

Auburn Finance Committee
Minutes of the Meeting - March 1, 2023

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman, Patrick Jones, Michael Marshall and Diane Byrne (remote) and Trevor Sansoucy (Remote)
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 - Not present
- Michael Marshall - Here
- Diane Byrne - Yes (remote)
- Trevor Sansoucy - 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 reviewed the following transfer request:

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

\$2,900.00 from Acct. #011801-511130 Economic Development & Energy Management Salary to Acct. #011751-511101 Planner Salary.

DDIS Director Darlene Coyle explained that the transfer request, which was to cover the cost of a salary adjustment for the Town Planner position following a salary survey.

Town Manager Ed Kazanovicz described the additional duties and responsibilities put in place for the Town Planner with respect to energy management and work to assist the current Energy Manager.

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

Town Manager Ed Kazanovicz gave a presentation on the FY2024 Proposed Budget, with proposed appropriations of \$79,407,909.31, an increase of \$911,432.73 over last fiscal year or 1.16%. Mr. Kazanovicz advised that there were two departments for which there are no recommendations at this point:

- The Bay Path assessment number has not yet been released, but the Town Manager expects that it will be higher than estimated.
- The Solid Waste contract will expire in June and is under renewal negotiations, with some of the challenges being recycling and energy costs.

On the revenue side, Mr. Kazanovicz said that he estimated a 1.5% overall increase in the Cherry Sheet numbers, but the overall increase came in at 6%. The result of the increase is 1 million in unobligated revenue at this time. The budget utilizes 0.59% or \$310,000.00 out of 2.5% allowed without the \$1,006,296.75 excess.

Mr. Kazanovicz advised that the CIP expenses have increased from last year due to the cost of vehicles and supplies. He said that utilities, fuel, motor vehicle parts and supplies, and snow and ice salt and calcium have grown and that IT costs alone have risen over \$50,000.00.

Town Manager Kazanovicz said that Special Education (SPED) costs have gone up 14% from last year in special education private school tuitions for students in out-of-district placements, and he discussed the potential for a one-time use of SPED Reserve funds in the amount of \$100,000.00. Four firefighters were requested, but Mr. Kazanovicz did not recommend them for FY2024. The Town Manager stated that he did recommend funding for two dispatchers for high impact call volume times. The Police Chief had requested 1.5 Patrol positions. The Manager recommended one position to be funded starting January 1st. The Town Clerk had also asked for one additional full-time clerk position, but that was also not recommended. Mr. Kazanovicz said that he did not want to commit any of the \$1,006,296.75 right now until final State numbers are known, as well as the impacts of other revenues like New Growth.

The Finance Committee reviewed and discussed operating budgets for the following departments and voted recommendations:

#01114 Moderator - The Finance Committee voted to recommend approval of a total budget appropriation of \$296.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01122 Select Board - The Finance Committee voted to recommend approval of a total budget appropriation of \$10,737.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01129 Executive Office of Town Manager - The Finance Committee voted to recommend approval of a total budget appropriation of \$446,432.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01131 Finance Committee - The Finance Committee voted to recommend approval of a total budget appropriation of \$1,015.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01132 Reserve Fund - Town Manager Ed Kazanovicz said that there were no contracts in negotiations this year. The Finance Committee voted to recommend approval of a total budget appropriation of \$310,000.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 6 to 0.

#01151 Law Department - Town Manager Ed Kazanovicz advised the committee that the appropriation should be adequate for general counsel matters and legal cases.

Mr. Jones was then in attendance.

The Finance Committee voted to recommend approval of a total budget appropriation of \$145,000.00 as presented in the recommendation of the Town Manager (Motion made by Mr. Kennedy; motion seconded by Mr. Coleman) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Mr. Jones, Abstain; Ms. Byrne, Yes; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 6 -0-1.

#01152 Human Resources - Mr. Kazanovicz discussed changes in the HR budget to include the new positions of Asst. Town Manager/Human Resources Director and Human Resources Generalist.

The Finance Committee voted to recommend approval of a total budget appropriation of \$299,738.00 as presented in the recommendation of the Town Manager (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; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

#01192 Town Hall - Ed Kazanovicz highlighted the Building Maintenance Account that was level funded. He said that there had been increase last year to pay for boiler repairs.

The Finance Committee voted to recommend approval of a total budget appropriation of \$52,500.00 as presented in the recommendation of the Town Manager (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; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

Ed Kazanovicz discussed the status of the FY2024 budget meeting schedule.

The meeting was adjourned at 7:19 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; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

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

The following documents were part of the Finance Committee's meeting of March 1, 2023 and are retained in the Executive Office of Town Manager:

- March 1, 2023 Agenda
- Town of Auburn FY2024 Budget Kickoff Presentation February 27, 2023
- Departmental Transfer Request - Department of Development & Inspectional Services - Planning Division

- FY2024 Budget Requests - Moderator, Select Board, Executive Office of the Town Manager, Finance Committee, Reserve Fund, Law Department, Human Resources, Town Hall