

MEETING OF CITY COUNCIL  
FINANCE COMMITTEE OF THE WHOLE  
59 COURT STREET  
MUNICIPAL BUILDING, CITY COUNCIL CHAMBERS  
WESTFIELD, MASSACHUSETTS  
JUNE 13, 2022 AT 5:30 PM

The meeting was called to order at 5:30 PM by Councilor Matthews-Kane, Chair of the Finance Committee.

The Clerk called the roll. Councilors Burns, Figy, Flaherty, Mello, Morganelli, and Allie were absent.

Public Participation - None

The Departmental Budget Hearings were as follows:

City Council

City Clerk Karen Fanion was present to represent the City Council budget. She informed the Council that the budget is made up of Council salaries and purchase of services for legal ads and Council photos.

City Clerk

City Clerk Karen Fanion was present to represent the City Clerk budget. She informed the Council that there is an increase in the budget due to contractual salaries and increases in election personnel. She explained that in January 2022 there was a request of the Council to increase election workers' salaries to meet minimum wage and that request was honored by the Mayor. Purchase of services include the expenses for the elections, supplies include security paper for vital records which is required by the State and is costly and also archival sleeves for the vital records. Continuing ed has been included as well as annual dues for the membership in the Massachusetts City Clerk's Association.

Board of Registrars

City Clerk Karen Fanion was present to represent the Board of Registrars budget. She informed the Council that the budget is for board members, census, confirmation notices, street lists and supplies is for the paper and toner for the State printer.

License Division of the City Clerk's Office

City Clerk Karen Fanion was present to represent the License Division of the City Clerk's Office budget. She informed the Council that the budget is for board members,

printing of envelopes, copy paper and in state travel is for the annual License Commission conference

Upon motion of Councilor Sullivan, it was VOTED: That the City Council, City Clerk, Board of Registrars and License Division budgets, as submitted, be APPROVED.

#### Law Department

First Assistant City Solicitor Shanna Reed was present to represent the Law department budget. She informed the Council that the same level of services were provided being short staffed and that the department will be even shorter staffed by the end of the month as the Labor Specialist is leaving. The highlighted changes include PSA's that are expiring. Purchase of services are used for outside services, mediation and depositions which are difficult to estimate, Judgments are for on-going law suit settlements and claims for such things as potholes. Large settlements would require an appropriation. Intergovernmental is for Registry of Deeds filing fees and General Expense is for subscription fees. Councilor Sullivan questioned if the salary for the Labor Specialist will be able to be filled with that salary. Attorney Reed replied that there are no applicants at the moment and she is hoping the position can be filled in that range. Councilor Matthews-Kane questioned if there was money in this budget for the law suit with the Fire Department. Attorney Reed replied no it is not in the Law Department budget, it has all been built into the Fire Department Ambulance budget.

Upon motion of Councilor Sullivan, it was VOTED: That the Law Department budget, as submitted, be APPROVED.

#### Insurance

Personnel Director Robert Bishop was present to represent the Insurance budget. He informed the Council that with COVID now being over there are more surgeries being scheduled so there is extra money to cover those costs. There will be an insurance premium holiday. Councilor Sullivan questioned the amount budgeted for insurance which is \$15.7 million whereas in 2022 it was \$16.4 million and will that be enough. The Personnel Director replied that it will be enough due to the premium holiday and that the health trust fund is robust and can be used.

#### Payroll

Personnel Director Robert Bishop was present to represent the Payroll budget. He informed the Council that the budget is for three full time employees.

#### Personnel

Personnel Director Robert Bishop was present to represent the Personnel budget. He informed the Council that there was an increase due to an upgrade to an Assistant Personnel Director. In the purchase of services there is a new line of \$20,000 for advertising of vacant jobs on Indeed and other such sites and \$57,000 for supervisor training. Councilor Sullivan questioned the quality of applicants. The Personnel

Director replied that yes there are qualified candidates especially in the more technical jobs such as Engineer and Conservation Coordinator but not seeing much for entry level positions. Councilor Sullivan requested a report for how the advertising money is going. Councilor Sullivan questioned if the supervisor training is required. The Personnel Director replied yes it is required.

