

Auburn Finance Committee
Minutes of the Meeting – March 13, 2019
Auburn Town Hall Selectmen’s Meeting Room
104 Central Street, Auburn, Massachusetts

Members Present: Kevin Hussey, Anne Cavanaugh, Ed Coleman, Kimberley Holstrom, Malory O’Brien, Kevin Kennedy and Trevor Sansoucy
Also Present: Chief Financial Officer Ed Kazanovicz and Adm. Assistant to Town Manager Sharon Kwiatkowski

The meeting was called to order at 7:00 P.M. by the Chairman Kevin Hussey.

Chairman Kevin Hussey gave an overview of the meeting agenda. The first order of business was consideration of departmental transfer requests.

#01210 Police Department:

\$6,500.00 from Acct. #012111-511108 Patrolmen to Acct. #012112-5380 Miscellaneous Service.

Lt. Eileen Harrigan was present for the transfer request. She said that the transfer would pay for the vendor for administering an assessment center for the position of police sergeant. Lt. Harrigan advised that this was not for a new position, but to establish an eligibility list for promotion in case of a vacancy in the sergeant ranks. The Finance Committee voted to approve the transfer (Motion made by Ms. Cavanaugh; motion seconded by Ms. Holstrom) voted in favor 7 to 0.

\$5,000.00 from Acct. #012111-511108 Patrolmen to Acct. #012102-5430 Building Ground Repair. Lt. Harrigan explained the request to pay for unanticipated repairs to the building or any of its systems. Lt. Harrigan explained that there were funds in the Patrolmen Account due to vacancies in the department because of senior officers leaving and hiring new officers at lower salary step levels. She also said that there was a new position still vacant that was approved in the last budget. The Finance Committee voted to approve the transfer (Motion made by Ms. Cavanaugh; motion seconded by Mr. Holstrom) voted in favor 7 to 0.

\$2,500.00 from Acct. #012111-511108 Patrolmen to Acct. #012112-5490 Food, to pay for anticipated detainee meals and to pay for training meal allowance for in-service/specialized training. The Finance Committee voted to approve the transfer (Motion made by Ms. Cavanaugh; motion seconded by Ms. Holstrom) voted in favor 7 to 0.

\$37,500.00 from Acct. #012111-511108 Patrolmen to Acct. #012111-5130 Overtime. Lt. Harrigan explained the transfer to pay for any overtime related to shift coverage, emergency call back, and special event or after hour’s response. The Finance Committee voted to approve the transfer (Motion made by Ms. Cavanaugh; motion seconded by Ms. Holstrom) voted in favor 7 to 0.

#01220 Fire / Rescue Department:

\$2,500.00 from Acct. #012211-511209 Fire Suppression to Acct. #012202-543001 Building Maintenance Account. Chief Coleman explained that the transfer was to cover an unanticipated shortfall in the Building Maintenance line item until June 30, 2019.

The Finance Committee voted to approve the transfer (Motion made by Ms. Cavanaugh; motion seconded by Ms. Holstrom) voted in favor 7 to 0.

Fire Chief Stephen Coleman informed the Finance Committee that he will need to submit a transfer before the end of the fiscal year to replace turn out gear because of a motor vehicle accident on the highway. During the incident three members had to lay on the ground to treat and extract the injured person and their turn out gear was damaged and needed to be replaced. The Chief advised that insurance may pay for a portion of it and he is waiting for an answer on that. He said that the \$17,000.00 in the account now (FY19) is to furnish six pairs of gear.

Executive Director of the Senior Center/Elder Affairs Division of the Department of Public Services, Jean Boulette, was present on behalf of the FY2020 Budget.

The Finance Committee reviewed the Capital Budget. Ms. Boulette advised the committee that there were no requests until 2023 for the replacement of chairs.

The Finance Committee reviewed the Operating Budget requested for FY20.

Jean Boulette discussed the salary changes in the Van Drivers Account. She also addressed the Minibus/Gas Account. Ms. Boulette advised that there were three funding sources for the item: the St. Vincent Healthcare Fund, the line item and the State formula grant.

