



Committee on City Services and the Northampton City Council

Committee Members:

Chair: Councilor Karen Foster

Vice Chair: Councilor Jamila Gore

Councilor Marianne L. LaBarge

Councilor Garrick Perry

MEETING AGENDA

Date: August 29, 2023

Time: 4 p.m.

Virtual Meeting

The August 29, 2023 City Services Committee meeting will be held by remote participation. The public can follow the committee's deliberations by joining the virtual meeting by phone or computer. The meeting will be recorded for later broadcast on Northampton Open Media (Channel 15) and uploaded to the Northampton Government Video Archive on YouTube.

Live public comment will be available using telephone call-in or video conferencing technology beginning at 4 p.m.

INSTRUCTIONS FOR CALLING IN OR JOINING THE MEETING

[PUBLIC MEETING LINK](#)

For telephone call-in, call:

+979 436-2866 US

Meeting ID: 895 9411 6636

Participant #: #

Password: 722775

1. Meeting Called to Order and Roll Call

2. Announcement of Audio/Video Recording

This meeting is being audio/video recorded.

3. Public Comment

4. Minutes of Previous Meetings

A. Minutes of July 11, 2023

Documents:

[7-11-2023_City Services Committee.pdf](#)

5. Items Referred to Committee

A. 23.368 Appointment of Assistant Fire/Rescue Chief Andrew Pelis as Chief of Northampton Fire/Rescue, referred by City Council - 8/17/2023

Documents:

[23.368 Mayors Appointment Memo.pdf](#)

B. 23.358 Appointment to Urban Forestry Commission, referred by City Council - 7/13/2023

Urban Forestry Commission

Jordan Friede, 49 Beacon St., Florence

Term: July 2023 – June 2026

New Appointment

Documents:

[23.358 Appointment to Urban Forestry Commission.pdf](#)

C. 23.367 Appointments to Various Committees, referred by City Council - 8/17/2023

Human Rights Commission

Donnell Turner, 73 Barrett St., Northampton

Term: August 2023 – August 2026

New Appointment

Northampton Housing Authority

Marilyn Richards, 20 Bridge Road Unit#8, Florence

Term: August 2023 – August 2026

Re-Appointment

Documents:

6. Action Item Update - SC Barriers Report Implementation Matrix

Documents:

[Board Applicant Standard Questions.pdf](#)

[SC Report Implementation Matrix.082923pdf.pdf](#)

7. New Business

8. Adjourn

Contact: Karen Foster

kfoster@northamptonma.gov

413.341.0503



Committee on City Services and the Northampton City Council

Committee Members:

*Chair: Councilor Karen Foster
Vice-Chair: Councilor Jamila Gore
Councilor Marianne LaBarge
Councilor Garrick Perry*

Meeting Minutes

Date: July 11, 2023
Time: 5 p.m.
Via Teleconference

1. MEETING CALLED TO ORDER AND ROLL CALL

At 5:05 p.m., Councilor Karen Foster called the meeting to order. On a roll call, Councilor Foster, Chair; Councilor Jamila Gore, Vice Chair, Councilor Marianne L. LaBarge and Councilor Garrick Perry were present. Also present was Administrative Assistant Laura Krutzler.

2. Announcement of Audio/Video Recording

Councilor Foster announced that the meeting was being audio/video recorded.

3. PUBLIC COMMENT

None.

4. MINUTES OF JUNE 5, 2023

Councilor LaBarge moved to approve the minutes of June 5, 2023. Councilor Gore seconded. The motion passed unanimously 4:0 by roll call vote.

5. ITEMS REFERRED TO COMMITTEE

- A. 23.345 Appointments and Reappointments to Various Committees, referred by City Council - 6/15/2023

As a process note, Councilor Foster said she thought it would make sense to do new appointments separately and to move the reappointments as a group.

