

Auburn Finance Committee
Minutes of the Meeting - June 28, 2023

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

The meeting was called to order at 6:40 P.M. by the Vice Chair Kevin Kennedy.

Mr. Kennedy announced that this open meeting of the Finance Committee was 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.

Mr. Kennedy noted that the meeting was being recorded by Auburn Cable Television.

The Vice Chair confirmed that all members that were participating remotely were present and could hear him

- Ed Coleman - Here
- Patrick Jones - Here
- Michael Marshall - Yes (remote)

Town Officials:

- CFO/Town Accountant Karen Harnois - Here
- Administrative Assistant Sharon Kwiatkowski - Here

Each vote to be taken in the meeting would be conducted by roll call vote.

The Finance Committee considered the following transfer requests.

Department of Development and Inspectional Services (DDIS)

DDIS Director Darlene Coyle was present to address the following transfer.

\$3,395.00 from Public Health Acct. #015111-511118 Salary Account Inspector to Animal Control Acct. #012922-5430 Kennel Maintenance.

Ms. Coyle explained that the transfer was needed to pay for 9 doors at the kennel. She said that Facility Management workers would be installing the doors.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

#01161 Town Clerk:

\$471.54 from Acct. #011612-5780 Travel/Meetings/Education to Acct. #011612-5300 Contracted Services, for unexpected bill for Dog Tag website.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$318.46 from Acct. #011612-542102 Miscellaneous Supplies to Acct. #011612-5300 Contracted Services, for unexpected bill for Dog Tag website.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

#01210 Police Department:

\$1,658.00 from Acct. #012112-5780 Meetings/Education to Acct. #012112-5580 Clothing/Uniform, to correct line deficit.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$3,761.15 from Acct. #012112-5315 Training to Acct. #012102-5305 Technology Support, to allow payment of invoices received.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$9,460.72 from Acct. #012111-511108 Patrol Officer to Acct. #012101-511106 Dispatchers, to correct deficit and account for remaining anticipated part time shifts.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

The Finance Committee voted to take the next six transfers to the Overtime Account as one (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

Deputy Police Chief Scott Mills was present and explained that the transfers that totaled \$31,176.59, would pay for special event and shift coverage. He said that approximately \$7,000.00 would be for the fireworks at the Independence Day celebration.

\$16,568.91 from Acct. #012101-511132 Communications Director to Acct. #012111-5130 Overtime.

\$4,055.45 from Acct. #012111-511107 Sergeants to Acct. #012111-5130 Overtime.

\$2,878.92 from Acct. #012111-511109 Lieutenants to Acct. #012111-5130 Overtime.

\$3,273.31 from Acct. #012111-519005 Lieutenant Quinn to Acct. #012111-5130 Overtime.

\$2,000.00 from Acct. #012111-519009 Physical Fitness to Acct. #012111-5130 Overtime.

\$2,400.00 from Acct. #012111-5145 Longevity to Acct. #012111-5130 Overtime. The Finance Committee voted to approve all six transfers (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$646.62 from Acct. #012112-5733 Publications to Acct. #012101-511105 Chief Holiday, to account for the Juneteenth holiday.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

#01220 Fire/Rescue Department:

\$6,019.00 from Acct. #012202-5305 Technology Support Account to Acct. #012211-5130 Overtime. Fire Chief Stephen Coleman was participating remotely and explained the transfers to the Overtime Account.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$4,408.00 from Acct. #012202-5736 License & Certification Account to Acct. #012211-5130 Overtime.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$4,725.00 from Reserve Acct. #011322-5781 to Fire/Rescue Acct. #012211-5130 Overtime.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

Department of Public Works (DPW)

\$1,055.94 from Engineering Acct. #014111-511123 Civil Engineer to Highway Account #014211-511103 Wages Full Time, to cover payouts for employee ending employment with the town.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$452.00 from Highway Account #014212-5301 Advertising to Parks Acct. #016511-5130 Parks Overtime, to cover Parks overtime costs projected through the end of the fiscal year.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$1,698.00 from Engineering Account #014111-511123 Civil Engineer to Parks Acct. #016511-5130 Parks Overtime, to cover Parks overtime costs projected through the end of the fiscal year.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$11,000.00 from Stormwater Acct. #014151-511139 Civil Engineer II to Parks Acct. #016512-546001 Maintenance of Fields.

DPW Director Joanna Paquin explained that this transfer would pay for the replacement of five security cameras.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

\$530.00 from Cemetery Acct. #014912-5732 Dues to Cemetery Acct. #014912-5480 Gas, to cover the cost of May and June gas invoices.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

#01152 Human Resources/#01129 Executive Office of Town Manager:

\$3,984.67 from Human Resources Acct. #011521-511146 Salary Generalist to Town Manager Acct. #011291-5140 Buy Back, for vacation buy-back for Town Manager for one week as provided in the employment contract.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

#01152 Human Resources/Finance Dept. #01135 Accounting:

\$2,281.78 from Human Resources Acct. #011521-511146 Salary Generalist to Finance Dept. Accounting Acct. #011351-5140 Buyback, for vacation buy back for Town Accountant/CFO of 1 week.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

#01151 Law Department:

\$10,000.00 from Acct. #011512-5306 General Counsel to Acct. #011512-5308 Negotiator, to meet legal obligations for the rest of the fiscal year for May and June invoices.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

Vice Chair Kevin Kennedy asked if there were any questions on the minutes of May 17, 2023 and June 7, 2023. There being none, Mr. Kennedy accepted the minutes of May 17, 2023 and June 7, 2023.

There was discussion about the next meeting in July, if needed.

At 7:08 P.M. the Finance Committee voted to adjourn the meeting (Motion made by Mr. Jones; motion seconded by Mr. Coleman) roll call vote: Mr. Coleman, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Kennedy, Yes - passed 4 to 0.

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

The following documents were part of the Finance Committee's Meeting of June 28, 2023 and are retained in the Executive Office of the Town Manager:

- June 28, 2023 Agenda
- Departmental Transfer Request Forms - Department of Development & Inspectional Services (Public Health/Animal Control); Town Clerk; Police Department; Fire/Rescue Department; Department of Public Works (Highway, Parks, Cemetery), Executive Office of Town Manager; Finance Department (Accounting), Law Department