Following discussion the Finance Committee voted to recommend approval of a total budget appropriation of \$177,010.00 for the Senior Center/Elder Affairs Division #01541 as presented in the recommendation of the Town Manager (Motion made by Ms. Cavanaugh; motion seconded by Ms. Holstrom) voted in favor 7 to 0.

Director of Information Technology Michael Marino was present regarding the FY20 budget for the Information Technology Department.

Mr. Marino reviewed the changes in his CIP for FY20 for software, server and infrastructure upgrades. In addition he reviewed the projected items for FY21 to FY24.

The Finance Committee reviewed the operating budget for FY20. Malory O'Brien asked about conferences. Mr. Marino replied that most conferences are free and they are put on by vendors.

The Finance Committee voted to recommend approval a total budget appropriation of \$211,037.00 for the Information Technology Department #01155, as presented in the recommendation of the Town Manager (Motion made by Ms. Cavanaugh; motion seconded by Ms. Holstrom) voted in favor 7 to 0.

DPW Director Bill Coyle was present and gave an overview of the divisions in the Department of Public Works:

#01411 Engineering - There was an increase in Road Reconstruction of \$10,000.00. Mr. Coyle discussed the condition of the roads with respect to drainage and replacement of pipes.

#01415 Stormwater - Mr. Coyle explained the Stormwater Coalition of 30 towns in which Auburn participates as the result of the EPA permit. He said that the additional Civil Engineer II position is needed to do the stormwater work. Mr. Coyle discussed fees and fines for new road construction and non-compliance. The increase of \$1,500.00 in the Public Education Account is for mailing notifications to the public.

#01421 Highway - There is one (1) new part time clerical position (19 hours per week in Highway and Sewer) in the budget to help with the workload. The DPW Director also discussed snow and ice deficits for FY19. Ms. Holstrom asked about the requested appropriation in Salt and Calcium. Mr. Coyle responded that there was one year of unusual storms that led to an inflated three-year average number for Salt & Calcium. Mr. Kazanovicz added that the Town is expecting about \$75,000.00 from FEMA from last year's storm of 24 inches and that might be used to stock up the salt shed. There is an increase in the Tree Removal Account because of an increased volume of calls for removal of hazardous trees.

#01427 Fleet Maintenance - The increase in the MV Repairs Account is due to an increase of the cost of parts and the number of repairs. Mr. Mitchell advised that 95% of the municipal vehicle repair work is now done in-house or about 100 vehicles at a savings of \$65,000 - \$70,000 per year.

#01601 Sewer - Kim Holstrom asked about Retained Earnings. CFO Ed Kazanovicz explained plans to utilize some of the funds for the year.

There was discussion on the Capital Improvements Plan for the DPW. Mr. Coyle advised that the bleachers at Lemansky Park needed repairs and there is consideration for sewer line repairs. He is still compiling numbers to address the roof at the DPW Building.

The Finance Committee voted to recommend approval of a total budget appropriation of \$5,627,304.00 for the Department of Public Works, as presented in the recommendation of Town Manager (Motion made by Ms. Cavanaugh; motion seconded by Ms. Holstrom) voted in favor 7 to 0.

Mr. Kazanovicz requested that the Finance Committee hold on the discussion and potential vote on the Revised Overall Financial Management Policies-Capital Budgets until the next meeting.

The meeting was adjourned at 8:35 P.M. (Motion made by Ms. Holstrom; motion seconded by Ms. Cavanaugh) voted in favor 7 to 0.

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

The following documents were part of the Finance Committee's Meeting of March 13, 2019 and are retained in the Executive Office of the Town Manager:

- March 13, 2019 Agenda
- Transfer Requests – Police Department and Fire/Rescue Department
- FY20 Budgets (capital and operating) – Department of Public Services - Senior Center/Elder Affairs Division; #01155 Information Technology Department and the Department of Public Works (Divisions – Engineering, Stormwater, Highway and the Facility Management Unit, Parks, Recreation, Pakachoag Golf Course, Cemetery and Sewer and the Fleet Maintenance Unit)
- Draft Revised Overall Financial Management Policies-Capital Budgets