

Personnel Action Committee

Minutes for meeting date 05/20/2021 at 6:15pm via Zoom per the Governor due to Pandemic Committee Members – Cindy Harris, chair (present), Ralph Figy (present), Richard Sullivan (present)
Attendance taken by individual vote

Agenda Item #1

Appointment of Stephen F. White, 77 Valley View Drive, as a member of the Board of Public Works, for a term to expire the first Monday of February 2024.

Discussion:

Mr. White has a Master's Degree in Business Administration in Project Management from the University of Phoenix and a Bachelor of Science in Biology and a degree in Environmental Science.

He served our country in Military Service in the U.S. Air Force where he was an Aircrew Instructor and Scheduler. We thank him for his service.

For the last 26 years he has been an Inspector and Project Representative on many multi-million dollar construction projects including roadway projects, utility projects and wastewater plants construction and upgrades.

For years he was a Wastewater treatment Plant Operator for the City of Springfield and Industry Pretreatment Inspector.

He then worked as an Environmental Scientist, removing invasive plant species in Wetlands and doing endangered species observation with toxicity testing of numerous wastewater facilities.

He is a Utilities Inspector, and worked in Florida at Williams Testing as Lead Inspector from Storm Sewer and Sanitary Sewer throughout Southwest Florida including a \$30 million dollar road expansion project with water and force main relations, new storm drains, new water retention ponds – and also in Florida, was a Senior Project Representative responsible for Inspection and observation of construction of a \$32 million dollar expansion of the Gateway WWTP in Fort Myers. This led to another Senior Project Inspector job of a \$3.2 million dollar Sewer Force Main replacement for the local government of Hampden, VA.

Since 2017 till now, he has been a Senior Project Representative for Cardinal Engineering in CT responsible for Inspection, observation of construction and approval of pay applications for ongoing Municipal construction project including an \$8.4 million dollar combines Sewer Separation Project in Middleton, CT – a \$2.7 million dollar storm drain and road construction project in Cromwell, and a \$400,000 dollar Culvert Relining Project in Winchester. He is responsible for inspections and verifying approving quantities for payments. He provided Inspection Services on the Francis Patnaude Pump Station Construction Project in Middletown worth \$25.8 million dollars.

Summarizing Mr. White's knowledge and areas of expertise while working for the past 26 years as an Inspector and Project Representative he has experience in - Construction, inspection and management which includes work in Storm Water Inspection and Compliance, Sewer Installation Inspection, Water Main Inspection and Installation, Sewer Pump Station Installation and Inspection, Wastewater Treatment Plant Upgrades and Construction, Road Construction Inspection including highways and bridges, plant control, endangered species studies, personnel supervision and OSHA/EPA/DEP compliance.

He also has expertise in Concrete Field Inspection, Earthwork Inspection, Soils and Erosion

Inspection, Taking Sampling and Analysis, Hazardous Waste Management and Asphalt Inspection.

The Mayor has had several conversations with Mr. White and fully supports this appointment with his 25+ years of relevant experience and Master's Degree with no unfulfilled obligations to the City – and I (Cindy Harris) have also had several conversations with this Veteran and he states he is strongly dedicated to serving our citizens on this Board and looks forward to this opportunity.

The Chair asked the councilors, do you have any comments or a motion to vote on this appointment? Councilor Sullivan stated that Mr. White for his service to our country and service he is offering to the City.

Motion to vote to recommend the appointment made by Councilor Sullivan and 2nd by Councilor Figy.
By Individual Vote – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passed 3-0 Vote to recommend appointment.

(Councilor Sullivan stated Councilors Burns and Mello were at this meeting)

Agenda Item #2

Appointment of Jennifer Gilbert, 65 Prospect Street, as a member of the Zoning Board of Appeals as second alternate, for a term to expire the first Monday of February, 2023, replacing Katherine Hogan-Friguglietti, resigned.

Discussion:

Ms. Gilbert is a registered Civil Engineer in Mass. She is employed by Tighe & Bond, Westfield. She provides design and construction administration services on water and waste water infrastructure improvement projects. She also has expertise in land use and transportation design including residential site development and signalized intersection design.

Along with her 13 years of employment at Tighe & Bond, she graduated from Worcester Polytechnic Institute and her professional affiliations include the American Society of Civil Engineers, Water Environment Federation, and New England Water Environment Association.

Her involvement in projects includes evaluation of existing utilities, developing specifications and drawings, computer modeling, preparing cost estimates, bidding administration and contract award, and providing construction administration services. Some projects she has been involved in are:

Wastewater projects:

1. Bluebird Sewer Pipeline and Pump Station Project, Chicopee, for Bluebird Acres Mobile Home Park.
2. Emerson Road Pump Station, Longmeadow

Chair stated – Councilors, any Comments or a Motion to Vote.

Councilor Figy stated that he is a welcomed addition to the Police Commission – Fits right in and they will have many appointments in the coming year.

3. Hampden St. and Cochran St. areas, Chicopee, Sewer separation project.
4. No. Aldenville and Montgomery Sheridan Sewer Separation, Chicopee, a \$12 million dollar project.
5. Howard St. Sewer Replacement, Belchertown, through residential property mitigating the impact of vegetation loss.

Water Resources:

1. Water Main replacement project, Holyoke, Phase 1 of the Holyoke Water Works Capital Improvement Plan.
2. Nutmeg Circle Storm Water Pond, Chicopee, a drainage study to evaluate pumping station and detention pool during 5-100 years storm events, results were used to recommend improvements.
3. Village Hill Storm Water, Northampton, redevelopment project.

