

Auburn Finance Committee  
Minutes of the Meeting - July 29, 2020  
Remote Participation Only

Members Participating: Anne Cavanaugh, Ed Coleman, Malory O'Brien and Michael Marshall  
Not Participating: Kevin Kennedy 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 7:02 P.M. by the Chairman Anne Cavanaugh.

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

- Ed Coleman - Here
- Malory O'Brien - Here
- Michael Marshall - Here

In addition, the following town employees were participating remotely:

- Amanda Gage
- Police Chief Andrew Sluckis
- Fire Chief Stephen Coleman
- Director of Development & Inspectional Services (DDIS) Darlene Coyle
- Department of Public Works (DPW) Director William Coyle

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.

#01220 Fire/Rescue Department (FY20):

\$330.50 from Acct. #012212-5580 Clothing Account to Acct. #012202-543001 Building Maintenance, to cover expense for emergency repairs to the headquarters furnace. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

The Finance Committee voted to take the next four transfers from the Overtime Account together (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$0.04 from Acct. #012211-5130 Overtime to Acct. #012201-511102 Administrative Assistant Salary Account.

\$129.16 from Acct. #012211-5130 Overtime to Acct. #012201-511105 Chief's Holiday Pay Account.

\$28.42 from Acct. #012211-5130 Overtime to Acct. #012201-511211 Deputy Chief's Salary Account.

\$5,252.40 from Acct. #012211-5130 Overtime to Acct. #012211-511113 Firefighter Salary Account. All the transfers were to cover the account deficits for FY20. The Finance Committee voted to approve all four transfers (Motion made Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

#01210 Police Department (FY20):

The Finance Committee voted to take the next three transfers from the Patrolmen Account together (Motion made Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$5,146.39 from Acct. #012111-511108 Patrolmen to Acct. #012101-511106 Dispatchers, to offset year-end payroll deficit.

\$1,244.05 from Acct. #012111-511108 Patrolmen to Acct. #012111-511107 Sergeants, to offset year-end payroll deficit.

\$4,413.68 from Acct. #012111-511108 Patrolmen to Acct. #012111-519008 Patrolmen Quinn, to offset year-end payroll deficit. The Finance Committee voted to approve all three transfers (Motion made Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

#01433 Solid Waste (FY20):

\$2,075.77 from Acct. #014332-529301 Other Pickup to Acct. #014332-5293 Solid Waste Collection, to offset year-end deficit to meet 6/30/2020 liability. CFO Ed Kazanovicz explained that the Solid Waste transfers (3) were to pay the final invoices from Republic Services. He advised that the contract with the new provider, Casella Waste, began on July 1, 2020 for both trash collection/disposal and recycling. Anne Cavanaugh asked about the term of the new contract. Mr. Kazanovicz said that the contract was for 3 years with a two-year renewal option. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$1,602.44 from Acct. #014332-5294 Solid Waste Disposal to Acct. #014332-5293 Solid Waste Collection, to offset year-end deficit to meet 6/30/2020 liability. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$1,289.96 from Acct. #014331-511141 Staff Assistant to Acct. #014332-5293 Solid Waste Collection, to offset year-end deficit to meet 6/30/2020 liability. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion

seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

Department of Development & Inspectional Services (DDIS) #01511 Public Health (FY20):

\$755.05 from Acct. #015112-5784 Education to Acct. #015111-511215 Clerical Salary, to address the Clerical Salary Account shortage due to clerical error. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$278.56 from Acct. #015112-5421 Miscellaneous Supplies to Acct. #015111-511101 DDIS Director Salary, to address the Director Salary Account shortage due to clerical error. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

Department of Public Services #621 Cable and Community Television (FY20):

\$5,266.07 from Acct. #621-5781 Contingency to Acct. #621-5100 Salary. CFO Ed Kazanovicz explained that the transfer was needed to transfer the amount of COLA and Job Evaluation increases for FY2020. He said that a transfer was never prepared, but the amount was built into the Contingency Account for this Division, which is an Enterprise Fund. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

Department of Public Works (DPW) #01421 Highway Division (FY20):

\$1,247.00 from Acct. #014211-511103 Wages to Acct. #014211-5130 Overtime, to eliminate the deficit. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$476.37 from Acct. #014211-511102 Clerical to Acct. #014212-5490 License, to eliminate the deficit. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

DPW #01651 Parks (FY20):

\$542.39 from Acct. #016511-511221 Seasonal to Acct. #016511-5130 Overtime, to offset year-end payroll deficit due to Covid-19 regulations for cleaning of restrooms at Pappas Complex. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

DPW #01427 Fleet Maintenance Unit (FY20):

\$340.51 from Acct. #014211-511103 Highway Wages to Acct. #014271-511103 Fleet Wages, to cover year-end deficit. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote:

Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

DPW 701 Pakachoag Golf Course (FY20):

The Finance Committee voted to take the next two (2) transfers together (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$275.51 from Acct. #701-5421 Miscellaneous Supplies to Acct. #701-5490 Food Concession, to help to eliminate the deficit.

