

Auburn Finance Committee
Minutes of the Meeting – April 6, 2022

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

The meeting was called to order at 5:30 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
- Michael Marshall - 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.

School Business Manager Cecelia Wirzbicki was present and explained and discussed Articles 12-26 on the May 3, 2022 Annual Town Meeting Warrant submitted by the Auburn School Committee.

The Finance Committee voted recommendations on the warrant articles.

Article 12. Appropriates \$100,000.00 from Medicaid Receipts within the General Fund Revenues to the Auburn School Department Operating Budget for FY2023.

Article 13. Appropriates the interest earned, \$14,256.49, by the Auburn High School Gymnasium Health and Recreational Trust Fund to offset School Dept. costs at Auburn High School in support of community health and recreational activities at Auburn High School gymnasium and related facilities and equipment.

Article 14. Appropriates a sum of money from McKinney-Vento Receipts within the General Fund Revenues to the Auburn School Department Operating Budget for FY2023 to fund transportation for students to and from school who have become homeless during the fiscal year.

Article 15. Appropriates a sum of money from Foster Care Transportation Receipts within the General Fund Revenues to the Auburn School Department Operating Budget for FY2023, for transportation costs to students to and from school, who are residing in Foster Care placements during the Fiscal Year.

The Finance Committee voted to take standard School Department Articles 12-15 together (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0

The Finance Committee voted to recommend approval of Articles 12 and 13 (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0

The Finance Committee voted to take no position on Articles 14 and 15 because the funding amounts were unknown at this time and the Committee will make recommendations at the town meeting (Motion made by Mr. Kennedy; motion

seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0

Article 16. Re-purposes CIP funds by amending Article A5 of the Fall Town Meeting 2019, Pakachoag Uni-Vents, as follows: Authorize the balance of \$4,647.30 to be used in combination with other CIP Funds approved at Fall Town Meeting 2020, Article #6, Pakachoag HVAC Improvements, in the amount of \$35,485.00, towards the emergency boiler replacement at Pakachoag School.

Article 17. Re-purposes CIP funds by amending Article A4 of the May 2017 Town Meeting, Building Rehab Pakachoag School as follows: Authorize \$33,000.00, which is a portion of the \$60,000.00 originally allocated for Pakachoag Uni-Vents, to be used in combination with other CIP funds approved at Fall Town Meeting 2020, Article #6, Pakachoag HVAC Improvements, in the amount of \$35,485.00 towards the emergency boiler replacement at Pakachoag School. This amendment would allow the remaining \$27,000.00 to be used for the Uni-Vents at Pakachoag.

The Finance Committee voted to take Articles 16 and 17 together (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Cecelia Wirzbicki explained the emergency boiler replacement project at the Pakachoag School.

The Finance Committee voted to recommend approval of Articles 16 and 17 (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 18. Amends the purpose of Article A18 of the May 2019 Town Meeting from Swanson Oil Tank Removal to Swanson Oil Tank Removal and Conversion to Propane Heating System.

Article 19. Amends the purpose of Article A19 of the May 2019 Town Meeting from Swanson Oil Tank Removal to Swanson Oil Tank Removal and Conversion to Propane Heating System.

Article 20. Amends the purpose of Article A4 of the May 2020 Town Meeting from Swanson Oil Tank Removal to Swanson Oil Tank Removal and Conversion to Propane

Heating System.

Article 21. Amends the purpose of Article A17 of the May 2021 Town Meeting from Swanson Oil Tank Removal to Swanson Oil Tank Removal and Conversion to Propane Heating System.

Article 22. Amends the purpose of Article A4 of the May 2021 Town Meeting from Swanson Oil Tank Removal to Swanson Oil Tank Removal and Conversion to Propane Heating System.

Article 23. Re-Purposes CIP funds by amending Article A4 of the May 2017 Town Meeting, Building Rehab Swanson, as follows: Authorize the \$66,628.45 originally allocated for Window Replacement/HVAC to Auditorium, to be used for Swanson Oil Removal and Conversion to Propane Heating System.

