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Finance Committee Meeting Minutes

October 17, 2023 at 6:00 PM

The meeting was called to order by Chair Bridget Matthews-Kane at 6:00 PM. In attendance were Finance Committee members Councilor Bridget Matthews-Kane and Councilor Richard K. Sullivan, Jr. Councilor Brent Bean was absent. Also in attendance were Assistant Health Director Debra Mulvenna, Interim Director of Public Works Fran Cain, Westfield Police Captain Jerome Pitoniak and Scribe of the Finance Committee Karisa Zerbato.

A motion was made by Councilor Sullivan for the acceptance of previous meeting minutes for 5/15/2023, 8/17/2023 and 9/7/2023. The motion was seconded by Councilor Matthews-Kane. The motion passed 2-0 with Councilor Matthews-Kane and Councilor Sullivan voting YES.

Councilor Matthews-Kane asked if anyone from the public would like to speak during public participation. There were no speakers for public participation.

A motion was made by Councilor Sullivan for acceptance of a grant in the amount of \$9,600,000.00 from the Massachusetts Governor's Military Taskforce to the Westfield-Barnes Regional Airport for the Taxiway B South project. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Councilor Matthews-Kane stated Airport Manager Christopher Willenborg was unable to attend tonight's meeting as he is at a conference. She further stated there is no local match and this is the third out of the five funding sources for the project. The project is scheduled to start April 2024. The motion passed 2-0 with Councilor Matthews-Kane and Councilor Sullivan voting YES.

A motion was made by Councilor Sullivan for the approval of a transfer of \$3,195.00 within the Department of Public Works, Land and Natural Resources Division, from the FY24 Purchase of Service Account #14990000-520000 to the FY23 Purchase of Service Account #14990000-520000. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Fran Cain stated this was for tree work that was done by Northern Tree Service at Atwater, Smith and Dana Avenue. He stated not enough money was carried over to pay the invoice. The motion passed 2-0 with Councilor Matthews-Kane and Councilor Sullivan voting YES.

A motion was made by Councilor Sullivan for the approval of a transfer of \$257.52 within the Department of Public Works Wastewater Division from FY24 Purchase of Service Account #67004400-520000 to FY23 Purchase of Service Account #67004400-520000. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Fran Cain stated this is sales tax owed to the state of Connecticut for the rental of portable air conditioners. The vendor provided documentation to the purchasing department that the sales tax needed to be paid. Councilor Sullivan asked if this is something that

is done on a regular basis. Mr. Cain stated no and added that this was due to equipment failure that has since been resolved. The motion passed 2-0 with Councilor Matthews-Kane and Councilor Sullivan voting YES.

A motion was made by Councilor Sullivan for the transfer of funds in the amount of \$47.38 within the Department of Public Works, Land and Natural Resources Division, from the FY24 Supplies Account #14990000-540000 to the FY23 Supplies Account #14990000-540000. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Fran Cain stated this is an invoice from Westfield Equipment. The invoice came in at the end of the fiscal year and was missed. Councilor Matthews-Kane asked if this is a small family-owned business in Westfield. Mr. Cain confirmed. The motion passed 2-0 with Councilor Matthews-Kane and Councilor Sullivan voting YES.

A motion was made by Councilor Sullivan for the transfer of \$100.00 within the Police Department from the FY24 Purchase of Service Account #12920000-520000 to the FY23 Purchase of Service Account #12920000-520000. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Captain Pitoniak stated this is from the Animal Control Department. The invoice came in late to the billing department during a time of transition when the office manager left the Police Department. The invoice was for tire change overs at Al's Tire. The motion passed 2-0 with Councilor Matthews-Kane and Councilor Sullivan voting YES.

A motion was made by Councilor Sullivan for the transfer of \$71.50 within the Health Department from FY24 Purchase of Service Account #15100000-520000 to the FY23 Purchase of Service Account #15100000-520000. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Debra Mulvenna stated this was for a pickup of the sharps container at the kiosk at the Police Department. The office manager was not aware of the pickup at the time. The pickup was done in May however the bill didn't arrive until September. The motion passed 2-0 with Councilor Matthews-Kane and Councilor Sullivan voting YES.

A motion was made by Councilor Sullivan to take out of committee with no action the appropriation in the amount of \$155,000.00 from Free Cash (1000-359000) to the Engineering Department's Purchase of Service Account #14110000-520000 to fund design services for improvements at the Western Ave and Bates Road Intersection. The motion was seconded by Councilor Matthews-Kane. The motion passed 2-0 with Councilor Matthews-Kane and Councilor Sullivan voting YES.

A motion was made by Councilor Sullivan to adjourn the meeting at 6:12 PM. The motion was seconded by Councilor Matthews-Kane. The motion passed 2-0 Councilor Matthews-Kane and Councilor Sullivan voting YES.

Respectfully submitted,

Handwritten signature of Karisa Zerbato in black ink.

Karisa Zerbato, Finance Committee Scribe

