

Auburn Finance Committee
Minutes of the Meeting - May 25, 2022

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

Town Officials:

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

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 Finance Committee considered the following transfer requests.

Department of Public Services #01610 Library:

\$510.00 from Acct. #016101-511216 Library Associates to Acct. #016101-511225 Tech Admin Salary Adjustment, for the Cost of Living Adjustment (COLA) for FY2022.

Anne Cavanaugh asked why the substantial balance was left in the Library Associates Account. Library Director Jean Collins replied that the balance was because of Covid closures and some positions remained unfilled.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$510.00 from Acct. #016101-511216 Library Associates to Acct. #016101-511226 Circulation and Patron Services Admin, for COLA for FY2022.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$1,235.00 from Acct. #016101-511216 Library Associates to Acct. #016101-511101 Director Salary Adjustment, for COLA for FY2022.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$1,200.00 from Acct. #016101-511216 Library Associates to Acct. #016102-5243 Building and Grounds, for spring AC maintenance.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

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

\$800.00 from Acct. #015411-511115 Van Drivers to Acct. #015412-5480 Minibus/Gas, to address the potential deficit for gasoline for the vans for the rest of the fiscal year.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01210 Police Department:

The Finance Committee voted to vote the five transfers from Court Time as one (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$722.69 from Acct. #012111-511110 Court Time to Acct. #012112-5580 Clothing and Uniforms, to correct deficit in line item due to contractual obligations.

\$1,302.00 from Acct. #012111-511110 Court Time to Acct. #012112-5735 Health and Wellness, to correct deficit in line item due to pre-employment processes.

\$550.00 from Acct. #012111-511110 Court Time to Acct. #012111-511136 Firearms Stipend, to correct deficit in account due to contractual obligation.

\$200.00 from Acct. #012111-511110 Court Time to Acct. #012102-5421 Miscellaneous Supplies, to address the deficit in the account.

\$260.37 from Acct. #012111-511110 Court Time to Acct. #012102-5430 Building and Grounds Repair, to address the deficit in the line item.

The Finance Committee voted to approve all five transfers (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$35,000.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #012111-5130 Police Overtime, to cover anticipated overtime expense through June 30, 2022. Lt. Scott Mills explained that the transfer was for expected overtime for elections and for annual events before the end of FY22, like Memorial Day and the 4th of July celebration.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DDIS Director Darlene Coyle was participating remotely and explained the transfers submitted from her department.

Department of Development and Inspectional Services (DDIS) #01175 Planning:

\$670.00 from Acct. #011752-5785 Education to Acct. #011752-5306 Legal Notices, to cover advertising costs.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Mr. Jones made a motion to take the next four transfers from the Clerical Shared Account as one. Mr. Coleman seconded the motion and the Finance Committee voted in favor by roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$670.00 from Acct. #011751-511102 Clerical Shared to Acct. #011751-511101 Planner Salary, for funding to cover 1% salary increase for performance evaluation.

\$654.00 from Acct. #011751-511102 Clerical Shared to Acct. #012921-511101 ACO Salary, to cover 1% salary increase for performance evaluation.

\$860.00 from Acct. #011751-511102 Clerical Shared to Acct. #015111-511101 Sanitation Salary, to cover 1% salary increase for performance evaluation.

\$630.00 from Acct. #011751-511102 Clerical Shared to Acct. #015111-511120 Asst. Health Director Salary, to cover 1% salary increase for performance evaluation.

The Finance Committee voted to approve all four transfers (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DDIS #01180 Economic Development/#01511 Public Health:

\$10,350.00 from Acct. #011801-511130 Economic Development Coordinator Salary to Acct. #015111-511118 Board of Health Inspector Salary, to cover salary increase.

CFO Ed Kazanovicz explained that the transfer was needed to retain a good employee.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

The Finance Committee voted to take the next four transfers together (Motion made by Mr. Jones; motion seconded by Mr. Kennedy) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.
#01176 Zoning Board of Appeals/#01433 Solid Waste/DDIS #01241 Building:

\$430.00 from Acct. #011761-511102 Admin. Assistant to Acct. #014331-511133 Solid Waste Coordinator Salary, to cover 1% salary increase for performance evaluation.

\$50.00 from Acct. #011761-511102 Admin. Assistant to Acct. #014331-511293 Solid Waste Billing Tech., to cover 1% salary increase for performance evaluation.

\$2,610.00 from Acct. #011761-511102 Admin. Assistant to Acct. #012411-511101 Building Commissioner Salary, to cover 1% salary increase for performance evaluation.

\$630.00 from Acct. #011761-511102 Admin. Assistant to Acct. #012411-511210 Building Inspector Salary, to cover 1% salary increase for performance evaluation.

