

Auburn Finance Committee
Minutes of the Meeting - June 24, 2020
Remote Participation Only

Members Participating: Anne Cavanaugh, Ed Coleman, Kevin Kennedy and Michael Marshall
Not Participating: Malory O'Brien and Trevor Sansoucy
Present: Chief Financial Officer Ed Kazanovicz

The Open Meeting of the Town of Auburn Finance Committee was being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus. The meeting was being recorded by Auburn Cable Television.

The meeting was called to order at 6:02 P.M. by the Chairman Anne Cavanaugh.

Ms. Cavanaugh confirmed that the following members were participating remotely and could hear her:

- Ed Coleman - Here
- Kevin Kennedy - Here
- Michael Marshall - Here

Each vote to be taken in the meeting will be conducted by roll call vote.

Ms. Cavanaugh gave an overview of the meeting agenda.

The Finance Committee considered the following transfer requests.

The Fire Chief Stephen Coleman was participating remotely and explained the following two transfer requests:

#01220 Fire/Rescue Department:

\$4,232.20 from Acct. #012211-5160 Holiday payroll account to Acct. #012212-585701 New Equipment Account, to cover hose testing expenses. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

\$2,500.00 from Acct. #012211-5160 Holiday payroll account to Acct. #012212-585702 Medical Supplies, to cover expenses for medical supplies through the end of the fiscal year. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

The Finance Committee voted to take together the next thirteen (13) transfers to the salary career Firefighter Account #012211-511113 from the following accounts (Motion

made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

Chief Coleman explained that there was a known budget deficit that goes back to the Fire Department's receipt of the federal Safer Grant for two firefighter positions. There was one ½ year salary for one position in the budget last year. Prior to the grant award but after the budget was submitted, he knew that the department would get the two positions that would start at the ½ year point, with the budget lacking the second ½ year of salary. The Chief said that he was going to submit for a separate appropriation at this year's town meeting, but with COVID and the need to shorten the town meeting and the spending freeze since mid-March, he realized that the department would be able to take care of the deficit internally with a transfer.

#01220 Fire/Rescue Department:

\$ 33.61 from Acct. #012202-5421 Misc. Supplies Account
 \$ 100.00 from Acct. #012202-5301 Advertise Account
 \$ 150.00 from Acct. #012202-543002 Property Damage Account
 \$ 2,015.01 from Acct. #012202-5732 Dues/Meetings Account
 \$ 181.00 from Acct. #012202-5736 License and Certifications Account
 \$ 235.46 from Acct. #012212-5241 Equipment Repair Account
 \$ 100.00 from Acct. #012212-5490 Food/Misc. Account
 \$ 1,623.20 from Acct. #012212-5580 Clothing/Uniforms Account
 \$ 1,619.08 from Acct. #012211-5160 Holiday Account
 \$ 571.25 from Acct. #012211-511134 Training Account
 \$ 2,455.48 from Acct. #012211-511209 Call Firefighters
 \$22,675.77 from Acct. #012211-5130 Overtime
 \$14,250.00 from Acct. #012211-519001 Education Stipend

The Finance Committee voted to approve the transfers that totaled \$46,009.86 (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes; Ms. Cavanaugh, Yes - passed 4 to 0.

\$1,817.50 from Acct. #012211-5130 Overtime to Acct. #012202-5785 Professional Development, to cover Lieutenant Exam expenses. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

The Chair noted that the Library Director Jean Collins was participating remotely.

Department of Public Services #01610 Public Library:

\$299.00 from Acct. #016101-511224 Lib. Administrator-Children's Resources to Acct. #016101-511226 Lib. Administrator - Admin., to correct miscalculation. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

Department of Public Works -#01421 Highway Division:

\$4,300.00 from Acct. #014211-511103 Wages to Acct. #014211-5130 Overtime, to eliminate the deficit in the account. DPW Director Bill Coyle was participating remotely and advised the Finance Committee that the transfer was needed for the overtime costs associated primarily with protests at night and on a weekend and for picking up dead animals in the roadway and clearing trees and tree branches that have fallen in the roads.

The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

#01427 Fleet Maintenance Unit:

\$1,461.51 from Acct. #014211-511103 Highways Wages Full Time to Acct. #014271-511103 Fleet Wages, because the original budgeted amount did not include wage increases for FY2020. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

#01491 Cemetery Division:

\$2,200.00 from Acct. #014912-5840 Cemetery Improvement to Acct. #014912-5430 Building Maintenance, for fire alarm repair. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

#01701 Pakachoag Golf Course:

\$9,600.00 from Acct. #01701-5782 Contingency to Acct. #01701-511221 Seasonal Golf.

