

Auburn Finance Committee
Minutes of September 20, 2023

Auburn Finance Committee
Minutes of the Meeting - September 20, 2023

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

The meeting was called to order at 6:30 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 announced that six members were present in- person and stated that one member may participate remotely at some point. He confirmed that all members could hear him.

- Ed Coleman - Here
- Trevor Sansoucy - Not participating
- Michael Marshall - Here
- Patrick Jones - Here
- George Graham - Here
- Stephen Consilvio - Here

Town Officials:

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

Mr. Kennedy welcomed the two new Finance Committee members Mr. George Graham and Mr. Stephen Consilvio.

The first order of business was re-organization. Mr. Kennedy stepped down from the chair for the re-organization.

Administrative Assistant Sharon Kwiatkowski opened nominations for Chair of the Finance Committee. Mr. Jones nominated Kevin Kennedy for Chair; motion seconded by

Mr. Coleman. There were no further nominations. Ms. Kwiatkowski declared the nominations closed.

The Finance Committee voted on the nomination of Kevin Kennedy for Chair by roll call vote: Mr. Consilvio, Yes; Mr. Graham, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Coleman, Yes; Mr. Kennedy, Yes - passed 6 to 0.

Mr. Kennedy resumed the Chair and opened nominations for Vice Chair. Mr. Jones nominated Michael Marshall for Vice Chair. Mr. Coleman seconded the nomination.

There being no further nominations, the Chair declared the nominations for Vice Chair closed. The Finance Committee voted for Michael Marshall as Vice Chair by a roll call vote: Mr. Consilvio, Yes; Mr. Graham, Yes; Mr. Jones, Yes; Mr. Marshall, Yes; Mr. Coleman, Yes; Mr. Kennedy, Yes - passed 6 to 0.

The Finance Committee reviewed and voted on the following transfer requests.

Department of Public Services - #01610 Auburn Public Library:

\$5,000.00 from Acct. #016101-511216 Library Associates to Acct. #016101-5130 Library Associates OT, to fund the Overtime Account for union employees retroactively to the beginning of FY24 (4 weeks, current total negative balance of -\$597.73). CFO Karen Harnois explained that the deficit was created due to vacancies in the Library Associate positions.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Coleman) voted in favor 6 to 0.

#01291 Emergency Management:

\$750.00 from Acct. #012912-5430 Generator Maintenance to Acct. #012912-5732 Membership/Publications, to cover an invoice for the annual dues for Tri-Epic Regional.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Coleman) voted in favor 6 to 0.

Department of Development & Inspectional Services (DDIS):

\$4,000.00 from Public Health Acct. #015111-511118 Health Inspector to Animal Control Acct. #012921-511127 ACO Back-Up Coverage, to cover ACO staffing coverage. DDIS Director Darlene Coyle explained the transfer, which was to pay for off-hours coverage for the Animal Control Officer (e.g. evenings, weekends). She said that funds were available in the Health Inspector account because the position was vacant for a period of time, but has been filled.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Coleman) voted in favor 6 to 0.

#01155 Information Technology Department:

\$4,432.00 from the Reserve Fund Acct. #011322-5782 Salary and Wage Reserve to Acct. #011551-511120 Assistant Director. Director of Information Technology Mike Marino was participating remotely and explained the transfer to pay for the assignment of

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duties and responsibilities to assist the current IT Director to a current employee of the IT Department. The duties were once the responsibility of an individual who has retired. The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Coleman) voted in favor 6 to 0.

#01131 Finance Committee:

\$215.00 from Acct. #011312-5421 Supplies to Acct. #011312-5734 Dues, to reclassify budget to proper account for Finance Committee Dues.

The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Coleman) voted in favor 6 to 0.

\$43.00 from Town Manager Acct. #011292-5305 Professional Services to Finance Committee Acct. #011312-5734 Dues, funds needed to cover an increase in annual dues. The Finance Committee voted to approve the transfer (Motion made by Mr. Marshall; motion seconded by Mr. Coleman) voted in favor 6 to 0.

Chair Kevin Kennedy asked if there any corrections to the minutes of June 28, 2023 and July 12, 2023. There being none, the Chair accepted the minutes of June 28, 2023 and July 12, 2023.

The next meeting of the Finance Committee will be Wednesday October 4, 2023 to vote on recommendations for the October 24, 2023 Special Town Meeting Warrant articles.

The meeting was adjourned at 6:47 P.M. (Motion made by Mr. Jones; motion seconded by Mr. Coleman) voted in favor 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 September 20, 2023 and are retained in the Executive Office of the Town Manager:

- September 20, 2023 Agenda
- Departmental Transfer Request Forms - Department of Public Services Auburn Public Library; Emergency Management; Department of Development & Inspectional Services (Public Health/Animal Control); Information Technology Department; Finance Committee
- Minutes of June 28, 2023 and July 12, 2023