



# City of Westfield, Massachusetts

## OFF-STREET PARKING COMMISSION

Joseph Golio, Chair  
Ken Gustafson  
Ted Dobek

CITY HALL  
59 COURT STREET  
WESTFIELD, MA 01085  
413.572.6246

OFF STREET COMMISSION  
Wednesday, January 21, 2026  
Municipal Building  
59 Court Street, Westfield MA  
Room 315 A

RECEIVED

MAR 17 2026

MINUTES

WESTFIELD CITY CLERK

The meeting convened at 6:03 PM.

In attendance were Joseph Golio, Commissioner; Ted Dobek, Commissioner; Community Development Director, Peter Miller and Bridget Matthews-Kane, City Council Liaison. Commissioner: Ken Gustafson was absent.

The next Off-Street Parking Commission meeting is scheduled for February 18, 2026.

Upon motion of Commissioner Dobek and duly seconded by Chairman Golio, it was UNANIMOUSLY VOTED: That the minutes for December 17, 2025, be APPROVED.

Public Participation: There was nobody in attendance to provide public participation.

### REGULAR MEETING:

1. Update from Community Development Director Peter Miller regarding the following:
  - a. Maintenance Discussion

Mr. Miller reported that there are sufficient funds in the account to make the appropriate payments. He stated that approximately \$18,000 has been spent by DPW for snow plowing to date, which will not be charged to the Off-Street Parking budget and has covered services through New Year's Eve. Snow plowing is billed per storm rather than by snowfall totals. No snow removal services have been required thus far due to recent thawing, which reduced snow piles. Mr. Miller will contact Mountain View to coordinate snow removal services in anticipation of the upcoming storm. Commissioner Dobek inquired whether snow removal services cover all parking lots or only select locations. Mr. Miller responded that snow removal typically begins with the Thomas Lot, Franklin Lot, and Reader 1 Lot, and occasionally includes the Depot Lot.

Mr. Miller stated that the dumpster on Franklin Street continues to present a significant challenge. He has been working with DPW to have it cleared every few weeks to maintain basic cleanliness; however, it remains an ongoing issue. He will explore the installation of a camera system in that area. A discussion followed regarding the potential for additional camera systems in the surrounding area.



Mr. Miller also addressed the flower planters located throughout the parking lots and downtown area. He reported that there are approximately 50 planters and that several will be removed, as they have been identified as a nuisance due to their abundance. He has been working with Councilor Bridget Matthews-Kane and others on this matter. Mr. Miller noted that the cost of flowers is approximately \$85 per planter. He will explore whether the Cultural District can allocate funds to offset some of the cost and is proposing an "Adopt-a-Planter" program for local businesses, who would assume responsibility for watering and maintenance. Several businesses have already expressed interest, and the program is expected to launch by May 1. Uniform signage will be installed to ensure a consistent appearance and promote accountability for maintenance. A discussion was held regarding the number of planters in each lot, potential adopters, and what approach would be most beneficial overall. Mr. Miller also reported that he is working on installing bollards to prevent vehicles from entering lots through alleyways. Additionally, he will follow up on the delay in installing the compact trash barrels.

#### b. Financial Report

Mr. Miller presented the year-to-date revenue figures. He reported that parking ticket collections are currently double what they were at this time last year. He stated that he will conduct a detailed data analysis to determine the reason for the increase, noting that it may be attributable in part to older outstanding tickets now being paid, some of which total several hundred dollars. He plans to analyze tickets issued versus tickets paid, as well as outstanding balances, and compile related statistics.

Mr. Miller reported that permit revenue is not quite double last year's figures but is close and remains in relatively good shape, though slightly below projections. He noted that this is to be expected, as permit prices increased this year—from \$10 to \$20 for one category and from \$100 to \$200 for another—which may have resulted in fewer purchases. He stated that he receives daily reports on enforcement activity, with an average of 6–8 tickets issued per day, and occasionally as many as 12–15. Mr. Miller noted that frequent violators are typically area residents who do not have a parking pass. To address this, he created information flyers for the enforcement officer to place on vehicles, encouraging residents to contact the office to discuss obtaining a permit or arranging a payment plan. A discussion followed regarding ticketing systems and the impact of unpaid tickets on RMV registrations. Mr. Miller stated that overall revenue is tracking as anticipated. He is currently preparing the upcoming budget, which is due to the Mayor in February, and does not anticipate significant changes. He noted that proposed budget items include a salary increase for the off-street parking enforcement officer and funding for line striping, as the budget allows. He also reported that the parking lots remain in good condition and that pothole repairs were completed on Thomas Street in the fall.

#### 2. Discussion relative of Summer Programming

Mr. Miller reported that Run Westfield, which has traditionally taken place in early May, will not be held this year. The organizing group has decided to suspend the event for several reasons, including the significant increase in police detail costs due to overtime rates. He noted that police details have not been required for the summer concert series; however, if required in the future, it would substantially increase event costs. Mr. Miller stated that Bill Westerland of ArtWorks is committed to hosting the concert series again this year and anticipates contributing funding toward expenses such as portable restrooms. Approximately ten shows are planned.

Mr. Miller also shared that there has been interest in organizing a vendor fair on the plaza at least one Saturday per month, which he supports. He stated that he will assist organizers as much as possible. Additionally, he mentioned prior interest from an individual who had organized weekly yoga sessions at Stanley Park and expressed interest in holding similar events at the plaza.

Mr. Miller emphasized that he is working to increase regular programming at the plaza and is currently relying on private partners to organize events. He encouraged anyone with ideas to come forward, noting that the goal is to maximize use of the plaza.



Commissioner Dobek inquired about food trucks and whether a discounted rate could be offered in exchange for a commitment to a set number of appearances. Mr. Miller stated that he will explore possible options. A discussion followed regarding ways to encourage more consistent food truck participation, including improved scheduling and lot availability. The group discussed implementing a more structured scheduling system that would allow vendors to request dates on a trackable, first-come, first-served basis, with requirements to honor commitments or incur a fee, along with a reasonable cancellation clause.

Commissioner Dobek also asked whether Westfield State University could host additional student events at the plaza. Mr. Miller noted that a previously scheduled event had been canceled due to inclement weather and stated that he welcomes university events at the plaza. A discussion followed regarding the possibility of organizing a replacement festival in lieu of Run Westfield.

Mr. Miller shared that Tribeca has expressed interest in hosting a larger "Taste of the World"-type event at the plaza, potentially combined with a concert. He emphasized the importance of hosting larger-scale events, similar to Run Westfield, to draw visitors downtown. Additional discussion focused on strategies to encourage greater public participation and use of the plaza for events.

**ADMINISTRATIVE BUSINESS:**

1. Approval of monthly bills. – There were no bills to be signed this month.

Upon motion of Chairman Golio, and duly seconded by Commissioner Dobek, it was UNANIMOUSLY VOTED: To ADJOURN the meeting at 6:47 PM.

A True Record, Attest:

*Valentina Rafalskiy*

Head Licensing Clerk

  
\_\_\_\_\_  
Joseph Golio, Chair

2/25/25  
\_\_\_\_\_  
Date Approved

