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FEB 21 2018

WESTFIELD CITY CLERK

Finance Committee 01/31/2018 meeting minutes

Call to Order 6:30

Roll call/ Record those present/Matt Emmershly recording video, audio or live

Attendance: Councilors Allie, Surprise, Emmershly (Finance members), Flaherty, Burns, Morganelli, Babinski. Hope Tremblay, Captain McCabe, IT Manager Bernashe. Minutes from 1/17/18 meeting were accepted 3-0

1. Notification from PERAC (Public Employee Retirement Administration Commission) submitting the Fiscal Year 2019 appropriation of \$10,457,590.00, and invite one of the trustees or retirement board to attend next meeting.

Remain in committee 1/16/2018 No one from PERAC present. Voted 3-0 to leave in committee

2. 01/04/18 Motion of Councilors Surprise and Flaherty to establish a Special Purpose Stabilization Fund in accordance with Chapter 40 Section 5B of the Mass General Laws, and dedicated to the purposes of road and sidewalk repair and maintenance on 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 Mass General Laws Chapter 64L and Chapter 64G Section 3.

Remain in comm 1/16/2018 refer to Legal invite legal

Received memo from Sue Phillips dated Jan 30, 2018, on council share. Appears to be a typo in Subject: Section 44 should be 40. Chair Allie read memo.

Discussion- process initiated with the Mayor. Surprise to work with legal and join in conference call with DOR

Process for creating Stabilization fund.

Question of use of Room Occupancy Tax

Allie read Legal Dept letter. On Council Share. Surprise stated that law dept letter is inaccurate. Flaherty stated Council has ability to initiate it. Flaherty explained extra money for roads and sidewalks, and steps needed to create the fund.

1. initiate fund. 7 votes 2. Vote to accept State law c 40, sec 5B, majority vote needed. 3. Two Separate votes to dedicate funds from meal tax; and hotel tax. 2/3 vote needed.

Surprise indicated mayor not in favor of doing this. \$75k more spent last year but far less than meals revenue coming. Committee requested Mayor submit a breakdown of how Meals tax funds have been spent. Mayor informed the Chair that he will provide something next week. Surprise submitted report City

of Amesbury council created Stabilization fund. Meals tax takes in \$500k a year, Hotel tax takes in \$250k.

Voted 3 -0 to leave in committee.

Voted to take out of order skipping #3 until end

3. Briefing by Councilors Flaherty and Paul, former Finance committee

Flaherty discussed regular items to be budgeted. Capt McCabe reviewed the 9 step process a department has to go through to get items approved after they have been cut from the budget. Flaherty stated that prior Fin Comm requested that revenue generating depts work to break even and cover costs. Building Department instituted new fees schedule.

Flaherty recommended Fin Comm ask City Departments for best budget, that would level service and include known items needed to operate department.

4. 01/18/18 Transfer of \$54,891.45 from Police Special Towing and Storage for purchase of 2018 Ford Edge \$30,535 for unmarked detective vehicle, and 2018 Transit connect van \$24,356.45 for Animal Control vehicle.

Vehicles have a lot of miles, both traded in, over 100,000 miles. Animal control vehicle is unsafe. Money is in the account.

McCabe says FY19 will be fully funded budget. Morganelli asking why brand new vehicles. \$49-60 for oil changes. 3-5k mile service intervals.

Voted 3-0 to approve

5. 01/18/18 -Mayor's request for authorization to use remaining appropriation of \$1800 from PEG funding for Internet and Fiber towards FY18 general PEG operation expenses.

This is not a request for additional funds. Last year, the council approved \$266,000 for internet and fiber. Bids came in under budget. Council needs to approve in order to re-use funds for supplies wire cast upgrade (software used to run the broadcast, cell phone hardware support, computer laptop for media person. Cowles last IT day this Friday

Voted 3-0 to approve

Meeting adjourned at 7:57 PM