

Auburn Finance Committee  
Minutes of the Meeting - February 15, 2023

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman, Patrick Jones, Michael Marshall and Diane Byrne (remote)  
Not Participating: Trevor Sansoucy  
Also Present: Town Manager Ed Kazanovicz

The meeting was called to order at 6:30 P.M. by the Chair Anne Cavanaugh.

The Chair announced that this open meeting of the Finance Committee is being conducted both in-person and remotely, consistent with Chapter 107 of the Acts of 2022, which suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed to participate remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

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.

The Chair noted that the meeting was being recorded by Auburn Cable Television.

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 - Here
- Diane Byrne - Yes (remote)

Town Officials:

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

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 Development & Inspectional Services (DDIS) #01511 Public Health:

\$7,400.00 from Acct. #015111-511118 Inspector Salary to Acct. #015111-511129 Asst. Health Director Salary.

DDIS Director Darlene Coyle was present and explained that the transfer request was to cover the cost of the employee benefit payout on departure and an adjustment for a promotion within 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. Marshall, Yes; Mr. Jones, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

DDIS #01241 Building:

\$500.00 from Acct. #012412-5780 Education to Acct. #012412-5854 Office Equipment, for Weights and Measures supplies. 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

DDIS #01292 Animal Control:

\$500.00 from Acct. #012922-5430 Kennel Maintenance to Acct. #012922-5710 Travel, to cover deficits for travel. 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01220 Fire/Rescue Department:

\$5,500.00 from Acct. #012211-511113 Firefighter Salary Account to Acct. #012211-519001 Firefighters Education Account.

Deputy Fire Chief Glenn Johnson was present and discussed the requests from the Fire/Rescue Department to clear up deficits in the Education and Overtime Accounts due to contractual obligations.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$44,000.00 from Acct. #012211-511113 Firefighter Salary Account to Acct. #012211-5130 Overtime Account, to cover shortfall 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$11,169.00 from Acct. #012211-511113 Firefighter Salary Account to Acct. #012202-543001 Building Maintenance Account.

Deputy Fire Chief Glenn Johnson talked about the shortfall in the account. He said that this transfer would get the balance in the Building Maintenance Account to \$2,000.00. Deputy Chief Johnson advised that he might need additional transfers 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01210 Police Department:

\$9,121.92 from Acct. #011322-5781 Reserve Fund to Acct. #012112-5242 Equipment Repair for VMware Upgrade security update. Deputy Police Chief R. Scott Mills was in attendance and explained the transfer request and the project to update the VMware for the Auburn Police 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. Marshall, Yes; Mr. Jones, Yes; Ms. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

The Finance Committee voted to take the next seven (7) transfers from the Patrol Account together (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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$34,421.80 from Acct. #012111-511108 Patrol to Acct. #012101-511211 Deputy Chief Salary, for contractual obligation - position start date expedited.

\$1,017.83 from Acct. #012111-511108 Patrol to Acct. #012101-511105 Chief Holiday, for contractual obligation.

\$3,430.30 from Acct. #012111-511108 Patrol to Acct. #012101-511104 Chief Salary, for contractual obligation.

\$986.36 from Acct. #012111-511108 Patrol to Acct. #012101-511102 Clerical, for contractual obligation COLA adjustment.

\$858.08 from Acct. #012111-511108 Patrol to Acct. #012101-519005 Chief's Quinn Bill, for contractual obligation.

\$8,605.66 from Acct. #012111-511108 Patrol to Acct. #012101-519004 Deputy Chief Quinn Bill, for contractual obligation-position start date expedited.

\$2,716.30 from Acct. #012111-511108 Patrol to Acct. #012101-5160 Deputy Chief Holiday, for contractual obligation-position start date expedited.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$4,942.61 from Acct. #012111-511107 Sergeants to Acct. #012112-5242 Equipment Repair, for increases in costs of services. The Deputy Chief discussed the increased costs of Verizon services.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$13,000.00 from Acct. #012111-511108 Patrol to Acct. #012102-5305 Technology Support. Deputy Chief Mills advised that the transfer was for expected costs over and above software until the end of the fiscal year. He said that the two biggest expenses were for Verizon and IT services. The Town Manager Ed Kazanovicz

said that across the board costs have increased. Mr. Kennedy raised the question about the benefit of having service contracts to avoid spikes in the 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$24,874.44 from Acct. #012111-519008 Patrolmen's Quinn to Acct. #012111-519001 Educational Stipend, for contractual obligation - newly created line item. Ed Kazanovicz explained the educational stipend negotiated in the last contract.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$11,184.28 from Acct. #012111-519008 Patrolmen's Quinn to Acct. #012111-5130 Overtime. Deputy Chief Mills explained that overtime needs increased because the Dispatch Center was undermanned and there is still a significant need for more dispatch staff. Mr. Kazanovicz advised the committee that the administration is carving out Dispatch as a separate unit in the FY24 Budget to better track expenses.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$25,000.00 from Acct. #012111-511110 Court Time to Acct. #012111-5130 Overtime. Mr. Jones asked if the Court Time Account would be in deficit because of this transfer. Deputy Chief Mills replied that there has been a slight uptick in court time since the end of Covid, but it has not gotten back to full capacity.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

Director Joanna Paquin was in attendance on behalf of transfers for the Department of Public Works.

#### Department of Public Works (DPW):

\$5,000.00 from Stormwater Acct. #014151-511123 Civil Engineer to Highway Acct. #014212-5430 Building Maintenance, for needed supplies and repairs.

