

Auburn Finance Committee  
Minutes of the Meeting  
July 12, 2023 - 6:30 P.M.

Auburn Finance Committee  
Minutes of the Meeting - July 12, 2023

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

The meeting was called to order 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 announced that all members that were participating were present in person at the meeting.

The Finance Committee reviewed the following transfer requests for FY23.

Deputy Police Chief Scott Mills was in attendance.

#01210 Police Department:

\$3,029.02 from Acct. #012111-5130 Overtime to Acct. #012101-511106 Dispatchers, to correct the line-item deficit.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) voted in favor 4 to 0.

\$57.08 from Acct. #012111-519007 Sergeant Quinn Bill to Acct. #012101-511106 Dispatchers, to complete account deficit correction.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) voted in favor 4 to 0.

\$360.00 from Acct. #012111-511108 Patrol Officers to Acct. #012111-511107 Sergeants, to account for past step increase for one Sergeant.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) voted in favor 4 to 0.

\$549.53 from Acct. #012111-511108 Patrol Officers to Acct. #012111-511110 Court, for correction to the line-item deficit.

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The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) voted in favor 4 to 0.

Mr. Jones made a motion to vote the next four transfers from the Assessing Division as one. Mr. Marshall seconded the motion and the Committee voted in favor 4 to 0.

Assessor Seth Woolard was participating remotely and he explained the transfer requests.

Finance Department #01141 Assessing:

\$2,100.00 from Acct. #011412-5308 Appellate Cases to Acct. #011412-5311 Revaluation, to cover the costs of a FY23 RRC Invoice (Personal Property Vendor).

\$325.00 from Acct. #011412-5780 Training to Acct. #011412-5311 Revaluation.

\$239.00 from Acct. #011412-5732 Dues to Acct. #011412-5311 Revaluation.

\$136.00 from Acct. #011412-5710 Travel to Acct. #011412-5311 Revaluation.

The Finance Committee voted to approve all four transfers to the Revaluation Account (Motion made by Mr. Jones; motion seconded by Mr. Marshall) voted in favor 4 to 0.

Department of Public Works - Pakachoag Golf Course:

\$1,409.65 from Acct. #701-511221 Seasonal Golf to Acct. #701-5703 Banking Charges, to reconcile the account.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Jones) voted in favor 4 to 0.

#01910 Pensions and Benefits:

\$35,056.75 from Reserve Acct. #011322-5781 Reserve Fund to Acct. #019101-5178 Medicare. CFO Karen Harnois explained the transfer needed to fund Medicare costs for Teacher Summer Pays. Payrolls were processed in FY23 rather than being encumbered, which resulting in a timing issue for the Medicare expense in FY23. CFO Harnois advised that the Medicare charges will be consistent in future years.

The Finance Committee voted to approve the transfer (Motion made by Mr. Jones; motion seconded by Mr. Coleman) voted in favor 4 to 0.

Department of Public Works (Stormwater/Highway and Cemetery/Parks):

\$3,998.18 from Stormwater Acct. #014151-511139 Civil Engineer II to Highway Acct. #014211-5130 Overtime, to eliminate the deficit in the account.

DPW Director Joanna Paquin was in attendance and explained the transfer requests.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Marshall) voted in favor 4 to 0.

\$330.35 from Cemetery Acct. #014911-5130 Overtime to Parks Acct. #016511-511103 Labor/Parks, to eliminate the deficit in the wages account.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Jones) voted in favor 4 to 0.

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The meeting was adjourned (Motion made by Mr. Coleman; motion seconded by Mr. Marshall) voted in favor 4 to 0.

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

The following documents were part of the Finance Committee's Meeting of July 12, 2023 and are retained in the Executive Office of the Town Manager:

- July 12, 2023 Agenda
- Departmental Transfer Request Forms - Police Department, Department of Public Works, Finance Department - Assessing, Employee Benefits