



MAYOR GINA-LOUISE SCIARRA

City of Northampton

Office of the Mayor

210 Main Street Room 12

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(413) 587-1249 Fax: (413) 587-1275

mayor@northamptonma.gov

MEMORANDUM

TO: City Council
FROM: Mayor Gina-Louise Sciarra
CC: City Clerk Pamela Powers
DATE: May 2, 2022
RE: Appointment of Central Services Director

I am appointing Patrick McCarthy to the position of Director of Central Services for the City of Northampton effective Monday, April 25, 2022, filling the vacancy created by the retirement of Central Services Director David Pomerantz.

Patrick McCarthy has served as Facilities Project Coordinator in Northampton since 2015. Prior to that, he worked for the Home City Housing Corporation, the Valley Community Development Corporation, the Holyoke Community Land Trust, Nueva Esperanza, and as an HVAC technician. Mr. McCarthy has a Bachelor of Science degree from Springfield College.

Mr. McCarthy brings more than 25 years of experience in public housing, project management, and construction as well as established credentials as an effective manager of some of the city's most critical infrastructure.

I respectfully submit his appointment to the City Council for confirmation in accordance with the Northampton Charter, Article 2, § 2-10. I have attached a copy of Mr. McCarthy's professional resume for your review.

CITY OF NORTHAMPTON, MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT
(413) 587-1258 - Fax: (413) 587-1303



Promotion/Transfer Request

Name Patrick McCarthy Date March 8, 2022
Current Position Facilities Project Coordinator Dept. Central Services
Position applying for Director of Central Services
Dept/Division Central Services

Please provide a brief statement describing your interest in this position

My previous project, organizational and staff management experience seem to be a good fit to the department director's position. I believe I have the necessary skills for the job.

Please provide a copy of your resume or update your job application on file by describing your work experience here:

attached here

Current CDL/Endorsements and Licenses-(Please provide the licenses so that we may make a copy).

My CSL is on file with the Northampton HR Department. I have a current Refrigeration license with the State Department of Public Safety.

Any special skills/experience that are not on your resume that would help you be successful in the position that you are applying for?

I believe my years of hands-on trade experience, combined with my years of project, organizational and "people" management experience, will be an asset to the department and city.

All of the information provided is accurate to the best of my ability.

Employee signature Patrick McCarthy

Date March 8, 2022

RESUME

Patrick C. McCarthy
Holyoke, Ma. 01040
165 Dartmouth Street
413-531-8929

E-Mail: pmac651@gmail.com

Development/Construction Project & Staff Management Experience

City of Northampton: Northampton, MA. July 2015 to Present. **Facilities Project Coordinator** for Central Services Department

Responsibilities include:

Coordinate and supervise routine repairs, preventative maintenance, emergency repairs of all municipal and school buildings with city/school maintenance supervisors, HVAC staff, electrical staff, outside contractors and design consultants

Supervise HVAC staff, managing repairs and preventative maintenance

Integrates environmental management and testing concerning lead, asbestos, integrates pest management and source emissions based on State and Federal requirements and regulations

Participates in development and implementation of both short and long term capital improvement projects

Creates project scopes, prepares bids and contract packages, cost estimates, specifications, schedules, plans and specs and budgets.

Performs construction management, oversees project budgets and requisitions.

Participates in ongoing municipal energy management strategies through oversight of energy bidding and contracting.

Manages the operation/maintenance/repairs/upgrades to the district wide building energy management systems – Automated Logic/Johnson Controls.

Manages city security access systems, oversee street light maintenance, submit department payroll, enter work orders as needed.

Home City Housing Corporation: Springfield, MA. May 2012 to June 2015

Project Manager for a non-profit real estate developer.