Board of Health

Dr. Suzanne Smith, 134 State Street, Northampton

Term: July 2023 - June 2026

Reappointment

Central Business Architecture Committee

Emily Wright, 244 South Street, Northampton

Term: July 2023 - June 2026

Reappointment

Conservation Commission

Jen Smith, 24 Audubon Road #1, Leeds

Term: July 2023 - June 2026

Reappointment

Elizabeth Spriggs, 79 Reservoir Road #1, Leeds

Term: July 2023 - June 2026

New Appointment

Council On Aging

Karen Lynds, 71 Reservoir Road, Leeds

Term: July 2023 - June 2026

New Appointment

Planning Board

Samuel Taylor, 245 North Street, Northampton

Term: July 2023 - June 2026

Re-appointment

Arts Council**Michael Brown**, PO Box 113, Leeds

Term: July 2023 - June 2026

New Appointment

Councilor Foster interviewed Elizabeth Spriggs. In keeping with an interesting trend of slightly newer residents looking for how they can give back, her family just moved from Cambridge about a year ago. She's a data scientist who has worked with the Charles River Watershed and had a lot of experience with private/public partnerships and working with data and conservation in Cambridge. She reached out to Sarah LaValley a couple of months ago to learn more about the local Conservation Commission. She understands and is familiar with the meeting schedule and is confident with the scope of work, terms, lingo and types of projects involved. She asked if there is anything specific she is interested in focusing on and one thing she sees the need for in Northampton is a balance between development and conservation. She has an eye for that.

She is pregnant with a baby due in the fall and so expects to miss a meeting or two.

Councilor Foster moved to forward the appointment of Elizabeth Spriggs to the Conservation Commission to the full City Council with a positive recommendation. Councilor LaBarge seconded. The motion passed unanimously 4:0 by roll call vote.

Karen Lynds was very friendly; very nice, Councilor Gore reported. She's like a watchdog among her friends who are all in their 70's and looks out for them as far as social security, medication costs, etc. She always thought that Northampton had a really nice senior center. She has lived in Leeds her whole life, taught for 37 years at Leeds Elementary and went to school there herself. She has taken care of elderly in-laws and elderly parents in this area and feels like there are a lot of resources but that there could be more. She was the primary caregiver for them and liked being able to take care of them and having the resources to do so.

She was encouraged to look into the Council on Aging by friends. Since she's like the watchdog they said, 'why don't you get involved in the community?' She has a lot of retired senior friends. She is easy going, easy to talk to and has computer skills. She has friends who go to the senior center and wants to reach out to more seniors, especially those who don't get out much. She had the idea of a phone tree to reach out to people and connect them to the community.

Councilor Gore moved to forward the appointment of Karen Lynds to the Council on Aging with a positive recommendation. Councilor LaBarge seconded. The motion passed unanimously 4:0 by roll call vote.

As Councilor Foster said, there has been a trend of folks new to the area wanting to be involved and that is pretty much the story with Michael Brown and his family, Councilor Perry confirmed. He was

undergoing some change switching from being a teacher and part of a school to starting a career as a financial planner and looking for a way to engage with his community and give back. He had many discussions with Danielle of the Arts Council, who he met at a Chamber of Commerce event. He is very much aware of what the role would entail and the time commitment involved. They discussed how the Arts Council itself has been going through some changes and what skills he specifically would bring. He talked about his time as a nonprofit leader and school director and his experience organizing people and knowledge of the financial side of things. They also talked about his love of literature and film, which is a little outside of the purview of some of the other members. He has been in contact with Brian Foote. He did a senior thesis on photography and has some ideas for capturing artistically the beauty in this area.

Councilor Perry wholeheartedly moved to forward the appointment of Michael Brown to the Arts Council to the full City Council with a positive recommendation. Councilor Gore seconded. The motion passed unanimously 4:0 by roll call vote.

Councilor LaBarge moved to forward all the reappointments with a positive recommendation as a group. Councilor Perry seconded. The motion passed unanimously 4:0 by roll call vote.