#### Severance

Personnel Director Robert Bishop was present to represent the Severance budget. He informed the Council that severance is an estimate based on notifications of retirement.

Upon motion of Councilor Sullivan, it was  
VOTED: That the Insurance, Payroll, Personnel and Severance budgets, as submitted, be APPROVED.

#### Information Technology

IT Director Lenore Bernashe was present to represent the IT budget. She informed the Council that the budget did go up 3% mostly due to contractual obligations. There is a new line item for overtime to cover 24/7 support. There is a new assistant manager which is the first time for this position. There is an increase of 25% for gas and electric. The part time hourly position has been upgraded to a full time position. There is still money in the part time hourly for co-op positions for students. Councilor Bean questioned the cost to Southwick fiber connections. The Director replied that her department will be managing the connection. Councilor Sullivan questioned if this would be covered by a grant. The Director replied that the grant work is part of the Public Communications department.

Upon motion of Councilor Sullivan, it was  
VOTED: That the IT budget, as submitted, be APPROVED.

#### Engineering Department

City Engineer (Acting) Mark Cressotti was present to represent the Engineering Department budget. He informed the Council that the budget is level funded except for the construction account. There are open positions that need to be filled quickly. There is money for roads and needs to be addressed. Councilor Bean questioned if the funding is more from grants instead of State or Federal funding. The Acting Engineering replied that instead of increasing the Chapter 90 money it is more grant based which is more controlled and discretionary. Councilor Sullivan questioned if Meadow Street construction will include putting utilities underground. The Acting Director replied Meadow Street is under design but there are other utility deficiencies and hoping to achieve that. Councilor Sullivan requested that a conversation be held with the G and E regarding burying the utilities.

Upon motion of Councilor Sullivan, it was

VOTED: That the Engineering Department budget, as submitted, be APPROVED.

#### Flood Control Commission

City Engineer (Acting) Mark Cressotti was present to represent the Flood Control Commission budget. He informed the Council that the Commission is in transition and he has not managed it in the past couple of years. City Auditor Vicki Moro informed the Council that \$120,000 is for land purchase. Councilor Matthews-Kane questioned the \$25,000 for the Little River Levy. The Acting Director replied it's for maintenance and upkeep.

Upon motion of Councilor Sullivan, it was  
VOTED: That the Flood Control Commission budget, as submitted, be APPROVED.

#### Airport Department

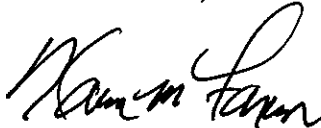
Airport Director Chris Willenborg was present to represent the Airport Department budget. He reviewed the past year's accomplishments and milestones such as completion of Taxiway Sierra Rehabilitation Project, since August of 2021 has processed over 3,700 student athletes on team chartered flights, fuel sales are up and Exit 3 Aviation has started construction on the three hangar complex. He reviewed the operations of the Airport and all is going in the right direction. He reviewed the budget line items which includes personnel, overtime, purchase of services which is up due to increase in gas and electric, equipment vehicles and airfield pavement markings. He reviewed the major construction project for FY24 for Taxiway Bravo South Project that will have a significant local share. Councilor Beltrandi questioned how the Airport is doing for breaking even. The Airport Director replied doing very well and will be in the black as long as there are no surprises.

Upon motion of Councilor Sullivan, it was  
VOTED: That the Airport Department budget, as submitted, be APPROVED.

Finance Chair Councilor Matthews-Kane informed the Council that all the recommendations from the Finance Committee will go to the full Council at its Special meeting for the budget reconciliation tomorrow night (June 14, 2022).

At 6:16 PM, and upon motion of Councilor Beltrandi, it was  
VOTED: To ADJOURN.

A true record, Attest:



Karen M. Fanion  
City Clerk/Clerk of the Council

Presented to the Mayor

For approval July 7 2022

  
Karen M. Fanion, City Clerk

Approved by the Mayor

7-12 2022

  
Michael A. McCabe, Mayor