

## MINUTES

### ATTENDANCE

Select Board

Present: Alisa Brewer, Andy Steinberg, Jim Wald, Connie Kruger, Doug Slaughter

Absent: None

Staff: John Musante, Town Manager; Sonia Aldrich, Comptroller

Other: John Hornik Housing & Sheltering Committee; Resident Vincent O'Connor, Blogger Larry Kelley, and UMass student Marcus Smith.

Meeting called to order by Ms. Brewer at 6:35 p.m.

John Hornik of the Housing & Sheltering Committee announced a “Housing Today and Tomorrow” event Wednesday, September 30, 2015 from 6:30 p.m. – 9:00 p.m. at the Unitarian Universalist Society Hall.

Vince O'Connor presented a petition and spoke about his recommendation regarding the improvements at Sunderland/Montague Road intersection. He also provided a handout of his request to CPAC from August 25, 2015 for Mill Street Bridge repair.

### **2015 Fourth Quarter Budget Report**

Town Comptroller Sonia Aldrich presented the 2015 Fourth Quarter/Year-End Budget Report, reporting on highlights that included a net operating surplus in the amount of \$1,115,000, (1.5% of the budget), primarily from collections in excess of estimates and one time revenues. Cherry Hill revenues were down compared to last year due to a later opening and memberships and fees are down. Hotel Motel receipts were below the budgeted amount, 98K less than the prior year. The Finance Director is working with the Department of Revenue to determine the basis. Select Board offered thanks for the thorough presentation and report. A request was made for further future reports on the issues outlined relative to LSSE projections and how we might address those moving forward.

### **Pole Hearing – Triangle Street**

Pole Hearing called to order at 7:02 p.m. Andy Hufnagel from Verizon read the petition, explained the need and fielded questions from the members. The hearing was closed at 7:08 p.m.

VOTED unanimously to approve the petition for pole relocation from Verizon New England, Inc., which requests permission to relocate one (1) solely owned pole numbered T.6 Parcel 11C-266 to a point on the Southwesterly side of Triangle Street approximately 225 feet southeasterly from the center line of East Pleasant to accommodate access to a customer on Triangle Street, said pole to be erected in accordance with the plan filed herewith marked Verizon No. 4A0BR4D, dated July 7, 2015 with the conditions as ordered by the Select Board this thirty-first day of August, 2015.

### **Select Board Flag Policy**

Ms. Brewer summarized the history of the issue. Larry Kelley spoke in favor of flying the Town commemorative flags annually instead of only once every five years. Members spoke at length about their thoughts on the policy change proposed.

VOTED unanimously to amend the commemorative flag policy voted September 2, 2010 to fly the commemorative flags on September 11<sup>th</sup> in commemoration of the events of September 11, 2001 annually and also to honor the President's call for a National Day of Service and Remembrance on that date.

The Select Board took a brief recess reconvening at 8:20 p.m.

### **Committee/Board Appointments**

VOTED unanimously to appoint:

- Marcus Smith to the Agricultural Commission through 6/30/2017;
- Amy Brodigan to the CDBG Advisory Committee through 6/30/2018;
- *Reappoint*: Honore David to the Amherst Cultural Council through 6/30/2017;
- *Reappoint*: Mary Santiago to the La Paz Centro Sister City Committee through 6/30/2018;
- Peter Jessop, as the Amherst Housing Authority Representative to Community Presentation Act Committee through 6/30/2018;
- Paris Boice, as the Conservation Commission representative to Community Presentation Act Committee through 6/30/2017;
- Pari Riahi, as the Planning Board representative to Community Presentation Act Committee through 6/30/2018;
- Stephen Schreiber as the Planning Board representative to the Agricultural Commission through 6/30/2018;
- Greg Stutsman as the Planning Board representative to the Housing and Sheltering Committee through 6/30/2016; and
- Bruce Carson as the Planning Board representative to the Pioneer Valley Planning Commission through 6/30/2016.

Ms. Brewer introduced Mr. Smith to the body. Mr. Smith indicated he was a UMass student in sustainable food and farming department, was employed at the Amherst Farmers Market and wants to gain further insight and offer a youthful prospective to the Commission.

### **Town Manager Evaluation 2015**

Ms. Brewer recapped the process of the evaluation to date, noting agreement had been reached in executive session held at the previous meeting.

VOTED unanimously to amend the Town Manager's five year rolling contract with an updated term ending September 30, 2020, a 2% increase in base salary and a \$100 increase in the monthly automobile and cell phone allowance, effective October 1, 2015.

