



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

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:

[23.367 Appointments to Various Committees.pdf](#)

D. Action Item Update - SC Barriers Report Implementation Matrix

Documents:

[SC Report Implementation Matrix.082923.pdf](#)
[Board Applicant Standard Questions.pdf](#)

6. New Business

7. Adjourn

Contact: Karen Foster
kfoster@northamptonma.gov
413.341.0503



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

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

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Signature Marilyn A. Richards

Date 8/8/2023

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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				

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?