

**MINUTES**

**ATTENDANCE**

**Select Board Members:** Stephanie O’Keeffe, Diana Stein, Jim Wald, Alisa Brewer and Aaron Hayden.

**Staff:** Town Manager John P. Musante

**Other:** Game Central Station Owner Ghulam Younis and son, Amherst Cinema Manager Carol Johnson, Pioneer Valley Planning Commission Tim Brennan and Chris Curtis, Planning Board member Steve Schreiber, Planning Director Jonathan Tucker, COH Chair Hwei-Ling Greeny, Kevin Eddings, and Jim Oldham.

Meeting called to order by Ms. O’Keeffe at 6:30 p.m.

Aaron Hayden presented a check to Town Manager Musante, calculated to represent one year’s energy cost for the Amherst English Dancers use of the Munson Library facility, for deposit to the Munson Library facility fund. Mr. Hayden indicated the group plans to continue to make payments in the future and challenge other groups to do so as well. Mr. Hayden also praised Facilities Director Ron Bohonowicz’s work to improve energy efficiency in the Munson Library.

**Secondhand Sales License – Game Central Station**

VOTED unanimously to approve the application for a License to Operate Secondhand Sales to Game Central Station Inc. at 220 North Pleasant Street, Amherst, MA 01002; Ghulam Younis, Owner.

**Right to Farm flier for Distribution**

VOTED unanimously to approve the Right to Farm Flier, as amended for distribution to Real Estate Agencies. Phrase at issue was persons new to farming; Ms. Stein to bring suggested change to Ag Commission for inclusion in charge. Ms. O’Keeffe to draft a cover letter for distribution, to occur as soon as possible.

**New Liquor License – Amherst Cinema Arts Center, Inc.**

Public hearing opened at 7:00 p.m. No public comments offered; Public hearing closed at 7:07 p.m. VOTED unanimously, to approve the application for an M.G.L. Chapter 138 Section 12 General On-Premise Annual Wine and Malt On-Premise Liquor License to Amherst Cinema Arts Center, Inc. at 28 Amity Street, Amherst, to be served from lobby concession for consumption in three-screen independent cinema with a seating capacity of 189 in Theater One and 49 each in Theaters Two and Three, with existing Seasonal Wine and Malt On-Premise license #24000105 to be surrendered upon approval of this Annual Wine and Malt On-Premise license by ABCC; Carol M. Johnson, Manager.

**Presentation for Endorsement of PVPC Valley Vision Update**

VOTED unanimously to endorse the update for Valley Vision, as presented by the Pioneer Valley Planning Commission and recommended by the Amherst Planning Board. Stephanie O’Keeffe to send a letter regarding the Board’s endorsement of Valley Vision update, incorporating the Planning Board's recommendation regarding rail transportation.

**Committee Structure for Housing/Homelessness Issue**

Board talked at length about expectation for change in structure, opportunity to concentrate on elements needing address, rather than structure for implementation. Members agreed key elements include: 1) review and feedback on Shelter RFP; 2) mechanism for continued collection and processing of feedback on Shelter operations; 3) assuring future emergency shelter as needed; 4) securing future permanent shelter; 5) permanent housing; 6) transitional support necessary for successful permanent housing; 6) Regional efforts and role Amherst plays. Next meeting’s discussion to focus on what structure/s would best address these elements, emphasis on need to differentiate between policy guidance and micromanagement with regard to processing shelter feedback. Jim Oldham suggested a coordinating group to deal with shelter issues and advocacy needs, indicating it would be ideal to have a non-profit

take over sheltering from the Town, much like how the Survival Center provides much service delivery and the Town provides some financial support. Kevin Eddings sought to comment on why the Committee on Homelessness shouldn't be dissolved, but was advised the comments were not adding new information and were not pertinent at that moment. The public was encouraged to submit comments in writing or to call Select Board members, or to speak during public comment period at August 29, 2011 meeting, to allow maximum opportunity for member discussion. Issuing this winter's shelter RFP is time-critical and can't wait for full resolution of this discussion, thus Mr. Musante will hold a meeting to discuss RFP plan and how it is being updated based on the past year's experience and the recommendations and feedback received from many sources.