DPW Director Bill Coyle explained the transfer request. He said that with this transfer he was modifying the Seasonal Employees Account to reflect the actual costs. The original budget request for FY20 had been an estimated amount. Mr. Coyle said that the Seasonal Employees Account appropriation has been adjusted in the FY21 budget. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

\$122.17 from Acct. #01701-5782 Contingency to Acct. #01701-5130 Overtime Call Back Tech Support. DPW Director Bill Coyle explained the transfer request. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

#01210 Police Department:

\$14,951.78 from Acct. #012111-511108 Patrolmen to Acct. #012102-5430 Building/Ground Repair. Police Chief Andrew Sluckis was participating remotely and

explained the transfer, which was needed for repairs to the chiller in the HVAC system. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

\$2,854.08 from Acct. #012111-511108 Patrolmen to Acct. #012111-511107 Sergeants, to offset year-end payroll shortfall. Mr. Marshall asked if there would be enough money to pay the patrol officers until the end of the year. Chief Sluckis replied affirmatively and explained the reason for the shortfall was that there had been an extra provisional Sergeant appointed due to one Sergeant being out on extended Injured on Duty (IOD) for a couple of years before retiring. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

\$544.52 from Acct. #012111-511108 Patrolmen to Acct. #012111-511109 Lieutenant, to offset year-end payroll shortfall. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

The Finance Committee voted to take the next two transfers together (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

#01291 Emergency Management:

\$472.90 from Acct. #012912-5421 Misc. Shelter Supplies to Acct. #012912-5850 Equipment Account.

\$250.00 from Acct. #012912-5710 Travel to Acct. #012912-5850 Equipment Account. The Chair Anne Cavanaugh noted the letter from the Emergency Management Director Eric Otterson that explained that the transfer is for a Laptop computer for use in the Emergency Operations Center (EOC). He said that the EOC was opened during COVID/ Demonstration and Emergency Management did not have a means to log onto the web EOC, which is an essential function of emergency management. The Finance Committee voted to approve both transfers (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

Department of Development and Inspectional Services (DDIS) #01180 Economic Development:

\$299.02 from Acct. #011802-5421 Office Supplies to Acct. #011801-511130 Economic Development Coordinator salary, to address a shortage in the salary account for the Economic Development Coordinator. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

Finance Department #01135 Accounting Division; #01145 Treasury/Collections:

\$5,369.00 from Acct. #011451-511102 Clerical to Acct. #011351-5140 Buy Back, for request for buy back vacation in accordance with contractual obligation. Mr. Kazanovicz explained that this transfer is for the Chief Financial Officer and there is another one on the agenda for the Town Manager per their employment agreements. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

#01129 Executive Office of the Town Manager:

\$7,260.00 from Acct. #011322-5782 Salary and Wage Reserve Account to Acct. #011291-5140 Buy Back, for vacation buy back option in accordance with the employment contract. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

#01199 General Services:

\$5,000.00 from Acct. #011992-5214 Water/Sewer/Heating to Acct. #011992-5211 Electricity, for essential supplies. Mr. Kazanovicz advised that the supplies were to repair LED lights because of vandalism. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

\$9,289.61 from Acct. #011992-5212 Streetlights to Acct. #011992-5340 Telephone. CFO Kazanovicz explained that the transfer would pay for phones for new staff positions. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

#01151 Law Department:

\$10,000.00 from Acct. #011512-5309 Special Litigation to Acct. #011512-5306 General Counsel. Mr. Kazanovicz explained that the administration wanted to transfer some funds into the General Counsel Account for any costs that might be incurred for the rest of the fiscal year. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

Chairman Anne Cavanaugh asked if there were any questions on the minutes of September 18, 2019, October 15, 2019 and November 20, 2019.

There being none, the Chairman accepted the minutes of September 18, 2019, October 15, 2019 and November 20, 2019 as written.

CFO Ed Kazanovicz gave a brief fiscal update and he said that the administration was still waiting for guidance and information from the State and that there were many unknowns right now. Mr. Kazanovicz stated that there has been information put out that

state aid might be level-funded, but he thinks that would be optimistic and definitely not guaranteed.

Mr. Kazanovicz advised that the Town seems to have a healthy appropriations surplus and because of snow and ice there are \$125,000 - \$150,000 of surplus funds. There is a total of 1.2 Million surplus appropriations above FY19. He said that the unknown is the total revenue loss. The Town has filed for CARES Act funds and is in the process of preparing FEMA applications for COVID-related expenses. Mr. Kazanovicz agreed to keep the Finance Committee informed.

At 6:35 P.M. the Finance Committee meeting was adjourned (Motion made by Mr. Coleman; motion seconded by Mr. Kennedy) roll call vote: Ms. Cavanaugh, Yes; Mr. Kennedy, Yes; Mr. Coleman, Yes; Mr. Marshall, Yes - passed 4 to 0.

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

The following documents were part of the Finance Committee's Meeting of June 24, 2020 and are retained in the Executive Office of the Town Manager:

- June 24, 2020 Agenda
- Transfer Request Forms - Executive Office of Town Manager, Finance Department- Treasury/Collections and Accounting Divisions, Law Department, General Services, Police Department, Fire/Rescue Department, Emergency Management, Department of Public Works - Highway Division, Cemetery Division, Fleet Maintenance Unit and Pakachoag Golf Course; Department of Development and Inspectional Services - Economic Development Division, Department of Public Services - Library Division
- June 24, 2020 MUNIS Year-to-Date Budget Report - Enterprise Funds
- Minutes of September 18, 2019, October 15, 2019 and November 20, 2019