

Auburn Finance Committee  
Minutes of the Meeting –March 23, 2022

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

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

The Chair announced that, in accordance with Chapter 22 of the Acts of 2022, the meeting was being conducted by hybrid with in-person and remote participation options. 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.

All supporting materials that have been provided to members of this body are available on the Town’s website. The public is encouraged to follow along using the posted agenda.

Chair Cavanaugh confirmed that all members that were participating remotely were present and could hear her:

- Kevin Kennedy - Here
- Michael Marshall Yes
- Patrick Jones - Here
- Diane Byrne - Yes

Town Officials:

- CFO/Assistant Town Manager Ed Kazanovicz - Here
- Adm. Assistant Sharon Kwiatkowski - Yes

The Chair announced that the meeting was being recorded by Auburn Cable Television and that each vote to be taken in the meeting would be conducted by roll call vote.

Ms. Cavanaugh gave an overview of the meeting agenda.

The Finance Committee reviewed the open meeting law complaint filed by Patrick Higgins relative to the meeting on March 2, 2022.

The Chair announced the committee's response that it would comply with the requirements of the open meeting law as outlined in the complaint and would: announce that the meeting was being recorded at the beginning of the meetings as required by the Open Meeting Law, announce the names of the members of the public body who were participating remotely, and list the transfers to be considered in the agenda.

The Committee reviewed the following budgets.

#01161 Town Clerk:

The Finance Committee voted to recommend approval of a total budget appropriation of \$201,273.00, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

#01162 Elections:

CFO Ed Kazanovicz explained that the Precinct Officers Account was increased this year due to the FY23 Annual Town Election and the State Election. The Finance Committee voted to recommend approval of a total budget appropriation of \$45,102.00, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

The Finance Committee reviewed the Town Clerk CIP. There were no questions.

The Finance Committee considered transfers submitted for the Department of Development and Inspectional Services (DDIS).

DDIS #01241 Building Division:

\$265.00 from Acct. #012412-5732 Dues to Acct. #012412-5854 Equipment, to cover the cost of building supplies.

The Finance Committee voted to approve the transfer (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0

DDIS #01292 Animal Control:

\$100.00 from Acct. #012922-5580 Clothing to Acct. #012922-5430 Kennel Maintenance, to cover emergency service invoice.

The Finance Committee voted to approve the transfer (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0

\$300.00 from Acct. #012922-5780 Meeting/Dues to Acct. #012922-5430 Kennel Maintenance, to cover emergency service invoice.

The Finance Committee voted to approve the transfer (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0

The Committee reviewed the FY23 Budget for the Department of Public Works (DPW – Engineering, Stormwater, Highway, Facility Management Unit, Fleet Maintenance Unit, Parks, Pakachoag Golf Course, Recreation, Cemetery and Sewer).

DPW Director Joanna Paquin was participating.

CFO Ed Kazanovicz explained footnotes for certain salaries, which are being allocated from more than one DPW division or revenue source.

Ed Kazanovicz also explained the difference in the Departmental Request of \$525,000.00 for Road Reconstruction and the Town Manager's recommendation of \$510,000.00. He said that there has been an increase in Chapter 90 revenue and that the administration is monitoring the account for any needed adjustments.

The Committee discussed the Wages Account and Overtime Account in the Highway Division. The Chief Financial Officer said that Town Administration was comfortable with the Overtime recommendation of \$25,000.00, as the current year-to-date expenditure from Overtime is \$22,114.00.

Anne Cavanaugh asked about the status of Snow and Ice Accounts. CFO Kazanovicz replied that the deficit was \$182,000.00 right now.

Following review and discussion, the Finance Committee voted to recommend approval of a total budget appropriation of \$6,239,152.00 for the Department of Public Works, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

The Finance Committee reviewed the CIP for the DPW. Director Joanna Paquin and the CFO Ed Kazanovicz discussed the replacement plan for vehicles.

The Committee reviewed the following transfer request.

DPW - #01421 Highway:

\$5,000.00 from Acct. #014232-5328 Line Painting to Acct. #014222-5532 Drainage, to repair numerous catch basins that are damaged.

The Finance Committee voted to approve the request (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

Chair Anne Cavanaugh asked if there were any questions or omissions to the minutes of August 4, 2021. There being none, the Chair accepted the minutes of August 4, 2021 as presented.

At 7:45 P.M. the Finance Committee voted to adjourn the meeting (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

The following documents were part of the Finance Committee's Meeting of March 23, 2022 and are retained in the Executive Office of the Town Manager:

- March 23, 2022 Agenda
- FY2023 Department Budget Requests – Town Clerk and Elections, Department of Public Works (Divisions Engineering, Stormwater Unit, Highway, Facility Management Unit, Fleet Maintenance Unit, Parks, Pakachoag Golf Course, Recreation, Cemetery and Sewer
- Transfers – Department of Development and Inspectional Services, Department of Public Works