6. Discuss Process for Implementing Barriers to Service Select Committee Final Report Recommendations

A. Update SC Report Implementation Matrix

Members generally agreed that the matrix captures the action items/recommendations of the Select Committee. They agreed to remove Line 15 (There should be a clearer process for considered review of all applicants.) since it seems more like an overarching goal than an actionable step.

Councilor Foster noted that it wasn't super clear what entity is responsible for Line 17 (Chairs/vice chairs should be involved from the early stages of the process to the point that a candidate is confirmed by City Council.) She wondered if in creating the rubric for the applicant evaluation process they wanted to add the step of having the councilor assigned to interview the candidate reach out to the chair of the committee as well.

This led to a discussion of possible ways to solicit the input of committee chairs. After some discussion, members decided that the simplest way might be to flag chairs at the beginning of the City Council process by cc'ing them on City Council agendas with proposed appointments to their particular committees on the consent agenda for referral to City Services. The cc' could include a brief explanation of why they are being copied. Members indicated this would only need to be done for new appointments and not for reappointments.

Although Line 19 is assigned to the Mayor's office, Councilor Foster asked if City Services Committee members would be interested in taking on some responsibility for it. (*Perform a needs assessment to create a viable system for paying for childcare and other needs*, which at this point is one of the main factors preventing community members from engaging in the city process.)

His recollection is that some research was done on this by the select committee but that it was not conclusive, Councilor Perry related. They reached out to Solicitor Seewald and he made it clear that there is not a simple mechanism available to pay board members.

Councilor Foster said she is happy to dedicate some time to looking to see if some other cities and towns have come up with a way to provide compensation to members that passes legal muster.

Standardized Questions

Councilor Foster suggested taking on the action item of creating a rubric for the evaluation process/standardizing the questions asked to each applicant as a low hanging fruit/starting point.

As a former teacher, she used to grade on a rubric and it had a rating scale attached, Councilor Foster shared. Members agreed that a formal rubric in the form of a grading system for applicant responses is not necessary.

Councilors shared their FAQ's. Councilor Perry said he starts with an overview of the appointment process and always asks the reason the person applied for the position and what brought them to Northampton.

Councilor Foster offered to ask the mayor's office what questions they ask applicants.

Councilor Perry says he asks if there is a particular issue the applicant is interested in working on and if they are aware of the time commitment involved. He also asks if there is anything else they would want to share about themselves or why they want to be a part of this.

Councilor Foster said she thinks she uses the exact same questions as Councilor Perry. She has recently added the question of whether they are familiar with the meeting schedule/time commitment.

Councilor Gore said she asks what [skills or experience] they can bring to the commission or board.

Councilor Foster asked if they wanted to add the step of reaching out to the chair to ask what they are looking for in an applicant to the evaluation process. Members did not express interest in adding this as a formal requirement but confirmed their interest in informing committee chairs by copying them on relevant council agendas. Members decided it would be good to do this for reappointments as well as new appointments. Councilor Perry suggested inviting the chairs to reach out to the chair of City Services if they have any comments or recommendations.

Councilor Foster proposed she and Ms. Krutzler work together to create a template of questions to bring back to the next meeting.

Councilor Foster said she thinks it is valuable to get the input of the chair even though they are not evaluating multiple applicants.

She asked if anyone wanted to take on the task of exploring more options for communicating public service opportunities to the general public (Line 7). Right now, the main way people become aware of openings is either by going to the city website or knowing somebody.

Councilor Perry says he thinks it's a big question. It's very difficult because there is no one path. He doesn't know if this committee itself will be able to solve that problem. They talked about using the information kiosks that are being put up throughout the city. It might be an issue for a broader discussion by the next committee.

They will bring a one-page template back to the next meeting, Councilor Foster reiterated.

7. **NEW BUSINESS**

Councilor Foster asked if anyone had a conflict with the August 7th meeting. As no one did, she said they would plan on having an August meeting.