### **Select Board Stipend Proposal**

Ms. Kruger provided an outline of the discussion to date on the topic. Members offered their thoughts on the material provided, the amount put forth for discussion and their sense of the purpose of the compensation.

Moved to include in the Select Board's FY 17 Budget Guidelines to the Town Manager that he incorporate into his recommended FY 17 budget an annual stipend for the Amherst Select Board members and Select Board Chair of \$3,500 and \$5,000 respectively, and the annual stipend for the Town Moderator of \$1,500 with the increases to be effective in the fiscal year following the members' current terms. Mr. O'Connor offered a historical perspective.

VOTED One in Favor (Kruger) Two Opposed (Brewer and Steinberg) and Two Abstentions (Wald, and Slaughter)

Mr. Steinberg offered an amendment to the motion as voted previously, replacing the stipend amounts to \$1,500 and \$2,000 for Select Board and Chair and \$1,000 for the Moderator.

VOTED Four in Favor (Kruger, Brewer, Steinberg and Wald) with One Abstention (Slaughter).

## **Town Manager Report**

Mr. Musante thanked the Board for their work completing his Annual Review, noting how much he loves the job of Town Manager, and loves working for the Town of Amherst.

Mr. Musante reviewed the items listed in the document he distributed entitled "TOWN MANAGER REPORT TO SELECT BOARD AUGUST 31, 2015." Announcement of the UTAC Steering Committee and subcommittee members was made. UMass issued a press release today reporting on the continued collaboration, the University providing \$80,000 support for emergency medical services at peak service demand times. Off campus conduct report shows a positive trend with a substantial drop in discipline violations compared to the prior year. A veteran officer, Bill Laramie was appointed to the newly created position of neighborhood liaison officer, funded through a grant offered by the MA EOPS. Bids for the prospective move of the LSSE to East Street School came in several hundred thousand dollars above what is available for the work. After review with staff, we are beginning to explore with the Superintendent of Schools an option to move LSSE offices to the Middle School. Mr. Musante indicated intent to request Town Meeting to repurpose funds from those remaining from stabilizing the East Street School to move forward with work beginning after the first of the year with completion slated for March 1, 2016? A tentative schedule for burying utility wires in the North downtown is slated to begin between mid-September and the end of November with funds from the Mass Works grant awarded last October. The Public Works Committee will review design concepts at their next meeting. Kendrick Place has received a partial certificate of occupancy. Special legislation for the affordable housing property tax incentives has been filed by Representative Story per Town Meeting's vote. Water and sewer connection has been installed for Hawthorne Meadow affordable housing. Habitat for Humanity will be breaking ground on a duplex within six weeks or so. A public forum has been scheduled to review concepts that have been developed for the downtown wayfinding initiative. A joint meeting between Planning, Public Works and the Select Board has been requested regarding next steps on Downtown parking. Atkins North opened today. Road work on Cows Road, including sidewalks is scheduled to conclude within this paving season. Town Center Recreation Work Group will be named later this week with a goal to provide advisory recommendations for recreation needs to the Town Manager for both school and town properties in the center of Town. Building Assessment report will be updated with the responses received from your last meeting. The purpose of a Cable Ascertainment Public Hearing was explained. Mr. Musante spoke highly about his attendance at the Kennedy School. An application will be submitted to Mass Works program for replacement of signals at a North Amherst intersection. The Town Manager provided the Select Board clarifying remarks in response to questions brought forth on various issues within his report.

## **Committee/Board Appointments**

VOTED to confirm the Town Manager's Appointment of Christine Gray-Mullen to the Planning Board for a term beginning September 1, 2015 through June 30, 2017.

Ms. Brewer noted her son was included in the list of election workers. VOTED unanimously to appoint Election workers as listed in an attachment to an email from Town Clerk Sandra Burgess dated August 10, 2015 and entitled "2015 Election Worker Appointments."

VOTED unanimously to appoint Doug Slaughter as a representative of the Select Board to participate in the update of the Pioneer Valley Planning Commission Hazard Mitigation Plan.

## **Parking and Street Closure Requests**

### **Apple Harvest 2015**

VOTED 4-0, 1 Absent (Kruger) to approve the request for reservation of twenty-four (24) metered parking spaces including sixteen (16) on the west side of Boltwood Avenue and eight (8) on the east side of South Pleasant Street between College Street and Spring Street beginning at 9:00 p.m. Friday, September 25, 2015 through 10:00 a.m. Saturday September 26, 2015 and up to five (5) meters on the west side of Boltwood Avenue beginning at the Spring Street intersection until 5:00 p.m. on Saturday, September 26, 2015 for handicapped parking for the 29th Annual Apple Harvest Festival fundraiser for the Amherst Family Center, as

indicated on the GIS map entitled Apple Harvest 2015; Sue Kelly, AFC Coordinator.

