

## **Minutes**

### **ATTENDANCE**

Select Board

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

Absent: None

Staff: Interim Town Manager M. David Ziomek; and Human Resource Director Deborah Radway; Senior Planner Jonathan Tucker

Other: Vincent O'Connor, Martin Jones, and Sigurd Nilson

Meeting called to order by Ms. Brewer at 6:30 p.m.

### **Public Comment**

Martin Jones presented and spoke about his plans to mark the occasion of ratification of the emancipation proclamation, a 36-star flag raising, and reading of the official proclamation of the 13<sup>th</sup> Amendment to the Constitution, as well as a silent vigil for reflection and remembrance of 150 year anniversary. Mr. Jones also requested a proclamation from the Town of Amherst. Ms. Brewer requested that Mr. Jones provide the flag, a draft proclamation for consideration and work with staff to arrange. Board members offered suggestions related to setting and process, expecting further details at their meeting on November 30, 2015.

Sigurd Nilson spoke on behalf of the Amherst Woods Neighborhood Association requesting phase 2 of the sewer extension begin.

Vince O'Connor spoke about PILOT programs which provide an annual payment or a contractual service in lieu of taxes, specifically about what Northampton was doing as a fiscal necessity, suggesting replication in Amherst.

### **Downtown Branding & Way Finding Sign Design**

Senior Planner Jonathan Tucker provided a summary and presentation concluding the first phase, where funds from a technical assistance grant provided a design consultant to bring forward a concept as part of a system for downtown signage. The signs have gone through the design review and planning boards, which agreed on the signage to move forward with phase two of the program. Mr. Tucker noted funding is in place from capital funding projects for phase two for design and locations with specs for procurement. Mr. Tucker thanked Sarah LaCour of the Amherst Bid, noting her collaboration in the process was instrumental in moving forward.

VOTED unanimously to approve the conceptual design for the Downtown Branding and Way Finding Sign program.

### **PVPC Regional Bike Share Program**

Mr. Steinberg provided an update on a meeting of participating municipalities in which he participated and on the proposed agreement process including the process for amending the

agreement, decision making in the project, and role of Town Manager and Select Board. The updated documents were forwarded to the Pioneer Valley Planning Commission and other partners for review and he hopes to come back to the Select Board for approval in early December. Mr. Ziomek thanks Mr. Steinberg, Ms. Ciccarello and Ms. Brestrup for their work to date.

### **Interim/Permanent Town Manager Update**

Ms. Brewer referenced a draft dated November 20, 2015 in the packet this evening, which highlights the process for selecting a Temporary Town Manager. The new temporary Town Manager will run from mid-January through the completion of the hiring process of a new Town Manager. Ms. Brewer talked about the screening of preliminary candidates by the screening committee who brought forth two candidates who will be presented to the Select Board on November 30, 2015 for interview. Mark Rees, former town manager in Portland Maine will interview at 1:30 p.m. and then the Board will break until the interview, Peter Hechenbleikner, a retired Town Manager who spent the bulk of his career in Reading, Massachusetts will interview at 5:00 p.m. Those finalist interviews will last no more than one hour each and only members of the Select Board will ask questions of the finalists. Resumes of the two finalists will be uploaded to the packet tomorrow. The public will be able to submit questions to the Select Board for their use in the interview. Mr. Steinberg and Ms. Kruger thanked Ms. Radway for her extraordinary assistance in the process. Ms. Brewer outlined the process for the interviews, feedback and selection process for November 30, 2015. Board members discussed the logistics of the interviews and questions with Mr. Ziomek and Ms. Radway.

Ms. Radway reviewed the information she had provided on options related to the recruitment of a permanent Town Manager, including costs for hiring a professional recruiter. She summarized the process that might be used by one of the four firms in the area that provide such assistance in recruitment of top management positions. A profile of the community would be created, forming the basis for recruitment of a successful candidate. The selected recruiter could support the Board through the entire process or the Town could select portions of the process, ala carte. Ms. Radway noted she had received four proposals with prices ranging from the \$11,000 -18,000. Board members discussed the scope of services, timeline and process moving forward, agreeing on the importance of bringing on a consultant, engaging the community in what the community wants in a Town Manager, and preparing to advertise. The Select Board will discuss proposals during the November 30<sup>th</sup> meeting and with the finalist in early December.