The Finance Committee voted to approve all four transfers (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DDIS #01171 Conservation Commission/#01241 Building/#01292 Animal Control:

\$800.00 from Acct. #011711-511210 Clerical Payroll to Acct. #012412-5421 Building Miscellaneous Supplies, for technical support needed for People GIS system updates.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$1,000.00 from Acct. #011711-511210 Clerical Payroll to Acct. #012922-5421 ACO Office Supplies, for technical support needed for People GIS system updates.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01220 Fire/Rescue Department:

\$1,797.29 from Acct. #012212-5580 Clothing Account to Acct. #012202-543001 Building Maintenance, to eliminate the account deficit. Deputy Fire Chief Glenn Johnson was present and he explained that the request was needed because there were no funds left in the Building Maintenance Account and some repairs were needed. He said that there were no more expenses to be paid from the Clothing Account for the rest of the fiscal year.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

CFO Ed Kazanovicz discussed the following transfers from various departmental accounts to the Fire/Rescue Department.

\$10,094.00 from Acct. #013032-5691 Norfolk Agricultural Tuition/Transportation Assessment to Acct. #012211-511113 Firefighters, to cover the cost of resignation

accrued buyouts (3) and for the Federal Share of the SAFER Grant that was discounted twice. Deputy Fire Chief Johnson explained the transfer request.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Department of Public Services #01543 Veterans Services/#01220 Fire/Rescue:

\$90,000.00 from Acct. #015432-5770 Relief & Medical to Acct. #012211-511113 Firefighters, to cover the cost of resignation accrued buyouts (3) and the Federal Share of the SAFER Grant discounted twice.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01220 Fire/Rescue Department:

\$11,930.76 from Acct. #013032-5691 Norfolk Agricultural Tuition/Transportation Assessment to Acct. #012211-5130 Fire Overtime, to cover anticipated overtime cost through June 30, 2022.

Mr. Marshall asked if these Fire/Rescue costs could be taken from Ambulance Receipts. Mr. Kazanovicz replied that the Fire/Rescue Department is not an Enterprise Fund and it would not be feasible to use Ambulance Receipts, which is a Special Revenue Account.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$46,621.66 from Acct. #017522-591741 Interest - GOB Interest 5.9 million to Acct. #012211-5130 Fire Overtime, to cover existing and projected FY2022 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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW Director Joanna Paquin was present and explained the transfers submitted from the Department of Public Works (DPW).

Mr. Jones made a motion to vote the following three transfers to the Clerical Account together. Mr. Kennedy seconded the motion and the Finance Committee voted by roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW #01421 Highway:

\$862.14 from Acct. #014211-511124 Assistant DPW Director to Acct. #014211-511102 Clerical, to cover the deficit due to the part-time position becoming full-time.

\$407.70 from Acct. #014212-5301 Advertising to Acct. #014211-511102 Clerical, to cover the deficit due to the part-time position becoming full-time.

\$2,301.02 from Acct. #014232-5328 Line Painting Services to Acct. #014211-511102 Clerical, to cover the deficit due to the part-time position becoming full-time.

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; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

CFO Kazanovicz advised the committee that these transfers were not for Snow and Ice deficits yet, but a strategy for dealing with inflationary costs.

Mr. Jones made a motion to vote together the next seven transfers to the Overtime Account to reduce the winter deficit. Mr. Kennedy seconded the motion and the Finance Committee voted by roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$8,123.91 from Acct. #014252-5481 Plow Blades to Acct. #014251-5130 Overtime.

\$500.00 from Acct. #014252-5585 Damage-Personal Property to Acct. #014251-5130 Overtime.

\$1,096.96 from Acct. #014251-5112 PT Wages to Acct. #014251-5130 Overtime.

\$12,605.00 from Acct. #014252-5273 Equipment Rental to Acct. #014251-5130 Overtime.

\$5,000.00 from Acct. #014252-553301 Sand to Acct. #014251-5130 Overtime.

\$640.30 from Acct. #014252-5490 Storm Meals to Acct. #014251-5130 Overtime.

\$1,000.00 from Acct. #014252-5240 Storm Tree Removal to Acct. #014251-5130 Overtime.

