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JUN 13 2023

WESTFIELD CITY CLERK

## Finance Committee Meeting Minutes

April 13, 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, Councilor Richard K. Sullivan, Jr. and Councilor Brent Bean. Also in attendance were Airport Manager Christopher Willenborg, IT Manager Lenore Bernashe, Police Captain Jerome Pitoniak, Director of Public Works Fran Cain, Dispatch Director Nina Barszcz, Fire Chief Patrick Egloff, Director of Emergency Management Ronald Gibbons and Scribe of the Finance Committee Karisa Zerbato.

A motion was made by Councilor Sullivan for the acceptance of previous meetings minutes from 1/24/2023 and 2/23/2023. The motion was seconded by Councilor Bean.

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 the acceptance of a Grant in the amount of \$50,000.00 from the Massachusetts Department of Transportation Aeronautics Division to the Westfield Barnes Regional Airport to partially fund a feasibility study for the Taxiway B project. The motion was seconded by Councilor Bean.

Prior to the vote, Christopher Willenborg stated this is one of two grants for a feasibility study at the airport. In 2002, a new taxiway was completed and since that time the FAA has changed some of the standards. He further stated that the current geometry of the taxiway has created an FAA designated Hot Spot which is a safety issue. This study will analyze options to redesign the taxiway. The construction phase for the project is 5-7 years out. Mr. Willenborg stated the project will be funded with this grant as well as a future grant in the amount of \$50,000.00 from the MA Governor's Military Taskforce. He further stated there is no local share match for this study. Councilor Matthews-Kane asked if the second grant is guaranteed. Mr. Willenborg stated he has talked to the Executive Director of the MA Governor's Military Taskforce and he anticipates coming before Council in May for the acceptance of the Grant. Councilor Sullivan asked if a contract was going to be signed before the MA Governor's Military Taskforce Grant was awarded. Mr. Willenborg stated no. Councilor Matthews-Kane asked why \$49,600.00 was being awarded in fiscal year '23 and \$400.00 was being awarded in fiscal year '24. Mr. Willenborg stated this procedure keeps the contract open for the following fiscal year. The motion passed 3-0 with Councilor Bean, Councilor Sullivan and Councilor Matthews-Kane voting YES.

A motion was made by Councilor Sullivan to take item #9 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 Sullivan for the transfer of \$30,000.00 within the Airport Department from the FT Hourly Account #11990000-511100 to Replacement Equipment #11990000-578000 for upgrades to the airport-wide security camera system. The motion was seconded by Councilor Bean.

Prior to the vote, Christopher Willenborg stated the server for airport security failed recently. With help from the MA Aeronautics vendor a temporary patch and repair was made. Lenore Bernashe and her team from the Westfield Technology Center did an assessment on the system and made recommendations including one for a new server. He further stated quotes from vendors are being worked on however the estimate to replace the server is \$30,000.00. This also includes the purchase of replacement cameras. There is money in the FT Hourly Account due to two open positions for most of the fiscal year. Councilor Matthews-Kane how many cameras will be purchased. Lenore Bernashe stated that the old system had two servers that managed all the cameras at the airport which in turn failed. To keep the systems running some of the licenses were migrated over to the City side. One bigger server will provide one access point to view all of the cameras. She stated this is being done in two phases. The first phase is to get the existing cameras up and running prior to the Airshow. Councilor Matthews-Kane asked if maintaining the equipment will be under Lenore and her team going forward. Ms. Bernashe stated it will be the airport's system but they will receive any assistance they need from the Westfield Technology Center. Councilor Matthews-Kane asked if there were two servers with redundancy and the server is being switched to one how will there still be redundancy. Ms. Bernashe stated the new server will have back up built into it, redundant power supply, the ability that if one drive fails another drive will take over and additional resources at the Tech Center where licenses can be transferred over to help get systems back up and running if something fails. 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 on the agenda. 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 of \$198,746.70 from Free Cash Account (1000-359000) to the Police Department Purchase of Service Account #12100000-520000 to fund capital improvements to the Police Station. The motion was seconded by Councilor Matthews-Kane.

Prior to the vote, Captain Pitoniak stated water damage to the ceiling tiles and insulation has caused areas of mold. The quote includes a 10% contingency. An electrician will be needed to hang temporary lights and install new lighting. LED lighting as well as dimmers will also be installed. Captain Pitoniak further stated the roof has been fixed and there has been no more leaks. Councilor Bean asked if there is levels of fixes that can be cost out. Captain Pitoniak stated yes and that is why the first floor is being completed and not the basement. Captain Pitoniak stated another project will be repaving the parking lot. The underground gas tanks are being removed in May which will tear up about a ¼ of the parking lot. The parking lot is sunken in and the catch basins are either too high or too low. The estimate for this includes a 10% contingency. He further stated the surveillance cameras need to be upgraded as well. There is a 10% contingency included with this project as well. The project also includes a security access point update. Currently there is keypad entry in order to enter the building. During Covid, the keypad was continually sprayed with sanitizer leading to breakdown. Captain Pitoniak stated he would like to upgrade to a fob system. If the equipment is still relevant it could be potentially moved to the new building when the police station moves. Councilor Sullivan asked if the original gas tank removal costs included paving. Captain Pitoniak stated it covered a part and that will be deducted from the total cost of the entire parking lot. Captain Pitoniak stated all the windows in the front of the building were replaced a while ago. He further stated this project

would remove and replace windows and make them more efficient in the front area. Councilor Matthews-Kane asked if only ¼ of the parking lot is being dug up for the tank removal why is the whole parking lot being replaced. Captain Pitoniak stated the parking is in very poor condition with sunken culverts. The water does not flow out of the parking lot correctly and there are large chunks missing from the lot as well. 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 \$68,289.00 from Free Cash Account (1000-359000) to the Technology Center Replacement Account #11550000-587000 to fund the replacement of 65 desktops and monitors located primarily in City Hall. The motion was seconded by Councilor Bean.

