

Auburn Finance Committee
Minutes of the Meeting - March 29, 2023

Members Participating: Anne Cavanaugh, Kevin Kennedy, Ed Coleman, Patrick Jones, Michael Marshall, Diane Byrne (Remote) and Trevor Sansoucy (Remote)
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>.

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
- Trevor Sansoucy - Yes (remote)
- 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

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 transfer requests.

#01210 Police Department:

\$3,000.00 from Acct. #012111-519009 Physical Fitness to Acct. #012112-5581 Department Supplies/Equipment, to correct (550.67) deficit in the budget line. Deputy Police Chief Scott Mills was in attendance.

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; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

\$8,086.00 from Acct. #012111-511108 Patrolmen to Acct. #012111-511107 Sergeants, to correct projected deficit due to shift differentials. 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; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

\$1,650.00 from Acct. #012111-511108 Patrolmen to Acct. #012111-511136 Firearms Stipend, for three (3) patrol officers' firearms qualifications.

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; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

\$30,000.00 from Acct. #012101-511106 Dispatchers to Acct. #012111-5130 Overtime. Deputy Chief Mills said that he hopes that the transfer will carry the Overtime Account to the end of the fiscal year, but he may need to submit additional transfers before the end of the 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; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

\$15,000.00 from Acct. #012111-519007 Sergeant Quinn Bill to Acct. #012112-5850 Equipment, for departmental equipment needs.

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; Mr. Sansoucy, Yes; Ms. Cavanaugh, Yes - passed 7 to 0.

Superintendent-Director Kyle Brenner was in attendance, as well as Business Manager Irene Houle, on behalf of the FY24 budget for Bay Path.

Mr. Brenner gave a budget presentation (attached) based on the Governor's House 1 Budget.

Finance Committee members discussed several budget items:

- Non-Member Town Students (School Choice)
- Salary Line Items (negotiations ongoing)
- Supplies Appropriation
- OPEB Funding - estimated obligation 13 million, with 1 million put in to date
- Legal Services Increase (negotiations)
- Software Increase due to new system expenses

- Electricity Increase
- Enrollment Impact on Town Assessment
- Use of Excess and Deficiency to fund NSS obligation
- Transportation Assessment Reduction
- Length of Debt Service - length of current debt service is 20 years

Following the discussion, the Finance Committee voted to recommend approval of a total budget appropriation for #01302 Bay Path of \$1,506,889.00 (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.

The Committee reviewed the FY24 Budget for the Department of Public Works (DPW - Engineering, Stormwater, Highway, Facility Management Unit, Fleet Maintenance Unit, Parks, Pakachoag Golf Course, Recreation, Cemetery and Sewer).

DPW Director Joanna Paquin was present and gave an overview of the DPW budget for FY24. She discussed departmental vacancies - Assistant Town Engineer in the Engineering Division and Civil Engineer in the Stormwater Unit.

Assistant DPW Director and Sewer Superintendent Nick Swartz was also in attendance and discussed potential infrastructure projects and related funding sources.

The Finance Committee voted to recommend approval of a total budget appropriation of \$6,869,780.00 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.

The Committee then reviewed the CIP budget for the Department of Public Works.

Mr. Marshall asked about the mower discussion last year.

Ms. Paquin advised that the mower last year was for the golf course.

The Finance Committee then voted to take the three transfers for the Pakachoag Golf Course together to reconcile the accounts (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. Mr. Sansoucy left the meeting.

Department of Public Works 701 Pakachoag Golf Course:

\$21.30 from Acct. #701-5781 Contingency to Acct. #701-5100 DPW Director Salary.

\$469.95 from Acct. #701-5781 Contingency to Acct. #701-511101 Superintendent.

\$322.89 from Acct. #701-5781 Contingency to Acct. #701-511128 Groundskeeper.

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

DDIS Director Darlene Coyle was present regarding the budget for #01433 Solid Waste. She discussed the Solid Waste Coordinator position in terms of job responsibilities and education. Ms. Coyle also talked about the recently negotiated contract with Casella Waste Disposal for collection of one year with the option for another year. She advised that the disposal contract is good until the end 2027.

The Finance Committee then voted to recommend approval of a total budget appropriation of \$1,433,694.00, 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; Ms. Cavanaugh, Yes - passed 6 to 0.

The Finance Committee reviewed the budget for the Finance Department and the divisions of Accounting, Assessing and Treasury/Collections. Assessor Seth Woolard and Treasurer/Collector Mary Ann Murphy were in attendance.

Town Manager Ed Kazanovicz gave an overview of the departmental budget. He said that the administration was still reviewing salaries for certain positions for potential action at the fall town meeting.

The Finance Committee voted to recommend approval of a total budget appropriation of \$784,613.00, 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.

#01710 Maturing Debt - Town Manager Ed Kazanovicz discussed the borrowing schedule for CIP items.

The Finance Committee voted to recommend approval of a total budget appropriation of \$4,278,750.00, 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; Ms. Cavanaugh, Yes - passed 6 to 0.

#01752 Interest - The Finance Committee voted to recommend approval of a total budget appropriation of \$817,233.00, 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; Ms. Cavanaugh, Yes - passed 6 to 0.

#01910 Pensions and Benefits - The Town Manager explained that the town was able to maintain level of funding for the Group Insurance Line Item.

The Finance Committee voted to recommend approval of a total budget appropriation of \$13,939,743.00, 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; Ms. Cavanaugh, Yes - passed 6 to 0.

#01542 Youth Commission - The Finance Committee voted to recommend approval of a total budget appropriation of \$144,012.00, 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; Ms. Cavanaugh, Yes - passed 6 to 0.

The Finance Committee reviewed transfer requests from the Department of Public Services #621 Cable and Community Television Division.

\$2,462.00 from Acct. #621-5781 Contingency to Acct. #621-5100 Salary, to cover the 1% performance evaluation salary increase.

The Finance Committee voted to approve the request (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.

\$132.47 from Acct. #621-5781 Contingency to Acct. #621-5710 Travel, to cover greater than expected departmental training mileage.

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 March 8, 2023 minutes. There being none, the Chair accepted the minutes of March 8, 2023 as presented.

The meeting was adjourned at 8:54 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
Admin. Assistant to the Town Manager

The following documents were part of the Finance Committee's Meeting of March 29, 2023 and are retained in the Executive Office of the Town Manager:

- March 29, 2023 Agenda.
- Transfer Request Forms - Police Department, Department of Public Works - Pakachoag Golf Course, Department of Public Services - Cable and Community Television
- FY2024 Budget Requests (Operating and Capital) - Bay Path Budget and Presentation - FY 2024 Adopted Bay Path Budget Town of Auburn 3/29/2023; FY24 Budget Department of Public Works (Engineering, Stormwater Unit, Highway, Facility Management Unit, Fleet Maintenance Unit, Parks, Pakachoag Golf Course, Recreation, Cemetery and Sewer Divisions); Solid Waste; Maturing Debt; Interest; Pensions and Benefits; Youth Commission
- Minutes of March 8, 2023