

## Personnel Action Committee

**Minutes for meeting date 06/16/2021** Meeting at City Hall - 5:00pm

Committee Members – Cindy Harris, chair (present), Ralph Figy (present), Richard Sullivan (present)

The Law Dept. has asked us to note if anyone is recording or livestreaming this meeting – None.  
We have 6 reappointments tonight.

### **Agenda Item #1**

*Reappointment of William Carellas, 16 Wildflower Circle, as a member of the Planning Board for a term to expire the first Monday of February, 2026.*

Discussion:

Mr. Carellas is Chair of the Planning Board since 2019. He was first appointed to this Board in March 2015 by Mayor Knapik. He also had served for 2 years earlier during the Varelas Administration.

Mr. Carellas is the owner of Carellas Insurance Agency, West Springfield and thus does everything a business owner needs to do.

He was very involved in the Westfield Soccer club being the founder, coach and President of that entity, and currently is the Soccer Coach at St. Mary's High School.

He has a B.A. in Economics and Political Science from the University of Rochester, NY.

Mr. Carellas is a lifelong resident of Westfield and at his last reappointment in Sept. 2016, Councilor Onyski stated that he had worked with Mr. Carellas when he was on the Planning Board and recommends him.

Chair states, Councilors any comments, or you can make them at the Full Council Meeting or a motion to vote on reappointment.

Councilor Sullivan stated that Mr. Carellas progressively looks into the future for Westfield – citing the bicycle commuting as an example - - that he shows his commitment to the City - - and that he is a great reappointment. Councilor Figy agreed with those comments.

Councilor Sullivan made a motion to recommend the reappointment, Councilor Figy 2<sup>nd</sup>.

All those in favor – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes on a 3-0 Vote

### **Agenda Item #2**

*Reappointment of Raymond St. Hilaire, 120 Old Stage Road, as a member of the Planning Board for a term to expire Monday of February 2026.*

Discussion:

Mr. St Hilaire is the Ward 6 member of the Planning Board initially appointed 01/2012 as an Alternate (now called associate), and then appointed full member 03/2017 by Mayor Brian Sullivan.

He is an active member of our Community and participated in many Hampden Ponds Meetings

regarding the rehabilitation of Hampden Ponds Park.

A military leader, he works for the Department of Defense since 2004 including preparing and maintaining aircraft maintenance records and historical documents. He has been the Union Steward since 2004, Army Aviation Flight Facility #2, Westfield, mediating discussions between employee and employer representatives to reconcile differences, negotiated collective bargaining agreements and advising on labor relations policies.

He was Vice President of Victory 4 Veterans helping to raise \$250,000.00 for Veterans at our Holyoke Soldiers Home.

He served in Iraq supervising soldiers, establishing protocols for preventative maintenance procedures for MEDEVAC Aircraft and worked closely with crew members in an extremely dangerous environment.

He believes it's his obligation to our City to serve it, as he does our country.

Chair states, thank you for your service, Mr. St Hilaire to our Country. Councilors any comments, or you can make them at Full Council Meeting or a motion to vote on reappointment.

Councilors Figy and Sullivan both reiterated 'Thank you for your service'.

Councilor Sullivan made a motion to recommend reappointment, 2<sup>nd</sup> by Councilor Figy.

All those in favor – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes on a 3-0 vote for this reappointment.

### **Agenda Item #3**

*Reappointment of Philip McEwan, 153 Western Avenue, as a member of the Planning Board for a term to expire the first Monday of February, 2023.*

Discussion:

Mr. McEwan was the Chair of this Board for many years and although Mr. Carellas is chair now, Mr. McEwan is like E.F. Hutton his vast knowledge and Historical data that can only come with being on this Board since 1989 – 30+ years. An accomplishment of service to our City, of which "Thank you for your dedication" I'm sure will be stated by many.

He still is employed also at Marcus Printing and along with the wealth of information he has in regards to this board, of which not only this Board benefits, but all of our citizens do, as he provides insight, and works on their behalf, but as the Ward 3 Member of this Board, his humor shines through in his correspondence to the Mayor expressing his desire to be reappointed, stating - - -

If you have any difficulty locating my original paperwork, try the Attic in those boxes marked "George Varelas", indicating the time frame when he first came on board.

He looks forward to continuing to serve our City on this Board.

Chair states, Councilors any comments, or you can share those at Full Council Meeting or a motion to vote on reappointment.

Councilor Sullivan stated that McEwan's passion is all over Westfield in the many projects in the City for 3 decades plus.

Councilor Figy absolutely agreed with the comments by Councilor Sullivan.

Councilor Sullivan made a motion to recommend reappointment, Councilor Figy 2<sup>nd</sup>.

All those in favor – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes on a 3-0 vote for the reappointment.

#### **Agenda Item #4**

*Reappointment of Barbara Taylor, 150 Hillside Road, as a member of the Council on Aging for a term to expire the first Monday of February 2024.*

Discussion:

Ms. Taylor was first appointed in 2015 and then reappointed, and shared with the Mayor that she enjoys being on this Board and hopes to continue as a member. Sharing her thoughts and ideas as it pertains to our Senior Population during this past difficult year for our seniors, with them not being able to gather at the Center for any of their activities, and all the years that preceded that still had issues that had to be addressed in this population's everyday life, is important to her.

