



# City of Westfield, Massachusetts

## NOTICE OF MEETING

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MAR 10 2022

WESTFIELD CITY CLERK

### **City Council Personnel Action Committee**

**Thursday, March 3, 2022 @ 6:00 p.m.**

### **TELECONFERENCE – Minutes**

Councilor Bean, Chair called meeting to order @ 6:00 p.m.

Attendance - Councilors Brent Bean, Jim Adams, Ralph Figy & Tina Gorman, Director of the Council on Aging

Motion by Councilor Figy & seconded by Councilor Adams to take an item out of order. The motion was to move Jim Liptak's reappointment to the first item on the agenda. Motion approved 3 - 0

Submitting the reappointment of James Liptak, 515 Granville Road, as a member of the Council on Aging for a term to expire the first Monday of February, 2025.

See attached sheet for information on Jim Liptak. Tina Gorman & Ralph Figy spoke in favor of the reappointment. Motion to approve made by Adams seconded by Figy - Approved 3-0

Submitting the reappointment of Norman Smith, 48 Reservoir Road, as a member of the Commission for Citizens with Disabilities for a term to expire the first Monday of June, 2024.

See attached sheet for information on Norman Smith.  
Motion to approve made by Adams seconded by Figy - Approved 3-0

Submitting the reappointment of Andrea Pianka, 32 Yeoman Avenue, as a member of the Commission for Citizens with Disabilities for a term to expire the first Monday of March, 2024.

See attached sheet for information on Andrea Pianka  
Motion to approve made by Adams seconded by Figy - Approved 3-0

Submitting the reappointment of Christopher Mowatt, 17 Spruce Circle, as a member of the License Commission for a term to expire the first Monday of February, 2027.

See attached sheet for information on Chris Mowatt  
Motion to approve made by Adams seconded by Figy - Approved 3-0

Submitting the reappointment of Richard Emmings, 3 West School Street, as a member of the Public Safety Communications Commissions for a term to expire the first Monday of June, 2024.

See attached sheet for information on Rich Emmings  
Motion to approve made by Adams seconded by Figy - Approved 3-0

Submitting the reappointment of Jeffrey Gosselin, 330 Elm Street, as a member of the Commission for Citizens with Disabilities for a term to expire the first Monday of February. 2025.

See attached sheet for information on Jeff Gosselin  
Motion to approve made by Adams seconded by Figy - Approved 3-0

Submitting the reappointment of Thomas Sharp, 53 Simmons Brook Drive, as a member of the Conservation Commission for a term to expire the first Monday of February. 2025.

See attached sheet for information on Tom Sharpe  
Motion to approve made by Adams seconded by Figy - Approved 3-0

Submitting the reappointment of Carl Grobe, 130 Hawks Circle, as a member of the Conservation Commission for a term to expire the first Monday of February. 2025.

Councilors Bean & Figy spoke in favor of Carl's reappointment  
See attached sheet for information on Carl Grobe  
Motion to approve made by Adams seconded by Figy - Approved 3-0

Submitting the reappointment of Edward Roman, 419 Southwick Road, to the position of Municipal Light Board, for a term to expire the first Monday of February. 2024.

Councilors Bean & Adams spoke in favor of Ed's reappointment  
See attached sheet for information on Ed Roman.  
Motion to approve made by Adams seconded by Figy - Approved 3-0

Motion by Adams & seconded by Figy to adjourn @ 6:22p.m.

Respectfully Submitted,  
Brent B. Bean II, Chair

To: Brent B. Bean II, PAC Chair

I would very much appreciate your support for my reappointment to the Westfield Council on Aging.

I have been on the Council for a nine years and currently serve as Chairperson of the Council. I also represent Westfield on the Board of the Highland Valley Elder Services. I strongly support the goals of the Council on Aging to make sure Westfield seniors are informed and able to get the services they need. I have worked closely with Tina Gorman, Executive Director, and feel that we have established an excellent relationship. Westfield has a dedicated staff at our Senior Center, and I am impressed by all the programs and services that they develop, and provide to our Seniors.

I have lived in Westfield most of my life. I was employed at Digital Equipment for almost 20 years as an Electrical Engineer. After I left Digital I spent the next 20 years as a middle school math teacher at Hampshire Regional High School in Westhampton, MA. After I retired in 2012, I was able to become more active in Westfield, and worked as a math mentor and substitute teacher at Westfield Technical Academy. It was also important to me that I volunteer in the community. Working with the Council on Aging and the team at the Senior Center is a small way that I can give back to our community, and I am looking forward to continuing on the Board.

