

Auburn Finance Committee
Minutes of the Meeting –March 30, 2022

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman, Trevor Sansoucy (remote), Diane Byrne (remote) and Patrick Jones
Absent: Michael Marshall
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
- Ed Coleman - Here
- Patrick Jones - Here
- Trevor Sansoucy - Yes
- Diane Byrne - Yes

Town Officials:

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

The Chair noted 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 Committee reviewed the following budgets:

Department of Public Services Library

Director Jean Collins was present and gave an overview of the budget for FY2023. She provided an update on the Library Addition/Pedestrian Bridge Project.

The Finance Committee voted to recommend approval of a total budget appropriation of \$671,268.00, 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. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

The Committee reviewed the CIP for the Auburn Public Library.

Department of Public Services Senior Center/Elder Affairs

Executive Director Jean Boulette was present on behalf of the budget. She gave an overview of the requests for FY2023.

The Finance Committee voted to recommend approval of a total budget appropriation of \$172,343.00, 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. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

There were no capital requests for the Senior Center/Elder Affairs for FY2023.

Department of Public Services Veterans Services

CFO/Asst. Town Manager Ed Kazanovicz discussed the proposed budget for the Veterans Services Division.

The Finance Committee voted to recommend approval of a total budget appropriation of \$112,565.00, 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. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Department of Public Services Cable and Community Television

Supervisor Christopher Hugo was present and gave an overview of the budget requests for FY2023.

The Finance Committee voted to recommend approval of a total budget appropriation of \$197,608.00, 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. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

The Finance Committee reviewed and discussed with Mr. Hugo the CIP requests for the Division of Cable and Community Television.

Department of Development and Inspectional Services (DDIS) Director Darlene Coyle was present and gave an overview of the budget requests for FY2023.

	Town Manager's Recommendation
• Public Health Division -	\$301,128.00
• Planning Division -	\$ 93,918.00
• Economic Development -	\$ 60,172.00
• Building Division -	\$202,358.00
• Conservation Commission -	\$ 15,676.00
• Animal Control Unit -	\$ 80,907.00
 Total DDIS	 <u>\$754,159.00</u>

The Finance Committee voted to recommend approval of a total budget appropriation of \$754,159.00 for the Department of Development and Inspectional Services, as presented in the recommendation of Town Manager for FY2023 (Motion made by Mr. Kennedy; motions seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes) passed 6 to 0.

#01176 Zoning Board of Appeals

The Finance Committee voted to recommend approval of a total budget appropriation of \$14,851.00, 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. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

The Finance Committee discussed with the Director the CIP requests for DDIS vehicles.

#01433 Solid Waste

Darlene Coyle advised that the Town was in the second year of the current contract with Casella Waste Systems. The Select Board had voted to approve fee increases and there is uncertainty due to the increased costs for diesel fuel.

The Finance Committee voted to recommend approval of a total budget appropriation of \$1,287,305.00, 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. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

#01132 Reserve Fund

Ed Kazanovicz explained the increase in the Salary and Wage Account due to ongoing collective bargaining with the Town's 10 unions.

The Finance Committee voted to recommend approval of a total budget appropriation of \$670,000.00, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

#303 Norfolk Agricultural

The Finance Committee voted to recommend approval of a total budget appropriation of \$45,512.00, 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. Jones, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

#01192 Town Hall

The Finance Committee voted to recommend approval of a total budget appropriation of \$52,500.00, 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. Jones, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

#01199 General Services

The Finance Committee voted to recommend approval of a total budget appropriation of \$1,544,908.00, 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. Jones, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

The Finance Committee voted to recommend approval of a total appropriation for the Capital Improvements Budget for FY2023 as follows:

- \$ 315,000.00 Sewer Capital to be funded through Retained Earnings
- \$ 20,000.00 Cable Access Capital (Retained Earnings)
- \$ 1,453,540.00 Lease obligations to be funded through tax levy
Appropriation

- \$ 300,000.00 Lease obligations funded by ambulance proceeds
- \$ 30,000.00 Amount funded through CIP Trust
- \$ 0 Stabilization
- \$ 17,929.00 Dog License Fees
- \$ 700,000.00 Amount Funded through Bond Proceeds
- \$ 0 Pakachoag Retained Earnings

Total Appropriation for FY2023 - \$2,836,469.00 as presented by the Chief Financial Officer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

The Finance Committee voted to begin the next meeting on Wednesday April 6, 2022 at 5:30 P.M. (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

At 8:18 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. Jones, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 5 to 0.

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

The following documents were part of the Finance Committee's Meeting of March 30, 2022 and are retained in the Executive Office of the Town Manager:

- March 30, 2022 Agenda
- FY2023 Department Budget Requests – Department of Public Services (Library, Senior Center/Elder Affairs, Veterans Services, Cable and Community Television), Department of Development and Inspectional Services (Public Health, Planning, Economic Development, Building, Conservation Commission, Animal Control), Zoning Board of Appeals, Solid Waste, Reserve Fund, Norfolk Agricultural, Town Hall, General Services
- FY2023 Capital Improvement Budget