

Personnel Action Committee

Minutes for 05/02/2019 meeting

Starting time – 6:30PM at City Hall

Committee Members – William Onyski (present), Brent Bean (present for Agenda item #3) and Cindy Harris, Chair (present)

The Law Department has requested that we ask if anyone is audio or video taping, or livestreaming this meeting – none.

Agenda Item #1:

Submitting the appointment of Margaret Doody, 294 Granville Road, as a member of the Board of Health for a term to expire the first Monday of February 2022, replacing Michael Paquette, resigned.

Voted 2-0 to recommend that appointment.

Discussion:

With the very serious outbreak of Measles in our Country, and our neighboring State of New York with an alarming number of cases of measles, a confirmed case in Boston, our City must be fully prepared to protect our Citizens and a fully staffed Board of Health is paramount to address this potentially epidemic disease with very serious consequences.

Ms. Doody, who recently retired from our City's Health Department after 30 years, wants to help carry out the Health Department's mission to ensure the public health and safety of our Community. Her understanding and knowledge of the Department's operation is an asset to this Board. Quite significantly to note is the highest praise of Ms. Doody's appointment coming from the Department's R.N., Supervising Public Health Nurse, Debra Mulvenna, who states Ms. Doody's experience in actively participating during the serious community health situations regarding the Swine Flu epidemic in our schools and Meningitis Outbreak in our Middle School, gives the City a high degree of confidence that Ms. Doody would definitely be an asset to this Board.

During her long employment with our City in the Health Department, she was a liaison between the public and Health Department and attended the Board of Health's monthly meetings in which she assisted the Board of Health in developing agendas and provided them with necessary information.

Matthew Roman, Westfield citizen, suggests someone from Pharmaceuticals be on Board, not someone with 30 years in the Health Dept. Chair stated this name was the one sent in by the Mayor and Doody is highly recommended by the Health Department's R.N. and we have a physician on the board. Chair stated his comments would be reflected in the minutes. He reiterated his non approval stating a long time ago things were different and we should have a pharmacist.

Agenda Item #1:

Submitting the reappointment of Donald Nicoletti, 29 Radisson Lane as a member of the Airport Commission for a term to expire the first Monday of February 2022.

Voted 2-0 to recommend that reappointment.

Discussion:

With the serious improvements, financially and physically, to our Airport, an Airport Commission that is current in their appointments is of the utmost importance so they may report to the various state and federal agencies, information that is required.

Mr. Nicoletti, PhD, has been on the Airport Commission since 2013. At that time he had been a member of the Barnes Airport Support Group for 9 years and served as their president for 7 years.

He is extremely knowledgeable of the Airport's responsibilities and requirements including how the Airport's economics benefit Westfield's citizens and its tax base.

He supports the improvement of Airport Services and new tenants to benefit our City and has asked the Mayor to continue his service on this Commission. The City is fortunate to have such a knowledgeable citizen helping us.

Councilor Onyski, liaison to Airport Commission states, He is very valuable to this Commission and will continue to add a lot to this commission.

Agenda Item #1:

Submitting the reappointment of Carissa Lisee, 79 Austin Street, Chicopee as the Superintendent of Buildings for a term to expire the first Monday of May, 2022

Voted 3-0 to recommend that reappointment.

Discussion:

Mayor Sullivan has submitted a request to the City Council to reappoint Superintendent Lisee to this position. When first appointed as Superintendent in 2016, she received 100% of the Council's "Yes" vote, coming with a background of being the Building Commissioner and Zoning Enforcement Officer for Granby and 11 years employed by the City of Chicopee as the Construction Inspector, Local Building Inspector and Assistant Building Commissioner. By passing the Technology and Legal Management exams as required by the Mass Board of Building Regulations and Standards, she obtained Building Commissioner Certification and also through the International Code Council, obtained Building Official certification.

All Councilors received a letter from Ryan Pelletier, Project Manager and MA Licensed Construction Engineer with Houle Construction, a very respected firm, who highly recommends Superintendent Lisee's reappointment and who states he has worked with her in many projects in Westfield including Baystate Noble Hospital and has found her to be "extremely knowledgeable in her field and incredibly fair and reasoned in her approach to applying the building code." He deals with many Building Commissioners and Inspectors and values her ability to balance the laws and common sense in the many unique situations that must be examined.

State Inspector Louise Vera in Boston, herself a 22 year State Inspector (who works with Superintendent Lisee) as the State Building Official on clarification and official decisions, spoke candidly and openly and gave permission to use her name and quote her – says Lisee is a great asset to Westfield and highly recommends her citing the following statements – "Lisee is very proactive in calling for advice in any grey areas as to make the absolute best and correct decision. She is upfront and has integrity, always relying on Building Codes and laws and always has the City's best interest in mind, which

Inspector Vega states is paramount because you want a Building Official to make sure real estate remains solid, that is, up to code and viable. Lisee does a great job on Commercial Buildings as well and is reasonable, that is, sees grey areas and tries to work with people within the building codes and laws. Lastly, Inspector Vega emphasized Superintendent Lisee is always concerned about the City's interests and works closely with State Building Officials and that the City is lucky to have Lisee."

All Councilors received a copy of the letter to the Mayor from Lisee citing her accomplishments over the last three years. Citing a few are:

- Increased building permit fees ensuring the Department brings in more revenue
- Implementing an agreement with Southwick to share electrical inspection services which helps supplement the electrical inspector's salary.
- Worked with the City's Law Dept. to implement a Policy and Procedure Plan for the Plumbing and Gas + Electrical Inspectors in regards to utility turn-ons with the Gas + Electric Co., streamlining the process for licensed contractors and homeowners, and providing consistency with the inspection process.
- Established an excellent working rapport with the Director of Facilities Forrette, to maintain City Hall completing projects of upgrading the dry suppression system, refinishing hardwood floors to maintain their integrity, replacing carbon monoxide detectors, purchasing snow blowers that decrease the time to clear City Hall for the public and employees.
- Streamlined the outdated and inefficient permit system.
- Safety and security in mind, a new system to enter City Hall after hours, regulates those who have access to the building.

Everyday responsibilities include – enforces all laws, statutes, regulations and ordinances given by job description to the Building Superintendent in regards to construction, inspections, zoning, including legal action if necessary, oversees the care of City Hall and prepares budgets that include the Building, Plumbing + Gas, Electrical and Public Property Departments.

Potential future projects she would like to research are:

- Implementation of rental registration ordinances which will allow the Building Department to perform more inspections, more revenue.
- Computerization of existing documents to create easier access for the public and will preserve the history of Westfield.
- Implement an online permitting process to streamline and update our permitting process.

Councilor Onyski states Lisee is very response. Councilor Beltrandi states she is doing her job and goes by the codes – department is organized. Speaking as a contractor, she does her job to protect the City – very responsive. Solicitor Sue Phillips states Building Code is volumes – building inspector knows the codes. She highly recommends Lisee.

The minutes for 05/02/19 meeting were approved on 05/02/19 on a 3-0 vote.
Meeting adjourned at 6:53PM (Had a 4 minute recess)

Submitted by Cindy Harris, Chair
5/3/19