Article 24. Re-Purposes CIP funds by amending Article A4, of the May 2018 Town Meeting, Building Rehab Central Admin as follows: Authorize the \$30,000.00 originally allocated for Storm Windows to be used for Swanson Oil Tank Removal and Conversion to Propane Heating System.

The Finance Committee voted to take Articles 18 to 24 together (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

The School Business Manager explained the articles for the Swanson Oil Tank Removal and Conversion to Propane Heating System. She said that the total project cost was roughly \$372,000.00.

The Finance Committee voted to recommend approval of Articles 18 through 24 (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 25. Re-Purposes CIP funds by amending Article A4 of the May 2019 Town Meeting, Building Rehab Auburn High School, as follows: Authorize the remaining \$8,704.92 to be used for Bryn Mawr Elementary in the Final Phase of the Sprinkler project,

as required due to the additional modular building.

Article 26. Amends the purpose of Article 4 of the May 2020 Town Meeting, Building Rehab Bryn Mawr, from Interior Door Upgrades and Asbestos Projects to Bryn Mawr for the Final Phase of the Sprinkler Project as required due to the additional 4 modular Building and for the Bryn Mawr Condensate Tank for the Steam Boiler.

The Finance Committee voted to take Articles 25 and 26 together (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

The Finance Committee voted to recommend approval of Articles 25 and 26 (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Director of Information Technology Michael Marino was then present. He gave an overview of the FY2023 budget for the Information Technology Department.

The Committee reviewed the IT Department capital improvements budget. Mr. Marino explained the replacement of equipment and the Server, Software, License Firewall and Replace Laptops requests.

Mr. Kennedy asked if the Computer Replacement number was sufficient given delays and increased costs. Mr. Marino said that departmental equipment was typically replaced every five years. He said that the number in the CIP should be all right for what he has, but he would not know for sure until he received quotes.

Mr. Jones asked if we had a strong IT Policy for security of the Town's network system if used by the public. Mr. Marino replied affirmatively and he explained the process.

The Finance Committee voted to recommend approval of a total budget appropriation of \$293,115.00 for #01155 Information Technology Department, as presented in the recommendation of Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

CFO Ed Kazanovicz advised the Finance Committee about a change to the CIP budget to add \$25,000.00 in the Auburn Public Library CIP for the Brady Room Addition/Grounds at the Library. The CIP total is therefore \$2,861,469.00.

The Finance Committee voted to recommend approval of a revised 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
- \$ 725,000.00 Amount Funded through Bond Proceeds
- \$ 0 Pakachoag Retained Earnings

Total Appropriation for FY2023 - \$2,861,469.00 as presented by the Chief Financial Officer

(Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Norman LaFlash was present regarding the budget for #01542 Auburn Youth Commission. He explained the appropriation that had been requested. In addition, Mr. LaFlash expressed appreciation for the Select Board’s vote to provide American Rescue Plan Act (ARPA) funds to the Auburn Youth & Family.

The Finance Committee voted to recommend approval of a total budget appropriation of \$140,500.00 for #01542 Auburn Youth Commission, as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 2. Fixes the Salary of Elected Officials for FY2023.

The Finance Committee voted to recommend approval (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 3. Raises and Appropriates FY2023 Budget.

The Finance Committee voted to recommend approval (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 4. Capital Improvement Budget for FY2023.

The Finance Committee voted to recommend approval (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 5. Short-Term Borrowing Authorization.

Article 6. Authorizes Selectmen to Secure Grants.

Article 7. Authorizes Selectmen to Hold Public Auction.

Article 8. Authorizes Banking Agreements.

Article 9. Establishes or Renews Revolving Funds, in accordance with MGL Chapter 44, Section 53D and MGL Chapter 71.

Article 10. Authorizes Town Manager to Secure State Funds for Roads and Bridges.

Article 11. Appropriates Chapter 90 Funds, if available, for road repair.

The Finance Committee voted to take Articles 5 through 11 as one vote (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

The Finance Committee voted to recommend approval of Articles 5 through 11 (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 27. Appropriates a sum of money from Cable Retained Earnings to cover unforeseen cost overruns due to the COVID Pandemic and resulting supply chain inflation crises, and mold and asbestos remediation at Camp Gleason.

