



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Raymond Lisiecki, Vice Chair
Damin Sutherby, Clerk
Thomas Cooke
David McGinness
Kelly Brooks

Meeting Minutes for June 27, 2013

1) Call to Order

The meeting was called to order at 7:06 p.m. by David Aznavoorian, Chairman, at the Town Hall Annex. Present were Thomas Cooke, Raymond Lisiecki, David McGinness, and Kelly Brooks (late arrival). Also present were Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary (late arrival).

Damin Sutherby was not in attendance.

2) Lateral and Reserve Fund Transfer Requests as required

No.	Amount	To	Reason
GFR-3	\$30,000.00	Police - Overtime	The department has had three officers out on occupational injuries this year; Jessica Mulvey, Arthur Piccolo, and Michael Newcomb, which require shift fills as well as overtime for RRT call outs related to the Boston Marathon bombings.
	Mr.		

MOTION: Mr. McGinness made the motion to approve Reserve Fund Transfer No. GFR-3 as presented above; seconded by Mr. Lisiecki and the motion carried 4-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

Ms. Brooks and Ms. Johnson arrived.

No.	Amount	To	Reason
GFR-4	\$1,096.00	Admser Medical	To pay for pre-employment physicals

MOTION: Mr. McGinness made the motion to approve Reserve Fund Transfer No. GFR-4 as presented above; seconded by Mr. Cooke and the motion carried 5-0.

No.	Amount	To	Reason
GFR-5	\$5,684.00	Emergency Management – All Other	To pay for UPS systems for the Town’s Public Safety Repeaters on Ames Hill and Astle Street. This cost covers two complete systems which include a UPS, additional battery capacity, web monitoring card, rack mount kit, automatic transfer switch for secondary power, and surge protection for the secondary power. This is being brought forward as a high priortu for the Police Chief, Fire Chief, and Emergency Management Director.
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Mr. Montuori explained that one of the repeater radios recently broke down and is in need of being replaced.

MOTION: Mr. Cooke made the motion to approve Reserve Fund Transfer No. GFR-5 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	To	Reason
GFR-6	\$21,098.01	Police Gas/Diesel Fuel	To cover the gas/diesel cost through year end.

Mr. McGinness asked how the amount was determined and what the total amount budgeted was. Mr. Montuori explained that the amount is based on an invoice that was received. \$100,000.00 was budgeted and approximately \$140,000.00 was expended. Mr. Montuori noted that his budget is never properly funded.

Discussion took place on how the gas/diesel is monitored and Mr. Montuori explained that it is monitored by a staff person.

MOTION: Mr. Lisiecki made the motion to approve General Reserve Fund Transfer No. GFR-6 as presented above; seconded by Mr. Cooke and the motion carried 5-0.

No.	Amount	To	Reason
WFR-1	\$25,000.00	Account# 82004502 5240	To replace 8" water main with 8" duct line on Carter (from Lumber to Leston)

Mr. Montuori explained that this request is the result of a change order of an existing contract on East Street.

MOTION: Mr. Cooke made the motion to approve Water Fund Reserve Transfer No. WFR-1 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

Lateral Transfer Requests

No.	Amount	From	To	Reason
S16	\$5,000.00	Sewer Grinder Pumps	Sewer Professional Services	To cover expenses related to Florence Avenue sewer pump station.

It was noted that the actual current balances in Sewer Grinder pumps is \$17,180.00 and Sewer Professional Services -\$4,937.00.

Mr. Montuori explained that the project to install a new grinder pump at the Florence Street station went to bid and did not include mounting equipment. As a result, a change order was done.

MOTION: Mr. Cooke made the motion to approve Lateral Transfer No. S16 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
131	\$2,314.26	Council on Aging Utilities	Council on Aging Repairs/Maintenance	Funds are needed to pay for HVAC invoices for FY13.

The invoices are as follows: Inv.#18475 - \$95.00, Inv.#18476 - \$2,713.82, Inv.#18477 - \$190.00, Inv.# 18478 - \$562.22, Inv.#18479 0 \$736.77 and Quote #13355 - \$1,113.00. Each invoice was attached to this transfer request.

Mr. Cooke noted that he has reviewed the invoices and is familiar with this system; the work appears to be yearly maintenance and preventative maintenance.