Responsibilities include:

Develop & Manage Energy Management Monitoring Systems for Company Real Estate Portfolio

Development / Construction Residential & Commercial Rental Properties using Private and Public Funds

Project design, Drawings & Specifications, Construction Estimating Grant &, loan applications (HUD, DHCD, City, private lenders)

Funding Sources: Private Banks, MHP, LIHTC, HOME, CDBG, CPA

Manage Project Budgets

Liaison with Local, State Community Development

Supervision of Project Spending and Payment Requisitions

Supervision of Contractors, employees and oversee contracts
Clerk of Works, blueprint reading
Facilitated / Coordinated Communication between Development Team, Banks,
Local/State Government, Investors, Architects, Engineers, Contractors and
Property Management
Project Acquisition and Construction Included: 65 units @ \$25 Million

Valley Community Development Corporation: Northampton, MA. Sept. 2000 to April 2012

Project Manager for an established community development agency.

Responsibilities include:

Development / Construction Residential & Commercial Properties for Ownership and Rental using Private and Public Funds
Site Selection and Design by way of GIS with use of Arcview & some AutoCAD
Inspection, Feasibility Analysis, Acquisition, Project design Drawings & Specifications, Construction Estimating
Grant &, loan applications (HUD, DHCD, City, private lenders)
Funding Sources: Private Banks, MHP, LIHTC, HOME, CDBG, CPA
Developed and Managed Project Budgets
Liaison with Local, State Community Development .
Supervision of Project Spending and Payment Requisitions
Supervision of Contractors, employees and oversee contracts
Clerk of Works, blueprint reading
Facilitated / Coordinated Communication between Development Team, Banks, Local/State Government, Investors, Architects, Engineers, Contractors and Property Management
Project Acquisition and Construction Included: 85 units @ \$14 Million

Northampton Planning Department: Northampton MA. June 2001 to September 2001

GIS Paid Internship for Planning GIS Department

Responsibilities included: Work with GIS Coordinator to advance City Department GIS. Begin development of GIS program software and data for four neighboring towns.

Holyoke Community Land Trust: Holyoke, Ma. October 1996 to June 2001

Project Manager for an emerging community development agency in an urban setting.

Responsibilities included:

Promoted Economic Development and Neighborhood Revitalization
Development / Construction of Homes for Ownership using Private and Public Funds
Site Selection and Design by way of GIS with use of Arcview
Inspection, Feasibility Analysis, Acquisition, Project design Drawings & Specifications, Construction Estimating
Grant Writing, Loan applications
Developed and Managed Project Budgets
Owner's Representative, Clerk of Works

Liaison with Local, State Community Development Office
Supervision of Contractors and Employees
Supervision of Project Spending and Payment Requisitions
Established and operated Agency Construction Company
Complete a comprehensive Arcview GIS Regional Housing Plan

Nueva Esperanza, Inc.: Holyoke, MA. October 1989 to October 1996
Director of Housing Development and Management for a diverse community development agency. Responsibilities included:

Development and Asset Management of Commercial / Residential Properties
Used Private and Government Funding / Tax Credits
Owner's Representative, Clerk of Works
Worked with Community to Develop Neighborhood Strategic Plan
Facilitated / Coordinated Communication between Development Team, Banks, Local/State Government, Investors, Architects, Engineers, Contractors and Property Management
Grant &, loan applications (HUD, DHCD, City, private lenders)
Funding Sources: Private Banks, MHP, LIHTC, HOME, CDBG
Spec Writing, Construction Estimating, Budget Management
Hiring / Supervision of Contractors and employees
Project Acquisition and Construction Included: 263 units @ \$25,500,000
Property Asset Management Rep for over 350 Units

Construction Experience

H.V.A.C.R. Technician, Western MA. October 1979 to October 1989.
Licensed Service and Installation Technician for ten years. Responsibilities included design, service and installation in all aspects related to commercial and residential Heating, Air Conditioning, Ventilation and Refrigeration, system controls and management.

License Information:

MA Construction Supervisor's License no. 057642
MA Refrigeration License No. 006290

Education:

Springfield College: Bachelor of Science Degree
GIS Certificate, HCC 2001

Computer Experience:

Microsoft Word, Excel, Arcview GIS, Infinias, Municipity, Munis, Automated Logic, Johnson Controls, SchoolDude, some AutoCAD

References Available Upon Request