

Minutes

ATTENDANCE

Select Board

Present: Stephanie O’Keeffe, Jim Wald, Alisa Brewer, Aaron Hayden, Diana Stein

Absent: None

Staff: John P. Musante, Town Manager; Deborah Radway, Human Resources Director

Other: Attorney Kristi Bodin, Sam Kochan -- Mission Cantina owner

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

Ms. O’Keeffe read a letter she had drafted from the Amherst Select Board to Newtown, Connecticut community leaders expressing our deepest sympathies and support to their community as they cope in the aftermath of the recent deadly school shootings in that community.

Public Comment

None.

Renewal of Annual Licenses

VOTED unanimously to approve the renewals for licenses as presented on list entitled, “2013 License Renewals” dated December 17, 2012, subject to receipt of documentation noted as pending for the calendar year beginning January 1, 2013 through December 31, 2013.

Emancipation Proclamation 150th Anniversary

VOTED unanimously to proclaim January 1, 2013 as Emancipation Proclamation Day in Amherst to be celebrated at 2 p.m. by vigorous ringing of bells throughout the community and a gathering on the Town Common, led by the Human Rights Commission.

Minutes

VOTED unanimously to approve the minutes of January 7, 2012, September 10, 2012 and September 24, 2012, as amended.

Taxi/Chauffeur License

VOTED unanimously to approve a new Taxi/ Chauffeur License for Helen Gilday of Florence MA for Celebrity Cab Company for the calendar year 2012.

Liquor License Alteration of Premises Mission Cantina – 485 West Street

Public Hearing Opened at 7:09 p.m. No one from the public offered comment. Attorney Bodin summarized the expansion plans, as detailed in the application packet. The Chair noted that the Special Permit from the ZBA has been approved for the expansion, and that the only question before the Select Board was whether to approve altering the license to allow alcohol service in the new area. Public Hearing Closed at 7:13 p.m.

VOTED unanimously to approve the application of M.G.B.1, LLC d/b/a Mission Cantina, ABCC License #002400111, 485 West Street, Amherst, MA relative to alteration of licensed premises to include expansion into adjacent space, increasing total occupancy to no more than 49 persons, including employees with hours of dine-in service from 11:00 a.m. to 1:00 a.m. seven (7) days a week in accordance with Special Permit FY2012-00024 to modify FY2011-00016 and an approved Floor Plan dated June 7, 2012; Sam Kochan, Manager.

Amend Over the Street Banner Permit Regulations

VOTED unanimously to amend the *Over-the-Street Banner Permit Regulations* by adding to Section 3 the following:

Applications for banner permits are to be filed with the Department of Public Works. Permits are limited to seven (7) calendar days beginning and ending on Monday of any given week. Should the subsequent week remain unreserved through 3 p.m. on the Thursday of the week a licensee's banner is displayed, the permittee may apply for an additional week by contacting the Department of Public Works no later than the close of business that day. The extension fee must be paid prior to Friday by 3 p.m. of that same week to ensure extension.

No more than two extensions may be granted per permit. Any extensions granted will not count toward the two non-consecutive weeks per year limit for separate dated events.

VOTED unanimously to set the fee at \$60.00 for each subsequent week extension for banner display granted.

Master Plan Implementation Committee

The Select Board confirmed 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 October 14, 2011, as originally voted by the Select Board November 9, 2011. Ms. O'Keeffe will contact the Planning Board Chair regarding the unintended delay.

Human Resources Audit

Human Resources Director Deb Radway reviewed the audit she had conducted with Department Heads and staff representatives from all town departments to assess the organization's human resources state of affairs. Ms. Radway reviewed the questions that had been posed, the strengths and challenges revealed, and the opportunities indicated. It was agreed the audit provided a road map essentially for plans to institute better employee support and training over the next two years. The Select Board expressed great appreciation for the audit, which has been a long-standing priority and Town Manager performance goal. Future progress reports to the Select Board were encouraged.

Town Manager's Report

Mr. Musante provided a progress report on his FY 13 Performance Goals, summarizing a detailed memo outlining his work on each of the 11 goals. Select Board members asked questions and provided feedback on progress to date, noting appreciation for the report and the value of periodic updates.

An update on the Safe and Healthy Neighborhood working group's work was provided, including staff reports detailing the status of citizen complaints and code violations.

An outline of the Governor's mid-year budget cuts was made available. Mr. Musante noted that the Governor has authority to make some of these cuts on his own, whereas for others legislative approval is needed. A proposed cut to Unrestricted General Government Aid would mean a \$71,000 cut for Amherst and legislators have indicated strong reservations about approving such a cut. The midyear cuts would not impact the Town's FY 14 projections at this point, however school grants are a concern. Mr. Musante assured the Board he was paying close attention to the situation, noting the next big indicator would be the Governor's budget proposal at the end of January.

