mr. Jason Christian.

**Motion Carried 4-0**

#### **Documents Presented and/or Discussed:**

- Transfer Request Forms
- Meeting minutes from 3/30/22, 2/28/22, 1/24/22 and 10/22/21
- Recording Secretary Timesheet