### **Lord Jeffery Inn**

VOTED unanimously to approve the request of the Lord Jeffery Inn for reservation of forty (40) metered parking spaces on the west and east sides of Boltwood Avenue beginning at the intersection of College Street moving north on Tuesday, September 15, 2015 from 7 a.m. to 6 p.m. for an event sponsored by the Yankee Candle Company for a fee of \$10 per meter per day, totaling \$400.00; Robin Ann Brown, Director of Sales and Marketing.

VOTED unanimously to approve the request of the Lord Jeffery Inn for reservation of twenty-five (25) metered parking spaces on the west and east sides of Boltwood Avenue beginning at the intersection of College Street moving north beginning at 8:00 a.m. Friday October 2, 2015 through 6:00 p.m. on Saturday October 3, 2015 for an event sponsored by the CAIA Association for a fee of \$10 per meter per day, totaling \$500.00; Robin Ann Brown, Director of Sales and Marketing.

### **Stavros ADA Celebrate the Promise**

VOTED unanimously to approve the revised parking reservation request for the Stavros Center for Independent Living to include twenty-seven (27) metered parking spaces between College Street and Spring Street including sixteen (16) on the west side of Boltwood Avenue and eleven (11) on the east side of Boltwood Avenue, as marked on the map entitled ADA Celebrate the Promise II for Saturday September 19, 2015 from 8 a.m. to 8 p.m.; Julia Myers, Stavros.

### **New Taxi Driver License**

VOTED unanimously to approve the applications of Ryan Gray, Michael Karagah and William Malvey for a new 2015 taxi license on behalf of Funky Cab.

VOTED unanimously to approve the application of Ruben Nunez, Jr. for a new 2015 taxi license on behalf of Aarons Transportation.

### **Special Liquor Licenses**

VOTED unanimously to approve the applications of Top of the Campus Inc. for Fifteen (15) all alcohol Special Licenses for service at receptions to be held on September 1, 2015 at the Integrated Science Building from 3:00 – 7:00 p.m., October 15, 2015 at the Institute for Holocaust, Genocide & Memory Studies, North Pleasant Street from 5:00 to 9:00 p.m., October 16, 2015 at the Bernie Dallas Room, Goodell from 4:00 – 8:00 p.m., AND at the Fine Arts Center Lobby on October 20, 2015, October 30, 2015, November 5, 2015 & December 10, 2015 from 6:00 p.m. – 10:00 p.m., January 26, 2016 from 5:30 p.m. – 10:00 p.m., February 3, 2016, February 11, 2016, February 27, 2016, March 22, 2016, March 29, 2015, and April 12, 2016 from 6:00 – 10:00 p.m., and April 9, 2016 from 6:30 – 10:30 p.m.; Sarah Long and Meredith Schmidt, Board of Directors.

VOTED unanimously to approve the applications of Top of the Campus Inc. for six (6) wine and malt Special Licenses for service at receptions to be held at the FAC Center Lobby/Museum of Contemporary Art on September 10, 2015, September 24, 2015, January 27, 2016, February 28, 2016 from 5:00 – 7:00 p.m., and on September 26, 2015, from 6:30 to 8:30 p.m. and at the Commonwealth Honors College Events Hall (West Side) on September 24, 2015 from 5:00 – 9:00 p.m., Sarah Long and Meredith Schmidt, Board of Directors.

VOTED unanimously to approve the application of Hope and Feathers Framing LLC, for a Wine and Malt Special License for service at the Amherst Art Walk and 5<sup>th</sup> Anniversary Celebration to be held at the store, 319 Main Street, Amherst on Thursday, September 3, 2015 from 5:00 – 8:00 p.m.; Michelle Raboin, Manager.

MOVE to approve the application of Pengyew Catering, LLC, 125 Cottage St., Amherst, MA 01002 for wine and malt Special License for service at a rehearsal dinner to be held at the Eric Carle Museum, 125 West Bay Road, Amherst on September 11, 2015 from 7 a.m. to 11:00 p.m.; Pengyew Chin, Manager.

### **Intermunicipal Agreements**

VOTED unanimously to authorize the Town Manager to execute on behalf of the Town of Amherst new Intermunicipal Agreements with the City of Northampton for Dog Kennel Services and Public Safety IT Support Services; and with the Town of Gill for Public Works labor to enable the transition of their streetlights from incandescent bulbs to LEDs; and to renew the Intermunicipal Agreements with the City of Northampton for a shared Municipal Hearing Officer, and Sealer of Weights and Measures, and; an Intermunicipal Agreement with the City of Northampton and the Towns of Chesterfield, Cummington, Hadley, Middlefield, Pelham, Williamsburg, Goshen and Worthington for Veterans' Services.