8. **ADJOURN**

There being no further business, Councilor Perry moved to adjourn. Councilor LaBarge seconded. The motion carried 4:0 by roll call vote. The meeting was adjourned at 6:15 p.m.

Prepared By:

L. Krutzler, Administrative Assistant to the City Council

413.587.1210; krutzler@northamptonma.gov



MAYOR GINA-LOUISE SCIARRA

City of Northampton
Office of the Mayor

210 Main Street Room 12
Northampton, MA 01060-3199
(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: August 15, 2023
RE: Appointment of Fire/Rescue Department Chief

I am appointing Assistant Chief Andrew Pelis to the position of Chief of the Northampton Fire/Rescue Department, filling the vacancy created by the retirement of Chief Jon Davine, effective immediately.

Assistant Chief Pelis received bachelor's degrees in Natural Resources from the University of Massachusetts Amherst in 1995 and Fire Science from Anna Maria College in 2007. Pelis began his career as a firefighter in Northampton in 1998, moving through the ranks as a Training Officer, Fire Prevention Officer, Hazmat Technician, Shift Captain, Deputy Chief, Assistant Chief, and now Chief.

Assistant Chief Pelis is a native of Northampton and a graduate of Northampton High School. He lives in Northampton with his wife Mary and children Abigail, Emilia, Andrew, and Amelia.

As Assistant Chief, Andy received thorough leadership training as part of sound succession planning. He will bring continuity and exceptional competence to the city's Fire/Rescue Department.

I am confident in Assistant Chief Pelis' ability to lead our Fire/Rescue Department and am honored to elevate him to the rank of Chief. I respectfully submit his appointment to the City Council for confirmation in accordance with the Northampton Charter, Article 2, § 2-10.



MAYOR GINA-LOUISE SCIARRA

City of Northampton

Office of the Mayor

210 Main Street Room 12

Northampton, MA 01060-3199

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

mayor@northamptonma.gov

DATE: July 14, 2023

TO: City Council

FROM: Mayor Gina-Louise Sciarra

SUBJECT: Appointments/Reappointments to Boards, Committees, and Commissions

Please find the attached appointments/reappointments to City Boards, Committees, and Commissions:

Urban Forestry Commission

Jordan Friede, 49 Beacon St., Florence

Term: July 2023 – June 2026

New Appointment



**City of
Northampton**

Mayor of Northampton Mass. <mayor@northamptonma.gov>

Online Form Submittal: Application for Appointment and Reappointment to Boards, Committees and Commissions

noreply@civicplus.com <noreply@civicplus.com>
To: mayor@northamptonma.gov

Tue, Jun 6, 2023 at 11:28 AM

Application for Appointment and Reappointment to Boards, Committees and Commissions

City of Northampton Application for Appointment to Boards, Committees, and Commissions

Please return the completed form to: mayor@northamptonma.gov or Gina-Louise Sciarra, Mayor 210 Main Street, Northampton, MA 01060

Boards and Committees	Urban Forestry Commission
First Name	Jordan
Last Name	Friede
Title/ Preferred Pronouns	he/him
Address1	49 Beacon St.
Address2	<i>Field not completed.</i>
City	Florence
State	MA
Zip	01062
Home Phone	<i>Field not completed.</i>
Work Phone	<i>Field not completed.</i>
Cell Phone	860 480 9883
Occupation & Place of Employment	Director of Landscape Operations, KNOX, Inc.
Email	jordanfriede8@gmail.com
Are you a Northampton resident?	Yes
Years Lived in Northampton	9.5 Months
Age	<i>Field not completed.</i>
Sex	<i>Field not completed.</i>
Racial / Ethnic Background	<i>Field not completed.</i>
Please list "other" board or committee of interest	<i>Field not completed.</i>
What skills and experience will you bring to this	ISA Certified Arborist and Tree Risk Assessment Qualified (TRAQ) #PD 0194-A. Bachelor's degree in Horticulture. 30+

committee assignment? years experience in Public Horticulture and Urban Forestry, including 3 years with the Central Park Conservancy, 9 years teaching woody plants and related courses at Temple University, and additional positions in Philadelphia, lower Manhattan and Hartford CT. I have been a contractor, directed contractors, led volunteers, worked with tree inventories, co-created, reviewed, and made recommendations on management plans, worked collaboratively and cross-functionally in complex, high-use urban settings to optimize the urban forest, and am a life-long learner! Thanks for your consideration.

