

Auburn Finance Committee
Minutes of the Meeting - June 22, 2022

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

Development & Inspectional Services (DDIS) #01292 Animal Control:

\$4,500.00 from Building Division Acct. #012411-511102 Clerical to Acct. #012921-511127 ACO Backup Coverage.

Director Darlene Coyle was present and explained the need for the transfer to fund the shortage in the ACO Backup Coverage 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. Jones, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Department of Public Services #621 Cable and Community Television:

\$7,526.00 from Acct. #621-5781 Contingency to Acct. #621-5100 Salary, to cover COLA and performance adjustments.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$899.37 from Acct. #621-5781 Contingency to Acct. #621-5353 Production Music, to cover existing 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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01132 Reserve Fund:

\$37,500.00 from Acct. #011322-5781 Reserve Fund to Acct. #011322-5782 Salary/Wage Reserve Account.

CFO Ed Kazanovicz explained the purpose of the transfer, which was to cover Fire/Rescue requests from the Salary and Wage Reserve 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. Jones, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01220 Fire/Rescue Department:

\$5,650.00 from Acct. #011322-5782 Salary/Wage Reserve Account to Acct. #012211-511113 Firefighter Salary Account.

Fire Chief Stephen Coleman was participating remotely and explained that the transfer was to fund an unanticipated PTO payout for an employee that was leaving the department.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$30,000.00 from Acct. #011322-5782 Salary/Wage Reserve Account to Acct. #012211-5130 Fire Overtime.

Chief Coleman explained the transfer, which was to cover insufficient funds to pay for scheduled overtime.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Fire Chief Coleman explained his rationale for the following intradepartmental transfers, which requested funds from departmental accounts instead of going to the Salary/Wage Reserve Account. He said that no further expenditures were expected from these accounts for the rest of the fiscal year.

\$500.00 from Acct. #012202-5736 License/Certifications to Acct. #012211-519001 Firefighters Education, for level changes for members in accordance with collective bargaining agreements.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$920.06 from Acct. #012202-5736 License/Certifications to Acct. #012212-5300 Medical Director Services, for increase in rates by UMass.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$603.94 from Acct. #012202-543001 Building Maintenance Account to Acct. #012212-5300 Medical Director Services, for increase in rates by UMass.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Mr. Jones made a motion to vote as one the transfer requests #4 through #10 to the Firefighter Salary Account for unanticipated PTO payout for employee. Mr. Coleman seconded the motion and the Committee voted in favor by roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$1,341.00 from Acct. #012202-5732 Dues/Meetings to Acct. #012211-511113 Firefighter Salary Account.

\$8.97 from Acct. #012202-5421 Miscellaneous Supplies to Acct. #012211-511113 Firefighter Salary Account.

\$50.00 from Acct. #012202-5301 Printing/Advertising Account to Acct. #012211-511113 Firefighter Salary Account.

\$150.00 from Acct. #012202-543002 Damage-Personal Property Account to Acct. #012211-511113 Firefighter Salary Account.

\$7.28 from Acct. #012212-5490 Food/Misc. Account to Acct. #012211-511113 Firefighter Salary Account.

\$166.06 from Acct. #012202-5785 Professional Development Account to Acct. #012211-511113 Firefighter Salary Account

\$127.69 from Acct. #012202-543001 Building Maintenance Account to Acct. #012211-511113 Firefighter Salary Account.

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

Police Lt. Scott Mills was present and explained the two transfers submitted from the Police Lieutenants Account to correct line item deficits and to provide funds for the rest of the fiscal year.

Police Chief Todd Lemon explained problems with the HVAC system at the Police Station. He said that the system failed over the past weekend. Chief Lemon discussed the estimated costs to repair it now and plans going forward to replace the system.

Mr. Coleman made a motion to take the four transfers from Police Lieutenants as one. Mr. Kennedy seconded the motion and the Finance Committee voted in favor by roll call

vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$4,000.00 from Acct. #012111-511109 Police Lieutenants to Acct. #012111-511107 Police Sergeants.

\$1,236.36 from Acct. #012111-511109 Police Lieutenants to Acct. #012112-5580 Clothing/Uniform.

\$9,600.00 from Acct. #012111-511109 Police Lieutenants to Acct. #012112-5315 Training, to pay student officer tuition for three (3) new officers.

