

Feb 14, 2018 Finance Committee meeting 6:30 PM

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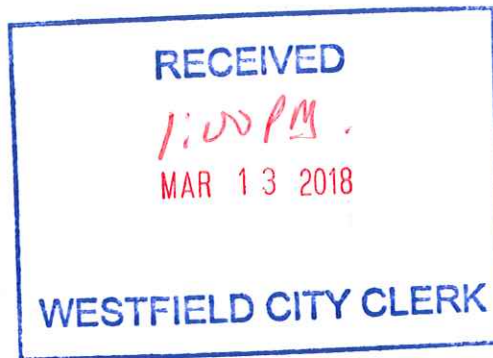
Call to Order 6:32

Recording Matt Emmershly 36 Fowler St.

Roll Call/ Those in Attendance Emmershly, Allie Surprise all present.

Also in attendance: Auditor Mary Daly, Retirement Lynn Rea, Police Chief Camerota, Police Capt McCabe, IT manager Bernashe, Matthew Roman, Engineer Cressotti, Councilors Babinski and Morganelli, Mayor Sullivan, Facilities Manager Forette

Accept Minutes of 1/31/2018 Finance Committee Meeting. 3-0 vote to accept



1. Notification from PERAC (Public Employee Retirement Administration Commission) submitting the Fiscal Year 2019 appropriation of \$10,457,590.00

Lynn Rea, Retirement Administrator informed the committee that Westfield's retirement is 69.5% funded as reported in Actuarial Report dated 1/1/17, and is increasing over 7%, and is on track to be 100% funded in 2034. There is an annual report each year, and the next Actuarial Valuation report is due Jan 1, 2019.

3-0 to skip #2 out of order

2. Motion of Councilors Surprise and Flaherty to create a Special Purpose Stabilization Fund in accordance with Chapter 40 Section 5B of the MGL dedicated to the purpose of repair and maintenance of city-owned roads and sidewalks, to be funded by use of the total revenues of the Westfield Local Option Meals Tax and Room Occupancy Tax, as instituted under MGL Chapter 64L and Chapter 64G Section 3.

Councilor Flaherty and Surprise went to Legal Department for a 9:30 conference call with DOR Atty Crowley. Legal did not schedule. Wanted to delay until end of the month. Surprise discussed legal view of creating authority. Want to schedule conference call with Legal and DOR February 26th-28th Chap 40 sec 5b Councilor Allie reported that he met with Mayor, who presented breakdown of road projects.

Councilor Surprise made motion to create stabilization fund, Emmershly seconded. Councilor Allie asked to hold in Finance until Feb 28th because Mayor intended to attend Feb 28th Finance meeting.

Councilor Surprise made motion to accept state law, Emmershly seconded.

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|--|-------------------------|
| 1) Motion to create stabilization fund | voted 3-0 refer to L&O |
| 2) motion to accept state law chap 40 sec 5b | voted 3-0 refer to L&O |
| 3) motion to dedicate funds from Meals tax | remain in committee 3-0 |

4) motion to dedicate funds from hotel tax remain in committee 3-0

3. Appropriation of \$175,000.00 from Free Cash to the Police Department, Overtime, account #12100000-513000.

This request is to cover overtime expense until the end of FY 2018 due to specific issues, long-term disability, military leave, extended sick leave and full time police academy.

The Police overtime budget was cut in FY 2017 budget. Mayor level funded overtime in FY2018 budget. Council knew last June that police overtime was underfunded.

-Emmershy asked about long-term disability. McCabe handed out OT doc. \$28k still In OT acct. air show cost city \$36k police \$25k

Vote 3-0 to approve from Committee

- Appropriation of \$41,723.82 from Free Cash to the Technology Center, Purchase of Services, account #11550000-520000.

FY18 Purchase of Services account was cut by City Council by \$100,000.

Funds are for a back up server, copier lease, utilities, software renewals and support.

Munis \$200k going up in FY'19 (Tacs) retirement is completely separate. Copier lease 3yrs ago. Looking for intern. Down from 5 techs to 3. Needs more than 3 but less than 5.

Motion to move forward with no recommendation 3-0

4. Transfer of \$11,000.00 from the Technology Center, Full-Time Salary account #11550000-511000 to the Technology Center, Purchase of Services, account #11550000-520000 For unfilled position. Part 2 of the request

FY18 Purchase of Services account was reduced by City Council by \$100,000.

Funds are for a back up server, copier lease, utilities, software renewals and support.

Motion to approve 3-0

5. Transfer of \$29,400.00 from the Engineering Department from Full-Time Salary account #14110000-511000 to the following:

- a. \$26,755.00 to Engineering Department, Purchase of Services account #14110000-520000

Transfer is to cover cost of Geographic Information System (GIS) Coordinator position. The position was not filled, and the funds are surplus, but are need to pay for professional services.

b. \$2,645.00 to Flood Control Commission, Purchase of Services account #12990000-520000.

The Flood Control Commission budget has proven to be short, and is looking for design services related to a traffic signal on Union St.

Little river levee one portion flood commission. Other portions are private and other city dept owned.

motion to approve 3-0

6. Motion of Councilor Surprise and Emmershy requesting Director of Facilities, Bryan Forrette, to present a summary of last year's activities and accomplishments, and discuss plans for potential future costs savings and operational improvements with the Finance Committee. Refer to Finance Committee. Invite Mr. Forrette

Discussed responsibilities of job. Outlined facilities. Eliminated 330k siemens contract. Green communities grant. Savings are being reinvested in properties, looking for larger Green communities grants. Motion to report out of committee 3-0

1. Overview of Department.
2. Evaluate new facilities.
3. Reign in spending

Meeting adjourned 8:50

