

## Minutes

### ATTENDANCE

Select Board

Present: Stephanie O’Keeffe, Alisa Brewer, Aaron Hayden,

Absent: Diana Stein and Jim Wald

Staff: John Musante, Town Manager; David Ziomek, Assistant Town Manager; Marta Guevera, Amherst Public Schools; and Stacey Lecuivre, LSSE

Other: Alex Krogh-Grabbe, BID Director; and Wm Levine, Agricultural Commission Chair

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

### Public Comment

Amherst Business Improvement District Director Alex Krogh-Grabbe presented a preview of plans for this year’s Downtown Block Party planned for September 12 from 6-10 p.m. He noted the street area slated for closure would be slightly reduced with the time of closure starting earlier in the day. Ms. O’Keeffe noted all of which will be considered by the Select Board at a future meeting. Appreciation was expressed by the Select Board to the Director, as he will soon be leaving the position.

### Parking and Street Closure Requests

#### Crafts on the Common

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve the reservation of thirteen parking spaces on the east side of South Pleasant Street and twenty one on the west side of Boltwood Avenue, both bordering the South Common, from 9:00 p.m. Friday, July 12, 2013 to 9 a.m. Saturday, July 13, 2013 and on Saturday, July 13, 2013 from 4:30 p.m. to 7:30 p.m. for artisan unloading and clean-up AND to reserve the Town Hall parking lot from 6:00 a.m. – 8:30 a.m. Saturday, July 13, 2013 to provide for vendor registration for the Big Brothers Big Sisters Crafts on the Common event.

#### Grace Church

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve the reservation of the first five metered spaces on the east side of Boltwood Avenue moving north from the intersection of Spring Street for Grace Church’s use for funerals, weddings and other church events as needed.

#### Red Cross

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve the reservation of the two metered spaces immediately in front of 99 Main Street from 9 a.m. to 2 p.m. Saturday, June 29, 2013 for the Red Cross’ vehicles to park throughout the duration of a blood drive at this location.

#### Special Licenses

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve a Special Wine and Walt License for the Top of the Campus Inc. for a reception on June 28, 2013 at the Conte Building Atrium, UMass Amherst from 2:30 p.m. to 4:30 p.m.; Brenda Ryan-Newton, President.

VOTED 3 In Favor 2 Absent (Stein, Wald) to approve a Special All Alcoholic License for the Top of the Campus Inc. for a reception on June 29, 2013 at the Berkshire Dining Commons, UMass Amherst from 6:00 p.m. to 10:00 p.m.; Brenda Ryan-Newton, President.

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve a Special All Alcoholic for Amherst College Catering for a high school reunion on July 20, 2013 at the Alumni House, Amherst College from 5 p.m. to 11 p.m.; Molly Venne, Contact.

### **Committee Appointments**

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve Select Board appointments for those individuals to positions listed in the June 24, 2013 agenda for terms as presented.

### **Saturday Farmers Market Expansion**

Wm Levine, Chair of the Amherst Agricultural Commission presented his Committee's recommendations relative to expansion of the Saturday Farmers Market. The Select Board praised the efforts of the Agricultural Commission, the Farmers Market and Town staff for collaboration and dialogue about such issues. The willingness of the Market Manager and vendors to look more closely at issues of adapting the market to accommodate more local producers was also lauded.

Mr. Musante and Mr. Ziomek presented their recommendation to expand the market to include a section of Boltwood Avenue in front of the Lord Jeffery Inn as a pilot for increasing vendor space, confirming that Farmers Market staff, Inn management, and church administration's input had been sought and all were supportive of the test expansion. Concerns related to expanding the draw of the market while reducing customer parking were expressed. Ms. Brewer suggested that Amherst College's Alumni Lot on Spring St. be pursued as either a formal (with signage) or informal arrangement during market hours. The Town Manager was asked to inquire with Amherst College about the possibility. Further discussion included the relative merits or challenges related to use of the North Common now or in the future as additional or alternative expansion space.

VOTED 3 In Favor, 2 Absent (Stein, Wald) to amend the existing permissions for the Saturday Farmers Market each Saturday from June 29, 2013 to November 23, 2013 from 7:00 a.m. to 1:30 p.m. to include closure of Boltwood Avenue beginning at the intersection of Spring Street, heading south to the access way to Porter Hall, eliminating six metered parking spaces.

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve the reservation of two metered spaces on the east side of Boltwood Avenue, immediately south of the Porter Access driveway exclusively for guests of the Lord Jeffery Inn from June 29, 2013 to November 23, 2013 from 7:00 a.m. to 1:30 p.m.

### **After School Program**

Marta Guevara and Stacey LeCuivre described the successes and challenges of the first year of the Town and Schools partnership to consolidate and re-organize five individual private programs into three unified programs -- one at each elementary school. They spoke about topics including activities, enrollment, transportation and financial issues. It was noted with appreciation that the transition was smoother than many had anticipated, and that Select Board members had received no complaints since the new program began. Ms. Brewer suggested that a bulleted list of common concerns from before the restructuring be prepared with information about how each situation played out. Ms. Brewer also recommended that information on subsidy levels for participants and a participant survey be prepared and made available on the program's web site. Mr. Musante praised the enthusiasm and cooperation of all responsible for the new program and its success thus far.

