

Auburn Finance Committee
Minutes of the Meeting -March 3, 2021
Remote Participation

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman, Trevor Sansoucy and Michael Marshall
Not Participating: Malory O'Brien
Also Participating: Chief Financial Officer Ed Kazanovicz, and Adm. Assistant to Town Manager Sharon Kwiatkowski

The Open Meeting of the Town of Auburn Finance Committee was being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus. The meeting was being recorded by Auburn Cable Television.

The meeting was called to order at 7:00 P.M. by the Chair Anne Cavanaugh.

The following Finance Committee members were participating remotely and could hear the Chair:

- Ed Coleman
- Kevin Kennedy
- Michael Marshall
- Trevor Sansoucy

Town officials/employees -

- CFO /Asst. Town Manager Ed Kazanovicz
- 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.

The Finance Committee reviewed the following budgets for FY2022.

#01161 Town Clerk - The Town Manager recommended a total appropriation of \$188,128.00.

Town Clerk Debra Gremo was participating remotely on behalf of her budget requests for the Town Clerk and Elections Departments. She discussed the highlights of requests for FY2022.

The Finance Committee voted to recommend approval of a total operations budget appropriation of \$188,128.00 for Town Clerk, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01162 Elections - The requested budget appropriation was \$36,185.00, which was an increase of 7.71%. Ms. Gremo advised that the budget provided for two elections in

FY2022 - the annual town election and the potential special election for public safety facilities.

Mr. Sansoucy asked about the additional request of \$10,000.00 in the supplies account. Ms. Gremo replied that special elections needed more funds because the Town has to pay the cost of the ballots besides the usual staffing expenses.

Mr. Marshall asked whether we had a special election last year and why the appropriation was not the same. Ms. Gremo said that the special election was not expected at the time the FY21 budget was being prepared and when the Board of Selectmen voted to call the special election they decided to hold it on the same day and time as the State Primary and so the staffing was the same. Additionally, the Town Meeting approved \$20,000.00 at the fall town meeting for costs associated with the special election and changes to the state election laws.

Mr. Marshall asked the Chief Financial Officer whether that appropriation should be reflected in the appropriation for FY21. Mr. Kazanovicz replied that it would not show up there because it was approved as an outside article at the 2020 fall town meeting and this budget document only contained appropriations approved by the annual town meeting under Article 3.

The Finance Committee voted to recommend approval of a total budget appropriation of \$36,185.00 for #01162 Elections, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Chairman Anne Cavanaugh noted the one item under the CIP for Town Clerk Department of \$10,000.00 for Book/Map Repairs for old record books. Ms. Gremo explained her CIP request for the continuing project for vault, book and map repairs. Ms. Cavanaugh asked how far back the records went. Ms. Gremo replied that there were some from the 1700's.

Executive Director Jean Boulette was participating remotely for the FY2022 Budget of the Department of Public Services, Senior Center/Elder Affairs Division. The Town Manager's recommended appropriation was \$129,432.00.

Ms. Boulette explained the requested new position of Program Coordinator, which would be full time at 37.5 hours per week. She said that the salary appropriation requested now was because at this point the senior center was not open.

CFO Kazanovicz advised that the administration identified this position as a priority and was budgeting \$6,000.00 because we don't know if the senior center would re-open at all this year. He said that, if needed, we could revisit the matter for the fall town meeting.

Chair Anne Cavanaugh asked about grants. Ms. Boulette discussed the state formula grant that paid for the Outreach Coordinator, miscellaneous supplies and exercise instructors, and she said that there were some other smaller grant amounts.

There were no capital requests for FY2022.

The Finance Committee voted to recommend approval of a total budget appropriation of \$129,432.00 for Department of Public Services #01541 Senior Center/Elder Affairs, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Director of Information Technology Michael Marino was participating remotely on behalf of the FY2022 budget for the Information Technology Department. He gave an overview of the budget requests. He said that most of the budget would maintain support and license renewals and any increases this year were because of COVID expenses for programs, like for virtual meetings.

Mr. Kennedy asked about infrastructure. Mr. Marino said that the FY25 CIP has appropriations for software infrastructure.

Mr. Kennedy expressed concern if there would be enough technology infrastructure for communications.

Mr. Kazanovicz discussed the use of CARES Act funding for some of the needed equipment.

Chair Anne Cavanaugh asked about the CIP FY22 items for the IT Department:

- SAN Backup/Disc Replacements
- Computer Replacement

Mike Marino explained that SAN was for storage of the Town's data.

The Finance Committee voted to recommend approval of a total budget appropriation of \$241,096.00 for #01155 Information Technology Department, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes - passed 4 to 0.

Chris Hugo, Supervisor of Cable and Community Television, was participating remotely for the FY22 budget of the Cable and Community Television Division of the Department of Public Services. He gave an overview of the budget requests.

Mr. Hugo explained the reduction in the Repair and Maintenance Equipment Account. He said that the new technician, John Horniak, would be able to rebuild some of the equipment.

Mr. Sansoucy asked about the requested amount of \$54,500.00 for New Equipment versus the Town Manager's recommendation of \$19,500.00.

CFO Ed Kazanovicz explained that it was determined that the requested new equipment should be in the CIP New Equipment line item and, because it was an Enterprise Fund, the difference of \$35,000.00 would be funded by Cable Access Retained Earnings.