### **Town Manager Evaluation and Goal Setting**

Process continues on schedule; public and staff feedback has been received and distributed for review. Ms. O'Keeffe reminded members that their evaluations are due by Wednesday, August 17, 2011. Ms. O'Keeffe, as Chair announced intention to meet with Mr. Musante in advance of August 22, 2011 meeting to provide the opportunity to review and respond to composite evaluation, a new process element for this year and future. Public discussion is also a new element this year, intended to be an opportunity to add points of majority agreement to the composite evaluation, incorporating elements that some might have not thought to mention in their individual evaluations. Members agreed conversation should be included in the composite to make it stronger and more complete. Noted process will be revised as necessary to improve for the future. Mr. Musante may provide a summary of staffing changes he has made to date if he believes self-evaluation doesn't fully address. Musante also described delivery of the assessment of Town-owned buildings as "imminent."

Members agreed the nine draft FY12 Town Manager Performance Goals accurately reflect the Select Board's intentions thus far, however may still be revised or augmented at the August 29, 2011 meeting.

### **Town Manager's Report:**

**Gateway:** UMass supports vision and project, is committed to funding transportation study and to supporting zoning efforts to make vision reality. It has been determined that Frat Row parcel not the catalyst it had earlier been expected to be, so UMass does not plan to pursue transfer to the Town right now. Town Meeting's response to requests to fund residential market analysis and consultant to create zoning will be indicator of support for community's vision. Reported on meeting with State, infrastructure money still available, but technical assistance money has withered.

**Transportation Plan:** Formation of ad hoc group made up of two reps each from Planning Board, Public Transportation and Bicycle Committee and Public Works Committee to assist with RFP and work with consultant in coming months. This plan is meant to complement the UMass-funded Gateway transportation study.

**Fire Equipment Grant:** Amherst Fire Department received \$5,350 grant for safety gear and equipment, thanks to folks with local ties at Telamon Insurance, part of Firemen's Fund Insurance.

**Retirement party:** attended party for Rob Adair, 29 years with Amherst Fire Department

**Appointment:** John Kick to Board of Assessors for three year term.

**Kendrick Park:** met with Kendrick Park Design Advisory Committee and agreed with suggestion that an ongoing Kendrick Park Advisory Committee would be helpful in fulfilling vision for that space. New charge will be forthcoming.

**Amethyst Brook:** Conservation Commission and Department have received complaints regarding off-leash dogs. Plan to address issue, determine process for reviewing dog policy on conservation land beginning at August 10, 2011 meeting and formally solicit public comment on the policy.

**Senior Center facility needs:** COA subcommittee presented report about visiting other senior centers' amenities and facilities. Requested that they assess Bangs Center for how well or not well it aligns with their future plans and preferences.

#### **Parking Request – Starbucks, for Construction**

VOTED unanimously to approve the request for reservation of three metered parking spaces in the northwest corner of the Boltwood Garage parking area for ten days, from August 22, 2011 through August 31, 2011, for placement of dumpsters and parking of construction vehicles during the proposed cosmetic renovation of Starbucks Coffee, contingent upon permit approval from Building Commissioner.

Board indicated that written memorandum to the Board on parking requests approved by the Town Manager per the recent change in policy does not require further discussion at a meeting; writing will be considered adequate notice.

#### **Approve Election Workers**

VOTED unanimously to appoint election workers as requested by Town Clerk Sandra J. Burgess in a document entitled, Election Worker Appointments, dated July 26, 2011.

#### **Town of Amherst Fuel-Efficient Vehicle Policy**

VOTED unanimously, in an effort to reduce the Town of Amherst's fuel consumption and energy costs over the next five years, to approve a Fuel Efficient Vehicle Policy for the Town of Amherst as presented, to govern the replacement of all non-exempt municipal vehicles with fuel efficient vehicles, whenever such vehicles are commercially available and practicable, said policy to apply to all divisions and departments of the Town of Amherst.

#### **Common Victualler License - Amherst Brewing Company**

VOTED unanimously to approve a Common Victualler license for Amherst Brewing Company at its new location of 10 University Drive, Amherst, MA 01002 to be open Monday through Friday 11 a.m. to 1 a.m. and Saturday and Sunday 10 a.m. to 1 a.m.; Manager John P. Korpita.

#### **Member Reports**

**Amherst Redevelopment Authority:** Aaron Hayden expanded on Town Manager's Gateway update, indicating that ARA is asking the Planning Board to incorporate the Gateway vision into the Master Plan by reference, similar to its reference to PVPC's Valley Vision. Hayden also said they are considering other areas for potential redevelopment, including possible extension of the Boltwood Walk project area.