### **Report on Taxi Regulations**

Mr. Musante presented a memo and additional detail about the success of the new taxi regulation and inspection elements that took effect January 1st. Ms. O'Keeffe reviewed the concerns that had inspired an update of the regulations, and noted that she had not heard complaints from taxi company managers since implementation. Mr. Musante said that the system appears to be working smoothly for the companies and the enforcement officers, and that consumers are better protected.

### **Confirmation of Town Manager Appointments**

VOTED 3 In Favor, 2 Absent (Stein, Wald) to confirm the Town Manager appointments to the Board of Health, Conservation Commission and Planning Board for those individuals listed in the June 24, 2013 agenda for terms as presented.

### **Taxi Licenses**

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve a new 2013 taxi driver/chauffeur license for Moussa Diedhiou of Easthampton MA on behalf of Gottago Taxi.

### **Minutes**

VOTED 3 In Favor, 2 Absent (Stein, Wald) to approve the minutes of April 16, 2013, April 22, 2013, April 29, 2013, May 6, 2013, May 13, 2013, May 22, 2013 and May 29, 2013, as amended.

### **Post Town Meeting Wrap-up**

The Select Board noted with appreciation the implementation of, support for, and effectiveness of the earlier start time of 7:00 p.m., as well as use of the Consent Calendar, encouraging expansion of the Consent Calendar as appropriate.

Issues remain with delivery of the microphones and the Select Board encourages the Town Meeting Coordinating Committee (TMCC) to consider more microphones, different protocols or some other solutions which might further improve efficiency.

Concerns related to the TMCC bus tour were expressed. The tour doesn't seem to be held to the same standards of explanation without advocacy that makes the warrant review so informative and valuable. Also, there is concern about the handling of the zoning articles, as it can sometimes be a burden or impossibility for a Zoning Subcommittee member to be available to attend, and the risk is that the information is incomplete and/or inaccurately presented, which makes for a difficult situation. Additionally, when the "explanations without advocacy" concept is not maintained, and attendees speak to their own perceived negatives of a proposal without refutation, it can undermine the efficacy of the bus tour as an educational opportunity for Town Meeting members.

Members expressed concern with the complications of presenting graphics by Power Point and with the overhead projector and were very pleased to learn from the Town Manager that the Moderator, staff and TMCC were already working to address this issue.

The Select Board is aware of and sympathizes with the concern some have expressed about having zoning articles at Annual Town Meeting, rather than confined to the Fall Special Town Meeting. The Board agreed it does not want to put strictures on the work of the busy and dedicated volunteers who serve on the Planning Board, nor to impose artificial delays on proposals the community, via Town Meeting, may be ready to implement sooner. The Select Board agreed that it is appropriate for Town Meeting to consider all articles that have been diligently prepared on its behalf, spring or fall.

In the interest of using time more efficiently and effectively, the Select Board agreed to give further consideration to the idea of presenting Select Board positions in writing, rather than via oral statements, when practical. While all matters need adequate explanation, when information is repetitive or isn't addressing the elements the body is most interested in, then it may be better that key points are instead explored by answering questions from Town Meeting members. There might be some benefit to re-imagining the presentation of all board and committee recommendations, and all the time that consumes relative to the value it provides. The plan is to find the best way to provide the body with the most valuable information. The Select Board welcomes TMCC's and the Moderator's consideration of this idea, and looks forward to hearing their thoughts.

The Select Board discussed the complications of scheduling articles to a time certain, noting the large number of articles that were re-scheduled this spring, which created its own challenges for the body, the presenters and the

community. While members had no specific recommendations, they thought it important to note in the discussion. Again, the Select Board welcomed feedback on the topic.

Another ongoing challenge brought forward was the TMCC election, specifically how to encourage and remind people to incorporate voting into their evening, as well as how to encourage more people to run. Are there different ways to schedule and structure the election? Is there different outreach that could be done to increase potential candidates and voters? Again, while no recommendations were presented, the Select Board offered any assistance they might provide TMCC with these issues.

The Select Board shares the ongoing concerns about the ability of all members of the body to see and hear adequately in the auditorium. The Select Board also recognizes the complications of addressing these issues -- due to each individual's particular situation, due to the constraints of the facility, and due to technical challenges. The Board appreciates that this is an area where TMCC continues to pursue improvements.

The Select Board believes that the motion to consider the next article after 10:00 p.m. is valuable, and the Chair will continue to offer that. The decision of whether or not to continue is therefore in the hands of the body, allowing the opportunity to keep working in order to accommodate special circumstances or to accommodate the will of the majority.

