

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

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman, Trevor Sansoucy (remote), Michael Marshall (remote), and Patrick Jones
 Absent: Diane Byrne
 Also Present: Town Manager Julie A. Jacobson and Chief Financial Officer/Asst. Town Manager Ed Kazanovicz

The meeting was called to order at 6:32 P.M. by the Chair Anne Cavanaugh.

Ms. Cavanaugh gave an overview of the meeting agenda.

The Finance Committee discussed and voted on the following transfer requests. Deputy Fire Chief Glenn Johnson was participating and discussed the following transfers from the Fire/Rescue Department.

#01220 Fire/Rescue Department:

\$416.34 from Acct. #012211-511113 Firefighter Salary to Acct. #012201-511102 Administrative Assistant Salary, to cover account deficit due to COVID.

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

\$1,084.62 from Acct. #012211-511113 Firefighter Salary to Acct. #012201-511211 Deputy Fire Chief Salary/Holiday, to cover account deficit due to COVID.

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

\$14,000.00 from Acct. #012211-511113 Firefighter Salary to Acct. #012212-585702 Medical Supplies Account, to cover account deficit due to COVID.

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

Director Joanna Paquin was participating and discussed the following transfers from the Department of Public Works (DPW).

Department of Public Works #01421 Highway/#01427 Fleet Maintenance:

\$20,000.00 from Acct. #014211-511103 Wages to Acct. #014272-5241 MV Repairs, for repairs to vehicles. The cost of parts and service has increased since July 1, 2021.

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

Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

DPW #701 Pakachoag Golf Course:

\$5,000.00 from Acct. #701-5781 Golf Course Contingency to Acct. #701-5703 Banking Charges, for additional funds that are needed for the rest of FY2022.

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

CFO/Asst. Town Manager Ed Kazanovicz gave a presentation on the FY2023 Proposed Budget (attached).

The Finance Committee reviewed and discussed operating budgets for the following departments and voted recommendations:

#01114 Moderator - The Finance Committee voted to recommend approval of a total budget appropriation of \$296.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Sansoucy, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01122 Select Board - The Finance Committee voted to recommend approval of a total budget appropriation of \$10,737.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Sansoucy, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01129 Executive Office of Town Manager - The Finance Committee voted to recommend approval of a total budget appropriation of \$436,529.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Sansoucy, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01131 Finance Committee - The Finance Committee voted to recommend approval of a total budget appropriation of \$1,015.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Jones; motion seconded by Mr. Kennedy) roll call vote: Mr. Sansoucy, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01151 Law Department - The Finance Committee voted to recommend approval of a total budget appropriation of \$145,000.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Sansoucy, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01152 Human Resources - The Finance Committee voted to recommend approval of a total budget appropriation of \$82,572.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Sansoucy, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

At 7:36 P.M. the Finance Committee voted to adjourn the meeting (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Sansoucy, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

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

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

- March 2, 2022 Agenda
- Departmental Transfer Requests - Fire/Rescue Department, Department of Public Works (Highway Division, Fleet Maintenance Unit, Pakachoag Golf Course)
- Town of Auburn FY2023 Budget Presentation to the Finance Committee Wednesday, March 2, 2022
- FY2023 Department Budget Requests - Moderator, Select Board, Executive Office of Town Manager, Finance Committee, Law Department, and Human Resources