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WESTFIELD CITY CLERK

Finance Committee Meeting Minutes

January 24, 2023 at 5:30 PM

The meeting was called to order by Chair Bridget Matthews-Kane at 5:30 PM. In attendance were Finance Committee members Councilor Bridget Matthews-Kane and Councilor Richard K. Sullivan, Jr. Councilor Brent Bean was not in attendance. Also in attendance was Community Development Director Peter Miller, Director of Public Works Francis Cain, Budget Analyst Joanna Williams, Building Commissioner Carissa Lisee and Mayor Michael McCabe.

A motion was made by Councilor Sullivan for the acceptance of the meeting minutes from October 2, 2022 and November 9, 2022. The motion was seconded by Councilor Matthews-Kane. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane 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 to take agenda item #10 out of order. The motion was seconded by Councilor Matthews-Kane. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the appropriation of \$8,940.00 from Free Cash (1000-359000) to the Community Development Department Purchase of Service Account #11820000-520000 for unforeseen expenses related to an environmental assessment at a municipally owned property at 47 School Street. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote Peter Miller stated the City began taking this property in 1991 through tax title. In 2005, the foreclosure deed was recorded and the City received ownership of the property. Mr. Miller continued in 2011, the City was notified of the property having contamination issues related to the prior use of the property as a cleaners and a filling station. However at that time the City had exempt status. The statute of responsibility has a clause that states if the property is being used for municipal benefit than the chain of responsibility occurs. The area is currently a parking lot which DEP has determined is a beneficial use to the City. Therefore the City is responsible. Mr. Miller further stated that this past June DEP used a state wide EPA grant for site assessment. This revealed that there is an overage of TCE in the air in the basement at 29 School Street. An additional air quality test at 29 School Street and an air quality test at 22 Church Street needs to be completed. Mr. Miller stated the \$8,940.00 will allow the City to enter into an agreement with Environmental Partners to complete the work. This will help determine what the next steps will be. Councilor Sullivan asked if the consulting group knows the history of the property. Mr. Miller confirmed and stated they have completed file reviews, DEP recognition and have spoken to DEP on the City's behalf. Councilor Sullivan stated he would like to encourage the City to look into Brownfield Funds for future funding as this will be very costly. Mr. Miller stated he hopes to file for grants to help assist with the process. The City is also being asked to reconfirm the direction of groundwater flow. This will be worked into Fiscal Year 2024

budget. Councilor Matthews-Kane asked what account only has so much money in it. Mr. Miller responded that this generally would come out of Purchase of Service Account. There is around \$22,000.00 in this account annually. Mr. Miller further responded that currently there is approximately \$3,500.00 in the account that is unaccounted for however there are projects including one on Cabot Road that he would like to complete. Councilor Matthews-Kane asked how much money is in the Off Street Parking Account. Mr. Miller stated approximately \$45,000.00. Around \$24,000.00 was spent on fall cleanup. Councilor Matthews-Kane asked why this project isn't getting paid out of the Off Street Parking Account. Mr. Miller stated this isn't an eligible expense in the revolving fund. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the appropriation of \$550,000.00 from the Department of Public Works, Stormwater Division's Undesignated Fund #6850-359000 to the Purchase of Service Account #68504550-520000 to fund a necessary sewer system modification on the upper portion of West Silver Street. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Francis Cain stated there are some connections currently tied into the storm drain leading to untreated raw sewage going into the river. The discharge is around South Street. The current balance in the Stormwater Account is \$980,506.00. This would also involve redoing the stormwater line. This concern was found with the MS4 permitting process. Councilor Matthews-Kane asked if this item has come before the Finance Committee before. Councilor Sullivan confirmed and stated the item was originally \$750,000.00. Councilor Sullivan thanked Mr. Cain for his work on the project in reducing the cost as well as finding a different source of funding. Councilor Sullivan asked if the work is completed under budget will the remaining funds be returned to the Stormwater Account. Mr. Cain confirmed. Councilor Sullivan asked if the storm waterline is being replaced for the entire distance of the six homes. Mr. Cain confirmed and stated in addition the storm structures are also being replaced. Councilor Sullivan asked if sewer connections are included. Mr. Cain confirmed. Mr. Cain also stated the road will be getting repaved curb to curb. Councilor Sullivan asked if Western Avenue would be cut into it. Mr. Cain stated no and further stated his hopes are the sidewalks won't be touched. Councilor Matthews-Kane asked if it is both sides of the street. Mr. Cain stated it is one side of the street, the side without the sidewalks. The motion passed 2 0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan to take agenda items #7 and #8 out of order. The motion was seconded by Councilor Matthews-Kane. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the appropriation of \$120,000.00 from the Department of Public Works, Highway Division's FT Hourly Account #14210000-511100 to the Purchase of Service Account #14210000-520000 to cover costs associated with vendor contracts. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Fran Cain stated this will cover costs for roadside mowing, asphalt patching and off duty traffic. Councilor Sullivan stated this account will need a significant