The Board expressed appreciation of TMCC's splendid work on behalf of Town Meeting and particularly wanted to acknowledge publicizing the dependent care stipend for members, so that the body was aware of the opportunity.

Ms. O'Keeffe agreed to send a memo outlining the post-Town Meeting wrap-up comments to the Town Meeting Coordinating Committee, the Town Moderator, and others as appropriate.

### **Town Manager Annual Evaluation**

Mr. Musante reviewed and summarized the self-evaluation memo provided to the Select Board and answered follow-up questions. Select Board members expressed appreciation for the detailed memo and the productivity of the past year.

The Select Board agreed, without formal vote, that in the comment solicitations for the Town Manager's evaluation process, Ms. O'Keeffe will add a reference and link to the Select Board goals document and/or the Town Manager's self-evaluation document.

The other evaluation documents and timeline were approved as presented without formal vote and Ms. O'Keeffe will provide members with the Word version of the Select Board's form.

Ms. O'Keeffe will incorporate the revisions and notes as discussed into the next draft of the FY 14 Town Manager goals document, which included small revisions or notes to numbers 1, 2, 4 and 10; keeping as-is numbers 3, 6, 7, 8, 9 and 11; and deleting number 5 of the June 24 discussion memo.

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

Mr. Musante reported we are awaiting approval of the State Transportation financing legislation before award of paving contracts can occur. Summer road projects planned include: Strong Street; a portion of West Street by the Red Barn; Lincoln Avenue base coat and possibly top coat, with speed humps, regardless; and, Dana and Blue Hills speed humps. Additionally, Triangle Street work is being coordinated with utility work by Berkshire Gas. The paving contractor from last year's work on Sunderland Road, North Pleasant Street, north of campus, and University Drive will be fixing issues in those areas.

Mr. Musante was hopeful that the State's transportation funds will guarantee money for next few years that can be borrowed against to address critical needs in our current \$16 million road repair backlog sooner.

Recommendations may be forthcoming for consideration at fall Town Meeting. Ms. Brewer requested future discussion item for shared understanding about Select Board role in paving decisions. The Select Board agreed without formal vote to schedule further discussion in the fall of 2013, as part of the budget guidelines discussion.

Mr. Musante reported on next steps for various Town Meeting article issues. Staff has met with Echo Village Apartments property owner and the Massachusetts Housing Partnership. While conversations continue, MHP has agreed to provide appraisal assistance. Staff is working with the University on a Request For Proposals (RFP) and administrative details of the Town-Gown Study. The goals and scope will come to the Select Board for its and community's comment before issue. Staff working on implementation details of Rental Permitting. Discussion of fees and comment on checklist/info pieces will come to Select Board in fall for its and community's comment.

### **Recent & upcoming activity**

Mr. Musante remarked on the information in tonight's Select Board packet regarding the surrender of the annual liquor license by Sodexo at Hampshire College's Red Barn, part of the college changing its catering contract. It was noted that the change may require brief meetings to approve one-day licenses between regular Select Board meetings. Mr. Musante noted he was anxiously awaiting the non-union compensation study contract to be awarded, so that the work can begin. He also reported he would be away the first two weeks of July and had appointed Dave Ziomek as acting Town Manager in his absence.

### **Member Reports**

Select Board members provided updates on their activities, and on the schedules and activities of the committees to which they serve as liaisons and representatives as follows:

Ms. Brewer provided an update on the progress of the Regional School District Planning Board (RSDPB); they had hoped to have a final draft of the regional agreement completed by now for community consideration, however only partially completed so far. Progress/completion was planned for July. Ms. Brewer noted it will be tight to fit the full process into the DESE's December 31 requirement; however, the RSDPB is still hopeful, which would entail votes by three member towns in November. More information will be available in July.

Ms. Brewer also referenced memos received from the Disability Access Advisory Committee and the Dickinson Local Historic District Committee, and praised the recent Juneteenth celebration and its tremendous participation by Town staff.

Ms. O'Keeffe referenced recent activities outlined in the memo she had provided in this evening's meeting packet.

ADJOURN - The meeting adjourned at 10:00 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 and Draft Motions

Afterschool Program Update, Dance Flyer, Program Showcase and Wildwood Program Flyer

Taxi Update

Farmers Market Road Closure

Agricultural Commission Advice on Farmers Market

FY 14 Town Manager Goals Progress Report; 6/24/13 Goals Discussion;

Draft FY 14 Select Board and Staff evaluation forms, cover letter to staff, email to Town Meeting and Web Notice

Safe and Health Neighborhoods Complaints and Violations 1-1-2013 to 6-15-2013

Parking Reservation Requests and Maps: Crafts on the Common; Grace Church and American Red Cross

Taxi License Diedhiou for Gottago

Special License Application for Amherst College 7.20.13 and UMass Amherst 06.28 and 6.29.13

Draft Minutes of 4-16; 4-22; 4-29; 5-06; 05-13; 05-22; and 5-29.  
FY 14 Select Board and Town Manager Appointments