

MINUTES

City of Westfield Building Corporation

Tuesday, March 22, 2022

Called to Order

The meeting was called to order by President Ronald Moore at 10:02 am.

Roll Call

Present: Ronald Moore, President, Larry Clarino, Vice President, and Steve Latour, Secretary/Treasurer.

Approval of Minutes

- a. 10/04/2022 Board of Directors Meeting
Larry Clarino motioned to approve the 10/04 minutes. Steve Latour seconded. Roll Call vote: Yes – 3; No – 0. Minutes approved.
- b. 11/22/2021 Board of Directors Meeting
Larry Clarino motioned to approve the 10/04 minutes. Steve Latour seconded. Roll Call vote: Yes – 3; No – 0. Minutes approved.

Old Business

- a. None

New Business

A. **Bond Update**

James Crawford provided the WBC Board with an update on the sale of the bonds for the Fire Headquarters project. James shared that Huntington National Bank is now the Trustee of the funds.

Payment of invoices will come from the Huntington Bank Trustee Account. John Rogers shared that there are invoices ready for review and payment. James instructed that the City would prepare a summary memo/cover letter and that Mayor Cook, as the WCB Board Designee, would then submit the invoices for payment to the Huntington Bank Trustee Account for payment.

The first lease payment from the WBC (via the City of Westfield) will be due on January 15, 2024. This payment will need to be built into the City's 2024 budget approved by the City Council in the fall of 2023.

It was noted that if Mayor Cook should be absent, any member of the WBC Board can sign off on a Trustee Account check disbursement request.

B. Building Site Update

Fire Chief Rob Gaylor and Haggerman (project builders) provided the WBC Board with an update on the project.

The design of the new building is 100% complete, and the final review has occurred. A site contractor has been hired and is ready to begin. Moving equipment to the site and establishing the site as a construction area should start the first week of April.

This will be a 13-month project with completion expected in March 2023.

C. Clerk Treasurer

President Ron Moore noted that the City of Westfield Clerk Treasurer has several responsibilities within several of the bond documents. Ron asked if anyone from the City has met with the Clerk Treasurer to review the document and discuss the process moving forward.

John Rogers shared that the Clerk Treasurer has been informed and will now work with the Clerk Treasurer to set up a process.

D. Frequency of Meetings

Steve Latour asked City Representatives for their recommendation on the frequency of WBC Board Meetings. John Rogers suggested that a quarterly meeting was all that was necessary at this time. Steve agreed to coordinate dates and times with the Board and then work with City Representatives to schedule the meeting so that proper notice could be provided and all parties, including IT, could be present.

Public Comment

None

Director, City Comments

Steve Latour noted that a copy of all of the bond documents has been received by the Board of Directors and saved to the cloud for access if needed.

Ron Moore thanked those in attendance for their time and the already completed towards the completion of this critical project.

Adjournment

Larry Clarino motioned to approve the resolution. Ron Moore seconded. Roll Call Vote: Yes – 3; No – 0. Motion passed.

The meeting was adjourned at 10:41 am.

Steven Latour, Secretary
Board of Directors

Ronald Moore, President
Board of Directors