

# Committee on City Services

*A Committee of the Northampton City Council*

## Members:

Councilor Dennis P. Bidwell  
Councilor Maureen T. Carney  
Councilor Marianne L. LaBarge  
Councilor Ryan R. O'Donnell

2/1/2016 - Minutes

### **1. Meeting Called to Order and Roll Call**

Councilor LaBarge opened the meeting at 4:00 pm and called the meeting to order. The meeting was held in City Council Chambers, 212 Main Street.

On a roll call the following councilors were present: Councilor LaBarge, Councilor Carney, Councilor Bidwell and Councilor O'Donnell. No other councilors were present.

### **2. Public Comment**

None

### **3. Election of Committee Chair and Vice Chair**

Councilor O'Donnell moved to open nomination for chair of the committee; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No. Councilor Bidwell nominated Councilor Carney for chair; Councilor O'Donnell seconded the motion. No other nominations were made.

Councilor LaBarge moved to close nominations; Councilor O'Donnell seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Councilor Carney was voted in as chair of the committee on a voice vote of 4 Yes, 0 No and took over as committee chair.

Councilor Carney asked for nominations for Vice-Chair. Councilor LaBarge nominated herself for vice-chair; Councilor Bidwell seconded the motion.

Councilor O'Donnell moved to close nominations for vice-chair; Councilor Bidwell seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Councilor LaBarge was voted in as Vice Chair on a voice vote of 4 Yes, 0 No.

### **4. Approve Committee Calendar**

The committee reviewed the proposed dates and visiting departments for 2016. Councilor Bidwell requested that the Recreation Department come in earlier in the rotation, if possible; Councilor LaBarge supported this idea.

Councilor O'Donnell stated that the department Community & Economic Development was not intended to be part of this committee's jurisdiction. He requested that this department be removed from the rotation and be replaced with Information Technology and Libraries which are not on the proposed rotation.

Councilor O'Donnell noted that if the committee wished to invite agencies (non-city), the agency name would need to be placed on the committee's agenda and then the committee would need to vote whether to invite the agency to come. He also suggested that perhaps the committee might want to consider certain topics

for discussion, and then as part of that discussion, more than one department, along with outside agencies, could be invited to come before the committee.

The committee approved the department calendar on a voice vote of 4 Yes, 0 No. The committee's meeting dates for 2016 are below; in parentheses are the departments that the committee is requesting to meet with them:

2/1/2016

3/7/2016 (Police Department)

4/4/2016 (Parks and Recreation Department)

5/2/2016 (Fire/Rescue Department & Public Safety Communications Center)

6/6/2016 (Parking Enforcement)

6/28/2016 (Tuesday) (Health Department)

8/1/2016 (Department of Veterans' Services)

8/29/2016 (Building Commissioner)

10/3/2016 (Forbes Library and Lilly Library)

11/7/2016 (Senior Services)

12/5/2016 (Information Technology Department)

The next step will be for the Administrative Assistant to share the calendar with Mayor Narkewicz and ask whether the departments would be able to present.

## **5. Items Referred to Committee**

### **A. 16.022 - Appointments to Committees**

Gaetan Fortin, reappointment to the Disability Commission: Councilor O'Donnell moved to return the appointment back to the full city council with a positive recommendation; Councilor Bidwell seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No, 1 Abstention (Councilor LaBarge).

Cynthia A. Suopis, reappointment to the Board of Health: Councilor O'Donnell moved to return the appointment back to the full city council with a positive recommendation; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

William Hargraves, new appointment to the Board of Health: Councilor O'Donnell moved to return the appointment back to the full city council with a positive recommendation; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No. Mr. Hargraves served on the Transportation and Parking Commission and is known to Councilor O'Donnell.