Ms. Paquin advised that during repairs some asbestos was found and therefore the cost increased. She is expecting that the transfer will cover the account until 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$29.00 from Stormwater Acct. #014151-511123 Civil Engineer to Highway Acct. #014222-5430 Property Damage, the account is in deficit due to a reimbursement for damaged property of a DPW 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$30,000.00 from Acct. #014211-511103 Highway Wages to Acct. #014272-5421 Fleet Maintenance. Asst. DPW Director Nick Swartz advised the costs of materials to repair/maintain vehicles have increased. He spoke about acquiring new software to track expenses.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

Mr. Kennedy asked for a status report on costs of vehicle repairs and life expectancy.

\$3,000.00 from Stormwater Acct. #014151-511123 Civil Engineer to Cemetery Acct. #014912-5214 Heating, due to cost of heating oil and the need for a new water tank.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

DPW #701 Pakachoag Golf Course:

\$3,000.00 from Acct. #701-511121 Grounds Seasonal to Acct. #701-5425 Merchandise, to purchase additional merchandise to sell at the Golf Course.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$3,000.00 from Acct. #701-511121 Grounds Seasonal to Acct. #701-5490 Food Concessions, to purchase food and drinks to sell at the Golf Course.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$8,000.00 from Acct. #701-5781 Contingency to Acct. #701-5703 Banking Charges, to cover deficit in banking charges. Ed Kazanovicz spoke about a new software system because patrons have been charging more often rather than paying cash and that translates to additional charges.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

DPW #601 Sewer Division:

The Finance Committee voted to approve all transfers from the Wages Account together (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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$20.28 from Acct. #601-511103 Wages to Acct. #601-5100 Salary DPW Director, COLA increase.

\$35.69 from Acct. #601-511103 Wages to Acct. #601-5102 Operations Manager, for COLA increase.

\$899.64 from Acct. #601-511103 Wages to Acct. #601-511101 Salary Superintendent, for COLA increase.

\$1,702.68 from Acct. #601-511103 Wages to Acct. #601-511102 Clerical, for Union increase.

\$540.04 from Acct. #601-511103 Wages to Acct. #601-5112 Part-time Wages, for Union increase.

\$10,000.00 from Acct. #601-511103 Wages to Acct. #601-5780 Education, to cover costs for training for CDL, ELDT, safety, PACP and MCPPO.

\$1,400.00 from Acct. #601-511103 Wages to Acct. #601-5343 Postage, to cover increase in postage and mailing costs for sewer billing.

The Finance Committee voted to approve all seven (7) 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

Finance Department #01135 Accounting:

\$13,950.00 from Accounting Acct. #011351-511101 Asst. Town Manager/CFO to Town Manager Acct. #011291-511101 Manager Salary, to cover cost of Town Managers' accrued time upon retirement.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01129 Executive Office of Town Manager:

\$4,200.00 from Acct. #011291-511102 Clerical to Acct. #011291-511101 Manager Salary, to cover cost of Managers' accrued time upon retirement.

The Finance Committee voted to approve the transfer (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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$14,200.00 from Reserve Acct. #011322-5782 Salary Wage Account to Acct. #011291-511101 Manager Salary, to fund Town Manager's accrued payout at date of retirement and to cover accrued liability due to incoming Town Manager resulting from termination of employment contract as Asst. Mgr/CFO.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

Finance Department #01135 Accounting:

\$7,200.00 from Reserve Acct. #011322-5782 Salary Wage to Acct. #011351-511227 Town Accountant, for accrued vacation payout for Town Accountant's resignation. Ed Kazanovicz explained that the former Town Accountant Thomas Zidelis left Town employment in November.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01199 General Services:

\$8,500.00 from Acct. #011992-5214 Water/Sewer/Heating to Acct. #011992-5343 Postage, due to cost increases. 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

\$5,000.00 from Acct. #011992-5214 Water/Sewer/Heating to Acct. #011992-5430 Building Maintenance, due to cost increases.

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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

Ms. Cavanaugh asked the Town Manager if these transfers would get the department to the end of the fiscal year. Mr. Kazanovicz expressed the hope that the transfers would last for the rest of the fiscal year.

Mr. Kennedy asked about assessments being done on town buildings in light of the water problem at the Senior Center during the recent frigid cold spell.

Mr. Kazanovicz gave an update on the situation with the Senior Center damage and he advised that it would be closed for 3 or 4 months. He said that there had been some asbestos used when the floor tiles were put down and it will be a costly removal process and that there may be a need for further transfers. The town administration is looking at other facilities to provide senior services while the Senior Center is closed.

The Town Manager discussed a proposed schedule for the upcoming FY2024 Budget process in light of the delay by the Governor to issue the Governor's House 1 Budget.

Chair Anne Cavanaugh asked if there were any questions or concerns about the minutes of November 16, 2022. There being none, the Chair accepted the minutes of November 16, 2022.

The meeting was adjourned at 7:44 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. Byrne, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

Auburn Finance Committee Minutes - February 15, 2023

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

The following documents were part of the Finance Committee's Meeting of February 15, 2023 and are retained in the Executive Office of the Town Manager:

- February 15, 2023 Agenda
- Transfer Requests - Department of Development and Inspectional Services, Fire/Rescue Department, Police Department, Department of Public Works, Executive Office of Town Manager, Finance Department, General Services
- Minutes of November 16, 2022