Are you currently serving or have you served on any city committee? No

Please list other city committees you have served on *Field not completed.*

Required: Please read the following, by signing below you state that you understand and agree.

The filing of this form does not guarantee my appointment. An application is kept on file for two (2) years; after that I must file a new application. Being appointed to a committee, board, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A, Financial Disclosure Law MGL Chapter 268B, as well as Open Meeting Law MGL Chapter 39: Section 23B. I understand that I will take the conflict of interest test after being appointed and that I also must be sworn in by the City Clerk. I will contact the appointing authority with any questions about my service. Important: Once this form is submitted it becomes a public document, if there is information you do not want open to the public please do not include it on this form.

Signature Jordan Friede

Date 6/6/2023

Post Application Submission Process

Thank you for taking the time to submit an application to serve on one of the many volunteer city boards, committees, and commissions.

The Mayor’s office staff reviews the application and determines if a vacancy exists on desired board, committee, or commission. If no vacancy exists, your application is put on file for two years for consideration at a later date. If a vacancy exists, the application is sent to the board, committee, or commission staff person for a review of experience and qualifications. In some cases, you may be contacted and asked to attend a meeting of the board, committee, or commission to better confirm your interest.

After the Mayor’s staff reviews your application, Mayor Sciarra will consider your application and schedule a brief telephone interview. At this time, Mayor Sciarra will

make her final decision about your appointment.

Once the Mayor has submitted your name as an appointee to City Council at their next meeting, the City Council will refer the appointment to their Committee on City Services where you will be further vetted. After you are approved by the Committee on City Services, your appointment will be referred back to the City Council for a confirmation vote. After you are confirmed by the City Council, you will receive an appointment letter from the City Clerk's office with instructions on being sworn in for public service. After being sworn in by the City Clerk, you are ready to serve on your board, committee, or commission.

The process for appointment from submitting an application to official acceptance can take 2-3 months and is not guaranteed with the submission of an application. The Mayor appoints members to her boards, committees, or commissions at her discretion.

If you have any questions about this process or your application. Please reach out to Mayor Sciarra's assistant, Rachel Messier, at rmessier@northamptonma.gov or 413-587-1080.

Email not displaying correctly? [View it in your browser.](#)



MAYOR GINA-LOUISE SCIARRA

City of Northampton

Office of the Mayor

210 Main Street Room 12

Northampton, MA 01060-3199

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

mayor@northamptonma.gov

DATE: August 17, 2023

TO: City Council

FROM: Mayor Gina-Louise Sciarra

SUBJECT: Appointments/Reappointments to Boards, Committees, and Commissions

Please find the attached appointments/reappointments to City Boards, Committees, and Commissions:

Human Rights Commission

Donnell Turner, 73 Barrett St., Northampton

Term: August 2023 – August 2026

New Appointment

Northampton Housing Authority

Marilyn Richards, 20 Bridge Road Unit#8, Florence

Term: August 2023 – August 2026

Re-Appointment



City of Northampton

Application for Appointment to Boards, Committees and Commissions

Name: _____

Address: _____

Email: _____ Home Phone: _____

Cell: _____ Occupation: _____

Northampton Resident? Yes No Years lived in Northampton: _____

Please indicate the Committee(s) you have interest serving on: *(Appointment subject to vacancies)*