### **2016 Annual Town Election and Annual Town Meeting Dates**

Ms. Brewer requested the motion be split, separating the approval of the Annual Town Meeting from the Annual Town Election.

VOTED unanimously to schedule the 2016 Annual Town Meeting for May 2, 2016 with additional sessions reserved for May 4, 2016; May 9, 2016; May 11, 2016; May 16, 2016; May 18, 2016; May 23, 2016; May 25, 2016; June 1, 2016; June 6, 2016 and June 8, 2016.

Ms. Brewer explained her reasoning behind the request to vote separately on the Annual Town Election, noting the Presidential Primary is scheduled to occur on March 1, 2016, wondering if there was the possibility of holding the annual election on the same date of the primary election, hoping to increase turnout for the Annual Election, and the ballot question that may come forward at that time. Mr. Musante explained that there is limited cost savings, as well as a shortfall of poll workers with the requirement to have the two separate ballots even if the election is held the same day. The Board agreed to delay a decision until the next Select Board meeting to gather more public feedback.

### **FY 16 Performance Goals for Town Manager**

Ms. Brewer asked members their preference on the structure to move forward with this subject on September 21, 2015. Agreed without formal vote for members to have suggested edits to Ms. Puppel in sufficient time for her to create a working draft, showing tracked changes recommended.

On other matters, Ms. Brewer requested assistance on scribing the annual letters of thanks to our legislators, indicating there were several other items that she had not yet tackled including the 2015 Annual Report, as well as the Town Meeting follow up.

### **Sunderland Road Stop Sign**

Mr. Musante reported he had spoken with the Superintendent of Public Works on this topic, requesting the Public Works Committee discuss this further and make a recommendation to the Select Board. Select Board members voiced their concerns/questions to help frame the PWC discussion at their next meeting. Ms. Kruger to relay consideration to Chair of the Public Works Committee. Mr. O'Connor spoke briefly on the need for this interim measure.

Mr. Steinberg reported on preparations for Kanegasaki anniversary.

Ms. Kruger requested liaison assignment be made a timed item on a future agenda for consideration.

Ms. Brewer reviewed the calendar items upcoming. Ms. Kruger requested further discussion on nametags for Select Board.

ADJOURN - The meeting adjourned at 11:26 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

Fourth Quarter YTD Report Ending June 30, 2015

Verizon Pole Petition and Map; DPW Approval for Pole Hearing

September 11<sup>th</sup> Flag Policy and Document Archive

Town Manager Evaluation Memo 8-20-15 Final

Musante 2015 Evaluation Pres Release Final 08-20-15

Town Manager Employment Agreement

Select Board Stipend Cover Memo, FRCOG and HCOG Surveys, Survey of Local and Like Communities,

Article on Northampton City Council Vote

Bus route maps for Amherst Block Party

Cable Advisory Committee Timeline

Letter to Rep Story on Tax Incentive Act

Off Campus Conduct News Release 2014-15

Town Manager Report

FY 16 Goals FY 15 CK edits First Draft 07-201-15

Select Board letter of thanks 2014 to Ellen Story and Stan Rosenberg

ABCC Memo on License Application Forms

Delta Sand and Gravel Inc. ltr to DPW

Email from Resident on Solar

First Day 2015 poster

Hampshire COG Buy A Brick Campaign

Inspections Department Monthly Violations Report

Petition requesting North Amherst traffic safety measures

PTBPC Memo of Support for Regional Bike Share Program

Recommendations for Annual Election and Meeting dates

Town Clerk memo on Annual Election Date

Intermunicipal Agreement with Northampton Animal Control Facility New Draft

Intermunicipal Agreement with Northampton Public Safety IT Services

Intermunicipal Agreement with Northampton et al Veterans Services

Intermunicipal Agreement Renewal with Northampton Sealer of Weights and Measures

Intermunicipal Agreement Renewal with Northampton Municipal Hearing Officer

Intermunicipal Agreement with Gill for Public Works Transition of Streetlights to LEDs

Recommendation for AHA, CC and PB Representative to CPAC, Ag Com, HSC, and PVPC

Request for Hazard Mitigation Representative from Select Board

Town Clerk Request for Appointment of Election Workers

Town Clerk Response to Timeline for Setting Electric Date

Parking Reservation Request Apple Harvest 2015, Lord Jeffery 9-15-15 and 10-2/3-2015, & Stavros ADA

Taxi Driver Applications

Special Liquor License Applications