

Auburn Finance Committee
Minutes of the Meeting -March 10, 2021
Remote Participation

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman and Michael Marshall
Not Participating: Trevor Sansoucy
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

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. She recognized Police Lt. Eileen Harrigan, who was participating remotely.

Lt. Harrigan provided highlights of the Police Department's operating budget requested for FY2022. She said that this was a level services budget that was agreed upon between Town Administration and the Police Department.

She discussed the following open positions:

- One retirement last year
- One anticipated retirement in August
- Other retirements expected in the next 3 to 5 years between the Command Staff and Patrol.

Lt. Harrigan advised that the FY22 Budget included funds to fill one of the vacant positions.

CFO Ed Kazanovicz noted that the Technology Line Item increase of \$27,386.00 was offset by the following: \$686.00 from Office Equipment Lease, \$500.00 from

Printing/Advertising, \$25,000.00 from Equipment Repair and \$1,200.00 from Publications.

Mr. Kazanovicz commented that, even though the budget increase was 5.5%, this was reflective of the final contractual increases last year that were not captured in the FY21 budget submitted to the town meeting.

Mr. Marshall asked if there was anything in the operating or capital budgets that were for purchasing equipment from DOD or the military. Lt. Harrigan replied in the negative.

Mr. Marshall asked about budget funds for de-escalation, use of force or bias training. Lt. Harrigan replied that the department has completed bias training this year. She said that training has always included de-escalation techniques. Also, some grant funds have been received for use-of force and de-escalation techniques.

Mr. Marshall asked Lt. Harrigan if there were sufficient supplies of PPE for all the officers. Lt. Harrigan said that there were sufficient funds through the Equipment and Supplies Accounts and various donations from BJ's and Amazon.

Mr. Coleman asked about the percentage of the force vaccinated with respect to liability and if the Town had requirements on being vaccinated.

Mr. Kazanovicz addressed the question and replied that vaccinations were offered to public safety personnel through a regional vaccine clinic in Auburn in the month of January.

Mr. Kennedy commented that he was glad to see pro-active action to put people in place now because of future anticipated retirements.

Lt. Harrigan spoke about Civil Service stipulations and the process for choosing candidates off of lists generated as the result of Civil Services Exams.

Mr. Kennedy asked to clarify that all police officers were given the opportunity for vaccines whether they chose to get them or not.

Mr. Kazanovicz confirmed that was correct.

Anne Cavanaugh discussed vehicles in the CIP and asked about turnover rates. Lt. Harrigan responded that the rate of turnovers had been slowed down because of COVID. She said that they were also looking at purchasing some hybrid vehicles.

There were no other questions from committee members on the CIP budget requested by the Police Department.

The Finance Committee voted to recommend approval of a total budget appropriation of \$5,015,022.00, as presented in the recommendation of the Town Manager for #01210 Police Department (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman)

roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

Chair Anne Cavanaugh then recognized Darlene Coyle, the Director of Development and Inspectional Services (DDIS), who was participating remotely for the DDIS Budget.

Ms. Coyle presented highlights of the DDIS FY22 Budgets:

- Impact of the COVID pandemic
- Request to fill Clerk position in the Building Division
- Increase in Economic Development Division Budget due to the assumption by the Coordinator of some Energy Manager duties
- Other salary adjustments - DDIS Director for support and oversight of Solid Waste Department, Asst. Public Health Director for duties related to Solid Waste, Asst. DDIS Director/Building Commissioner for some Energy Management duties
- Animal Control Officer donated shed at DPW
- Revenue increase in Building Division by \$258,000.00 over last year.

Building Commissioner Caleb Moody was participating remotely and explained the increased activity over the last year whereby residents that were at home and did many home improvement/repair projects that generated almost 900 permits, up from 800 the year before.

Chair Anne Cavanaugh cited each division's bottom line requested appropriation:

#01511 Public Health -	\$273,257.00
#01175 Planning Division -	87,847.00
#01180 Economic Development -	59,523.00
#01241 Building & Code Enforcement -	192,459.00
#01171 Conservation Commission -	15,064.00
#01292 Animal Control Unit -	<u>70,403.00</u>
TOTAL	\$698,553.00

The Finance Committee then voted to recommend approval of a total budget appropriation of \$698,553.00 for the Department of Development and Inspectional Services, as presented in the recommendation of the Town Manager for FY22 (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

The Finance Committee discussed the capital improvement items. Darlene Coyle gave information on the plotter that needed to be replaced, which was funded by a grant, and so it's not in the capital budget. There was also a trailer that they use for emergency preparedness that was obtained with grant funds.

Ed Coleman asked about vaccinations for Police and Fire personnel. Darlene Coyle responded that there were approximately 140 vaccinations given to first responders at a regional clinic in Auburn in January. Between Auburn Police and Fire there were approximately 60 vaccinations.

CFO Ed Kazanovicz asked to hold review of the Solid Waste Budget for a future meeting.

#01176 Zoning Board of Appeals - Darlene Coyle advised that the only change to the budget was the salary for the union clerical employee. The Finance Committee voted to recommend approval of a total budget appropriation of \$14,184.00 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; Ms. Cavanaugh, Yes - passed 4 to 0.

The Finance Committee considered the following transfers.

Department of Development and Inspectional Services (DDIS) #01511 Public Health:

\$954.00 from Acct. #012411-511102 Clerical to Acct. #015111-511101 Salary, to provide funds for the 1% performance evaluation increase for bylaw employees (Motion made by Mr. Kennedy to approve; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

Chair Anne Cavanaugh read the next three transfers.

\$501.00 from Acct. #012411-511102 Clerical to Acct. #015111-511118 Inspector, to provide funds for the 1% performance evaluation increase for bylaw employees.

\$615.00 from Acct. #012411-511102 Clerical to Acct. #015111-511129 Asst. Health Director, to provide funds for the 1% performance evaluation increase for bylaw employees

\$1,023.00 from Acct. #012411-511102 Clerical to Acct. #015111-511215 Clerical, to provide funds for GEU contract requirements for clerical employees.

The Finance Committee voted to approve all three transfers (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

The Chair read the next two transfers to #01241 Building Division.

\$833.00 from Acct. #012411-511102 Clerical to Acct. #012411-511101 Building Commissioner Salary, to provide funds for the 1% performance evaluation increase for bylaw employees.

\$610.00 from Acct. #012411-511102 Clerical to Acct. #012411-511210 Building Inspector Salary, to provide funds for the 1% performance evaluation increase for bylaw employees.

The Finance Committee voted to approve both of the transfers (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

The Finance Committee voted to take the next four transfers together and approve them from Acct. #012411-511102 Clerical for 1% performance evaluation increases for bylaw employees to the following:

\$846.00 to Planning Division Account #011751- 511101 Planning Salary.

\$552.00 to Economic Development Acct. #011801-511130 Economic Development Salary.

\$572.00 to Animal Control Unit Acct. #012921-511101 ACO/Animal Inspector Salary.

\$416.00 to Solid Waste Acct. #014331-511133 Solid Waste and Recycling Coordinator Salary.

(Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

At 7:40 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; Ms. Cavanaugh, Yes - passed 4 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 10, 2021 and are retained in the Executive Office of the Town Manager:

- March 10, 2021 Agenda
- FY2022 Department Budget Requests (Operating and CIP) - Police Department and Department of Development and Inspectional Services (Public Health, Planning, Economic Development, Building and Code Enforcement, Conservation Commission, Animal Control Unit) and Zoning Board of Appeals
- Transfer Requests from Department of Development and Inspectional Services