Agricultural Commission	Housing Authority - Board of Commissioners
Almoners, Board of	Housing Partnership
Arts Council	Human Rights Commission
Assessors, Board of	License Commission
Central Business Architecture Committee	Parks & Recreation Commission
Community Preservation Committee	Planning Board
Conservation Commission	Registrars, Board of
Council on Aging	Transportation & Parking Commission
Disability Commission	Trust Fund Committee
Energy & Sustainability Commission	Urban Forestry Commission
Health, Board of	Youth Commission
Historical Commission	Zoning Board of Appeals

What skills and experience will you bring to this committee or board assignment?
(attach additional sheet or resume if necessary)

Are you currently serving or have you served on any city committee: No Yes*

*(*If yes, please state the committee or board)* _____

Required: Please read the following, by signing below you state that you understand and agree:
The filing of this form does not guarantee my appointment. An application is kept on file for two (2) years; after that I must file a new application. Being appointed to a committee, board, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A, Financial Disclosure Law MGL Chapter 268B, as well as Open Meeting Law MGL Chapter 39: Section 23B. I understand that I will take the conflict of interest test AFTER being appointed and that I also must be sworn in by the City Clerk. I will contact the appointing authority with any questions about my service. **IMPORTANT: Once this form is submitted, it becomes a public document, if there is information you do not want open to the public please do not include it on this form!**

SIGNATURE _____ **DATE** _____

Please Return Form To: mayor@northamptonma.gov or
Gina-Louise Sciarra, Mayor, 210 Main Street, Northampton, MA 01060

OPTIONAL INFORMATION

*This information will be used for diversity purposes only.
Complete it only if you wish to do so.*

Age:

Under 29____ **30-39**____ **40-49**____ **50-59**____ **60-69**____ **70 plus**____

Sex: **M**____ **F**____ **Non-Binary**____ **Racial/Ethnic Background** _____



City of Northampton

Mayor of Northampton Mass. <mayor@northamptonma.gov>

Online Form Submittal: Application for Appointment and Reappointment to Boards, Committees and Commissions

1 message

noreply@civicplus.com <noreply@civicplus.com>
To: mayor@northamptonma.gov

Wed, Aug 9, 2023 at 10:51 AM

Application for Appointment and Reappointment to Boards, Committees and Commissions

City of Northampton Application for Appointment to Boards, Committees, and Commissions

Please return the completed form to: mayor@northamptonma.gov or Gina-Louise Sciarra, Mayor 210 Main Street, Northampton, MA 01060

Boards and Committees	<i>Field not completed.</i>
First Name	Marilyn
Last Name	Richards
Title/ Preferred Pronouns	Ms
Address1	20 Bridge Road
Address2	Unit 8
City	Florence
State	MA
Zip	01062
Home Phone	14136955596
Work Phone	4135822686
Cell Phone	14136955596
Occupation & Place of Employment	Mass General Brigham Cooley Dickinson Hospital-Major Gifts Officer
Email	jonmar2@comcast.net
Are you a Northampton resident?	Yes
Years Lived in Northampton	31 years

Age	70 plus
Sex	Female
Racial / Ethnic Background	White -Non-Hispanic
Please list "other" board or committee of interest	none
What skills and experience will you bring to this committee assignment?	Former Ward 3 City Councilor Former Planning Board Member Vice Chair-Lathrop Community Former Chair-Kendal Charitable Funds Former Board Member Kendal Corporation Former Board Member-Academy of Music Pioneer Valley Symphony-violinist Retired Director of External Affairs, Cooley Dickinson Hospital
Are you currently serving or have you served on any city committee?	Yes
Please list other city committees you have served on	See above

Required: Please read the following, by signing below you state that you understand and agree.

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Signature Marilyn A. Richards

Date 8/8/2023

Post Application Submission Process

Thank you for taking the time to submit an application to serve on one of the many volunteer city boards, committees, and commissions.

The Mayor's office staff reviews the application and determines if a vacancy exists on desired board, committee, or commission. If no vacancy exists, your application is put on file for two years for consideration at a later date. If a vacancy exists, the application is sent to the board, committee, or commission staff person for a review of experience and qualifications. In some cases, you may be contacted and asked

to attend a meeting of the board, committee, or commission to better confirm your interest.