Because the appropriation request was unknown at this point, the Finance Committee voted to take no position and to make a recommendation at the town meeting (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 28. Appropriates \$27,000.00 from the Ambulance Reserve Appropriation Account for the purpose of providing cancer screenings for members of the Fire Rescue Department.

The Finance Committee voted to recommend approval (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 29. Appropriates \$7,500.00 from General Fund Revenues for the purpose of preparing ballot question language in accordance with the adoption of Chapter 53, Section 18B.

The Finance Committee voted to recommend approval (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 30. Appropriates a sum of money from the Town of Auburn Stabilization Account for the replacement of the DPW Highway roof.

Because the appropriation request was unknown at this point, the Finance Committee voted to take no position and to make a recommendation at the town meeting (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 31. Appropriates \$182,000.00 from the Ambulance Reserve Appropriations account for the purpose of replacing the ambulance EKG monitors and Lucas devices.

Fire Chief Stephen Coleman explained the request. The Finance Committee voted to recommend approval (Motion made by Mr. Kennedy; motion seconded by Mr.

Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 32. Authorizes the Town Manager to enter into a utility supply contract for a term of up to five years if the market prices are favorable for a term that exceeds three years.

Ed Kazanovicz explained that this article would give the manager flexibility to negotiate over a 3-year term for the utility supply contract because of current high utility rates if the market prices are favorable.

The Finance Committee voted to recommend approval (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 33. Approves a revolving account for septic fees.

The Finance Committee voted to recommend approval (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 34. Approves a proposed Registered Marijuana Dispensary (RMD) Bylaw Amendment.

The Finance Committee voted to defer to the petitioner (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 35. Amends Section 3.9.1.4 of the Accessory Use Regulations, and to add Section 14 of the Auburn Zoning Bylaw.

The Finance Committee voted to defer to the petitioner (Motion made by Mr. Kennedy; motion seconded by Mr. Jones) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Article 36. Approved a zoning bylaw amendment to the Table of Uses Apartments, Section 3.2.2.3.

The Finance Committee voted to defer to the petitioner (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

The Finance Committee considered the following transfer requests.

Department of Public Works (DPW) #01427 Fleet Maintenance:

\$20,000.00 from Acct. #011322-5781 Reserve Fund to Acct. #014272-5241 Motor Vehicle Repair. CFO Kazanovicz explained the transfer request that was necessary due to the number of unforeseen motor vehicle repairs and the increased cost of parts and the repairs.

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. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

Department of Public Services #01610 Auburn Public Library:

\$4,500.00 from Acct. #016101-511216 Library Associates to Acct. #016102-5350 Programs, for major programs and escalated costs.

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. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes – passed 6 to 0.

#01129 Executive Office of Town Manager:

\$3,352.00 from Acct. #015432-5770 Relief and Medical to Acct. #011291-511102 Clerical, for additional payroll liability for Kiosk coverage during Covid.

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

Finance Department #01135 Accounting:

\$1,000.00 from Acct. #011351-511102 Clerical to Acct. #011352-5780 Travel /Meetings/ Conferences.

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

#01199 General Services:

\$203.14 from Acct. #011991-5130 Overtime to Acct. #011991-511203 Clerical, to offset current payroll deficit.

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

\$25,000.00 from Acct. #011322-5781 Reserve Fund to Acct. #011992-5480 Gas/Oil/Diesel, to supplement current balance for fuel through May 31, 2022 because of gas cost increases.

Ed Kazanovicz talked about implementing a better tracking system.

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

The Finance Committee agreed to meet at 5:30 P.M. prior to the May 3, 2022 Annual Town Meeting at the Auburn High School to vote recommendations on the 4 articles that were tabled at the meeting.

The Finance Committee voted to adjourn at 7:06 P.M. (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Ms. Byrne, 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 April 6, 2022 and are retained in the Executive Office of the Town Manager:

- April 6, 2022 Agenda
- May 3, 2022 Annual Town Meeting Warrant
- FY2023 Department Budget Requests – Information Technology Department; Auburn Youth Commission
- FY2023 Capital Improvement Budget
- Transfer Requests: Department of Public Works, Department of Public Services Library, Executive Office of the Town Manager, Finance Department Accounting, and General Services