

MINUTES

ATTENDANCE

Select Board

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

Absent: None

Staff: Interim Town Manager M. David Ziomek, Deborah Radway HR Director

Other: Larry Kelley, Bernard Lynch, Community Paradigm Associates

Meeting called to order by Ms. Brewer at 5:33 pm

**Temporary Town Manager Contract**

Ms. Brewer reviewed activities of the past week, including an executive session held and press release issued announcing the hiring of a temporary town manager. Mr. Steinberg provided highlights of contract negotiations, noting candidate Mark Rees had accepted another position, so the Board moved forward with negotiations with Mr. Hechenbleikner. The terms provide a start date of February 1, 2016, for 32 hours a week at \$75 per hour.

The Board voted unanimously to appoint Peter Hechenbleikner as Temporary Town Manager commencing February 1, 2016 under the terms of an agreement dated December 21, 2015.

**UMass Strategic Partnership Agreement**

Mr. Ziomek provided the final draft of the Strategic Partnership Agreement, highlighting specifics. He offered thanks to Nancy Buffone, UMass Vice-Chancellor whose patience and assistance helped to get us to this place after the loss of John Musante in September. This agreement continues to build on the strong working relationship with and extends to all areas of the University. The agreement confirms their continued commitment to provide additional funding for the Amherst Fire Department on peak weekends in fall and spring, acknowledges UTAC as an important component, identifies roles and responsibilities in the area of water and sewer use, and agrees to jointly study the impact of educating K-12 students living in University tax exempt housing. The agreement provides \$120,000 in new revenue for Town services, as well as an occupancy fee of 6% for the UMass hotel. The term of the agreement is 3.5 years, December 2015 to June 2019. Not noted in the terms of the agreement is the assurance that the University will pay the funds from the collection of the hotel occupancy fee to date, the sum of \$257,000, as a onetime payment in January or February. A press release will be issued upon the signing.

Ms. Brewer noted the Board's appreciation to Mr. Ziomek and UMass in finalizing the agreement. Members expressed frustration at not having the ability to affect the terms of this renewal that they are being asked to authorize. Ms. Brewer acknowledged the frustration along with the understanding that this situation was unique, assuring the members that future negotiations for renewal will involve the Select Board. Mr. Steinberg noted that the study regarding education of students in exempt housing should be included in future town manager goals. A suggestion for the addition of an addendum to the agreement as to how the study would be accomplished and how the outcomes will be realized was made.

VOTED unanimously to authorize the Town Manager to execute on behalf of the Town of Amherst the Strategic Partnership Agreement with the University of Massachusetts Amherst.

**Temporary Town Manager Goals**

Ms. Brewer reported on the need to reconsider the goals for the Temporary Town Manager, noting that the list presented this evening was essentially drawn from the terms of the contract. A preliminary discussion took place with the intent to produce a more developed draft to be shared with Mr. Hechenbleikner. The

Select Board was encouraged to be realistic with goals given the number of hours and the term, suggesting they prioritize their expectations. Mr. Ziomek noted he and Mr. Pooler were moving forward with the LSSE financial projections and programming feasibility study and that it was his intention to kick off the Town Center Recreation Work Group in January. It was also noted that it was his plan to continue with that group following the Temporary Town Manager's start date. The MassWorks Grant Project was listed as a priority as it needs to be completed by June 30. Members provided their questions and thoughts on the goals list. Ms. Kruger agreed to refine and reformat the list based on this evening's suggestions for the January 11, 2016 meeting.

### **Taxi License**

VOTED unanimously to approve a 2016 Taxi Driver License for Tracy Bryant on behalf of Mercedes Cab Company.

### **License Renewal**

VOTED unanimously to approve the application for 2016 renewal of ABCC License #002400120, Amherst Center Store, Inc., an annual off-premise (package store) wine & malt liquor license for the premises located at 259 Triangle Street in Amherst.

### **Town Manager Report**

Mr. Ziomek reported that Town offices will close at noon on Thursday, December 24 at noon and on the December 25 for the Christmas holiday. Town offices will be open on the Thursday morning prior to the long holiday weekend to accommodate residents. Offices will be closed on Friday of the following week for the New Year holiday.

Proposals for CPA projects are posted on the Town website. A wide range of proposals is before the Committee. Among them are two submitted by Town staff, Groff Park and the North Common renovations. The Town was awarded a LAND Grant for few small conservation projects along Cushman Brook and is awaiting word on an award of a grant to allow purchase of watershed protection land, the Romer parcel. Work on Pine Street is progressing, with signal boxes being installed for all crosswalks. Mr. Ziomek reported that he and Mr. Mooring met with residents of Amherst Woods and reiterated the Town's intention to complete work on Phase II of the sewer project. Phase I was more costly than projected, coming in over budget, requiring that funding be diverted from sums budgeted for Phase II. A capital request to complete Phase II is anticipated for spring Town Meeting, 2.5 million dollars is projected. Mr. Pooler is working on the engineering and feasibility issues related to the solar project on the new landfill. A power purchase agreement was signed for a solar project on the old landfill for a project of 2.8 megawatts for twenty years. Net metering and tax revenue in the first year would generate \$89,000. The possibility of inclusion of community solar at the old landfill is being discussed, but is dependent upon Town power needs.