After the Mayor's staff reviews your application, Mayor Sciarra will consider your application and schedule a brief telephone interview. At this time, Mayor Sciarra will make her final decision about your appointment.

Once the Mayor has submitted your name as an appointee to City Council at their next meeting, the City Council will refer the appointment to their Committee on City Services where you will be further vetted. After you are approved by the Committee on City Services, your appointment will be referred back to the City Council for a confirmation vote. After you are confirmed by the City Council, you will receive an appointment letter from the City Clerk's office with instructions on being sworn in for public service. After being sworn in by the City Clerk, you are ready to serve on your board, committee, or commission.

The process for appointment from submitting an application to official acceptance can take 2-3 months and is not guaranteed with the submission of an application. The Mayor appoints members to her boards, committees, or commissions at her discretion.

If you have any questions about this process or your application. Please reach out to Mayor Sciarra's assistant, Rachel Messier, at rmessier@northamptonma.gov or 413-587-1080.

Email not displaying correctly? [View it in your browser.](#)

Questions:

What brought you to Northampton?

What do you know about the [Name of Board of Committee]?

What interested you in applying for appointment to the [Name of Board or Committee]?

Is there a particular issue that you are interested in working on?

What role do you hope to play on the board?

What is your background?

What work or life experience do you have that is relevant to this role?

SC REPORT IMPLEMENTATION MATRIX

<i>Streamlining the process</i>					
Recommended Action	Responsible Entity	Individual Assigned	Evaluation Metrics	Priority	Status
Review website to insure up-to-date materials are available relative to each board and committee	Mayor's office			I	
Circulate sample handbook to committees with request to complete	Mayor's office			ST	
Verify the activation of automatic emails acknowledging submission of an application	Mayor's office			ST	
Review and update appointment process timeline if necessary	Mayor's office			ST	
Explore new options for communicating public service opportunities to the greater community, including but not limited to providing multilingual materials and tabling	City Services Committee			MT	
Proactively facilitate access for those who don't have or have limited access to internet connection	City Services Committee			MT	
Adopt processes to insure new members of boards and commissions are thoughtfully onboarded, welcomed and set up to succeed and that the service of all members is valued					
<u>Creation of a rubric that will standardize the questions asked to each candidate, as well as the evaluation process. This rubric should be included with the agenda of the committee for discussion, so that all members of the committee can meaningfully engage and participate when a candidate's interview is reported back.</u>	<u>City Services Committee</u>				<u>Standardized questions drafted</u>
<i>Government Transparency</i>					
Create data collection process for tracking progress for increasing diversity. Specific recommendation is to produce a report of those serving on boards and commissions twice a year (January and July) to be put on the City Council agenda and discussed.	Mayor's office				

SC REPORT IMPLEMENTATION MATRIX

Recommended Action	Responsible Entity	Individual Assigned	Evaluation Metrics	Priority	Status
Establish official communication between staff person in the mayor's office charged with processing applications and City Services Committee.	Mayor's office				
There should be a clearer process for considered review of all applicants. (?)	?				
The mayor and/or person in charge of applications should work hand-in-hand with committee chairs and vice chairs looking for feedback, recommendations and guidance when an opening is created.	Mayor's office				
Chairs/vice chairs should be involved from the early stages of the process to the point that a candidate is confirmed by City Council. (How?)					
Inclusion					
Perform a needs assessment to create a viable system for paying for childcare and other needs, which at this point is one of the main factors preventing community members from engaging in the city process. This may involve payment of a per diem for committee service or another	Mayor's office				
Advocate for hybrid meetings so those who are interested and able to attend city meetings can do so. Access to reliable community internet and Universal Design considerations and accommodations should be a priority.	Mayor's office/City Council				
Reimagine the attainment of diversity of voices, recognizing that inclusion of voices that see things differently has value for democracy and the community.	Mayor's office/City Council				