MOTION: Mr. Cooke made the motion to approve Lateral Transfer No. 131 as presented above; seconded by Mr. McGinness and the motion carried 5-0.

No.	Amount	From	To	Reason
136	\$2,000.00	Police – Night Differential	Police - Uniforms	These funds are needed to fund this account through June 30, 2013. The department hired two officers which were not included in the original budget.

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MOTION: Mr. Cooke made the motion to approve Lateral Transfer No. 136 as presented above; seconded by Mr. McGinness and the motion carried 5-0.

No.	Amount	From	To	Reason
137	\$2,000.00	Police – Night Differential	Police Dispatch - Overtime	These funds are needed to fund this account through June 30, 2013 due to unforeseen sick absences.

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MOTION: Mr. Lisiecki made the motion to approve Lateral Transfer No. 137 as presented above; seconded by Mr. McGinness and the motion carried 5-0.

No.	Amount	From	To	Reason
140	\$500.00	PLBD – Office Supplies	PLBD - Communications	Additional funds are needed for Community Development postage meter.

MOTION: Mr. Cooke made the motion to approve Lateral Transfer No. 140 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
143	\$4,000.00	Assessor – Professional Services	Assessor – Computer Equipment	To purchase 2 Dell Windows 7 – 64 bit desktops with new monitors estimated at \$1,000.00 each. To replace a desktop with a Dell Windows 7 = 64 bit XPS Laptop and docking station estimated at \$2,000.00

MOTION: Mr. Cooke made the motion to approve Lateral Transfer No. 143 as presented above; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
151	\$3,518.77	Police – Salaries	Police – Special Overtime	This transfer request offsets the overage for FY13 year end. This covers the town's share of the Boston Marathon bombing.

MOTION: Mr. Lisiecki made the motion to approve Lateral Transfer No. 151 as presented above; seconded by Mr. McGinness and the motion carried 4-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

3) Town Manager and Finance Director Reports

Mr. Aznavoorian noted that he met with Mr. Montuori regarding the information that he feels would be beneficial to the Committee on a periodic basis. In addition to the reports that are currently provided, the following reports will also be periodically presented to the Committee: Monthly Expense Report, Transfer Report, and Quarterly Revenue Report. Mr. Cooke requested overtime also be shown on the monthly variance report.

Discussion took place on the presentations that were recently given at the Board of Selectmen's meeting. Mr. Montuori will provide the members with a copy of the presentations.

4) Finance Committee Matters of Interest

Mr. Aznavoorian noted that the Finance Committee meetings will likely be held at the Town Hall Annex in the future.

It was noted that the Town website needs updating.

Mr. Aznavoorian noted that for future budget cycles, he would like to have the department heads attend a Finance Committee meeting rather than the liaison meetings.

Mr. Aznavoorian noted that he has posted for the vacant position on the Committee. Mr. McGinness suggested the notice be posted on the Tewksbury Patch, Town Crier, and the Town website. Mr. Montuori will look into this.

5) Committee Member Reports

a. Computer Study Committee

Mr. Aznavoorian noted he met with Mr. Montuori and the MIS Director, Steve Harttori regarding the outsourcing of certain services.

b. Green Committee

Mr. Cooke noted that he has the yearend report and will email it out to the members.

c. Economic Development Committee

Mr. McGinness noted that the Economic Development Committee is working on a survey for the businesses and updating the flyer.

6) Approval of Meeting Minutes

There was no meeting minutes presented for approval.

7) Approval of Payment of Recording Secretary Time sheet.

There was no time sheet presented for approval.

8) Future Meeting Dates

There will not be a meeting of the Finance Committee in July. The next meeting will likely be held on August 1, 2013.

9) Documents Presented and/or Discussed

Lateral and Reserve Fund Transfers with attachments
FY2013 General Fund Lateral Transfers dated June 27, 2013
FY2013 Sewer Lateral Transfers dated June 27, 2013

Adjourn.

MOTION: Mr. McGinness made the motion to adjourn at 8:38 p.m.; seconded by Mr. Lisiecki and the motion carried 5-0.

Respectfully submitted,

Approved: _____
Damin Sutherby, Clerk

Date