WESTCOMM FINANCE COMMITTEE MINUTES **July 28, 2026**

Present: Kim Collins (East Longmeadow), Ian Coddington (Longmeadow), Marie Laflamme (Chicopee), Penny Ryan (WESTCOMM), Anthony Massoia (WESTCOMM), Miheala Miteva (WESTCOMM)

The meeting convened at 2:03pm via Zoom

AGENDA:

1. **Call to order**
2. **Roll Call**
    a. Kim Collins
    b. Ian Coddington
    c. Marie Laflamme
3. **Minutes**
    a. Finance Committee approved the following minutes
        i. 6.16.26
4. **Financial Update**
    a. Audit update –
        i. CBIZ, close to doing 2024 audit. There are some documents missing for the auditors that Westcomm will need to upload. 5 out of 8 sent to CBIZ. Penny is going to follow up with them on this.
        ii. Need to start planning for a contract renewal with CBIZ for 2026
    b. Vadar ERP System –
        i. In progress. Current plan is to run Quickbooks and Vadar simultaneously until final implementation is complete.
    c. Budget to actual discussion –
        i. No end of year report was provided. The Finance Committee will need a P&L and/or balance sheet to see how we ended the year. Penny will provide this.
5. **Executive Director Update**
    a. Grants and Capital Spending –
        i. Discussion on Development grant and support and incentive grant
        ii. Equipment replacement – Need to get quotes in: septic system/pumps. Committee discussed using budget reserve instead of fund balance
    b. Treasurer/Accountant hiring –
        i. Aponte and Aponte – Current quote still stands
        ii. MassMuniFin – Lisa Ricardo got an email back from this company. The company is based out of Hardwick MA. Would be a one-year contract with them.
        iii. Plan for future FTE- For hiring full time, the current plan is to send out job posting 1/1 and have them start 7/1
    c. New Audit contract –
        i. Had one response for RFP for new auditor, CBIZ was not one of them. double the price
        ii. Penny will send the information to Kim Collins who will reach out to Scanlon

Meeting adjourned unanimously via roll call vote at 2:42pm