The Finance Committee voted to recommend approval of a total budget appropriation of \$207,770.00 for Department of Public Services #01621 Cable and Community Television, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

There was a question about the status of Camp Gleason and the building renovation that was partially for the television studio. Mr. Hugo said that it was a question for Bill Coyle but he said that the building has been gutted and the project was proceeding.

The Finance Committee voted recommendations on the following operating budgets. #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. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01122 Selectmen - 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. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01129 Executive Office of Town Manager - Mr. Kennedy asked if the salary increases for FY22 were contractual. Mr. Kazanovicz said that some were contractual and some were subject to performance evaluations.

The Finance Committee voted to recommend approval of a total budget appropriation of \$415,388.00, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01131 Finance Committee - The Finance Committee voted to recommend approval of a total budget appropriation of \$815.00, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01135 Finance Department - CFO Ed Kazanovicz gave an overview of the Finance Department budget requests for the Accounting (\$325,679.00), Assessing (\$187,427.00) and Treasury/Collections (\$285,430.00) Divisions.

Ed Kazanovicz gave an update on the process to hire a Town Accountant.

Mr. Kennedy asked if the Town Manager and CFO salaries were contractual. Mr. Kazanovicz answered affirmatively.

Mr. Marshall questioned the difference in CFO salary shown in the budget line item versus that on the salary roster.

Ed Kazanovicz explained that his salary of \$150,735.85 was paid \$145,983.13 from tax levy and the rest of his salary from various funding sources that he supports throughout the year.

The Finance Committee then voted to recommend approval of a total budget appropriation of \$798,536.00, as presented in the recommendation of the Town Manager for the Finance Department (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01151 Law Department - Ed Kazanovicz presented the Town Manager's recommended budget of \$145,000.00.

Mr. Kennedy asked if the lengthy litigation case had been resolved. Mr. Kazanovicz replied that there are two very active cases that would be expected to last into FY22 and possibly beyond and there were various labor issues like arbitration and mediation that would be paid from this budget.

Mr. Marshall asked if all the FY21 appropriation had been expended. Mr. Kazanovicz said that all the appropriation for FY21 was not spent yet, but he expected that it would be and would also require additional transfers by the Finance Committee.

The CFO advised year-to-date balance information as follows:

General Counsel	\$26,000.00
Negotiator	\$ 8,000.00
Special Litigation	\$10,000.00

The Finance Committee voted to recommend approval of a total budget appropriation of \$145,000.00 for the Law Department, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01152 Human Resources - CFO Ed Kazanovicz discussed the Town Manager's recommendation for \$81,091.00.

Mr. Kennedy asked if there was any intention for a stand-alone HR Department.

Mr. Kazanovicz replied that the Town Manager would like to expand and improve this very important department in the future when funds allowed.

Mr. Kennedy asked if we could use CARES Act money to help move the process forward for the additional burdens due to COVID-19.

Mr. Kazanovicz responded that potentially some funds could be used and he would have to look at that possibility. He said that the Governor's Executive Orders drive immediate action regarding personnel policies, etc.

Mr. Marshall discussed the 2.52% budget increase. Ed Kazanovicz said that a portion of the HR Coordinator's salary comes from a trust account and that the FY21 appropriation didn't reflect the 1% performance evaluation from last year. It reflected what the Town Meeting actually voted last year under Article 3.

The Finance Committee voted to recommend approval of a total budget appropriation of \$81,091.00 for the Human Resources Department, as presented in the recommendation of Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01192 Town Hall - Mr. Kennedy asked about the \$2,000.00 increase in the Equipment Maintenance Account.

Mr. Kazanovicz explained that this account supported a new copier at the town hall and there were increased costs for maintenance.

The Finance Committee voted to recommend approval of a total budget appropriation of \$52,500.00 for Town Hall, as presented in the recommendation of Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01199 General Services - CFO Kazanovicz presented the FY22 budget for General Services. The Town Manager recommended an appropriation of \$1,457,268.00. Ms. Cavanaugh asked if the appropriation requested for Insurance and Bonds was estimated.

Mr. Kazanovicz replied that it was an estimate and that we wouldn't know until June what the final number would be. He said that this was one account that would have to be adjusted at the fall town meeting.

The CFO also said that he was concerned about the Gas/Oil/Diesel Account for motor vehicle fuel. He discussed the uncertainty about transportation costs and supplies and

the fact that gas prices have risen. He said that this account also paid for fuel for police and fire vehicles.

The Finance Committee voted to recommend approval of a total budget appropriation of \$1,457,268.00 for General Services, as presented in the recommendation of Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes - passed 4 to 0.

At 8:00 P.M. the Finance Committee voted to adjourn the meeting (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 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 3, 2021 and are retained in the Executive Office of the Town Manager:

- March 3, 2021 Agenda
- FY2022 Department Budget Requests (Operating and CIP) - Town Clerk and Elections, Department of Public Services - Senior Center/Elder Affairs and Cable and Community Television, Information Technology Department, Moderator, Selectmen, Executive Office of Town Manager, Finance Committee, Finance Department (Accounting, Assessing and Treasury/Collections), Law Department, Human Resources, Town Hall and General Services