

Personnel Action Committee



DATE: January 5, 2023

TIME: 6:30 P.M.

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

ROOM NO: 201

Members: Brent Bean (Chair), James Adams, Ralph Figy

AGENDA ITEMS & Notes

Call to order @ 6:30 p.m.

Attendance of meeting

Brent Bean, James Adams, Ralph Figy & William Onyski

Public Participation (15 minutes max - 3 minutes per speaker)

No one spoke

Submitting the appointment of Diana L. McLean, 88 Wildflower Circle, as an advisor to the Youth Commission for a three-year term to expire in December 2025, replacing a vacancy.

Motion by Figy & 2nd by Adams

See attachments - Approved 3 - 0

Submitting the appointment of Thomas M. Johnson, 121 Reservoir Ave, as a member of the Commission for Citizens with Disabilities for a term to expire in March, 2024, replacing Demetrios Kanavaros.

Motion by Figy & 2nd by Adams

See Attachments - Approved 3 - 0

Requesting consideration on an amendment to the expiration date of Steven White, Board of Public Works member, for a term to expire February, 2023.

Motion by Figy & 2nd by Adams

See Attachments - Approval 3 - 0

Motion by Figy & 2nd by Adams to approve the minutes from the January 5, 2023 meeting

Approved 3 - 0

Adjourn @ 6:50 p.m. Approved 3 - 0



City of Westfield
OFFICE OF THE MAYOR



59 Court Street Suite 200
Westfield, MA 01085
413-572-6201
Mayor Michael McCabe

November 17, 2022

City Council
59 Court Street
Westfield, Massachusetts 01085

Attention: Kaitlyn Bruce
City Clerk

Councilors:

This letter is a request for your consideration and approval to appoint Diana L. McLean, of 88 Wildflower Circle, to the Youth Commission, for a three-year term.

Thank you for your consideration.

Sincerely,

Michael A. McCabe

Mayor

October 22, 2022

Diana L. McLean
88 Wildflower Circle
Westfield, MA 01085

Michael A. McCabe, Mayor
City of Westfield
59 Court Street
Westfield, MA 01085

Dear Mayor McCabe,

I respectfully request to be appointed as an Advisor to the Youth Commission for the City of Westfield.

As you know, the City has been without a Youth Commission since approximately 2018. During my time as an advisor in years prior I found the Commission to be an educational experience for the youth of Westfield and prepared them with an introduction into municipal governing.

I have been trying to encourage other parents to step forward to lead the next group of students. However, there has been reluctance due to the unfamiliarity of expectations.

I am happy to start this commission again given my previous knowledge of resurrecting the group from the beginning. Please feel free to contact me with any questions or direction to successfully become involved. Thank you for your time.

Respectfully,


Diana L. McLean



City of Westfield
OFFICE OF THE MAYOR



59 Court Street Suite 200
Westfield, MA 01085
413-572-6201
Mayor Michael A. McCabe

December 15, 2022

City Council
Westfield, Massachusetts 01085

Attention: Kaitlyn Bruce
City Clerk

Councilors:

This letter is a request for your consideration and approval to amend the expiration date of the tenure of Steven White, who serves on the Public Works Board.

According to the City Charter, Part I – Charter and Related Legislation section 10, “If a vacancy occurs in any of the city offices provided for in section 9, except in the number of directors of the Westfield Athenaeum as elected by the voters of the city or in the members of the municipal light board as elected by the voters from the wards of the city, the successor to such office shall be appointed or elected for the unexpired term in the same manner as the original appointment or election.”

At the time of his appointment, Steve was replacing Jack Campaniello, who left prior to completing his three-year appointment which was due to expire in February 2023. At the time, Mayor Humason appointed Steve for a new three-year term, due to expire in February 2024, instead of completing Jack’s term. This causes two board members to be replaced in 2024, as opposed to the prescribed cycle of one replacement each year.

In an effort to restore the appropriate cycle, please consider amending Steven White’s term expiration date from February 2024, to February 2023.

