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MAY - 6 2016

WESTFIELD CITY CLERK

Personnel Action Committee
Minutes for 05/05/16 meeting
Starting Time 6:10 p.m.

Committee Members—Ralph Figy (present), William Onyski (present), Cindy Harris, Chair (present).

Agenda Item #1

The appointment of Ewa Zalinski, 23 Country Club Drive, to the position of Assistant Treasurer.

Voted 3-0 to recommend that appointment.

Discussion:

Ms. Zalinski has worked for the City of Westfield for approximately 17 years. Since 2008 she has been a Senior Account Clerk in the Auditor's Department, with duties such as verifying appropriate expenditures and availability of funds for all City departments, verifying Treasurer's and Collector's receipts, verifying payroll by working with departments and maintaining tax title worksheets. She has a Bachelor's degree in Accounting from Westfield State University and is fluent in Polish.

Treasurer Meghan Kane states her education, experience and desire to serve the City fit well with the Treasurer's office. Auditor Strycharz states she is a great employee. Personnel Director Decker also highly recommends her for this position.

Agenda Item #2

The appointment of Attorney Meghan R. Bristol, 102 Village Road, South Hadley, MA as Second Assistant Solicitor for a three year term.

Voted 3-0 to recommend that appointment.

Discussion:

Atty. Bristol is employed by Berliner Law, Springfield, as an Associate Attorney. For approximately the last 9 years she has been involved in drafting court pleadings, motions and brief for oral arguments, drafting appellate briefs for appeals brought to the U.S. District Court and U.S. Court of Appeals, representing plaintiffs in state and federal court on consumer protection matters, representing defendants in Mass. Superior Court civil proceedings and has had full involvement in all aspects of consumer bankruptcy law. City Solicitor Phillips states she is a great fit within the structure of the law department and highly recommends her.

Agenda Item #3

The reappointment of Joseph B. Mitchell, 153 Munger Hill Road, as a City Advancement Officer for a term to expire December 31, 2017.

Voted 3-0 to recommend that reappointment.

Discussion:

Mr. Mitchell began his employment with the City of Westfield in 2010 when he was appointed to the Airport Commission, which he served on for 3 years. Continuing his employment with the

City, Mr. Mitchell worked as the Veterans Service Officer from August 2011 to March 2014. He then was appointed by Mayor Knapik as the City Advancement Officer.

During his tenure as City Advancement Officer, he has been involved with numerous projects such as the Airport Industrial Park Project, downtown development including being Executive Director of the Westfield Redevelopment Authority, and facilitating the Economic Incentive Program for a multitude of City businesses. This position controls projects which involve significant amounts of monies, however, the Personnel Action Committee does not confirm or verify those specific amounts. The Mayor, to whom this position reports, would be the source for that information. Mr. Mitchell is also a member of the Aviation Technology Advisory Board at Westfield Technical Academy and is involved with securing Hanger 2 for that school's Aviation program.

In addition, Mr. Mitchell represents the Mayor at official engagements in the Mayor's absence.

Agenda Item #4

The appointment of Fr. Frank Lawlor, 30 Bartlett Street as a member of the Off Street Parking Commission for a term to expire the first Monday of April, 2019, replacing a vacancy.

Voted 3-0 to recommend that appointment.

Discussion:

Fr. Lawlor is employed by the Diocese of Springfield as Administrator/Pastor of St. Mary's Church in Westfield. We are all aware that this entails many diverse duties—the heart of which is helping people.

According to the Mayor's office, Fr. Lawlor expressed interest in serving on a commission.

Fr. Lawlor has a varied past in government as expressed by the following: In Hampden, CT he was a Councilor at Large, and served as the Chairperson of the Park and Recreation Commission, and served as the Chairperson of the Police Commission.

In addition, he served on the Fire Commission in Somers, CT.

Furthermore, he was on the Agawam Planning Board for 10 years.

Fr. Lawlor states he likes to contribute to the community he lives in.

Agenda #5

The reappointment of Kenneth Magarian, 131 Llewellyn Drive, as a member of the Parks and Recreation Commission for a term to expire the first Monday of February, 2019.

Voted 3-0 to recommend that reappointment.

Discussion:

Mr. Magarian has been on the Parks and Recreation Commission since 1987, serving the past 10 years as the Chairperson. He is currently the Director of Advancement and University Relations, as well as Professor of Anatomy and Physiology at Westfield State University. He is very involved in our City at all levels including the Kiwanis Club, Boy's and Girl's Club, and has a very lengthy involvement in City youth leagues and clinics, and College level athletics, including coaching baseball and softball teams. Recommended by the Director of Public Works, Dave

Billups, who believes Mr. Magarian's knowledge will keep the Parks and Recreation Department moving forward to provide the best services for our City.

Personnel Action Committee voted 3-0 to approve minutes for 04/28/16 and 05/05/16.

Adjourned at 6:27 p.m.

Submitted by Cindy Harris, Chair 05/06/16.