

Auburn Finance Committee  
Minutes of March 22, 2023

Auburn Finance Committee  
Minutes of the Meeting -March 22, 2023

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman, Michael Marshall, Diane Byrne (remote) and Patrick Jones  
Absent: Trevor Sansoucy  
Also Present: Town Manager Ed Kazanovicz and Chief Financial Officer/  
Town Accountant Karen Harnois

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
- Michael Marshall - Here
- Patrick Jones - Here
- Diane Byrne - Yes (remote)

Town Officials:

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

The Chair announced 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.

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The Finance Committee considered the following transfer requests:

Department of Public Works:

\$4,200.00 from Stormwater Acct. #014151-511123 Civil Engineer to Highway Acct. #014232-5801 Sweeper Brooms.

DPW Director Joanna Paquin was in attendance and explained the request, which was needed to purchase sweeper brooms for the annual street sweeping.

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.

\$11,500.00 from Stormwater Acct. #014151-511123 Civil Engineer to Highway Acct. #014222-5300 Contracted Services, for bidding services for the library bridge.

Director Joanna Paquin gave an update on the status of the library bridge project.

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.

\$15,000.00 from Engineering Acct. #014111-511123 Civil Engineer to Fleet Maintenance Acct. #014272-5241 Motor Vehicle Repair, for the repairs to DPW and Police vehicles. The DPW Director advised that more transfers would probably be needed before 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 - passed 5 to 0.

\$10,000.00 from Reserve Acct. #011322-5781 to Fleet Maintenance Acct. #014272-5241 Motor Vehicle Repair, for the repair of DPW and Police vehicles. Ed Kazanovicz noted that the balance in the Reserve Fund was \$240,000.00.

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 Fleet Maintenance Acct. #014271-511103 Fleet Wages to Fleet Maintenance Acct. #014272-5241 Motor Vehicle Repair, to repair 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. Byrne, Yes; Ms. Cavanaugh Yes - passed 6 to 0.

\$2,375.00 from Cemetery Acct. #014912-5214 Heating Oil to Cemetery Acct. #014912-5430 Building Maintenance, for new water heater with installation.

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 four (4) transfers from the Sewer Wages Account 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. Byrne, Yes; Ms. Cavanaugh Yes - passed 6 to 0.

\$500.00 from Acct. #01601-511103 Wages to Acct. #01601-5214 Heating Oil, due to the increase in price of generator fuel for sewer stations.

\$3,000.00 from Acct. #01601-511103 Wages to Acct. #01601-5780 Education, for additional safety training for employees.

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\$1,000.00 from Acct. #01601-511103 Wages to Acct. #01601-5588 Chemical Supply, to address shortage in account due to price increases and increased chemical use.

\$10,000.00 from Acct. #01601-511103 Wages to Acct. #01601-5242 Repair, to cover previously unanticipated sewer station pump repairs.

Joanna Paquin addressed the Sewer Division transfers totaling \$14,500.00 and provided more details about the sewer pump stations.

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

The Finance Committee then met with School Superintendent Beth Chamberland and School Business Manager Cecelia Wirzbicki regarding the FY2024 School Budget request for \$30,132,276.00.

The Superintendent gave a presentation to the Finance Committee, Fiscal Year 2024 Budget Overview Looking Forward (attached), that discussed the School Committee's strategic plan, budget priorities, and FY2024 considerations.

Mr. Jones asked about solar credits and whether they worked well for the School Department. Ms. Wirzbicki replied that the solar credits ebb and flow.

Mr. Kazanovicz added that Auburn's array in Rutland was taken off-line and that some credits stacked up for over a year. They were not reporting it correctly. Mr. Kazanovicz advised that the Town's Energy Manager is now monitoring the credits.

Superintendent Chamberland explained the relationship between the School Department and Auburn Youth & Family Services with respect to counseling services.

Mr. Kennedy discussed plans to monitor the status of school buildings. Superintendent Chamberland said that the School Committee is starting to put together a plan for the future with a sub-committee.

Ed Coleman asked about the salaries noted as "to be negotiated" and if those increases would come from a reserve account. Supt. Chamberland responded that negotiated salary adjustments would come from the reserve fund, and she listed some of the collective bargaining units and individual contract agreements that would be going through negotiations during the fiscal year.

Anne Cavanaugh asked about the status of the bus contract. Business Manager Cecelia Wirzbicki explained that the District is in the third year of the current bus contract, which has been extended for two additional years.

Following the operating budget discussion, the Finance Committee reviewed the CIP requests for the School Department. There was discussion about the HVAC system. Town Manager Ed Kazanovicz described the town-wide study underway on HVAC systems.

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The Finance Committee then voted to recommend approval of a total bottom-line appropriation of \$30,132,276.00 for #01201 School Department for FY2024 (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.

#01303 Norfolk Agricultural

The Finance Committee voted to recommend approval of a total bottom line appropriation of \$54,355.00 for #01303 Norfolk Agricultural, as presented in the recommendation of the Town Manager for FY2024 (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 considered transfers from the Fire/Rescue Department. Fire Chief Stephen Coleman was present and explained the requests.

#01220 Fire/Rescue:

\$2,000.00 from Acct. #012211-511113 Firefighter Salary to Acct. #012202-543001 Building Maintenance, to cover the deficit in the account and other 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.

\$12,054.00 from Acct. #012211-511113 Firefighter Salary to Acct. #012212-5582 Protective Gear, to pay for turn-out gear. The Fire Chief explained that three sets of turn-out gear are provided to new hires.

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.

\$20,433.00 from Acct. #012211-511134 Training to Acct. #012211-5130 Overtime, to cover the deficit.

Mr. Marshall asked if the Training Account was contractual and if there were enough funds to cover obligations. Chief Coleman replied that the contractual trainings are paid from Professional Services and that this account paid for outside trainings. The Chief advised that he has suspended the outside trainings for now.

Mr. Kennedy asked if this would cover overtime until the end of the fiscal year. Chief Coleman replied that it would not, because of long-term injured-on-duty leaves and officers on family medical leaves.

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.

Town Manager Ed Kazanovicz gave an overview of the Bay Path budget, which had a small increase. Representatives from Bay Path were not present.

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The Finance Committee voted to postpone action on the Bay Path budget until representatives could be present (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.

The Finance Committee considered the last transfer.

#01303 Norfolk Agricultural:

\$4,557.00 from Reserve Fund Acct. #011322-5781 to Acct. #013032-5691 Assessment. School Business Manager Cecelia Wirzbicki said that there is currently one Freshman student at Norfolk. Ms. Wirzbicki advised that transportation costs have exceeded what was estimated.

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.

Chair Anne Cavanaugh asked if there were any questions or concerns about the minutes of March 1, 2023. There being none, Ms. Cavanaugh accepted the minutes of March 1, 2023 as written.

The Committee decided to start next week's meeting at 6:00 P.M. to finish the operating budget deliberations.

The meeting was adjourned at 7:45 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.

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

The following documents were part of the Finance Committee's Meeting of March 22, 2023 and are retained in the Executive Office of the Town Manager:

- March 22, 2023 Agenda.
- Transfer Request Forms - Fire/Rescue Department, Department of Public Works and Norfolk Agricultural
- FY2024 Budget Requests (Operating and Capital) - School Department Budget and Presentation - Fiscal Year 2024 Budget Overview Looking Forward and Norfolk Agricultural Budget
- Minutes of March 1, 2023