

## Meeting Minutes of the Governance Relations Committee

ZOOM meeting held pursuant to Governor Baker's March 12, 2020, Order.

March 28, 2021, at 5:50 pm

1. Meeting called to order by Subcommittee Chair Rick Sullivan  
Roll Call was conducted, present were members Sullivan, Cindy Harris, and Kristen Mello. In attendance were Councilor Bridgette Matthews-Kane, Former Councilor Mary O'Connell, and Kathleen Hillman.
2. Motion made by Councilor Harris, Seconded by Councilor Mello to leave Agenda items 1, 2, 3, 4, 7 and 9 in committee.

**Item 1:** To require the human resources departments to post all non-civil service jobs with base salaries in excess of \$40,000 for a minimum of 45 days on high-profile public job posting sites such as Monster.com, CareerBuilder.com, GovernmentJobs.com, Job Quest, and/or SchoolSpring.com (6/4/15) Councilor Sullivan informed the Council that Councilor Flaherty requested that the item remain in committee.

**Item 2:** To request that the City post the job requirements, board/ commission make-up requirements (per Charter), terms, compensation and benefits for each board, commission, and elected body on the City website along with information about how an interested citizen can apply for, or run for, the position. (6/4/15)

**Item 3:** That a new section in the Personnel Section of the Code of Ordinances for "Personal Service Agreements" that specifies common elements that must be included in Personal Service Agreements, such as: position being subject to annual appropriation, expectations of performance and annual performance reviews by appointing authority, termination clause, consolidation clause, change in scope of duties clause, and other such items as deemed appropriate be reviewed (2/1/18).

**Item 4:** That the Law Department be requested to explain in writing, within 30 days, how the Massachusetts Supreme Judicial Court ruling - that unused accrued sick time does not constitute "wages" that must be paid upon termination under the Massachusetts Wage Act - affects Westfield's employees and Westfield's severance obligations (2/1/18).

**Item 7:** That the Westfield City Council develop a uniform standard of information required for submission along with all requests from the Executive Branch for Employee Contract approval (3/5/15).

**Item 9:** Ask Mayor Humason:

- to require meetings held by City of Westfield Boards, Commissions, Councils, and Committees be recorded in such a way that maximizes the viewers' ability to see diagrams/ maps/etc. and visually identify who is speaking, captioned, and promptly posted online for public viewing, and further
- to require that for such meetings held online/virtually, the access link and call-in telephone number for Public Participation be included on the posted agenda. (1/21/2021).

Prior to the vote Chair Sullivan indicated that the original makers of the motions were contacted and supported leaving the matters in Committee. Kathleen Hillman spoke in favor of having all meetings broadcasted live with closed captioning. The Committee was addressed by Peter Cowles, Media Systems Specialist for the City of Westfield, who addressed cost and technical proposals he had received. He indicated that the meetings would be broadcasted, and closed captioning would become available in the near future. This will be reported out to the full Council. The Chair thanked Mr. Cowles for his good work.

**Roll call vote, Sullivan Mello and Harris all voted yes. Motion passed.**

3. Motion by Councilor Harris, Seconded by Councilor Mello to remove items 5 and 6 from Committee with no action.

**Item 5:** That a communication be sent to Ellen Cummings, Regional Director External & State Government Affairs at Verizon Wireless to start a conversation about enhancing cell service and reliability in Westfield (10/4/18)

**Item 6:** Recording and broadcasting of committee meetings (9/19/19).

Prior to the vote the Chair indicated that he had talked to the Council who had authored the original motion, or that it was repetitive to another matter or otherwise moot. The original maker of the motion supported removal from committee with no action.

**Roll call vote, Sullivan, Harris, and Mello all voted yes. Motion passed.**

1. Motion by Councilor Mello to send a letter to the mayor to raise awareness about free resources available to help local businesses with changes relative to the Toxics Use Reduction Act. Motion seconded by Councilor Harris.

During discussion on the motion Councilor Mello stated: "That with the addition of 172 Per- and Polyfluoroalkyl Substances (PFAS) to the Toxics Release Inventory, many businesses may

find themselves requiring assistance to meet new Tier II reporting requirements. Section 7321 of the National Defense Authorization Act for Fiscal Year 2020 (NDAA) immediately added certain per- and polyfluoroalkyl substances (PFAS) to the list of chemicals covered by the Toxics Release Inventory (TRI) under Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA) and provided a framework for additional PFAS to be added to TRI on an annual basis. The U.S. Environmental Protection Agency offers free resources including online EPCRA (Non-Section 313) Online Training for States, Tribes, LEPCs, Local Planners and Responders and a Tutorial for Tier II submission. EPCRA Tier II reporting for Massachusetts requires businesses to self-identify their need to file with the Massachusetts State Emergency Response Commission (SERC), the local Emergency Planning Committee (EPC), and the local fire department. PFAS chemicals were added to Massachusetts' Toxics Use Reduction Act (TURA) list of Toxic or Hazardous Substances in December 2020 and will be reportable for 2021. The Office of Technical Assistance and Technology (OTA) is a non-regulatory agency within the Executive Office of Energy and Environmental Affairs. OTA provides free, confidential, onsite technical assistance to Massachusetts manufacturers, businesses, and institutions. OTA's winter newsletter has a reminder about these new reporting requirements for PFAS, a link to a template letter to send suppliers to inquire about their PFAS use, and a link to find an OTA specialist for free, confidential assistance.'

**Roll Call vote: Councilors Sullivan, Mello and Harris all voted in favor. Motion passed.**

**There being no other business, Motion made by Councilor Harris to adjourned, seconded by Councilor Mello. Roll call vote: Sullivan, Harris and Mello all voted in favor. Motion passed. The Chair adjourned the meeting at 6:30 pm.**