The Finance Committee voted to approve all seven transfers (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$450.00 from Acct. #014212-5301 Advertising to Acct. #014212-5430 Building Maintenance, for three months of rodent control inside and outside the DPW.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$2,000.00 from Recreation Account #016501-511103 Recreation Director to Highway Acct. #014211-511103 Wages Fulltime, to help to eliminate the deficit in the account.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$4,000.00 from Acct. #014212-5214 Fuel to Acct. #014211-5130 Overtime, so that the DPW can continue to fill pot holes, pick up deceased animals, etc. to the end of the fiscal year.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$773.41 from Acct. #014211-511124 Assistant DPW Director to Acct. #014211-511114 Highway Superintendent, to cover the salary increase due to performance evaluation.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW #01491 Cemetery:

\$620.00 from Acct. #014912-5732 Dues & Publications to Acct. #014912-5480 Gas, to offset increased cost in motor vehicle fuel.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW #01427 Fleet Maintenance Unit:

\$7,000.00 from Recreation Acct. #016501-511101 Salary to Fleet Maintenance Acct. #014272-5241 Motor Vehicle Repairs, to cover the cost of repairs to Fire/DPW vehicles.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW #01651 Parks:

\$5,000.00 from Acct. #016511-511103 Labor Parks to Acct. #016511-5130 Overtime, to cover existing and projected deficit for FY2022.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW #601 Sewer Division:

\$7,500.00 from Acct. #601-511103 Wages to Acct. #601-5290 Contract Services, to cover the cost of sewer system fixed asset study and Oxford IMA rate update.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW #701 Pakachoag Golf Course:

\$677.54 from Acct. #701-5781 Contingency to Acct. #701-511101 Superintendent, to cover salary increase from performance evaluation.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$508.04 from Acct. #701-5781 Contingency to Acct. #701-511128 Groundskeeper, to cover salary increase from performance evaluation.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Mr. Jones made a motion to vote the next four transfers from the Equipment Account together. Mr. Kennedy seconded the motion and the Committee voted in favor by roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$21,000.00 from Acct. #701-5800 Equipment to Acct. #701-511221 Seasonal Golf, to cover part time wages for the rest of the fiscal year.

\$700.00 from Acct. #701-5800 Equipment to Acct. #701-5703 Banking Charges and Expenses, to cover banking charges.

\$300.00 from Acct. #701-5800 Equipment to Acct. #701-5430 Building Maintenance, to cover pest control services.

\$3,500.00 from Acct. #701-5800 Equipment to Acct. #701-5460 Golf Course Maintenance, to purchase sand and landscaping supplies for the golf course.

The Finance Committee voted to approve all four transfers (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01129 Executive Office of Town Manager:

\$1,000.00 from Acct. #011292-5780 ICMA Annual Conference to Acct. #011292-530100 Advertising, to offset additional costs for advertising.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$1,879.11 from Finance Dept.-Assessing Acct. #011411-511102 Clerical to Town Manager Acct. #011291-511101 Manager Salary, to provide for compensation due to April 2022 performance evaluation.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$3,393.00 from Acct. #013022-5691 Bay Path to Town Manager Acct. #011292-530100 Advertising, to cover existing FY2022 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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

CFO Kazanovicz discussed the following transfer to the General Services Department to fund the increased costs for gas, oil and diesel.

#01199 General Services:

\$35,000.00 from Acct. #011322-5781 Reserve Fund to Acct. #011992-5480 Gas/Oil/Diesel.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$5,000.00 from Acct. #011992-5740 Insurance to Town Hall Acct. #011922-5421 Office Supplies, to eliminate the current deficit and cover costs for the rest of the fiscal year.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$3,000.00 from Acct. #011992-5343 Postage to Acct. #011992-5340 Telephone, to eliminate the current deficit and cover costs for the rest of the fiscal year.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$3,562.01 from Town Hall Acct. #011922-5242 Equipment Maintenance to Acct. #011992-5214 Water/Sewer/Heating, to eliminate the current deficit and cover costs for the rest of the fiscal year.

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. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

The Finance Committee voted to authorize the Chief Financial Officer (CFO) to verbally approve transfers up to \$250.00 to close out the current fiscal year (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

The Chair asked if there were any questions or concerns about the minutes that were provided to the committee. There being none, they were accepted as written.

Chair Anne Cavanaugh asked for a report on the allocations voted by the Select Board of the American Rescue Plan Act (ARPA) funds. CFO Ed Kazanovicz agreed to provide a report to the Finance Committee.

The meeting was adjourned at 7:57 P.M. (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

The following documents were part of the Finance Committee's Meeting of May 25, 2022 and are retained in the Executive Office of the Town Manager:

- May 25, 2022 Agenda
- Transfer Requests: Fire/Rescue Department, Norfolk Agricultural, Bay Path, Police Department, Divisions of Department of Development & Inspectional Services; Divisions of Department of Public Works; Divisions of Department of Public Services - Library, Senior Center/Elder Affairs, Veterans Services; Executive Office of the Town Manager, Finance Department Assessing, and General Services