Civil/Site/Transportation:

1. Columbus Avenue Sanitary Sewer Replacement, Greenfield, project for the Department of Housing and Community Development.
2. Gardner-Kilby-Hammond Bike Path, Worcester, developed the MA Department of Transportation (MassDot) submission for this multi-use project.
3. Manhan Rail Trail, Easthampton, developed MassDot submission for multi-use path.
4. Downtown Streetscape Improvements, No. Adams, developed MassDot design submission for roadways, design submission for roadways, sidewalks and traffic signals including environmental coordination documentation and cost estimates.
5. Village Hill Redevelopment, Northampton, project and roadway and intersection analysis of traffic volume.

I've (Chair, Cindy Harris) talked with her several times discussing procedure regarding appointments and asked her if she foresees any conflict of interest issues. She had already discussed that with her supervisor in which he stated there would be none. (Ms. Gilbert attended on Zoom.)

Chair stated, Councilors, any comments or a motion to vote for appointment. Councilor Figy stated, thank you for stepping up to this and credentials speak for itself. Councilor Sullivan stated she was highly qualified. Motion made by Councilor Figy, 2nd by Councilor Sullivan, to recommend appointment.

By Individual Vote – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes 3-0 to recommend appointment.

Chair – Thank you Ms. Gilbert – we'll present your name to full Council tonight for a vote.

Agenda Item #3

Reappointment of Eileen S. Rockwal, 5 Blueberry Ridge as a member of the Council on Aging, for a term to expire the first Monday of February, 2024.

Discussion:

Director of the Council on Aging and Senior Center Tina Gorman states that Ms. Rockwal is a dedicated and invaluable member of this Board and whole heartedly supports her reappointment.

Ms. Rockwal's sister is a dedicated and invaluable member of this Board and wholeheartedly supports her reappointment.

Ms. Rockwal's sister is a Council on Aging Director in Eastern, MA and the 2 share information regarding challenges in the older adult population arena, and Ms. Rockwal brings to the Board some new and innovative ideas.

She worked closely with Kerry Kielbasa, who this Council recently reappointed, on the Board's

Strategic Planning Subcommittee, adopting that Plan by the Board in May 2020.

She consistently offers assistance for evening and weekend Senior Center programming. Ms. Rockwal has a BA and is employed by Onsite Mammography, Westfield, as the Human Resource Director, previously being their office manager. She was on the Westfield State University Alumni Council for many years, chairing the Finance Committee and Awards, Scholarships and Recognition Committee.

She is a passionate advocate for our Seniors and is very much looking forward to continuing serving on this Board.

Chair stated – Councilors, any Comments or a Motion to Vote on this reappointment. Councilor Figy stated, Thank you to Ms. Rockwal for your numerous contributions to the COA. Councilor Sullivan complimented Director Gorman and said Ms. Rockwal was a very qualified individual and made a motion to recommend reappointment. Councilor Figy 2nd the motion.

By Individual Vote – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion to recommend reappointment passes 3-0 vote.

Agenda Item #4

Reappointment of Felix Otero, 28 Harvest Moon Lane, as a member of the Police Commission for a term to expire the first Monday of February, 2023.

Discussion:

Mr. Otero has been on this Commission for 11 years during which time he has been involved in appointing a new Chief of Police, Captains, Lieutenants, Sergeants and Patrol Officers. A new Police Complex as also been in discussion.

Mr. Otero is a lifelong resident and was one of our City's Police Officers from 1987-1993 and then continued her service as a Court Officer in the MA Trial Court until his very recent retirement in November 2020. We thank him for his years of service protecting all Citizens.

He is very well-known and very well-respected in our City. He has served this community with pride and dedication to his sworn duties and has always based decisions on what is best for the Community he serves and the Department he oversees.

As well as being a Police Commissioner, he previously served our City on the Planning Board and Park and Rec Commission.

Chair stated – Councilors, any Comments or a Motion to Vote on this reappointment. Councilor Sullivan stated, Mr. Otero is a great addition to this Commission and that he and his family have served this City well and it's very much appreciated, and then made a motion to recommend this reappointment and Councilor Figy 2nd that motion.

By Individual Vote – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes 3-0 to recommend appointment.

Agenda Item #4

Reappointment of David Doe, 46 Tekoa Terrace, as a member of the Conservation Commission for a term to expire the first Monday of February, 2024.

Discussion:

At the City Council Meeting of 9/3/2020, Dr. Doe was reappointed. Since that was only 6 months ago, this is an administrative function to bring his term in compliance with the intentioned reappointment. Because of his holdover status before 6 months ago, this is necessary according to the City Clerk’s Office who keeps those records.

All Councilors voted yes in September after hearing his extensive background as Chair of this Commission for years, a long-time Professor at Westfield State University, and knowing his calming yet strong voices for this commission –and knowing that his historical knowledge is invaluable.

Chair stated – Councilors, any Comments or a Motion to Vote on this reappointment. Councilor Figy stated he is honored to approve this reappointment. Councilor Sullivan stated, I can’t think of a more qualified individual, and further stated that ALL candidates tonight are hugely qualified and are great for our City.

Motion made by Councilor Figy to reappoint, 2nd by Councilor Sullivan.

By Individual Vote – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes to reappoint on a 3-0 vote.

Motion made by Councilor Figy to accept minutes for this meeting of 5/20/2021 - Second by Councilor Sullivan.

By Individual Vote – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion to Adjourn at 6:50PM made by Councilor Figy, 2nd by Councilor Sullivan.

Individual Vote – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Chair – Thank you Councilors