

Auburn Finance Committee  
Minutes of the Meeting - January 21, 2020  
Auburn High School Presentation Room  
99 Auburn Street, Auburn, Massachusetts

Members Present: Anne Cavanaugh, Kimberley Holstrom, Ed Coleman, Kevin Kennedy, Trevor Sansoucy and Michael Marshall

Absent: Malory O'Brien

Also Present: Chief Financial Officer Ed Kazanovicz, Town Manager Julie A. Jacobson and Adm. Assistant to Town Manager Sharon Kwiatkowski

The meeting was called to order at 6:30 P.M. by the Chairman Anne Cavanaugh. She stated the purpose of the meeting was to vote on transfer requests.

The Finance Committee voted to vote as one all the transfers from the Salary and Wage Reserve Account (Motion made by Ms. Holstrom; motion seconded by Mr. Sansoucy) voted in favor 5 to 0.

The Chairman read the requests.

Michael Marshall was in attendance.

#01129 Executive Office of Town Manager:

\$3,000.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #011291-511102 Clerical-Adm. Assistant.

#01152 Human Resources:

\$1,204.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #011521-511101 Salary.

#01155 Information Technology Department:

\$3,000.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #011551-511101 Director.

Department of Development & Inspectional Services (DDIS) 01511 Public Health:

\$4,000.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #015111-511101 Dept. Head DDIS-Health Director Salary.

\$2,400.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #015111-511129 Assistant Health Director.

\$4,500.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #015111-511118 Health Inspector.

DDIS 01175 Planning Division:

\$3,000.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #011751-511101 Planner.

DDIS 01292 Animal Control Unit:

\$3,000.00 from Acct. #011322-5782 Salary and Wage Reserve to Acct. #012921-511101 Salary.

Town Manager Julie Jacobson spoke about the transfers for the by-law employee salary adjustments as read by the Chairman.

Ms. Jacobson explained that there have been discrepancies in some non-union salaries, specifically in the Department of Development & Inspectional Services and for other department or division heads, causing the Town to lose good employees. She said that some salaries were not keeping up with market rates and due to the good economy there have been opportunities for employees to move to other communities that pay better. Ms. Jacobson advised that she had conducted a salary survey in FY19 of comparative communities and the requests for adjustments reflected in the transfers are due to the survey results. Ms. Jacobson also advised that the administration is working to update the non-union salary schedule.

Mr. Kennedy raised the question about incentives for employees to remain with the town. Ms. Jacobson discussed the potential for items like longevity pay and additional vacation time besides more competitive salaries.

The Finance Committee voted to approve the transfers (Motion made by Ms. Holstrom; motion seconded by Mr. Kennedy) voted in favor 6 to 0.

At 6:45 P.M. the Finance Committee voted to recess to the special town meeting and to adjourn following the town meeting (Motion made by Ms. Holstrom; motion seconded by Mr. Kennedy) 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 January 21, 2020 and are retained in the Executive Office of the Town Manager:

- January 21, 2020 Agenda
- Transfer Request Forms - Executive Office of Town Manager, Human Resources Department, Information Technology Department, Department of Development and Inspectional Services - Public Health Division, Planning Division and Animal Control Unit