Ms. Brewer mentioned an article that appeared in the local newspaper recognizing the work of Mr. Ziomek as Interim Town Manager following the death of long-time Town Manager John P. Musante. Board members thanked Mr. Ziomek for stepping up and carrying the extra load for the Town.

The Board took a five minute recess.

### **Town Manager Search Process**

Bernard Lynch, principal of Community Paradigm Associates was introduced. Mr. Lynch provided an agenda and a timeline for review. Hiring should be completed for July 1, 2016. It is important to obtain community input to help the Select Board to determine what it is looking for in a Town Manager. Qualifications, experience and background were noted as central. Mr. Lynch spoke about his activities to date notifying individuals in the field of the opening, both in the state and nationwide. Members asked questions about the process and timeline. Impacts of a potential charter change, residency requirement, the presence of higher education institutions, qualification of existing staff, and the level of compensation were

noted as potential factors. Lynch suggested that each Board member create a prioritized list in each of the areas prior to the next meeting. The dates, time and format for Lynch's next meetings were determined, January 19 and 20, 2016 were selected. There will be both a day and evening meeting to solicit public input on the 19th, with the 20<sup>th</sup> reserved for meetings up with department heads. The Select Board will discuss the composition of the screening committee at its February 22 meeting. Select Board will approve the final draft of a community profile, which will be provided to the screening committee to guide its search of finalists. In mid-March the screening committee will review applications and conduct initial interviews over a two week period from the candidates recommended by Mr. Lynch, after his initial review of applications. Mr. Lynch will be in Amherst on January 6 2016 beginning at 3 pm, for a 30 minute consultation with each Select Board member, prior to a 6 p.m. public meeting. He will also be at the February 1, 2016 meeting when the Select Board will be expected to approve the profile.

### **Select Board Meeting Dates**

The Chair reviewed the calendar and potential further dates. Members discussed the possibility of a reception for Mr. Hechenbleikner at 5 p.m., preceding the meeting on February 1, 2016.

VOTED unanimously to amend the Select Board Meeting Schedule through June 30, 2016, voted October 19, 2015, by adding the meeting dates of Wednesday, January 6, 2016 at 6:00 pm, Monday, February 1, 2016 at 6:00 pm, and Monday, March 14, 2016 at 6:30 pm, and removing the April 18, 2016 meeting date.

The Chair reminded members of the upcoming MMA Annual meeting in Boston on January 22-23, 2016. MMA resolutions will be discussed at the January 11, 2016 Select Board meeting.

Reminder that the budget for FY17 will be presented on January 14, 2016; the Martin Luther King breakfast on January 16, 2016; and the Town Annual Election on March 29, 2016.

### **Member Reports**

Ms. Brewer reported that she attended the Human Rights Commission meeting and learned that they are not able to sponsor the Black History event and flag raising this year. She will reach out to Judy Brooks to assist in finding a sponsor.

Doug Slaughter reported he attended the Hazard Mitigation Planning Committee meeting, noting their progress in updating the existing plan.

Ms. Kruger, as the representative to the Pioneer Valley Planning Commission, shared its 2015 Major Accomplishments and the Top Ten Resolves for 2016, referencing three which she thought the Town would be interested in: 1) the Community Compact Initiative, 2) Transportation/Transatlantic Air Service; and 3) continuation of work on a Regional Bike Share program.

Mr. Steinberg provided details of the recent CPA Committee meeting at which submitted projects were reviewed. The Kanegasaki Committee announced the date for the welcome reception for exchange students arriving from Japan, March 24th. Mr. Slaughter has agreed to be the speaker for the event, having hosted students from Japan last year.

Ms. Brewer reported on the 150<sup>th</sup> Celebration of the 13<sup>th</sup> Amendment which occurred this past Friday, thanking everyone who worked to bring it all together.

ADJOURN - The meeting adjourned at 8:11 pm

Submitted by M. David Ziomek, Interim Town Manager

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

12-21-2015 Agenda Final

12-21-2015 Draft Motions

Temporary Town Manager press release 12-16-15 avb

Strategic Partnership Agreement Final with Addendum

Temporary Town Manager Priorities February 1 2016 12-13-15 dz,12-15-15 avb

Community Paradigm Associates, LLC proposal

Chair Report - Preview of MMA Annual Business Meeting 01-23-2016 Resolution

MAIL Amherst Media Letter to CAC Dec 14 2015

MAIL Amherst Media Letter to CAC Dec 4 2015

MAIL Flip the Switch campaign ltr 12-15

MAIL Notice of Siting Marijuana Dispensary

MAIL Resident Letters re Harris and Fisher Street safety

Press Release Strategic Partnership Agreement

SB Meeting Dec to June 2016 Revised 12.21.15

Town and Religious Holiday Calendar 2016

Taxi Driver 2016 Renewal - Bryant T - Mercedes Cab Co dba Funky Cab Redacted

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