Thank you for your consideration,

James Liptak

To: Brent B. Bean II  
PAC Chair

My interest in being on the Disability Commission is due to the fact I Have a daughter Morgan Ashley Smith who has Floating Harbor Syndrome. I work for the United States Postal Service. I was appointed to the commission in June of 2012. I have completed ADA training and over the years I have served as secretary, vice chair and am currently Chair of the commission. My goal is to make Westfield ADA compliant and a more inclusive community for everyone.

Sincerely,  
Norman H Smith III

Andrea Pianka  
32 Yeoman Ave.  
Westfield, MA 01085

Dear Mr. Bean,

March 1st, 2022

I am writing to request my intent to remain a Commissioner on The Westfield Commission for Citizens with Disabilities. I very much enjoy helping the citizens of Westfield who have disabilities in all areas of access to local resources, as well as aiding to improve the overall inclusivity of our city's businesses and infrastructure. I have been a member of this commission for several years and believe that we have made a difference to the citizens of Westfield who have disabilities. I, myself, have a disability. My education and current employment are focused on helping those with disabilities lead a full life in the areas of independent living and employment. I have a Bachelor's degree in Social Work from Westfield State University and have a Master's and CAGS in Rehabilitation Counseling from Assumption University. I am presently the Vocational Rehabilitation/Independent Living Program Coordinator at Stavros Center for Independent Living. I would appreciate your consideration regarding this matter.

Sincerely,

Andrea M. Pianka  
Commissioner  
Westfield Commission for Citizens with Disabilities

Chris Mowatt

[christopher.mowatt@cityofwestfield.org](mailto:christopher.mowatt@cityofwestfield.org)

wrote:

Thank you for the reappointment. Interesting to be asked why I am interested in being on the License Commission since this will be the start of my third 6-year appointment term.

The reason I pursued reappointment was really due to our new mayor and knowing that what I can do for him, was to provide continuity. A new mayor needs that when it's working, and with the potential (and now real) move of Kim Sienkiewicz to the Health Dept., it would have been a disservice to the City of Westfield to retire from the position. I had wondered why the term for a commissioner was 6 years until I found myself in year 7 still learning.

My background has largely been engineering as a profession, but found as much happiness in leadership and consulting roles. Helping others through new terrain, or figuring out why a supplier can't seem to meet delivery commitments. So, the license commission allows me to bring to the table what I have learned through the years. It's been fun, interesting, disheartening, and challenging. So why not keep the ball rolling. To be clear, I don't do this for me, I do this for Westfield. It's what I can do, and I'm good at it.

Thank you.

Christopher Mowatt

Chairman

Westfield License Commission

To: Brent Bean, Chair, Personnel Action Committee  
From: Richard Emmings

Please consider this letter as my intent to continue in my role as a Westfield City Public Safety Communications Center Board Commissioner.

I was appointed when the board was first created in 2012 as one of the two Mayoral appointments. The board has a changed membership since. Lenore Bernashe and I remain as two original members. I am willing to continue to serve on the board as it enters a new era and we migrate from a city dispatch center up to a regional one.

In this role, I do not see any potential conflicts that may affect by ability to serve on this commission.

I continue to bring appropriate skills to the table including past experience with budgets and grants and project management.

Besides the Westfield Public Safety Communications Commission, I have been a member of the Westfield Spanish American Scholarship Golf Committee from 2006 and was previously on the Westfield Boys and Girls club board for several years.

Thank you for your consideration.

Sincerely yours  
Richard Emmings  
3 West School St

cc: PAC, Kaitlyn Bruce

Dear City Councilor Brent Bean, Chair PAC and Member City Councilors:

It has been a pleasure serving on the Commission for Citizens with Disabilities since 2018. I have served as Secretary during my 4 years on the commission. I have career experience at the Carson Center, and I presently work for the Northampton Public Schools in Special Education. I have trained counselors on the American Disabilities Act. In addition, I was actively involved with the Westfield 350<sup>th</sup> Celebration and helped organize a parade group with the Westfield High School Best Buddies and Special Olympics youth. Most recently, our commission helped to pass and create, the All-Access Playground-Cross Street project completed. I look forward to continuing our work.

Truly,  
Jeffrey Gosselin, Secretary  
Commission for Citizens with Disabilities



53 Simmons Brook Drive  
Westfield, MA 01085  
January 11, 2022

City of Westfield  
59 Court Street  
Westfield, MA 01085

Attn. Mayor Michael A. McCabe  
and  
Westfield City Council

Having served as a Westfield Conservation Commissioner for over twenty years, it is my desire to be reappointed in 2022.

Hopefully you are aware that Westfield has a viable and responsive Conservation Commission. David Doe is an effective Chair and the commission is able to deal with the issues before it with thoughtful consideration. All of your commissioners are good thinkers and each of us contribute to help reach effective decisions. And importantly, we have access to qualified staff.