Gerald S. Budgar, new appointment to the Northampton Housing Authority Board of Commissioners: Councilor moved to return the appointment back to the full city council with a positive recommendation; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No. Mr. Budgar is known personally to Councilor O'Donnell who reports that Mr. Budgar spends a lot of time at Walter Salvo House and regularly attends events held by its

residents. He feels that Mr. Budgar will be a valuable asset to the Board.

A phone interview was held with Marlene Marrocco, a new appointment to fill a vacancy on the Council on Aging. Councilor O'Donnell moved to return the appointment back to the full city council with a positive recommendation; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Ms. Marrocco explained that she is currently on the is the former director of Economic Development for Greenfield and the Economic and Development Board in Northampton. She is formerly from the Boston area. She is the former owner of Tech Calvary. She is currently serving on "DNA", the Downtown Northampton Association that was recently started. She has a business background. She would like to bring a fresh look a how events at the Center can be handled more efficiently; she would like the Center to be more inclusive to other seniors in the city and could offer some new marketing ideas to promote new members.

## 6. New Business

The committee discussed how to handle the next batch of appointments and evaluations in the future.

Councilor Carney explained that at one time there was a committee called Appointments and Evaluations that was dedicated only to those to duties. These duties were then incorporated into other committee duties. Each committee had different methods of dealing with appointments. Some committees had individuals come before the committee for a personal interview; other committees split follow-up responsibilities with the candidates be conducting phone or one-on-one interviews and then reporting back to the committee. The committee recognizes the importance of conducting the interview or follow-up within the time requirements specified in the Charter. Here are the constraints defined by Charter section 2-10:

*"The mayor shall refer to the city council and simultaneously file with the city clerk, the name of each person the mayor desires to appoint as a department head or as a member of a multiple-member body, but not including any position which is subject to the civil service law. The city council shall refer each name submitted to a standing committee of the council which shall review each candidate for appointment and shall make a recommendation to the full city council not less than 7 nor more than 45 days after the referral. The committee may require any person whose name has been referred to appear before the committee or before the city council to give any information relevant to the appointment that the committee or the city council may require. Appointments made by the mayor shall become effective on the forty-fifth day after the date on which notice of the proposed appointment was filed with the city clerk unless approved or rejected by the city council within the 45 days."*

Councilor Carney stated that depending on the process that the committee chooses, it may be necessary for this committee to hold two meetings a month. Councilor LaBarge didn't feel that a second meeting a month was necessary and felt that the process that was used by the previous committee that handled appointments could be adopted by this committee. Councilor Carney clarified that if the committee chose this process, then it may not be possible for personal interviews to be done with every candidate. Councilor LaBarge agreed. Councilor LaBarge also agreed that dividing up the work with each councilor making phone calls and reporting back to the committee would work for this committee.

Councilor O'Donnell suggested that maybe the committee could assume that no candidate would be interviewed unless one member of the committee states that they wish for the candidate to be interviewed. It will be incumbent upon members of the committee to tell the chair they wish that to happen, and then the chair will facilitate the interview process.

Councilor Bidwell supports the idea suggested by Councilor O'Donnell. Councilor Carney restated that if this were to be adopted, it would be a rare occasion for an appointee to come before the committee; it would be more the rule that one councilor would conduct a one-on-one interview (in-person or by phone) and report back to the committee. Councilor LaBarge stated that the former Appointments and Evaluations committee talked with the Chair about a recommendation as part of their process.

The Administrative Assistant asked the committee whether they would like to consider any pre-screening opportunities before a candidate's name came to them. Perhaps the committee could look at the questionnaire to see if any additional questions could be added that would help them in their process, or to consider whether any missing information not generally provided to the city council (like attached resumes) might be helpful.

Councilor Bidwell would like to know the other members of each committee when a candidate's name is brought forward for consideration.

Councilor Bidwell offered to write up the steps in the committee's process for review at the next meeting.

#### **7. Adjourn**

Councilor LaBarge moved to adjourn the meeting at 5:15; Councilor Bidwell seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Prepared By:

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