\$85.28 from Acct. #701-5242 Equipment Maintenance to Acct. #701-5490 Food Concession, to eliminate the deficit. The Finance Committee voted to approve both transfers (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

The Finance Committee voted to take the next two (2) transfers together (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$133.52 from Acct. #701-5242 Equipment Maintenance to Acct. #701-5703 Banking Charges and Expenses, to help to eliminate the deficit.

\$281.26 from Acct. #701-5430 Building Maintenance to Acct. #701-5703 Banking Charges and Expenses, to eliminate the deficit. The Finance Committee voted to approve both transfers (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

The Finance Committee voted to take together the next three (3) transfers for the additional cost related to COVID expenses (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$3,391.56 from Acct. #701-5214 Fuel to Acct. #701-511221 Seasonal Golf.

\$874.02 from Acct. #701-5421 Miscellaneous Supplies to Acct. #701-511221 Seasonal Golf.

\$4,439.03 from Acct. #701-5425 Merchandise to Acct. #701-511221 Seasonal Golf.

DPW Director Bill Coyle explained the additional costs incurred and the extra staff needed to meet the COVID-19 regulations to open the golf course.

Mr. Marshall asked if the course was profitable to be open, given the expenses to meet COVID-19 regulations.

Mr. Coyle replied that the Pakachoag Golf Course has been extremely busy and the income is exceeding last year's and the previous year's proceeds.

The Finance Committee then voted to approve the three (3) transfers (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

#01199 General Services (FY20):

\$338.68 from Acct. #011992-5212 Street Lights to Acct. #011992-5211 Electricity, to offset year-end deficit to meet 6/30/2020 liability. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

\$1,709.22 from Acct. #011992-5212 Street Lights to Acct. #011992-5340 Telephone, to offset year-end deficit to meet 6/30/2020 liability. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

#01910 Employee Benefits (FY20):

\$21,000.00 from Acct. #011322-5781 Reserve Fund to Acct. #019101-5172 Unemployment Compensation. Mr. Kazanovicz explained the transfer that was necessary to cover the cost of Unemployment Compensation for March, April, May and June to be invoiced by DET the second week in August due to Covid-19. The Finance Committee voted to approve the transfer (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

Chairman Anne Cavanaugh asked if there were any comments or corrections on the minutes of December 18, 2019, January 21, 2020 or February 26, 2020. There being none, the Chairman accepted the minutes of December 18, 2019, January 21, 2020 and February 26, 2020 as written.

The Finance Committee voted to authorize the Chair to verbally approve transfers that come in and need immediate action, such transfers to be ratified by the Finance Committee at the next meeting (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

Ed Kazanovicz gave an update on State Aid for FY21. He said that the State's numbers would not be provided to the Town until the beginning of October. CFO Kazanovicz advised that the administration would continue with the FY21 budget that was voted in June with needed amendments to be taken up at the fall town meeting.

Mr. Kazanovicz said that there would be an item on the Board of Selectmen's August 10<sup>th</sup> meeting agenda to tentatively set the fall town meeting on October 27<sup>th</sup> and to open the warrant.

At 7:36 P.M. the Finance Committee voted to adjourn the meeting (Motion made by Mr. Coleman; motion seconded by Ms. O'Brien) roll call vote: Ms. Cavanaugh, Yes; Ms. O'Brien, Yes; Mr. Coleman, Yes and Mr. Marshall, Yes - passed 4 to 0.

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

The following documents were part of the Finance Committee's Meeting of July 29, 2020 and are retained in the Executive Office of the Town Manager:

- July 29, 2020 Agenda
- Transfer Requests - Fire/Rescue Department, Police Department, Solid Waste, Department of Development and Inspectional Services - Public Health Division, Department of Public Services - Cable and Community Television Division, Department of Public Works - Highway Division, Parks, Fleet Maintenance Unit, Pakachoag Golf Course, General Services Department, Employee Benefits
- Minutes of December 18, 2019, January 21, 2020 and February 26, 2020