budget increase going forward if the department is fully operational with full staffing. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the appropriation of \$100,000.00 from Free Cash (1000-359000) to the Department of Public Works, Highway Division Account #14210000-540000 to handle anticipated fuel expenses for the remainder of FY23. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Francis Cain stated the DPW garage is the gas station for the whole City. In addition fuel costs have escalated. He further stated going forward there is talk of having a special fund that other departments would pay into to help cover costs. He further stated in addition to the cost of the fuel there is the added burden that the gate needs to be replaced due to being worn out from use. He further added the fuel island is going to need upgrades including a canopy for fire protection. The tanks will also need upgrading in the future. DPW also pays for the treatment of all the diesel. Councilor Matthews-Kane asked where this is located. Mr. Cain responded there is two 10,000 gallon white above ground tanks at the DPW garage. Mr. Cain also stated a backup power source is also maintained because if the power goes out there would be no fuel. Councilor Matthews-Kane wanted to clarify that the cost of the canopy and the backup power source is not included in this appropriation and that this is just for fuel expenses. Mr. Cain confirmed. Councilor Sullivan asked if all departments reimburse for fuel costs. Joanna Williams confirmed. Councilor Sullivan asked if there was any administration fees attached. Mr. Cain and Ms. Williams both stated there was no administration fees. Councilor Sullivan asked if the school bussing company uses the fuel. Mr. Cain stated that they don't use it anymore. Ms. Williams added that the police station used to have fuel stations that were used but there are no longer used. Mr. Cain added that those storage tanks need to come out as they have expired. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the appropriation of \$427.92 from Free Cash (1000-359000) to the Public Property Department Out of Grade Account #11920000-514200 to pay Chris Cesar out of grade salary for performing the job duties of Senior Building Custodian per Memorandum of Agreement. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Carissa Lisee stated that when Tommy Curran announced he was going to retire she had numerous meetings with the Personnel Director at the time on restructuring the Public Property Department. There was a MOA drafted when Mr. Curran was put into the foreman unit that stated when he vacated the position the position would come out of the foreman unit and go back into the labor unit. She further stated that she approached the Personnel Director at the time to discuss the process of how this would be done and stated she wanted to move Chris Cesar up to the senior custodian position. The options discussed included a job description change, a new job description or approval by the union. There were some ideas on how to move forward however it did not work out by the time Mr. Curran retired. She further continued that on January 1st, Chris Cesar assumed the responsibilities of the senior building custodian while she worked with the Personnel Director to work things out with the union. It was decided that this new position was going to be moved to a grade 12, step 5 however when the MOA was signed it was signed as a grade 12, step 6. At that time the numbers for the carry over