In 2002, I knocked on Mayor Sullivan's door. This was shortly after Joanne and I had relocated to Westfield from Lewiston, New York. I was in the mayor's office to find out how to serve my new community. Rick recommended the Conservation Commission.

One important role that local conservation commissioners can play was revealed to me as I served a ten year stretch as town supervisor (aka mayor) of my hometown Lewiston, New York (pop. 20,000). After moving to Westfield, I finished my career

in municipal government as the town administrator in Erving, MA. Since retiring seven years ago yoga, swimming, golf, and ConCom have gotten a great deal of my time and energies. Retirement has allowed me to be present for most site visits and to more fully research submitted plans.

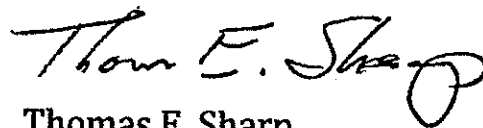
Representing Westfield is a privilege and I continue to enjoy the involvement. Making sound decisions is important, but so is respecting those who stand before us. You will find that my fellow commissioners value my contributions (at least most of the time).

For the last five years I have also chaired the Westfield Community Preservation Committee as the Conservation Commission's representative.

In summary, I bring value to the city and want to stay at it.

Thank you for giving consideration to my reappointment.

Sincerely,

A handwritten signature in black ink that reads "Thomas E. Sharp". The signature is written in a cursive style with a large, looped "P" at the end.

Thomas E. Sharp

Carl W. Grobe  
130 Hawks Circle  
Westfield, MA 01085

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Brent B. Bean II, PAC Chair  
City Hall  
59 Court Street  
Westfield, MA 01085

March 2, 2022

Dear Mr. Bean,

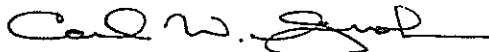
I was asked to submit a brief description of my background and qualifications as a Commissioner on the City Conservation Commission. As you may know, I have served on the Commission since September of 2016. It has been both rewarding and challenging to serve on this Commission.

I have been a resident of Westfield since 1998. I moved here at that time when I joined the faculty of Westfield State University. I am still at Westfield State University, where I am a professor in the Biology Department. I have both training and field experience working with wetlands and wetland plants.

During my time on the Conservation Commission, I have worked to become familiar with federal, state, and local regulations concerning wetland areas. I have also become familiar with local issues surrounding the numerous wetland areas within our City. These involve development interests, personal property, personal safety, public interests, and community relations. It is always my goal to achieve a balance between protecting the valuable services provided by these wetland areas and the development needs of the City and its citizens. I recently worked with Chairman David Doe and our other Commissioners to revise and update our local Wetlands Ordinance. I will complete my certification through the Massachusetts Association of Conservation Commissions this month (a total of eight courses).

If there is any additional information that I can provide to you, please contact me by email (cwgrobe4650@gmail.com) or telephone (413-562-7995).

Sincerely,



Carl W. Grobe

March 1, 2022

Brent Bean  
PAC, Chair  
59 Court Street  
Westfield, Massachusetts 01085

Dear Councilor Bean:

As per your request, this letter is to inform the PAC of my desire to continue as the Mayoral Appointed Commissioner. I have been involved in Finance/Accounting my entire career, as outlined in the attached resume. I have had the honor and privilege to serve in this position for the past 14 years, and held the position of Chairman of the Finance Committee 2008 – 2020 and Chairman of the Board in 2021. I believe that I have educated the WGE Board in the reading and understanding Audited Financial Statements along with the monthly financial reports.

I have support from the following people:

Thomas Flaherty, General Manager – Westfield Gas & Electric  
Jay Kline, Finance/Accounting Manager – Westfield Gas & Electric  
Kevin Kelleher, Ward #1 WGE Commissioner  
Ray Rivera, Ward #2 WGE Commissioner  
Dawn Renaudette, Ward #3 WGE Commissioner  
Francis Liptak, Ward #4 WGE Commissioner  
Joe Mitchell, Ward #5 WGE Commissioner  
Robert Sacco, Ward #6 WGE Commissioner

Please let me know if you have any questions regarding my qualifications or other issues and feel free to contact any of the above individuals for references.

Thank-you for your consideration regarding my desire to continue being on the WGE Board.



