

FINANCE COMMITTEE MINUTES

3-17-21 AT 5 PM

ZOOM

The meeting was called to order by Chairman Figy at 5 PM. In attendance were Committee members Councilor Bridget Matthews-Kane and Councilor Richard K. Sullivan, Jr. Also, in attendance were Fire Chief Patrick M. Egloff, Director of Council on Aging Tina Gorman, City Engineer Mark Cressotti, Acting Department Supervisor of Public Works and Water Francis Cain, Peter Cowles of the IT Department and Marisa Colon, scribe for the Finance Committee.

Chairman Figy began the meeting by asking if anyone from the public would like to speak during public participation. There was no one from the public in attendance.

Councilor Matthews-Kane made a motion, seconded by Councilor Sullivan, to APPROVE the acceptance of a \$2,880.00 grant from the executive office of Public Safety and Security, Department of Fire Services to the Westfield Fire Department for the Fiscal Year 2021 Senior S.A.F.E Program.

Director of Council on Aging (COA) Tina Gorman explained that the money will support two different programs which COA will run in the next fiscal year. The first is the residential lock box program which allows emergency personnel such as EMT and/or Firefighters to enter senior's residential living facilities and homes in emergency situations. This program was very popular when it was conducted in 2019 and is in high demand for the 2020 and 2021 year. Due to Covid, the lock box program could not be carried out in 2020 but COA was allowed to use the money for the Fire for Life program and a Senior Safety lunch-in. The money granted for FY21 will be used for the Lock Box program and a portion will go towards the overtime salary for EMTs and Firefighters for a Health Fair which will be held in the spring of 2022. Money will also go towards a new program, Sand for Seniors which will distribute 5 gallon buckets of sand for the winter season sometime during the fall for Seniors who do not have family in the area. Councilor Figy asked if this was for FY21 or FY22. Chief Egloff clarified that the state fiscal year goes by Calendar year unlike the fiscal year as in the City which begins in July and ends in June. No other questions were asked at this time. The motion passed 3-0 with Councilors Figy, Matthews-Kane and Sullivan voting YES.

Councilor Sullivan made a motion, seconded by Councilor Matthews-Kane, to APPROVE the acceptance of a \$6,3800.00 grant from the executive office of Public Safety and Security, Department of Fire Services to the Westfield Fire Department for the Fiscal Year 2021 Student S.A.F.E Program.

Chief Patrick Egloff of the Westfield Fire Department, explained that it is the same grant for the last twenty-five years. The program allows for specially trained Firefighters and EMTs to go into schools to speak to children about fire safety and prevention. Since the program's inception, there has been a substantial reduction in juvenile deaths related to fires. Approximately 80% of the money will go to

overtime salary and the rest will be spent on education materials, hats and other gifts that are fire prevention based for school aged children. The money awarded this year was higher than in previous years and there is no need for fund matching from the city. The Chief further explained that the hope is to enter the classrooms this year as schools are due to reopen next month. The majority of EMT's/Firefighters have been vaccinated which will hopefully ease the minds of school administrators and allow them to conduct the program safely in person at the schools. About half a dozen Firefighters were taught fire safety and prevention through the Safe Program as students and are now Firefighters who are conducting this program. The motion passed 3-0 with Councilors Figy, Matthews-Kane and Sullivan voting YES.

Councilor Matthews-Kane made a motion, seconded by Councilor Sullivan, to APPROVE the transfer of \$309.00 from the Engineering Department's Purchase of Services Account FY21 to the Engineering Department's Purchase of Services Account FY20 to pay a prior year bill.

City Engineer, Mark Cressotti, explained that the bill was to pay for a permit that was needed to be renewed for the flood way clearing which the Engineering Department hired R. Levesque and Associates to do the environmental permitting through DEP (Department of Environmental Protection) for the Flood Commission. The City had to pay a fee to the Natural Heritage and Endangered Species organization and R Levesque had paid that fee at the end of FY 2020 but the Engineering Department just received the bill towards the end of 2020. Councilor Figy stated that it appears the bill was delivered to the city in August of 2020 and was date stamped as received September 2020. Why did it take so long for this to be addressed and paid? Cressotti explained that at the time of receipt there was no City Auditor to assist in paying the bill which led to a delay in payment. The motion passed 3-0 with Councilors Figy, Matthews-Kane and Sullivan voting YES.

The Finance Committee members discussed and agreed that the next Finance Committee meeting date will be held Tuesday, March 30th at 5 PM.

Councilor Sullivan made a motion to adjourn, which Councilor Matthews-Kane seconded. The motion passed 3-0 with Councilors Figy, Matthews-Kane and Sullivan voting YES.

The Chair adjourned the meeting at 5:15 PM.

Respectfully submitted

Marisa Colon, Scribe of the Finance Committee