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## Finance Committee Meeting Minutes

February 23, 2023 at 5:30 PM

The meeting was called to order by Chair Bridget Matthews-Kane at 5:33 PM. In attendance were Finance Committee members Councilor Bridget Matthews-Kane, Councilor Richard K. Sullivan, Jr. and Councilor Brent Bean. Also in attendance were Chairwoman of the Westfield Historical Commission Cindy Gaylord, Councilor Ralph Figy and Scribe of the Finance Committee Karisa Zerbato.

A motion was made by Councilor Bean for the acceptance of previous meeting minutes from 1/18/2023. The motion was seconded by Councilor Sullivan. The motion passed 3-0 with Councilor Bean, 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 #8 out of order. The motion was seconded by Councilor Bean. The motion passed 3-0 with Councilor Bean, Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Bean for the acceptance of a Gift donation in the amount of \$2,415.00 from Caitlin Costello to the Historical Commission to defer costs for the repair of the gate at the Old Burying Ground. The motion was seconded by Councilor Sullivan.

Prior to the vote, Cindy Gaylord stated this was a GoFundMe account created by a friend of the Westfield Historical Commission to help pay for the repair of the gate at the Old Burying Ground. She further stated the police were unable to apprehend the person responsible for the damage to the front gate. She received three quotes and has accepted one under the condition that the money is accepted. Cindy stated she will be asking the CPC for the rest of the funds needed to complete the project. She further stated this is sad as repairs were just completed 2 years ago. Councilor Sullivan asked if this was a hit and run. Cindy confirmed and stated the accident occurred around 2:30 AM with the car coming down Chapel Street and slamming right into the gate. She finds it hard to believe that no one knows any information because the front end of the vehicle had to be demolished. Councilor Bean asked if there is a way to put stone in front. Cindy stated that the City has to have gate access to allow City trucks into mow. She stated when she reviewed the video the car was traveling at such a high rate of speed that it went airborne and then came down. This is the only time this has happened since 1840. She continued the gate is needed, vandalism is under control and the only other damage that has been done has been from falling tree limbs. Councilor Matthews-Kane asked if there was three bids and if one of the bids was accepted. Cindy stated the bid was accepted under the condition that the money was accepted and CPC provides the rest of the funding. Councilor Matthews-Kane asked how much the bid was. Cindy stated \$9800.00. The person that will be completing the work came highly recommended and will also have a historic ironsmith working on it. The shattered pieces that were picked up from the ground will be worked into the gate as well as the four finial fence

pieces that snapped off. The motion passed 3-0 with Councilor Bean, Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan to return to regular order. The motion was seconded by Councilor Bean. The motion passed 3-0 with Councilor Bean, Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the appropriation from Free Cash (1000-359000) to the Stabilization Account #8303-34000 in the amount of \$86,188.11 to replenish funds previously approved by Council for the initial payment of John Deere 744 Loader for the Barnes-Westfield Airport. The motion was seconded by Councilor Bean.

Prior to the vote, Councilor Figy stated he is happy to see this is happening. Councilor Sullivan asked after this will the payments be in the budget going forward and if this was just fronted from the Stabilization Account. Councilor Matthews-Kane and Councilor Figy confirmed. The motion passed 3-0 with Councilor Bean, Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the transfer from the General Fund Reserve for Unforeseen Account #19500000-570900 to the Audit Purchase of Service Account #11350000-520000 in the amount of \$9,000.00 to fund an increase in the Outside Audit Services Contract. The motion was seconded by Councilor Bean.

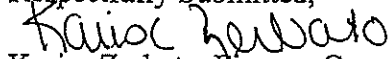
Prior to the vote, Councilor Matthews-Kane stated she received an email from Vicki Moro that stated because the City spends federal money that gets audited a new RFP needs to be completed. The contract came back higher than what was budgeted for. The contract would start with the Fiscal Year 2022 audit which would be performed and paid out of Fiscal Year 2023. This all occurred after the Fiscal Year 2023 budget was submitted leading to the additional funds needed. Councilor Sullivan asked what firm is used. Councilor Matthews-Kane stated that was not included in the email. Councilor Bean will find out the information. The motion passed 3-0 with Councilor Bean, Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan for the transfer from Audit FT Salary Account #11350000-511000 to Continuing Ed Account #11350000-570700 for the Auditor and Assistant Auditor to attend the Massachusetts Municipal Accountants and Auditors School in March. The motion was seconded by Councilor Bean.

Prior to the vote, Councilor Matthews-Kane received an email from Vicki Moro that stated she previously budgeted for herself and the assistant auditor to attend the MMAA Annual School this year. With the previous assistant auditor's resignation a new assistant auditor was hired. The money was used to send the new assistant auditor to accounting classes leaving no money for the MMAA Annual School. The email further stated this school would be for beneficial for learning as well as networking. There was some savings from the new assistant's auditor contract being less than what was budgeted for. Councilor Sullivan asked what the number that is being asked for is. Councilor Matthews-Kane stated \$1300.00 and it was included in the email. The motion passed 3-0 with Councilor Bean, Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan to adjourn the meeting at 5:46 PM. The motion was seconded by Councilor Bean. The motion passed 3-0 with Councilor Bean, Councilor Sullivan and Councilor Matthews-Kane voting YES.

Respectfully Submitted,

Handwritten signature of Karisa Zerbato in black ink.

Karisa Zerbato, Finance Committee Scribe