**Public Shade Tree Committee:** Aaron Hayden reported interest in incorporating street trees into pending Complete Streets policy, referencing memo in our packets.

**Town Flag:** Diana Stein reported on discovery of evidence of a flag created for the Town for the bicentennial, by a Mrs. Fred G. Sears Jr. While not formally adopted as a Town flag, it is still a historic piece that would be a great find. Stein is checking with the Amherst History Museum and will explore the Ruxton storage area with Superintendent Mooring. Town Manager will ask Town staff if anyone is aware of the flag or where it might be stored.

**Zoning Sub Committee:** Diana Stein reported sub-committee's concentration of North Amherst and South Amherst Village Center zoning in preparation for fall special town meeting, working on how to explain form based code to the community.

**Board of Health:** Diana Stein reported that an emergency management tabletop exercise was postponed due to an actual emergency -- the tornadoes -- but will be rescheduled.

**Agriculture Commission:** Diana Stein reported that their charge creation is nearly complete and will bring forward to Select Board soon.

**Personnel Board:** Diana Stein reported that the revised Personnel Handbook is expected to be approved at their next meeting, and mentioned the retirements of two DPW employees with combined 80 years of Town service: Dave Orrell and Tim OBrien.

**HP/FHC:** Alisa Brewer reported that they will meet with Valley Community Development Committee regarding possible fall proposals.

**Community Development Block Grant Advisory Committee:** Alisa Brewer reported that a hearing is scheduled for August 10, 2011 on proposals to re-program excess capital money from this year's grant.

**Leisure Services and Supplemental Education Commission:** Alisa Brewer reported that the group plans to meet soon to continue discussion of the Hawthorne property.

**Committee Handbook:** Diana Stein reported that sections 1-4 incorporate the most recent updates necessary to deal with uncertainties in current quorum interpretations and the Attorney General's Office's remote participation status. Sections 5 and 6 were sent to Town Manager and Finance Director for review and had no comments to offer at this time. Select Board will consider suggested edits to those sections at their meeting August 29, 2011. The goal will also be to address sections 7 and 8 and the appendices at that time, to complete this revision. All agreed that Diana Stein could give sections 1-4 to the office for formatting.

**Open Meeting Law Update:** It was agreed that people can comment independently to the Attorney General's Office regarding remote participation. If there is a desire for the SB to comment as a group, speak to the Chair about scheduling that discussion prior to the August 29, 2011 meeting.

Board members with outstanding Select Board minutes for 2011 will have them ready for approval at the August 29, 2011 meeting.

**Calendar Preview:** It was noted that we will plan to discuss liaison assignments on August 29, 2011, time permitting; Alisa Brewer noted that she will be willing to give up Disability Access Advisory Committee if someone else is able to make the meetings.

Need to bring forth Complete Streets proposal for future discussion.

## **ADJOURN**

The meeting adjourned at 10:27 p.m.

Submitted by John P. Musante and Debra A. Roussel

**List of Documents Presented at the Meeting**

2011-08-08 Agenda

2011-08-08 Draft Motions Revised

Second hand Sales License Application – Game Central Station

Right to Farm Flyer

Amherst Cinema Arts Center Application for Annual Liquor License

Planning Board Endorsement of Valley Vision Update

Valley Vision Update Report

Valley Vision Appendix

Valley Vision Potential Renewal Energy Map

Valley Vision Priority Development Areas Map

Valley Vision Priority Protection Areas Map

Valley Vision Update Memorandum of Agreement

Alisa Brewer Memo to Committee on Homelessness regarding 7-27-11 Agenda

Committee on Homelessness July 27, 2011 Agenda

Comparison of Committee on Homelessness Recommendations and shelter operator's response

Letters to Editor from Ackerman, Eddings, Greeney, Reikka, Weiss, Bennett, Schwartz, Nelms and Goldstein

Diana Stein notes on Housing and the Homelessness Problem

Town Manager Goals for FY 12

Notice of Parking Reservation Granted

Appointed Committee Handbook Sections 1-4 and 5-6

Proposed Town of Amherst Fuel Efficient Vehicle Policy

Request for Appointment of Election Workers

Starbuck Parking Reservation Request and Map