

Auburn Finance Committee
Minutes of the Meeting – March 20, 2019
Auburn Town Hall Selectmen’s Meeting Room
104 Central Street, Auburn, Massachusetts

Members Present: Kevin Hussey, Anne Cavanaugh, Ed Coleman, Malory O’Brien and Kevin Kennedy
Members Absent: Kimberley Holstrom 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

CFO Ed Kazanovicz provided a budget status update based on the Finance Committee’s action to date. He provided a revised 5-year CIP summary page for the Auburn Public Library. In addition the Bay Path assessment has been reduced, leaving approximately \$71,800.00 available for appropriation if taxed at 2.5%.

Mr. Kazanovicz presented a change to the budget for the Department of Development and Inspectional Services Public Health Division in the Inspector Salary Account. The appropriation had been understated due to a retro-active salary adjustment at the successful conclusion of the employee’s probationary period.

The Library Director Jean Collins was present for the following transfer:

Department of Public Services (DPS) #01610 Auburn Public Library:

\$8,000.00 from Acct. #016101-511216 Library Associates to Acct. #016102-5350 Programs. Ms. Collins explained that the transfer would pay for programs not funded through the State. She said that programs are the Library’s niche and bring in foot traffic. The Director said that there was money in the Library Associates Account this fiscal year because they are short-staffed. The Programs Account has been increase in the FY20 budget recommended by the Town Manager. Mr. Kennedy asked if the appropriation was sufficient for the programs. Ms. Collins stated that it was sufficient.

The Finance Committee voted to approve the transfer (Motion made by Ms. Cavanaugh; motion seconded by Mr. Kennedy) voted in favor 5 to 0.

The Library Director gave an overview of factors driving the budget request for FY20. She discussed compliances to be in the library consortium but there were also benefits for all the participants. Ms. Collins explained the one-time request in the Contracted Services Account for the Library Strategic Plan initiated by the Board of Library Trustees.

The Finance Committee reviewed the CIP for the Library. There were no questions posed by the committee members.

The Finance Committee voted to recommend approval of a total budget appropriation of \$642,357.00 for the operations of the Auburn Public Library #01610 as presented in the recommendation of Town Manager (Motion made by Ms. Cavanaugh; motion seconded by Mr. Kennedy) voted in favor 5 to 0.

Supervisor Chris Hugo was present on behalf of the FY20 budget request for the Cable and Community Television Division of the Department of Public Services. He discussed his requests for the division for FY20, which were just about level-funded from FY19. Ed Kazanovicz discussed the recommendations by Town Administration.

The Finance Committee voted to recommend approval of a total budget appropriation of \$239,256.00 for the operations of the Cable and Community Television Division #01621 as presented in the recommendation of the Town Manager (Motion made by Ms. Cavanaugh; motion seconded by Mr. Kennedy) voted in favor 5 to 0.

Director of DDIS Darlene Coyle and the Assistant Director Caleb Moody were present on behalf of the FY20 budget proposed for the Department of Development and Inspectional Services (DDIS).

Mr. Kazanovicz discussed differences in the salary lines of the department request and the Town Manager's recommendations due to Ms. Coyle's request for some salary changes.

Ms. Coyle gave an overview of the DDIS budget and proposals for each division: Public Health, Planning, Economic Development, Building & Code Enforcement, Conservation Commission and Animal Control.

Kevin Hussey asked about the year-to-date actuals for the Economic Development Division in light of the recommended level-funded appropriation for expenses. Mr. Kazanovicz replied that the numbers should hold as level-funded with FY19.

Mr. Kennedy asked for clarification about the current Town Planner's salary versus last year with Energy Manager's responsibilities. Ms. Coyle said that the Energy Manager (part time position) is now under the Finance Department and Mr. Kazanovicz.

Mr. Kennedy asked about coverage for the Animal Control Officer to cover all the work hours.

Ms. Coyle replied that the job is 24/7 and she described the back-up coverage for ACO on weekends with two part time employees paid with stipends. She said that the system has been in place for one year and seems to be working well. Ms. Coyle said that the ACO is on call during the nights.

The Finance Committee voted to recommend approval of a total budget appropriation of \$634,162.00 for the operations of the Department of Development and Inspectional Services, as presented in the recommendation of Town Manager (Motion made by Ms. Cavanaugh; motion seconded by Ms. O'Brien) voted in favor 5 to 0.

The DDIS Director then addressed the following transfer requests:

\$300.00 from Acct. #015112-5304 Compliance Checks to Acct. #015112-5784 Education.

