

Auburn Finance Committee Minutes  
Auburn High School Presentation Room  
99 Auburn Street, Auburn, MA. 01501  
May 3, 2022 – 5:30 PM

Present: Anne Cavanaugh, Kevin Kennedy, Trevor Sansoucy, Patrick Jones and Michael Marshall  
Absent: Ed Coleman and Diane Byrne  
Also Present: Town Manager Julie A. Jacobson, CFO/Asst. Town Manager Ed Kazanovicz, and Town Accountant Thomas Zidelis

The meeting was called to order at 5:30 P.M.

The Finance Committee reviewed the Open Meeting Law Complaint filed by Patrick Higgins re: the March 23, 2022 meeting and acceptance of minutes and discussed the Open Meeting Law with regard to minutes.

The Town Manager Julie Jacobson commented that the delay was due to the workload of our employee here, short staffing due to various employee absences and Covid, and other matters.

The Finance Committee recognized the remedy was to create and approve minutes in a timely manner in accordance with the Law and the guidelines of the Attorney General.

The Finance Committee discussed Annual Town Meeting Warrant Articles 14 and 15, Article 27 and Article 30.

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.

CFO Ed Kazanovicz noted that the appropriation request in Article 14 is \$375.00.

The Finance Committee voted to recommend approval of Article 14 (Motion made by Mr. Sansoucy; motion seconded by Mr. Marshall) voted in favor 5 to 0.

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 CFO advised that the appropriation request in Article 15 is \$5,946.00.

The Finance Committee voted to recommend approval of Article 15 (Motion made by Mr. Sansoucy; motion seconded by Mr. Marshall) voted in favor 5 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.

The appropriation request in Article 27 is \$86,990.06.

The Finance Committee voted to recommend approval of Article 27 (Motion made by Mr. Sansoucy; motion seconded by Mr. Marshall) voted in favor 5 to 0.

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

The appropriation request in Article 30 is \$100,000.00.

The Finance Committee voted to recommend approval of Article 30 (Motion made by Mr. Sansoucy; motion seconded by Mr. Marshall) voted in favor 5 to 0.

The Finance Committee considered transfer requests.

#01161 Town Clerk:

\$11,001.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #011611-511102 Clerical Salary, to provide funding for employee lump sum payout on leaving employment and temporary office coverage. CFO Ed Kazanovicz explained the need for this transfer.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Sansoucy) voted in favor 5 to 0.

Department of Public Services #01541 Senior Center/Elder Affairs:

\$3,000.00 from Acct. #015411-511115 Van Drivers to Acct. #015412-5480 Minibus/Gas. Executive Director Jean Boulette was present and explained that the transfer was to cover the deficit for gasoline for vans due to increased costs.

The Finance Committee voted to approve the transfer (Motion made by Mr. Sansoucy; motion seconded by Mr. Marshall) voted in favor 5 to 0.

#01210 Police Department:

\$8,500.00 from Acct. #011322-5781 Reserve Fund to Acct. #012112-5380 Miscellaneous Services, for Police Department Assessment Centers.

Provisional Lt. Scott Mills explained what assessment centers are and what role they have in police promotions/appointments. These assessment centers were conducted for the positions of Police Chief, Deputy Police Chief, Lieutenant and Sergeants. Provisional Lt. Mills said that the transfer would offset the costs for the assessment centers.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Sansoucy) voted in favor 5 to 0.

Department of Public Works (DPW) #01421 Highway:

\$4,900.00 from Acct. #014232-5328 Line Painting to Acct. #014232-5801 Sweeper Brooms. Asst. DPW Director/Sewer Superintendent Nick Swartz was present and explained the need to purchase sweeper brooms to sweep the remaining precincts.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Sansoucy) voted in favor 5 to 0.

DPW #601 Sewer Division:

\$5,086.51 from Acct. #601-511103 Wages to Acct. #601-5112 Part-Time Wages. Mr. Swartz explained that a part-time position was replaced with a full-time position. The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Marshall) voted in favor 5 to 0.

\$30,000.00 from Acct. #601-511103 Wages to Acct. #601-5211 Electricity, for unexpected increase in electric bills for sewer stations. Mr. Swartz explained that the increase became an issue because of more cost for electricity and not more use. The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Marshall) voted in favor 5 to 0.

At 5:52 P.M. the Finance Committee voted to recess to the Annual Town Meeting and to adjourn following the town meeting (Motion made by Mr. Marshall; motion seconded by Mr. Jones) voted in favor 5 to 0.

Submitted: Sharon Kwiatkowski  
Adm. Assistant to the Town Manager

The following documents were part of the Finance Committee's Meeting of May 3, 2022 and are retained in the Executive Office of the Town Manager:

- May 3, 2022 Agenda
- May 3, 2022 Annual Town Meeting Warrant
- Transfer Requests: Department of Public Works (Highway and Sewer), Town Clerk, Department of Public Services (Library, Police Department)