(Adam) Ed Roman

## **A. (Adam) EDWARD ROMAN, JR.**

419 Southwick Road – Unit #Q-69  
Westfield, MA 01085  
(413) 265-0243 (Cell)  
Email: AEROMAN88@hotmail.com

### **WGE / WCF Experience**

2008 – 2009 Appointed Commissioner – Mayor Mike Boulanger  
2010 – 2015 Appointed Commissioner – Mayor Dan Knapik  
2016 – 2019 Appointed Commissioner – Mayor Brian Sullivan  
2020 – 2021 Appointed Commissioner – Mayor Don Humason

2009 – 2020 Chairman of the Finance Committee

2021 – Chairman of the Board

### **Professional Experience**

**VNA & Hospice of Cooley Dickinson, Inc.**  
*Northampton, MA*

**2015 to 2021(Retired June, 2021)**

**DIRECTOR OF FINANCE.** Complete responsibility for the accounting and financial reporting of Home Health & Hospice division of Cooley Dickinson Health Care. Responsibilities include the supervision of billing, reimbursement, budgeting, accounts payables, and general ledger preparation for monthly financial statements. Duties also include coordination with outside auditors and financial reporting to Partners, the parent company of Cooley Dickinson Health Care.

**Jewish Geriatric Services, Inc.**  
*Longmeadow, MA*

**1996 to 2000 & 2010 to 2015**

**CHIEF FINANCIAL OFFICER.** Complete responsibility for the accounting and financial reporting of a large multi-corporate healthcare organization which includes long term care (Jewish Nursing Home of Western Massachusetts), certified home health care (Spectrum Home Health & Hospice Care), assisted living (Ruth's House) and subsidized housing (Genesis House). Responsibilities includes the supervision of a staff of six which includes accounts payable, billing, general ledger, patient needs, reimbursement, budgeting, and other special finance projects, as needed.

- Member of Executive team in charge of day-to-day operations of the skilled nursing facility, adult day care center, assisted living facility, and home health and hospice care programs.
- Reduced accounts receivable to 34 days outstanding
- Secured a Determination of Need (D.O.N.) for a \$17,000,000 Rehabilitation Project
- Instrumental in acquiring a \$23,600,000 M.I.F.A. Bond for construction of the assisted living residence and renovation to the nursing home.

**Essex Group Management**  
*Rowley, MA*

**2009 to 2010**

**CHIEF FINANCIAL OFFICER.** Complete responsibility for the accounting and financial reporting for a chain of six nursing homes, four adult day care programs, an assisted living facility, a transportation program, and a home health agency located in eastern Massachusetts. Responsibilities include the supervision of a staff of sixteen which included payroll, accounts payable, billing, purchasing, along with general ledger and financial statement preparation.

## **A. EDWARD ROMAN, JR.**

### **Professional Experience (Continued)**

**H-C Management Services, Inc. / Summerfield, Inc. / Holyoke Hospital, Inc.** 1978 to 1995  
(Now known as Holyoke Medical Center, Inc.)

*Holyoke, MA*

**ADMINISTRATOR.** Complete administrative responsibilities for Summerfield Pine Manor, a 100 bed facility, which included ensuring compliance with federal, state, and local regulations; successfully converted a 27 bed L III unit to a Medicare certified (L II) unit; advanced the facility's community involvement with Hungry Hill Development Corp.; and maintained budgeted expenses in all areas of the facility.

**CONTROLLER.** Broad and diverse responsibilities encompassed all aspects of financial management and administration for 4 nursing homes and Summerfield Management Company. Prepared and audited financial statements; directed and oversaw Medicare and Medicaid cost reports including CPA annual audit; supervised all facets of fully-automated financial / accounting system; and researched, analyzed, and evaluated out-of-state acquisitions. Duties included preparation of operating and capital budgets, presentations to Board of Directors, and supervision of 2 staff accountants and 4 managers.

**MANAGEMENT ACCOUNTING SUPERVISOR.** Part of the management team and a member of the steering committee responsible for selecting and implementing a new information system including the selection of a cost accounting system. Main duties included the supervision of the preparation of the operating budget and the various state and federal regulatory filings, along with developing reimbursement strategies.

**FINANCIAL ANALYST.** In charge of analyzing and investigating special financial and operational projects along with making appropriate recommendations. Prepared financial impact studies on new product lines in the health care industry. Assisted in the preparation of budgets and economic forecasts.

**REIMBURSEMENT SPECIALIST.** In charge of preparing 3<sup>rd</sup> party cost reports and other related reports, monitoring changes in reimbursement regulations / systems and assessing their impact on the hospital.

**The Moore Company, Inc. / Easco Hand Tools** 1975 to 1978  
*Springfield, MA*

**ACCOUNTING SUPERVISOR.** Primary responsibilities included the supervision of the cost and inventory departments and the preparation of related reports.

### **Education**

**Western New England College** May, 1985  
*Springfield, MA*

Master of Business Administration / Concentration: Health Care Management

**American International College** May, 1978  
*Springfield, MA*

Master of Business Administration

**Western New England College** May, 1975  
*Springfield, MA*

B.S. in Business Administration / Major: Accounting

**References — Available upon request**