



PERSONNEL ACTION COMMITTEE MEETING OF THE WHOLE

59 COURT STREET
MUNICIPAL BUILDING, CITY COUNCIL CHAMBERS
WESTFIELD, MASSACHUSETTS
MAY 19, 2022 AT 6:00 PM

The meeting was called to order in the City Council Chamber, Municipal Building, 59 Court Street, Westfield, MA at 7:00 PM by Councilor Bean, Chair of Personnel Action Committee.

The Clerk called the roll. Councilors Morganelli and Flaherty were absent.

1. Submitting the reappointment of Attorney Meghan R. Bristol to the position of Assistant City Solicitor for a three-year term to expire May 15, 2025. Attorney Meghan Bristol was present to address the Council. She informed the Council that she has been with the City for six years, she enjoys the people she works with and enjoys her job as every day is different and there are no two days alike. She works on a wide range of projects such as dealing with tax titles, going to land court and dealing with auctions of property. She is doing a lot with the Airport and the FAA in dealing with the tenants on airport property, working on their leases, working on any tenant conflicts, working on joint use of the facilities and Air National Guard. Council Chair Bean commented that Municipal Law is black and white and a legal opinion is an opinion and asked Attorney Bristol if it's difficult to give an opinion vs the law. Attorney Bristol replied that she does not do many legal opinions but when she does she does searches and other studies and therefore her opinion is on solid footing. Councilor Onyski informed the Council that she is well respected with her work she does with the Airport and that she does a wonderful job. Council Chair Bean informed the Council that he has had conversations with other boards and commissions in the past few weeks and that all gave Attorney Bristol high marks and that she has a great demeanor. Councilor Allie thanked Attorney Bristol for all her hard work on the fire pit ordinance that took over a year to develop and that she was wonderful to work with on it.

Upon motion of Councilor Figy, it was
VOTED: That a POSITIVE recommendation be given for the reappointment of Attorney Meghan R. Bristol to the position of Assistant City Solicitor for a three-year term to expire May 15, 2025.

The vote on the foregoing was as follows:

Nicholas Morganelli, Jr.	Absent
William Onyski	Yes
Richard Sullivan, Jr.	Yes
James Adams	Yes
Dan Allie	Yes
Brent Bean II	Yes
John Beltrandi III	Yes
Michael Burns	Yes
Ralph Figy	Yes
Dave Flaherty	Absent
Cindy Harris	Yes
Bridget Matthews-Kane	Yes
Kristen Mello	Yes

Council Chair Bean informed the Council that the PAC Committee report with the above positive recommendation will be on the Agenda for the City Council meeting of June 2, 2022

2. Submitting the reappointment of Attorney Shanna Reed as First Assistant City Solicitor for a three-year term to expire May 1, 2025. Attorney Shanna Reed was present to address the Council. She thanked the Council for an opportunity to address them. She spoke in support of the reappointment of Attorney Bristol and informed the Council that she is an asset to the department and has impeccable attention to detail. Attorney Reed informed the Council that she has been with the City for 14 years and enjoys her work. She researches and drafts Orders, Resolutions, Ordinances, negotiates procurement contracts and leases, researches and drafts Intermunicipal Agreements, negotiates real estate transactions, most recently the Boys and Girls Club and works on code enforcement with Building, Health and Fire. Works on litigation relative to eminent domain takings, wetlands protection, housing court and working on some current litigation that cannot be discussed in open session. Council Chair Bean questioned how the staffing is in the department. Attorney Reed replied that former City Solicitor Attorney Sue Phillips built the department to be proactive rather than reactive and that is continuing. The department is short staffed but they have been able to handle most of what comes through. There are some cases that are hired out and even with a full staff those cases would still be hired out. Councilor Chair Bean asked if the tax title properties are caught up. Attorney Reed replied that they are moving through them much faster. Councilor Onyski informed the Council that he worked with Attorney Reed when he was Chair of the Legislative and Ordinance Committee and she was helpful and wonderful to work with. Councilor Mello questioned how decisions are made in the Law Department. Attorney Reed replied that she only advises and it's never the department's decision, it's what the law

says. Councilor Figy, as Chair of the Legislative and Ordinance Committee, thanked Attorney Reed for all her help with the Committee and that she is always receptive and responsive. Councilor Beltrandi, as a former President of the Council, thanked Attorney Reed for all her help and giving him straight answers. Councilor Matthews-Kane thanked Attorney Reed for her help in complicated matters.