### **Town Manager Report**

Mr. Ziomek acknowledged audience members present from Amherst Woods regarding the sewer system. The Town is committed to completing the sewer project for Amherst Woods. Phase I is nearing completion, noting it was much more complicated and expensive than was anticipated. A meeting with residents will be scheduled following budget discussions with staff near the third week of December. Sigrid Nilsen from the homeowners association offered to be the contact for a meeting. The Town's home rule petition to provide a tax incentive program on

affordable housing was passed by the Senate, will be formally engrossed and then forwarded to the Governor's office for signing. Mr. Ziomek acknowledged the work done by Finance Director Sandy Pooler, Chief Assessor David Burgess, Jonathan Tucker, Christine Brestrup and Nate Malloy in the Planning Department. The overnight parking ban becomes effective December 1 through April 1, noting that the lower level of the parking garage and the metered portion of the Pray Street lot are available for overnight parking. The Select Board was made aware that the Chief of Police has met with the Santa Con event organizer and with downtown bar owners, noting the businesses were not in support of such an event. Mr. Ziomek reported he has been in touch with residents of Southeast Street regarding requests for traffic calming measures and that he is working with Mr. Mooring on tree trimming and possible signage, some of which may need to come before the Select Board. The meeting to discuss the North Amherst Village Intersection is scheduled for December 8<sup>th</sup> at 7 p.m. Discussion will include signaling options versus a roundabout. Concept D is supported by the Public Works Committee which includes a connection between Route 63 and Sunderland Road and the civic concept with green space. A map of the recommended option was requested. It was clarified the meeting and discussion on the 8<sup>th</sup> will include funding of signaling at the Meadow Street intersection, since the Mass Works grant was not successful. The request for a stop sign at Sunderland Road was not recommended by Public Works and engineering staff, however it is hoped that we will have CDM Smith's response by the meeting on the 8<sup>th</sup>. Mr. Ziomek reviewed a letter from MA School Building Authority calling for the Town Manager's signature, confirming the Town's intent to move forward with one of three options and the enrollment certification study.

### **Member Reports**

Mr. Slaughter reported on an information session he attended at PVRTA, resulting from a failure to obtain a quorum for a meeting meant to approve a new contract with the administrator. Mr. Steinberg noted a fundraiser for the Food Bank of Western Massachusetts is coming through Amherst tomorrow. Ms. Kruger attended a recent Housing Trust committee meeting, reporting they are working with an Attorney on the declaration of trust and on a strategic plan. She attended a 50<sup>th</sup> Anniversary celebration of community health centers recently at the Kennedy Institute for the US Senate in Boston. Mr. Wald spoke about the public forum held by the Public Arts Commission on creating a downtown cultural district and a percent for art program that will be coming to Town Meeting in the spring. He attended a presentation at the Jones Library of the unveiling of art which had been restored with Community Preservation funds. The Amherst History Museum is conducting an archeological study of their grounds. Ms. Brewer mentioned members' attendance at the Veterans' ceremony on the common. Plans are in the works for a Memorial Day barbeque on the Common which would include a competition sponsored by the local VFW and Bob Lowry, owner of Bueno Y Sano. A reminder that there is free parking throughout downtown on Small Business Saturday and on the first Saturday of December. Nomination papers for Town elections will be available December 1<sup>st</sup>, due back February 9<sup>th</sup>.

### **Special Liquor Licenses**

VOTED unanimously to approve the application of Top of the Campus Inc. for a Special Wine & Malt License for service at a reception to be held on December 2, 2015 from 4:30 p.m. - 5:30 p.m. in the Integrative Learning Center 4<sup>th</sup> Floor Atrium, UMass, Amherst; Caroline Nofio, Board Member.

Brief discussion on membership of a downtown parking working group. Further discussion of committee charges on the agenda this evening were postponed to a later date. Review of upcoming meetings.

ADJOURN - The meeting adjourned at 9:29 p.m.

Submitted by M. David Ziomek, Interim Town Manager

Agenda and Draft Motions 11-23-15

150th Anniversary of Thirteenth Amendment Jones Email

Branding and Way Finding Planning Board Recommendations

Amherst Family of Elements Refined

Letter to Select Board re Signage from Planning Board Chair

Interim Temporary Town Manager Finalist Interviews Process 11-30-15 rev 11-20-15

Town Manager Executive Recruitment Assistance

Wildwood ES Study Enrollment Letter and Certification

Invitation to Monte March

ABCC Hearing Big Guy Liquors

Mark Rees Resume 2015

Peter Hechenbleikner Resume 2015

Draft Parking Task Force Charge

Special Wine and Malt - ILC 4th Flr Atrium, UMass 12.2.15