for grade 12, step 5 were already completed. Ms. Lisee stated there is money to pay Mr. Cesar for this year however because of the MOA there is a shortage for last year due to the grade change. She was able to carry over \$1,022.98 to accommodate the 109 days worked at 6 hours a day and \$22.09/hour but the signed MOA states Mr. Cesar needs to be paid at the step 6 rate of approximately \$22.80/ hour leading to the difference. Councilor Sullivan asked if Mr. Cesar is now in the step 6 position and if the money will now be in the budget going forward. Ms. Lisee confirmed. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the appropriation of \$154,577.07 from Free Cash (1000-359000) to Engineering Purchase of Service Account #14110000-520000 to fund the purchase and implementation of StreetScan, a pavement and sidewalk asset management program. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Mayor Michael McCabe this is to fund StreetScan which is a computer generated program that looks at all of the City roads and sidewalks. Using a PCI the conditions of roads will be identified. The City has 251 miles of roadway. StreetScan and the PCI will help prioritize what roads need attention. Mayor McCabe stated StreetScan was a program that City Engineer Allison McMordie used previously and is familiar with. The initial cost is \$154,577.07 for the program with an additional maintenance fee of approximately \$1500.00 annually. This program will show the pavement condition index as well as allow facts and figures to be entered in regards to cost analysis for the projects. Councilor Matthews-Kane asked if this would also look at ADA ramps. Mayor McCabe confirmed. He further stated that the cost of this program will pay for itself over time as it will help set up a plan to prioritize streets in order of their deterioration. Councilor Matthews-Kane asked if the program produces the plan. Mayor McCabe confirmed and stated the data provided from the program will help support the decisions the City makes. Councilor Matthews-Kane raised the question that some streets and sidewalks are used more frequently. Mayor McCabe stated that is not how the program reads. Councilor Figy asked how much the cost of the previous Pavement Management System was. Councilor Sullivan asked how long it would take the Engineering Department to come up with a plan that includes the 251 miles of the City. Mayor McCabe stated he will find out the answer. Councilor Sullivan questioned how frequently the program will be updated, as some things deteriorate quicker than others. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the appropriation of \$33,325.18 from Free Cash (1000-359000) to Engineering Purchase of Service Account #14110000-520000 to fund a contract with Overland Engineering for the purpose of subsurface and utility investigations for the CSX underpass on East Mountain Road. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Mayor Michael McCabe stated that over time the use of East Mountain Road has changed. Trucks from Peckham Industries travel up East Mountain Road and down Holyoke Road constantly. The City is looking at a way to get Peckham Industries truck traffic off of East Mountain Road and Holyoke Road. In order to do this the truck pattern needs to flow under the CSX underpass at Springfield Road and East Mountain Road. Mayor McCabe stated

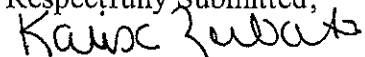
that over the past 100 years there has been accumulation of material underneath the CSX underpass. The original design had a clearance of 12'-0". Currently the clearance is 10'3" due to accumulation. The City would like to bore the road and remove the material increasing the height clearance back to 12'-0". This would allow the trucks to pass through the CSX underpass. Mayor McCabe stated additionally that CSX is requesting that the City pay them \$5,000.00 for insurance costs and costs for police details. If it decided once boring is complete that excavation can happen, the City will have to notify MassDOT to help reconfigure the roadway.

A motion was made by Councilor Sullivan to amend the motion by an additional \$5000.00. The motion was seconded by Councilor Matthews-Kane. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

Councilor Sullivan stated he hopes that the City looks at the unintended consequences that may occur as in other trucks now using this. Councilor Sullivan asked if Lane would be willing to contribute to the cost of this project. Mayor McCabe stated he would have additional information on February 15, 2023. Councilor Matthews-Kane asked if this was for the study and boring. Mayor McCabe stated if the study and boring go well then excavation would be cleared. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan to adjourn the meeting at 6:37 PM. The motion was seconded by Councilor Matthews-Kane. The motion passed 2-0 with Councilor Sullivan and Councilor Matthews-Kane voting YES.

Respectfully Submitted,



Karisa Zerbato, Finance Committee Scribe