\$200.00 from Acct. #012412-5780 Education (Building) to Acct. #015112-5784 Education (Board of Health). Ms. Cavanaugh made a motion to vote both transfers together. Mr. Coleman seconded and the Finance Committee voted in favor 5 to 0.

Ms. Coyle explained that the transfers were needed for tuition reimbursements per the Town's Personnel Policy.

The Finance Committee voted to approve both transfers (Motion made by Ms. Cavanaugh; motion seconded by Ms. O'Brien) voted in favor 5 to 0.

The next item was consideration of the FY20 budget for Solid Waste #01433. Mr. Kazanovicz discussed escalating solid waste collection and disposal costs and the potential for fee increases in the next solid waste contract.

There was discussion about proposed staff for the Solid Waste Department. The current part time Solid Waste Recycling Coordinator is proposed to change from part time to full time. Mr. Kazanovicz advised that the grant that funded the part time position is expiring and Town Administration agreed with Director Coyle's request for the full time employee and the additional part time clerk to support the coordinator.

Ms. Coyle described positives to having the full time solid waste compliance person as a presence in the community for educating the public and encouraging people to use the overflow bags to avoid higher disposal costs. She spoke about the excellent work the recycling volunteer Amy Sullivan has done to acquire grant awards to support the unit.

Ms. O'Brien asked if the solid waste budget included public buildings and schools. Ms. Coyle replied affirmatively.

Mr. Kennedy asked if the administration has asked other towns for information on their solid waste contracts.

Ms. Coyle responded that other towns have challenges regarding increased fees for recycling and transportation to the site. She said that Auburn is lucky that the haulers are located in the town on Hardscrabble Road.

DDIS Director Coyle added that at the end of this contract the Town will own the toters that people have. She talked about the process to replace damaged, worn-out toters.

Ms. Cavanaugh asked where in the budget was the salary for the current Recycling Coordinator. Ms. Coyle said that Amy Sullivan is a volunteer through the State DEP.

Ms. Cavanaugh asked why disposal cost is up if the amount of trash is down. Ms. Coyle said that this is for the increase in the contract the town has with Wheelabrator for disposal.

Darlene Coyle explained the work “in field” that the Solid Waste and Recycling Coordinator performs, following the trucks and if observing overflowed totes or things put in recycling bins that should not be there. Then she stops and tags the tote or provides information to the residents.

The Finance Committee voted to recommend approval of a total budget appropriation of \$1,111,078.00 for #01433 Solid Waste, as presented in the recommendation of Town Manager (Motion made by Ms. Cavanaugh; motion seconded by Mr. Kennedy) voted in favor 5 to 0.

Darlene Coyle reviewed the budget for #01176 Board of Appeals. The Finance Committee voted to recommend approval of a total budget appropriation of \$13,509.00 for #01176 Board of Appeals as presented in the recommendation of Town Manager (Motion made by Ms. Cavanaugh; motion seconded by Ms. O’Brien) voted in favor 5 to 0.

The Finance Committee reviewed the Capital Budget for DDIS. There were no requests for FY20. Ms. Coyle explained the requests in FY21, FY22 and FY23 for ACO Vehicle Replacement and in FY23 and FY24 for the Inspectional Vehicle Replacement.

There were no CIP requests for FY20 under Cable and Community Television. Mr. Hugo discussed the requests in FY21 for servers and bulletin boards, in FY23 to upgrade room switches and in FY24 for AHS broadcast package.

The Finance Committee voted to approve the overall financial management policy adjustments approved by the Board of Selectmen on March 11, 2019 (Motion made by Anne Cavanaugh; motion seconded by Ed Coleman) voted in favor 5 to 0.

The Finance Committee voted to adjourn the meeting at 8:28 P.M. (Motion made by Anne Cavanaugh; motion seconded by Malory O’Brien) voted in favor 5 to 0.

Submitted: Sharon A. Kwiatkowski
Assistant to the Town Manager, Admin.

The following documents were part of the Finance Committee’s Meeting of March 20, 2019 and are retained in the Executive Office of the Town Manager:

- March 20, 2019 Agenda
- Transfer Requests – Department of Development & Inspectional Services (DDIS) Public Health Division; Department of Public Services Auburn Public Library Division
- FY2020 Department Budget Requests (including CIP) – Department of Public Services (DPS) Library and Cable and Community Television; Department of Development and Inspectional Services (DDIS) Divisions – Public Health, Planning, Economic Development, Building, Conservation Commission, Animal Control; Solid Waste and Zoning Board of Appeals