



City of Westfield
OFFICE OF THE PARKING CLERK

Ellie Meyer
John Regan
William Tatro
Gail Yarmesky
Matt Emmershly/Council
Liaison



CITY HALL
59 COURT STREET, ROOM 300
WESTFIELD, MA 01085
(413) 572-6246

**OFF-STREET PARKING COMMISSION
MONTHLY MEETING
Wednesday, August 21, 2019 meeting, 6:00 P.M.
59 Court Street, City Hall, Room 201, Westfield, MA**

MINUTES

Meeting was called to order at 6:00 PM

Present was: Chairperson Elli Meyer, Commissioner Gail Yarmesky, Commissioner John Regan, Commissioner/Council Liaison Matt Emmershly, Community Development Director, Peter J. Miller

Absent: Commissioner William Tatro

A MOTION was made by Commissioner Emmershly, seconded by Commissioner Yarmesky and VOTED to approve the minutes of the July 17, 2019 meeting as presented.

The next meeting was confirmed for Wednesday, September 25, 2019 at 6:00pm.

Public Participation: NONE

Regular Business:

1. Update from Community Development Director Peter Miller regarding the following:
 - a. Off Street Municipal Parking Lots Report:
 - Mr. Miller reported that Frankie Gonzalez gave his resignation. August 21st, 2019 was his last day. This position has been posted and will be open until filled.

- Mrs. Meyer's inquired as to who would be present at the interviews for the new parking clerk. Mr. Miller reported that he would be present as well as a member of the Off-Street Parking Commission and Dennis Miles, Personnel Director.
- Mr. Miller reported with regard to WSU students returning and until we hire someone, he reached out to Chief Valliere and explained the situation. Chief Valliere said to get in touch with Officer Bard to help support with off-street parking lots.
- Mr. Miller asked the commission members if they would agree to vote on a MOTION for him to write a letter to Chief Valliere asking him with all due diligence that until we have someone hired, we have an officer available to patrol the off-street lots.
- A MOTION was made by Commissioner Emmershy, Seconded by Ellie Meyer, and it was VOTED 4-0 to allow the Community Development Director to execute a letter to the Westfield Police Department to request an officer to assist with the off-street parking lots until someone is hired.
- Mr. Miller reported that the DPW will be removing the sumac from the gravel lot.
- Mr. Miller reported there was a complaint on SeeClickFix with regard to two lights not working in the Franklin Lot. Westfield Gas & Electric was notified of this issue.
- Mr. Miller reported that Lansdowne will be available to Westfield State University students for one more year. Approximately seventy parking permits will be issued.
- Mr. Miller mentioned he is in the process of getting a sign for Reader 1 Lot behind Two Rivers Burrito.

b. Wayfinding Signs Update:

- Councilor Emmershy inquired about Wayfinder signs. Mr. Miller reported that we have the signs and they will be installed.

2. Discussion relative to Big Rig/Pumpkin Day.

- Mr. Miller reported that the Big Rig/Pumpkin Day will be on the same day. They requested to use our lot.

3. Discussion relative to Snow Season Planning 2019-2020.

- Mr. Miller handed out copies of the contract for snow removal and wanted commission members to review and to discuss at the next meeting on September 25, 2019.

- Commissioner/Councilor Emmershay and Commissioner Meyer mentioned having DPW do preliminary snow removal for the smaller snow storms to conserve money.
- Mr. Miller reported that a meeting will be set-up with DPW and all significant parties to discuss with DPW the upcoming winter season and the basic plan for snow removal.

4. Administrative Business.

Monthly bills were signed and approved.

A MOTION was made by Commissioner Meyer Seconded by Commissioner/Councilor Emmershay and VOTED to adjourn the meeting at 6:36pm.

SIGNED:  Elli Meyer, Chairperson