Mr. Musante also provided an update on preparations for the joint Select Board and Finance Committee meeting scheduled for January 16, 2013 where his FY 14 budget proposal will be presented. Details of a meeting held with the MA Department of Housing and Community Development representatives to explore the Town's options for pursuing either \$450,000 in CDBG transitional funds or a higher amount through a competitive grant process were provided. DHCD advised that there was no flexibility on the grant percentage allotments for administration, social services and non-social services.

A summary of recent meetings regarding the State's consideration to site an Anaerobic Digestion facility in Hadley on UMass (State) land adjacent to the Town's Wastewater Treatment Plant was reviewed. Questions and concerns are being sought from community members and stakeholders so that the issues can be addressed in a

future feasibility study. Select Board members expressed support for this effort to reduce waste by converting organic materials to energy.

Dates are being identified for January meetings with landfill neighbors regarding the solar project. Efforts to reduce the footprint of the landfill project by purchasing power from other solar facilities within and outside of Amherst continue.

Mr. Musante noted the recent LAND Grant award ceremony and arrangements to keep the "Portal" sculpture at Kendrick Park through private fundraising and a donation from the Business Improvement District (BID).

Member Reports

Schedules and activities of various committees were noted, as well as members' attendance at various events, as noted,

Diana Stein reported on attendance at the Town employee's holiday party with Ms. O'Keeffe, as well as the LAND Grant ceremony. Ms. Stein reported on the return of the Winter Market at the Middle School and the work of Community Preservation Act Committee and the Agricultural Commission.

Mr. Hayden reported on the work of the Public Shade Tree Committee, Recycling & Refuse Mgt Committee, Public Works Committee and Public Transportation & Bicycling Committee, and Town Meeting Coordinating Committee.

Ms. Brewer reported on the work of the LSSE Commission, Housing and Sheltering Committee, CDBG Advisory Committee, and Regional School District Planning Committee

Mr. Wald reported on his attendance at the Human Rights Day vigil with Ms. O'Keeffe and also reported on the work of the Design Review Board, the Historical Commission, and Public Art Commission

Chair's Report

Ms. O'Keeffe gave an update on the status of drafting new regulations for Food Trucks with the goal of getting feedback from stakeholders before bringing a draft forward to the Select Board for discussion at a January meeting with a plan to adopt new regulations in late winter or early spring.

Ms. O'Keeffe offered appreciation to the many that help the Select Board to do its work for the Town, citing Mr. Musante, Debra Roussel and Debbie Gordon, as well as the countless Town staff, Town committees and Amherst Media. Ms. O'Keeffe also expressed appreciation for her colleagues on the Select Board. Ms. Stein expressed appreciation for Ms. O'Keeffe's work as Chair, and for the staff's work in securing grants, and urged the community to support Amherst Media through membership contributions. Mr. Hayden expressed appreciation for press who cover the Select Board meetings.

The Board agreed without formal vote to sign a draft letter of sympathy for the Newtown, CT community prepared by the Chair, addressed to their Town officials, on behalf of the Amherst Community.

The Select Board requested that the Safe and Healthy Neighborhood Working Group's meeting dates for the two public meetings to hear community feedback on draft rental regulations get posted and put on the web calendar as soon as possible.

Ms. O'Keeffe will seek guidance on whether a committee which designates that one seat is filled by a Select Board member can be granted Special Municipal Employee (SME) status, even though a member of the Select Board is ineligible according to statute.

The Select Board agreed to publicize current committee vacancies, as has been done in the past, as well as vacancies that will need to be filled when terms expire on June 30, 2013. The Board encouraged individuals to

fill out a Citizen Activity Form for a committee on which they wish to serve any time, rather than waiting for a vacancy to occur.

ADJOURN The meeting adjourned at 8:49 p.m.

Submitted by John P. Musante, Town Manager

List of Documents Presented at the Meeting - Available in the Online Packet for the Meeting Date

Agenda

Draft Motions

Human Resource Audit Memo to Select Board

Mission Cantina – Alteration of Premises

Draft Banner Regulations 2013

Town Manager Performance Goals Progress Report 12/17/2012

Power Point on DEP Plans for Anaerobic Digestion Project

MMA Alert on Governor's mid-year budget cuts

Safe and Health Neighborhoods Initiative – Inspection Services Code Enforcement Report

Draft Letter to Newtown Select Board on behalf of Amherst community

Select Board Office License and Permit Fee Chart

Renewal of Annual Licenses December 17, 2012

Emancipation Proclamation 150th Anniversary

Master Plan Implementation Committee Charge

Select Board Minutes of November 9, 2011

Historical References for MPIC

Taxi Driver Application Gilday

Minutes 01/7/2012; 09/10/2012 and 9/24/2012