She is the Treasurer for this Board in which she reviews the COA Budget prior to submission to the Council.

She is an active participant in the Senior Center's classes, educational programs, and volunteers in the Annual Senior Options event.

She is a wonderful asset to the Board, has served on several subcommittees, and Council on Aging and Senior Center Director Tina Gorman highly recommends her reappointment.

Chair states, Councilors any comments, or you can make them at the Full Council Meeting or a motion to vote on reappointment. Councilor Sullivan stated that she is obviously a great addition. Councilor Figy stated that she is important to the Board (he is the Senior Center/Council on Aging Liaison) and added that she had taught his children in school.

Council on Aging/Senior Center Director Tina Gorman, who attended this meeting for this reappointment added that she likes the fact that Ms. Taylor is not afraid to ask questions – that she is thoughtful and analytical – and she always volunteers for many activities.

Councilor Sullivan made a motion to recommend the reappointment, Councilor Figy 2<sup>nd</sup>.

All those in favor – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes on a 3-0 vote.

## **Agenda Item #5**

*Reappointment of Jane Magarian, 131 Llewellyn Drive as a member of the Planning Board for a term to expire the first Monday of February, 2022.*

Discussion:

Ms. Magarian is the Ward 4 member of this Board initially being appointed in 2012.

She taught in the Westfield School System for over 10 years recently retiring in 2015. Before that she was Vice President of Magarian Development LLC, NH, involving custom homes and communities.

She has a B.A. in economics and a Master's Degree in Education.

She states it's a pleasure to serve our City on this Board and looks forward to continuing to serve on this Board.

Chair states, Councilors any comments, or you can make them at the Full Council Meeting or a motion to vote.

Councilor Sullivan stated that she was a great member of this Board and made a motion to recommend reappointment, Councilor Figy 2<sup>nd</sup>.

All those in favor – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes on a 3-0 vote.

## **Agenda Item #6**

*Reappointment of Bryan Forrette, 43 Flynt Street, Palmer, as Director of Facilities Management for a term to expire May 31, 2024.*

Discussion:

First hired in June 2015, Mr. Forrette has a Bachelor's Degree in Civil Engineering, maintains a MA Construction Supervisors License and is OSHA qualified.

At last reappointment 09/18 we reviewed all the projects he had oversight and/or performed work on, which was significant – worked on Hangar 2, Police Station Renovations, Fire Headquarters sprinkler installation, City Clerk's vault renovation, replacement of boilers at schools, Bullen's Field Bleacher Renovation and light replacement, repairs to playfields and concession stands at multiple City properties. The Green Communities Grant he worked on was approximately \$267,000.00 and \$31,000.00 in G+E rebates. He worked on the PEG Studio at WTA and earlier had worked on City Hall renovations and repairs.

These past 3 years Major projects overseen by Mr. Forrette include - -  
City Wide Emergency Power Generator Services – maintenance and repair contract  
Curt Wide HVAC Repair maintenance and repair services contract  
City Wide Plumbing maintenance and repair services contract  
City Wide Elevator maintenance contract  
Work at the Police Department replacing air conditioners  
Fire Station Headquarters, Generator Replacement, and Fire Station #3 Elevator

Westfield High School gym roof renovations – design and construction phase

Westfield High School pool renovation – design phase

City Wide Building Management system upgrade – design phase

New Westfield Elementary School Building Committee

Westfield H.S. stairwells, hallways, cafeteria and Munger Hill and Paper Mill Schools resulting in

Westfield G+E rebates of \$46,234.00 into the General Fund and \$10,000.00 into the General Fund from the Green Communities Grant for Administration Costs for project procurement and management completed by the Director of Facilities.

The Green Communities Grant totaling approximately \$370,000.00 procured from new LED lighting throughout City Properties at schools, Highway garage, Barnes Airport Terminal Building and WTA gym.

Tammy Tefft, Westfield's Chief Procurement Officer, as at his last reappointment, states Mr. Forrette continues to save our City significant amounts of money versus hiring outside firms for projects.

Chair states, Councilors any comments, or you can make them at the Full Council Meeting or motion to vote. Councilor Figy stated that Mr. Forrette brought more in with the grants than his salary, and also noted that the job description of this job, unlike the Advancement Officers job, is 3 years appointment, so it does not run concurrent with the Mayor's 2 year terms, answering Councilor Sullivan's concern on a 2024 appointment ending date.

Councilor Sullivan made a motion to recommend reappointment, Councilor Figy 2<sup>nd</sup>.

All those in favor – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion passes on a 3-0 vote.

Motion to accept minutes for 6/16/2021 (tonight) made by Councilor Figy, 2<sup>nd</sup> by Councilor Sullivan.

All those if favor – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Motion to adjourn made by Councilor Figy, 2<sup>nd</sup> by Councilor Sullivan at 5:25PM

All in favor – Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Sullivan – Yes

Minutes submitted by Cindy Harris, Chair 6/18/2021