Thank you for your consideration.

Sincerely,

Michael A. McCabe
Mayor

Section 9. - City departments, boards and officers.

There shall be the following departments, boards and officers in the city:

1. The assessing department, under the charge of a board of 3 assessors, who shall be appointed by the mayor and serve for a term of 3 years.
2. The health department, under the charge of a board of health consisting of 3 members, who shall be appointed by the mayor and serve for a term of 3 years.
3. The fire department, under the charge of a commission of 3 members who: shall be appointed by the mayor, subject to confirmation by the city council; shall serve for a term of 3 years; and shall choose a commission chairman from among the commission members. Upon the expiration of the term of office of any member, such member's successor shall be appointed to serve for a term of 3 years.
4. The police department, under the charge of a commission of 3 members who: shall be appointed by the mayor, subject to confirmation by the city council, no more than 1 of whom shall be appointed annually; shall serve for a term of 3 years; and shall choose a commission chairman from among the commission members.
5. The board of public works, which shall consist of three members, who shall be appointed by the mayor and serve for a term of 3 years. The board shall have charge, control and management of the construction, alteration, repair and maintenance of the public ways, sidewalks, bridges, squares, public sewers and drains as well as responsibility for maintenance of parks and playing fields. The board shall appoint a superintendent or superintendents, who shall serve for a term of 3 years. Such superintendent or superintendents shall, under the direction and control of the board, have charge of the work of the department of public works. The superintendent or superintendents shall appoint such assistants as the work may require, subject to the approval of the board.
6. The municipal light board, which shall consist of: 1 member from each ward of the city to be elected at the biennial city election to be elected for a term of 2 years; and 1 member appointed by the mayor, subject to city council confirmation, to serve for a term of 2 years and whose term of office shall run concurrently with the terms of office of the elected members of the board, or until a successor is duly appointed and qualified. The municipal light board shall appoint a manager of municipal lighting and shall have the powers and authority given to the municipal light boards in towns as set forth in chapter 164 of the General Laws.

A vacancy of a member elected to the municipal light board by ward shall be filled by the municipal light board and the city council in the same manner that a vacancy on the school committee is filled in accordance with this Charter. A member of the municipal light board so elected shall serve until the members of the board elected as a result of the next city election are sworn into office. A vacancy of the member appointed by the mayor shall be filled as provided in section 10.
7. The planning board, established in accordance with section 81A of chapter 41 of the General Laws.
8. The parks and recreation commission, which shall consist of 1 member from each ward of the city and 2 members at-large, all of whom shall be appointed by the mayor, subject to city council confirmation, to serve for a term of 3 years.
9. The city clerk department, which shall be under the charge of the city clerk, who shall be appointed by the city council and serve for a term of 3 years.
10. The treasury department, which shall be under the charge of the city treasurer, who shall be appointed by the city council and serve for a term of 3 years.
11. The collecting department, under the charge of the city collector, who shall be appointed by the city council and serve for a term of 3 years. The offices of treasurer and collector may be held by the same person.
12. The department of accounts, under the charge of the city auditor, who shall be appointed by the city council and serve for a term of 3 years. The city auditor shall have supervision of the accounts of all departments of the city. The city auditor shall: audit all bills, vouchers, claims and demands against the city once approved by the department in which they

originated; examine the accounts of every department; and report to the city, annually, any inaccuracy in the accounts or any delinquency in the conduct of any officer which the auditor may discover and, for this purpose, the auditor shall have access to all account books, vouchers and books of record belonging to the city.

No payment of city funds shall be made until after the city auditor has examined the claim and found it to be correct. In no case shall any bill be approved which will cause a department to exceed its appropriation except by order of the city council.