Prior to the vote, Lenore Bernashe stated this is for the replacement of computers at City Hall. Most of the computers are between 3-6 years old, with monitors being 8-10 years old. She further stated that with the onset of Windows 11, Windows 10 is being retired within the next 18-24 months. There are over 300 computers on the Municipal side and over 600 computers on the school side. The computers will be replaced with newer faster machines and dual monitors. The IT Department is also certified to do repairs. She further stated she did look into a leasing option however the lease costs with the devices would not be beneficial. The new devices will last between 5-6 years. Some of the used computers will be upgraded and redeployed to be used as counter models. Some of the others will be deployed to offsite offices. Councilor Sullivan asked if a third of the total number of computers was going to be replaced. Ms. Bernashe stated currently it will be a third of the City side only. Councilor Sullivan asked if this would be happening every year. Ms. Bernashe stated that is a possibility until the replacement cycle is reestablished. Councilor Sullivan asked if anything would be happening with the 600 school side computers. Ms. Bernashe stated she is working with the School Business Administrator to look at what is available in school technology funds. She further stated the School Department is not using all the devices consistently so what devices need to be updated is being looked at. Councilor Bean asked if at one time a bond was put together to fund IT purchases and software. Ms. Bernashe stated it was in 2009 for a Technology Bond for the School Department. She further stated that bonds for technology are hard as technology changes before the bond is up. Councilor Matthews-Kane asked what a replacement cycle implies. Ms. Bernashe stated a replacement cycle for desktop computers is between 4-6 years sometimes less depending on how much the computer is used. She continued that the City was in a replacement cycle but then Covid happened and the cycle fell apart and then supply issues occurred. Currently supply is building back up and prices are coming down. 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 of \$5,939.00 from Free Cash Account (1000-359000) to the Department of Public Works, Parks and Recreation Purchase of Service Account #16300000-520000 to repair the flagpole at Park Square. The motion was seconded by Councilor Bean.

Prior to the vote, Fran Cain stated this is to repair the American flagpole at Park Square. The finial is lopsided. He further stated a crane will be brought in to do the repairs and replace the internal components. In addition, the state flag adjacent to the American flagpole will be looked at and hopefully repaired because it can't be lowered currently due to a problem with the winch

mechanism. 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 transfer of \$15,000.00 from the Public Communications FT Salary Account #12250000-511000 to the Fire Department Overtime Account #12200000-513000 to fund staffing at the Westfield International Airshow taking May 13-14, 2023. The motion was seconded by Councilor Sullivan.

Prior to the vote, Chief Egloff stated Fire, Police, City and Emergency Management Services have worked together to come up with a plan for the Airshow. This is the first Airshow since 2017 and significant crowds are expected. Chief Egloff stated he asked the Department of Fire Services for use of the Command Unit, Rehab Unit, two gators with med beds, a Polaris, a fire truck with a Captain and two firefighters, an ambulance with a paramedic and an EMT and a Deputy Chief for the Airshow. Mico Abrasives has allowed the City to use their parking lot as a staging area for Friday, Saturday and Sunday. This will be a substation for the weekend. Station 3, Station 2 and Headquarters will be operating as usual. The Department of Fire Services will provide the personnel for the equipment that was requested as no cost to the City. Chief Egloff stated that the money he is looking to have transferred is for 10 people each day (Deputy Chief, Captain, Full Engine and Ambulance crew). Chief Egloff stated he asked the 104<sup>th</sup> for money to do this but they ran out of money due to the police presence that is required for traffic details. Chief Egloff stated Nina came up with a plan for the money that was needed. Nina Barszcz stated her salaries are 100% grant funded for FY '24 and are about 75% covered for FY '23 due to the regionalization project. She further stated essentially they are trying to split the City in half so there is adequate coverage for the Northside and not just the Airshow. Traffic backups on the Massachusetts Turnpike and in the City will make it very hard to get resources in and that is why the units will be staged. Chief Egloff added that Ronald Gibbons got two members from the Massachusetts State Police Bomb squad to patrol the event with dogs. The Hazardous Materials Team will also be present both days with two technicians. Chief Egloff stated this will be detail rate and not overtime rate per the contract. Ronald Gibbons stated the Airshow hasn't taken place in a few years and will attract thousands and thousands of people. He continued having the right people in the right place and being prepared is most important. Ms. Barszcz stated the Command Unit is a trailer that has radios, computers, phones, printers, mapping software and a down link from the Massachusetts State Police helicopter. The Rehab Truck will provide food, water, an area for rest and cool down people if necessary. Councilor Sullivan asked for clarification on what the Department of Fire Services is paying for. Chief Egloff stated they will be paying for the Command Center with one or two people, the Rehab Unit with one or two people, drivers for the gators, two members of the State Police Bomb Squad (each day) and two members of the Hazmat team (each day). Councilor Matthews-Kane asked if they will be responding inside the Airshow also. Chief Egloff stated there will be an ambulance inside as well as two other ambulances from other ambulance companies. There will also be one ambulance on the outside. Councilor Matthews-Kane asked Ms. Barszcz if the City fully funded her salary and then it was grant reimbursed. Ms. Barszcz confirmed. 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 6:14 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,

*Karisa Zerbato*

Karisa Zerbato, Finance Committee Scribe