\$15,000.00 from Acct. #012111-511109 Police Lieutenants to Acct. #012112-5380 Misc. Services, to replace compressor and repair failed HVAC system.

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

\$6,297.00 from Acct. #012111-511108 Patrol Officers to Acct. #012112-5581 Dept. Supplies/Equipment, to purchase new speed measurement equipment for cruisers.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$19,000.00 from Acct. #012101-511104 Police Chief Salary to Acct. #012111-51130 Overtime, to costs of overtime and special event coverage.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Department of Public Works (DPW) #01421 Highway:

\$500.00 from Acct. #014212-5214 Fuel to Acct. #014212-5450 Building Supplies, to cover the deficit for the monthly payment for the copy machine 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. Jones, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Mr. Jones made a motion to take the four transfers from Landfill Monitoring 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. Jones, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

CFO Ed Kazanovicz explained the balance in the Landfill Monitoring Account.

\$782.88 from Acct. #014222-581330 Landfill Monitoring to Acct. #014211-511102 Clerical, to eliminate the deficit.

\$3,351.01 from Acct. #014222-531330 Landfill Monitoring to Acct. #014151-511139 Stormwater Civil Engineer II, to eliminate the deficit.

\$5,000.00 from Acct. #014222-581330 Landfill Monitoring to Acct. #014211-5130 Wages-Overtime, to eliminate the deficit.

\$5,570.15 from Acct. #014222-581330 Landfill Monitoring to Acct. #014111-511123 Civil Engineer, to eliminate the deficit.

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

DPW #01427 Fleet Maintenance:

\$806.84 from Acct. #014271-511103 Wages to Acct. #014271-5130 Overtime, to cover deficit plus 8 hours of potential overtime through year-end.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW #01491 Cemetery:

\$1,500.00 from Acct. #014911-511103 Wages to Acct. #014911-5130 Overtime, to cover June payroll for weekend burials and fireworks overtime.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

DPW #01651 Parks:

\$1,000.00 from Acct. #016511-511103 Labor/Parks to Acct. #016511-5130 Overtime, to cover June payroll for fireworks overtime.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01199 General Services:

\$22,000.00 from Acct. #011322-5781 Reserve Fund to Acct. #011992-5480 Gas/Oil/Diesel.

CFO Kazanovicz gave an update on the status of expenditures for gas, oil and diesel following the administration's directive to minimize driving as much as possible due to the increased costs.

Mr. Kennedy raised the possibility of having town gas pumps in terms of savings and for control because of the rising costs.

Mr. Kazanovicz said that the administration may look into that and do a cost analysis.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01199 General Services:

\$8,000.00 from Acct. #011992-5212 Streetlights to Acct. #011992-5211 Electricity, for expected electric bill for June.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

\$6,000.00 from Acct #011992-5214 Water/Sewer/Heating to Acct. #011992-5211, Electricity, for expected electric bill for June.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Finance Department #01141 Assessing:

\$1,166.86 from Acct. #011412-5710 Travel to Acct. #011412-5311 Update Reval, to cover costs for Reval work.

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

#01129 Executive Office of Town Manager:

\$8,214.30 from Pensions and Benefits Acct. #019102-5172 Unemployment Compensation to Town Manager Acct. #011291-5140 Vacation Buy Back, to comply with vacation buy back provision per Town Manager's employment contract (10 days).

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

Finance Department #01135 Accounting:

\$5,834.20 from Pensions and Benefits Acct. #019102-5172 Unemployment Compensation to Finance -Accounting Division Acct. #011351-5140 Vacation Buy Back, to comply with vacation buy back provision per Asst. Town Manager/CFO employment contract (10 days).

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. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 5 to 0.

CFO Ed Kazanovicz discussed another Finance Committee meeting in July to finish up any FY2022 transfers needed.

The Finance Committee voted to adjourn the meeting at 7:18 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. Sansoucy, 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 June 22, 2022 and are retained in the Executive Office of the Town Manager:

- June 22, 2022 Agenda
- Transfer Requests: Fire/Rescue Department, Reserve Account, Police Department, Divisions of the Department of Development & Inspectional Services; Divisions of the Department of Public Works; Divisions of the Department of Public Services - Cable and Community Television; Executive Office of the Town Manager and Pensions and Benefits; Finance Department Accounting and Assessing, and General Services