



# City of Westfield, Massachusetts

## Meeting Minutes

**NAME OF COMMITTEE:** Legislative and Ordinance

**DATE:** 10/1/19

**TIME:** 5:30 PM

**LOCATION:** Municipal Building, 59 Court Street, Westfield, MA

**ROOM NO:** 315A

Meeting called to order at 5:30 PM.

Attending: Chair Onyski, Councilor Burns

Absent: Councilor Morganelli

Others in attendance from City: Mayor Sullivan, Atty. Reed, Councilor Babinski, Councilor Lefebvre, Councilor Emmershay, Councilor Surprise, School Committee Member Sullivan, Superintendent Czaporowski, Ron Rix, Tammy Teft

1. Anyone taping or recording the meeting?

--None.

2. Public participation.

--None

3. Approval of September 3, 2019 minutes.

--Minutes were not send out.

--Voted 2-0 to leave in Committee

4. Submitting a Bond Order in the amount of \$900,000.00 for the purpose of funding the Franklin Avenue Elementary School Feasibility Study.

--Mayor indicated that this is required to get funding from MSBA for possible renovations/building at Franklin Ave School

-- MSBA will fund 67% -70% of the study, City needs to Bond for full amount as matter of process

--The local vote is required before submission to the MSBA

RECEIVED

NOV 19 2019

WESTFIELD CITY CLERK

- The study could take two years leading up to the schematic stage with different options.
- City works with MSBA every step of the way.
- Cost effective monthly reimbursement from MSBA. Costs are submitted monthly and reimbursed within 30 days. Reimbursement goes back to the bond.
- Qualifications for the bidder are not to exceed the \$900K
- MSBA agrees Franklin Ave needs upgrade and has toured the school
- Westfield is in the final year of payments for the Middle School bonds
- Voted 2-0 to recommend Bond

5. Submitting a Resolution approving an Intermunicipal Agreement with the Town of Southwick for Weights and Measures services.

- Southwick has a requirement to fulfill W&M obligations for end of year
- Contract calls for \$5K payment for up to 25 locations
- Term is one year with extension provisions for additional three two year terms.
- Southwick has already accepted this agreement and is ready for signature
- Voted 2-0 to recommend approval of the resolution

**Note—The agenda did not list the following item with it’s own item number so we renamed it 5A during the meeting.**

5A. Upon motion of Councilor Emmershly, for the Ad hoc Charter and Rules, it was

VOTED: That the motion of Councilor Surprise to add the following municipal budget process regarding the Monthly Statements of Appropriations and Expenses to the Westfield Home Rule Charter.

Explanation: Monthly Statements. The Auditor or appropriate authority shall monthly print and distribute to the City Council and members of the Finance Committee or successor entity statements in tabulated form showing the amounts appropriated and the amounts expended from each organization/object code or order number during the preceding year and the estimates for the current year. Copies of said monthly statements shall be posted in the City Clerk's office and in the public library for inspection by the public, and a digital copy shall be posted on the city website, and a link to the digital copy shall be posted on the Official Facebook page of the City of Westfield. (11/1/18, 12/19/18, 1/14/19#5, 2/19/19#4) be REFERRED TO LEGISLATIVE AND ORDINANCE COMMITTEE.

--During Charter and Rules meetings, it was determined that a resolution was to best way to approach this.

- Will effectively provide monthly YTD Budget numbers
- Voted 2-0 to recommend approval of the resolution

6. Upon motion of Councilor Emmershly, for the Ad hoc Charter and Rules, it was VOTED: That the motion of Councilor Surprise to add the following municipal budget process regarding Applications for

Federal or State Grants to the Westfield Home Rule Charter. Explanation: Applications for Federal or State Grants. Any application for federal or state funds which is submitted to the City Council shall be accompanied by a document fully describing the project for which the funding is being sought. The document shall be prepared by the department, board or commission which intends to submit said application for federal or state funding. The document shall contain a projection of any operating, staffing, or maintenance costs of the project or any facility or service provided for in said application; said projection shall be for a maximum of 60 months or for the life of the project, whichever is less. For any project exceeding 60 months, a new projection shall be prepared after each sixty-month segment of the project. The document shall also include a summary of any conditions under which the City may have to return or reimburse the funds. The document shall also include a statement describing the funding process, and if any funds are to be expended by the City in anticipation of later reimbursement, the document shall also specify the account into which such reimbursed funds will be deposited. (11/1/18, 12/19/18, 1/14/19#5, 2/19/19#4) be REFERRED TO LEGISLATIVE AND ORDINANCE COMMITTEE.

-- During Charter and Rules meetings, it was determined that a resolution was to best way to approach this.

--Provides need detail, in summary form, on a grants and possible future costs

--Voted 2-0 to recommend approval of the resolution

7. Upon motion of Councilor Emmershay, for the Ad hoc Charter and Rules, it was VOTED: That the motion of Councilor Surprise to add the following municipal budget process regarding the Creation and Submission of an Annual Capital Improvement Projects Report to the Westfield Home Rule Charter. Explanation: Capital Improvement Projects Report. Annual Capital Improvement Project Plans shall be submitted to the City Auditor no later than May 8 of each calendar year. The City Auditor shall incorporate all proposed Capital Improvement Projects into a Report for submission to the City Council no later than May 20 of each calendar year. The project plans shall be prepared by the department, board or commission which shall oversee the Capital Improvement project. The document shall contain projections of any operating, staffing, or maintenance costs of the project or any facility or service required for the project; said projection shall be for a maximum of 60 months or for the life of the project, whichever is less. The Capital Improvement Project Report shall include detailed information about all capital projects which the Mayor proposes to initiate during the upcoming fiscal year. The City Auditor shall provide a copy of the Capital Improvement Project Report to each member of the City Council or successor entity no later than May 15 of each calendar year and also shall post copies of the capital improvement projects report in the City Clerk's office and in the public library for inspection by the public, and a digital copy shall be posted on the city website, and a link to the digital copy shall be posted on the Official Facebook page of the City of Westfield. (11/1/18, 12/19/18, 1/14/19#9, 2/19/19#8) be REFERRED TO LEGISLATIVE AND ORDINANCE COMMITTEE.

-- During Charter and Rules meetings, it was determined that a resolution was to best way to approach this.

--Give two months for Council to review capital projects and weigh the merits or recommend different or other capital projects

--This could help Ward Councilors by allowing them to review and ask for appropriation of specific projects

--Voted 2-0 to recommend approval of the resolution

Adjourned at 6:32 PM.