

Auburn Finance Committee  
Minutes of the Meeting -February 2, 2022

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman, Trevor Sansoucy, Michael Marshall, Diane Byrne and Patrick Jones

Also Participating: Chief Financial Officer/Asst. Town Manager Ed Kazanovicz

In accordance with Chapter 20 of the Acts of 2021, the meeting was being held by remote participation. For the public to join the meeting remotely, by telephone call 1-786-535-3211 access code 991-599-357, join by computer: <https://global.gotomeeting.com/join/991599357>. The meeting was being recorded by Auburn Cable Television.

The meeting was called to order at 6:30 P.M. by the Chair Anne Cavanaugh.

The following Finance Committee members were participating remotely:

- Ed Coleman
- Trevor Sansoucy
- Michael Marshall
- Diane Byrne
- Patrick Jones

Town officials/employees

- Adm. Assistant Sharon Kwiatkowski

Each vote to be taken in the meeting will be conducted by roll call vote.

Ms. Cavanaugh gave an overview of the meeting agenda.

Transfer Requests:

#01210 Police Department- The Finance Committee voted to take all three transfers as one (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$125,000.00 from Acct. #012101-511108 Patrolmen to Acct. #012101-511104 Chief Salary.

\$30,000.00 from Acct. #012111-511110 Court Time to Acct. #012101-511104 Chief Salary

\$9,000.00 from Acct. #012101-511106 Dispatchers to Acct. #012101-511104 Chief Salary.

The three transfers will provide payment for the lump sum accruals due to the Police Chief on his retirement.

Anne Cavanaugh asked if the payment was contractual. CFO Ed Kazanovicz replied that per the terms of his contract the Chief was allowed to carry forward unused vacation accrual and at the end of the agreement the Town could buyback any accrued, unused

vacation time. He said that there were funds in the Patrolmen Account because of vacancies in the department.

The Finance Committee voted to approve all three transfers (Motion made by Mr. Marshall; motion seconded Ms. Byrne) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

Director Joanna Paquin was participating and explained the transfers for the Department of Public Works.

Department of Public Works (DPW) #01651 Parks #01491 Cemetery:

\$7,000.00 from Acct. #016511-511221 Parks Seasonal Employees to Acct. #014911-511221 Cemetery Seasonal Employees, for account deficit and to pay spring workers.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

DPW #601 Sewer:

\$2,400.00 from Acct. #601-511103 Wages to Acct. #601-5214 Heating Oil/Generator Fuel, to pay the cost of diesel and propane for generators at sewer stations.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Marshall) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

Kevin Kennedy was then participating in the meeting.

\$600.00 from Acct. #601-511103 Wages to Acct. #601-5780 Education, for additional training classes needed for new employees.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

\$175.00 from Acct. #601-511103 Wages to Acct. #601-5781 Fees/Permits, to cover additional recording fees for Conservation Commission order of conditions for sewer easements.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

\$300.00 from Acct. #601-511103 Wages to Acct. #601-5343 Postage, for increase in postage rates for sewer bills and mailings.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes - passed 6 to 0.

Chair Anne Cavanaugh advised that she had given verbal approval of the following transfer because of the need for vehicle repairs.

DPW #01421 Highway Division #01427 Fleet Maintenance:

\$20,000.00 from Acct. #014211-511103 Wages to Acct. #014272-5241 Fleet Maintenance, to cover the cost of rising material prices.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

Department of Development & Inspectional Services (DDIS) Director Darlene Coyle was participating for transfer requests.

DDIS #01241 Building Division #01292 Animal Control Unit:

\$5,928.39 from Acct. #012411-511102 Clerical Salary to Acct. #012922-5800 ACO Vehicle Lease Payment.

Mr. Marshall asked about the adjustment. Director Coyle advised that the ACO vehicle was budgeted under the CIP and she had to add additional items that increased costs. The CIP for 2023 has been adjusted accordingly. There are funds in the Clerical Salary Account because there has been a long-term vacancy. Anne Cavanaugh asked what position has been vacant. Darlene Coyle said that the vacant position was the DDIS Clerk in the Buildings Division.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

DDIS #01511 Public Health:

\$400.00 from Acct. #015112-5421 Miscellaneous Supplies to Acct. #015112-5710 Travel, for funds needed to cover travel/mileage payments.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

DDIS #01171 Conservation Commission:

\$14.00 from Acct. #011712-5780 Education to Acct. #011712-5732 Dues, to cover membership dues for 2022.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

#01129 Executive Office of Town Manager:

\$7,371.00 from Acct. #011322-5782 Salary and Wage Reserve Account to Acct. #011291-511101 Salary, for Town Manager contractual increase effective 1/31/2022. The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes - passed 6 to 0.

Chair Cavanaugh asked if there were any corrections or omissions to the minutes of April 7, 2021, May 4, 2021, May 26, 2021, June 23, 2021 and October 26, 2021.

There being none, the Chair announced that the minutes of April 7, 2021, May 4, 2021, May 26, 2021, June 23, 2021 and October 26, 2021 were accepted as presented.

The meeting was adjourned at 6:50 P.M. (Motion made by Mr. Jones; motion seconded by Ms. Byrne) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Bryne, Yes; Mr. Kennedy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

Submitted: Sharon A. Kwiatkowski  
Adm. Assistant to Town Manager

The following documents were part of the Finance Committee's Meeting of February 2, 2022 and are retained in the Executive Office of the Town Manager:

- February 2, 2022 Agenda
- Departmental Transfer Requests - Police Department, Department of Public Works (Parks, Cemetery, Sewer Division, Highway Division, Fleet Maintenance Unit), Department of Development and Inspectional Services (Building Division, Animal Control Unit, Public Health, Conservation Commission), Executive Office of Town Manager