13. The department of building, under the charge of the superintendent of building, who shall be appointed by the mayor and serve for a term of 3 years. The mayor shall also appoint an inspector of wires, an alternate inspector of wires, each to serve for a term of 3 years, and a sealer of weights and measures in accordance with section 34 of chapter 98 of the General Laws.
14. The board of registrars, established in accordance with section 15 of chapter 51 of the General Laws .
15. The city solicitor, who shall be appointed by the mayor and such appointment shall not be subject to confirmation by the city council.
16. The city physician, who shall be appointed by the mayor and the members of the board of health.
17. There shall be elected 3 directors of the Westfield Athenaeum in the manner prescribed by law.
18. The board of water commissioners, which shall consist of 3 members who shall be appointed by the mayor to serve for a term of 3 years, commencing on the first Monday in February following their appointment and until their successors are appointed and qualified. The board shall have: the charge, control and management of the waterworks and water supply and all the powers and perform all the duties conferred or imposed upon water commissioners by chapter 322 of the acts of 1873. The board shall appoint a superintendent of water resources to serve for a term of 3 years and until a successor superintendent is appointed and qualified. The superintendent shall have charge of the work of the department of water resources, under the direction and control of the board, and shall appoint such assistants as the work may require, subject to the approval of the board.

Section 10. - Terms of members of certain boards; appointment.

It shall be the duty of the mayor to appoint, on or before the first Monday in February of each year, in accordance with this section, all the appointive officers subject to mayoral appointment as specified in section 9 and, unless it is otherwise provided, all those appointive officers subject to mayoral appointment for whom provision may henceforth be made. The terms of office of all such appointees shall begin on the first Monday in February and shall, unless it is otherwise provided by this Charter or by law, continue for such other period as the city council shall provide by ordinance.

Every administrative officer shall, unless sooner removed, hold office until a successor is appointed and qualified.

If a vacancy occurs in any of the city offices provided for in section 9, except in the number of directors of the Westfield Athenaeum as elected by the voters of the city or in the members of the municipal light board as elected by the voters from the wards of the city, the successor to such office shall be appointed or elected for the unexpired term in the same manner as the original appointment or election. In the case of a vacancy in the number of those directors of the Westfield Athenaeum elected by the voters of the city, the mayor shall appoint a person to serve as director until the qualification of a successor elected by the voters at the next biennial city election to serve for a full term or for the remainder of the unexpired term, as the case may be.



City of Westfield
OFFICE OF THE MAYOR



59 Court Street Suite 200
Westfield, MA 01085
413-572-6201
Mayor Michael McCabe

December 1, 2022

City Council
59 Court Street
Westfield, MA 01085

Attn: Kaitlyn Bruce
City Clerk

Councilors:

This letter is a request for your consideration and approval of the appointment of Thomas M. Johnson, of 121 Reservoir Avenue, to the Commission for Citizens with Disabilities for a term to expire in March, 2024. Mr. Johnson will be filling the vacancy left by Demetrios Kanavaros.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink that reads "Michael A. McCabe".

Michael A. McCabe
Mayor

**CITY OF WESTFIELD
BOARD-COMMISSION APPOINTMENT
STATEMENT OF INTEREST**

CONTACT INFORMATION

NAME THOMAS M. JOHNSON
ADDRESS 131 Reservoir Ave Westfield MA
HOME _____ WORK _____ CELL [REDACTED]
E-MAIL [REDACTED]

POSITION SOUGHT Commissioner for Citizens with Disabilities

WORK INFORMATION (List most recent or relevant; Attach additional if necessary)

EMPLOYER CITY OF WESTFIELD JOB TITLE FIVE CAPTAIN
DATE OF EMPLOYMENT [REDACTED] TO [REDACTED]

STATEMENT OF DUTIES FIVE CAPTAIN FOR CITY OF WESTFIELD

PERSONAL STATEMENT (Please provide a brief statement on your experience, interest, past community involvement, and any other information you might find relevant; A resume, while not necessary, is welcome as well. Feel free to continue on the back or on a separate attached paper).

As a Retired Five Captain I feel my personal
experience would be useful in a beneficial
pursuit of this position

Do you have any conflicts that may affect your ability to serve on this board or commission?

NO
