

**AMHERST PLANNING BOARD**  
**September 16, 2009**  
**JOINT TRAINING SESSION**  
**7:15 PM**  
**Town Room, Town Hall**

**PRESENT:** David Webber, Ludmilla Pavlova-Gillham, Richard Roznoy, Jonathan O’Keeffe, Bruce Carson, Stephen Schreiber, Denise Barberet

**ZBA MEMBERS PRESENT:** Tom Simpson, Thomas Ehrgood, Barbara Ford, Hilda Greenbaum, Mark Parent, Eric Beale

**STAFF:** Jonathan Tucker, Planning Director; Christine Brestrup, Senior Planner; Jeffrey Bagg, Senior Planner; Nathaniel Malloy, Associate Planner; Sue Krzanowski, Administrative Assistant; Bonita Weeks, Building Commissioner; David Waskiewicz, Building Inspector; Peter Fein, Building Inspector

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Joel Bard, Town Counsel, provided information on the following topics: Open Meeting Law/Public Records (including specifics on emails), Conflict of Interest, Disclosure, State Ethics Commission, Decision Making, Making Factual Findings.

Mr. Bard provided handouts on the above topics. Regarding conflict of interest issues, he noted that he has forms for members who need to file a disclosure with their appointing authority. Members can contact him through the Town Manager or the State Ethics Commission with specific questions he said. When in doubt, ask for clarification and err on the side of caution, he advised.

Participants had the opportunity to ask questions throughout the session which lasted until approximately 9:25 PM.

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Sue Krzanowski, Administrative Assistant