Upon motion of Councilor Figy, it was

VOTED: That a POSITIVE RECOMMENDATION be given on reappointment of Attorney Shanna Reed as First Assistant City Solicitor for a three-year term to expire May 1, 2025

The vote on the foregoing was as follows:

Nicholas Morganelli, Jr.	Absent
William Onyski	Yes
Richard Sullivan, Jr.	Yes
James Adams	Yes
Dan Allie	Yes
Brent Bean II	Yes
John Beltrandi III	Yes
Michael Burns	Yes
Ralph Figy	Yes
Dave Flaherty	Absent
Cindy Harris	Yes
Bridget Matthews-Kane	Yes
Kristen Mello	Yes

Council Chair Bean informed the Council that the PAC Committee report with the above positive recommendation will be on the Agenda for the City Council meeting of June 2, 2022

Councilor Allie left the meeting at this time to attend City Properties Committee meeting.

3. Submitting the reappointment of Carissa Lisee as Superintendent of Buildings for a three-year term to expire the first Monday of May, 2025. Ms. Carissa Lisee was present to address the Council. She informed the Council that she has been with the City for six years and was with the City of Chicopee for 15 years. She takes her job seriously and is tirelessly trying to improve the department. But the department has had its challenges because she was working without a second assistant and clerical staff for a long time. During COVID she reported to work every day and was out in the public performing inspections to ensure the safety of buildings. She informed the Council that her department has extended hours, opening at 7:00 am, that inspections are done the day requested or the next day and if an inspection is held up it is due to lack of staff. In 2017 she increased the department's fees and now the department is out of the red. There is now a part time enforcement officer and she has started code

enforcement meetings to discuss code violations and she is also moving forward to add another local inspector. She revamped the entire filing system of the department now everything is filed by property. She explained a goal of hers is to have an on-line permitting system and to have large commercial files digitized. She informed the Council that she has good work ethics, she doesn't take sick time and if she has a day off she comes in to open the building and make sure everything is ready and signed. She has 20 years of building code experience and she is fair in her inspections. Councilor Beltrandi informed the Council that he is the liaison to the Building Department and has been dealing with the Building Department for 30 years and under Ms. Lisee's leadership it is organized and things are done quickly. She knows what she is doing and it keeps the city out of trouble and he is a definite yes for her reappointment. Councilor Mello asked for an update from the Code Enforcement meeting. Ms. Lisee replied that at the meeting environmental issues such as illegal dumping as well as zoning issues were discussed and ordinances from other towns were reviewed to see if Westfield could incorporate some new enforcement ordinances. Councilor Matthews-Kane informed the Council that she contacted Ms. Lisee regarding several issues in Ward 3, and many of her interactions left her questioning Mr. Lisee's judgment and ability to prioritize. Councilor Matthews-Kane informed the Council that she tried to give Mr. Lisee time and reminders to solve the issues but was met with excuses and inattentiveness. Her inaction did not appear to be related to COVID or short staffing, and a copy of the most pertinent example of an email is in the PAC documents on Council Share. Councilor Matthews-Kane informed the Council that she is not confident that Ms. Lisee is the right choice based on her interactions and will be a no on the reappointment. Councilor Figy informed the Council that he is encouraged that enforcement is being addressed. Also that the property registry is continuing and that Ms. Lisee is responsive and fair. Councilor Adams spoke in support of the reappointment and that there is a lot going on in the City and anytime he has asked for something he has gotten a resolution. Councilor Onyski informed the Council that anything he has asked for from the Building Department has been done in a timely fashion and that Ms. Lisee is doing a good job. Councilor Sullivan informed the Council that an issue was raised tonight and that he has to abstain. Councilor Mello spoke in support of the reappointment and now with code enforcement expects things to get done.

Upon motion of Councilor Beltrandi, it was
VOTED: That a POSITIVE RECOMMENDATION be given on the reappointment of Carissa Lisee as Superintendent of Buildings for a three-year term to expire the first Monday of May, 2025.

The vote on the foregoing was as follows:

Nicholas Morganelli, Jr.	Absent
William Onyski	Yes
Richard Sullivan, Jr.	Abstained
James Adams	Yes
Dan Allie	Absent
Brent Bean II	Yes
John Beltrandi III	Yes
Michael Burns	Yes
Ralph Figy	Yes
Dave Flaherty	Absent
Cindy Harris	Yes
Bridget Matthews-Kane	No
Kristen Mello	Yes

Council Chair Bean informed the Council that the PAC Committee report with the above positive recommendation will be on the Agenda for the City Council meeting of June 2, 2022

At 6:34 PM, and upon motion of Councilor Harris, it was VOTED: To ADJOURN.

A true record, Attest:



Karen M. Fanion

City Clerk/Clerk of the Council

Presented to the Mayor

For approval June 1 2022


Karen M. Fanion, City Clerk

Approved by the Mayor

6-3 2022


Michael A. McCabe, Mayor