

**MINUTES**

**Present:** Stephanie O’Keeffe, Alisa Brewer, Aaron Hayden, James Wald and Diana Stein.

**Absent:** None

**Staff:** Town Manager John Musante

**Other:** None

Meeting called to order by Ms. O’Keeffe at 6:32 p.m.

**Amendment to Town Manager’s contract**

VOTED unanimously to sign the addendum to the Employment Agreement with the Town Manager, as presented.

**FY 13 Budget Policy Guidelines Discussion**

VOTED unanimously to adopt the revised FY 13 Budget Policy Guidelines, as amended.

Ms. O’Keeffe to make revisions to draft as agreed, accepting the earlier revisions and striking the new sentence under “Overall Philosophy” about incorporating Town programs currently funded by DCBG; it was further noted that that conversation can continue as the budget process moves forward. Ms. O’Keeffe indicated she will send out the memo on November 10, 2011.

Board requested the Town Manager distribute adopted guidelines to Department Heads.

**Master Plan Implementation Committee**

Mr. Wald introduced the intent of the proposed committee, the establishment of which is a requirement of the Master Plan process: to monitor, track, encourage and report on steps taken to implement the Master Plan, but to not itself carry out the implementation.

There was discussion about establishing the committee now and revisiting the charge in a year or so to see if it is adequate or requires change for improved effectiveness. Appreciation was expressed to the Planning Board for getting the ball rolling and providing the text for a draft charge. It was noted it was unclear if the previously established MPIC, which had a different purpose and was never populated needs to be formally abolished or if it can just be assumed to have expired with the Comprehensive Plan process. Ms. Brewer suggested timing biannual reporting to proximity of Town Meetings. Ms. Stein suggested they also report annually to Town Meeting.

VOTED unanimously to approve the establishment of a Master Plan Implementation Committee, as recommended in Amherst’s Master Plan, to facilitate implementation of the Plan, as described in the document “Proposed MPIC Committee Structure – JPO Draft” dated 10/14/11 (JPO - Jonathan P. O’Keeffe, Planning Board), as amended.

Ms. O’Keeffe to make revisions as agreed, regarding reporting to Annual Town Meeting, add the new standard charge formatting and send to the office and the Select Board.

**Support for Combined State and Presidential Primary Elections**

VOTED unanimously to support a Resolution for the adoption of House Bill #1972 “An Act Regulating Election Primaries” and direct the Town Clerk to transmit a copy of our action to the State Delegation and to the Joint Committee on Election Law, as proposed.

Board requested the Resolution regarding House Bill #1972 be sent with an appropriate cover letter to Senator Rosenberg, Representative Story, the Town Clerk’s Association and anyone else the Town Clerk deems as appropriate.

## **Important Updates**

Board Members noted preference of Town Meeting running later this evening if it meant not having to meet Monday or carrying too much over to next Wednesday. Ms. O’Keeffe to speak with the Moderator prior to the start of this evening’s Town Meeting.

It was agreed without formal vote that the Select Board will cancel the November 14, 2011 scheduled meeting date if there is no Town Meeting that evening. It was also agreed that the Select Board will plan to meet November 16, 2011 before Town Meeting, with the potential of cancelling if we have no issues to address. Ms. O’Keeffe noted she will call a meeting for November 21, 2011 at Town Hall, a date that had been schedule if necessary, which it is.

Reminder that the Veteran’s Day celebration begins at 10:45 a.m. by the U.S. flagpole on the North Common, Friday, November 11, 2011.

Meeting adjourned at 7:14 p.m.

Respectfully Submitted,

Debra A. Roussel, Assistant to the Town Manager

## **List of Documents Presented at the Meeting**

11-09-2011 Draft Motions

Amendment to Town Manager Contract 06-30-2011

FY 13 Budget Guidelines – 11-09-11

Planning Board letter dated October 19, 2011

October 3, 2011 Memo from Town Clerk - Support for H1972 An Act Regulating Election Primaries

Letter from Woburn City Clerk William C. Campbell dated September 23, 2011

October 20, 2011 Memo from Town Clerk with Additional information on H1972