



TOWN OF
AMHERST
MASSACHUSETTS

Office of the Town Manager
Phone: (413) 259-3002
townmanager@amherstma.gov

To: Town Council
Town Clerk

Fr: Paul Bockelman
Town Manager

Dt: September 18, 2019 (revised September 19, 2019)

Re: Registrar of Voters Appointments

Appointments

With this memo, I refer to the Town Council and simultaneously file with the Town Clerk, the following names of people I desire to appoint as members of the Registrar of Voters in accordance with Section 2.11(b) of the Amherst Home Rule Charter. Terms are effective immediately unless otherwise noted.

Three-year term (1):
(expires June 30, 2022) Demetria Shabazz, 29 Chapel Road

Two-year term (1):
(expires June 30, 2021) Jacqueline Gardner, 26 Greenleaves Drive

Jaime Wagner will continue as a member with a term that expires on June 30, 2020. Acting Town Clerk Sue Audette continues as an ex officio member in her position as Acting Town Clerk.

Profiles

- Demetria Shabazz: Demetria is a professor within the Five Colleges teaching courses on community engagement, oral history, women and film, and African Americans and the media. She currently serves as president of the board of Amherst Media.
- Jacqueline Gardner: Jacqueline has worked for the Commonwealth of Massachusetts as a program monitor, legislative liaison, and coordinator of advisory council meetings. She is seeking a way to be involved in the community in a positive way.

Requirements

The Registrar of Voters is a four-member board of which one member is the Town Clerk with the other three appointed by the Town Manager. To qualify for membership on the Board, a

member must be a registered voter of the Town and a registrar may not hold another office in the Town, either by election or appointment.

The Board must contain, as nearly as possible, representatives of the two leading political parties. As required, the Town Clerk solicited names of qualified individuals from the two leading political parties. Neither party responded. Since no list was submitted, appointments may be made without reference to the list. Ms. Wagner is a member of the Republican Party and Ms. Shabazz and Ms. Gardner are members of the Democratic Party. Ms. Audette is unenrolled.

Summary of Process

I reviewed those who had expressed interest in serving on the Registrar of Voters and reached out to all applicants. I assembled a team to conduct interviews. The interview team was comprised of Acting Town Clerk Susan Audette, Residents' Advisory Committee member Jim Pistrang, and Paul Bockelman, Town Manager.

The interview team interviewed all candidates. All team members asked questions and contributed to the discussion during the interview. At the conclusion of the interview, we agreed that the appointments listed above would best serve the needs of the Board.

Background Information

Below is the relevant section of the Charter for your review. Notice was posted on the Town Bulletin Board on August 13, 2019 in accordance with Section 9.12(e) of the Town Charter.

Section 2.11(b) of the Charter states:

Members of Multiple-Member Bodies: The Town Manager shall refer to the Town Council and simultaneously file with the Town Clerk, the name of each person the Town Manager desires to appoint as a member of a multiple-member body. Appointment of a member of a multiple-member body made by the Town Manager shall become effective on the 30th day after the date on which notice of the proposed appointment was filed with the Town Clerk unless approved or rejected by a majority of the full Town Council within the 30 days.

The original item was published from 8/13/2019 9:06:54 AM to 9/9/2019 2:26:50 PM.

In the News

amherstma.gov - News & Announcements

Posted on: August 13, 2019

[ARCHIVED] Town Manager Seeks Members for Boards & Committees

The Town Manager is seeking volunteers to serve on numerous Town Boards. Boards and Committees that have or may have vacancies include the **Cultural Council, Agricultural Commission, Community Development Block Grant Advisory Committee, Community Preservation Act Committee, LSSE Commission, Munson Memorial Building Trustees, Board of Registrars, and the Transportation Advisory Committee.**

Here is a little about each of these committees.

- [Cultural Council](#): The Cultural Council allocates state Arts Lottery funds and works to support and nurture arts activities in the community by seeking private or other public funds and initiatives.
- [Agricultural Commission](#): The Agricultural Commission supports commercial agriculture and other farming activities in the Town by promoting agricultural-based economic opportunities; acting as mediators, advocates, educators, and/or negotiators on farming issues; working for the preservation of agricultural lands; pursuing all initiatives appropriate to creating a sustainable agricultural community; and reviewing and advising on development proposed in farmland areas, as may be permitted under zoning and other development regulations.
- [Community Development Block Grant \(CDBG\) Advisory Committee](#): The CDBG Committee makes recommendations to the Town Manager regarding the Town's CDBG program that includes both social service and non-social service community development activities. CDBG funds are awarded to projects, programs, and services that improve the lives of Amherst's low- and moderate-income residents and/or increase the accessibility for individuals with disabilities.
- [Community Preservation Act \(CPA\) Committee](#): The CPA Committee studies the needs and resources of the Town regarding community preservation; makes recommendations to the Town Council annually for the acquisition, creation and preservation of open space, for the acquisition and preservation of historic resources, for the acquisition, creation and preservation of land for recreational use, for the creation, preservation and support of community housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided in the Community Preservation Act.
- [Munson Memorial Building Trustees](#): The Munson Memorial Building Trustees oversee the general use of the Munson Memorial Library building and act as the community

representative for the town with respect to the building. The Trustees plant and tend the garden and take care of the shrubbery.

- **LSSE Commission:** The LSSE Commission – which is Amherst’s version of a recreation department - assists the LSSE Department by advising on recreational facilities and a variety of leisure and recreational programs and supplemental education classes. The Commission develops policies, rules and regulations governing the operation of the facilities and the delivery of LSSE programs. The Commission also advises on public playgrounds, parks, and athletic facilities.
- **Board of Registrars:** Massachusetts General Laws requires that every city and town have a Board of Registrars consisting of the city or town clerk and 3 other persons. The Board provides general oversight of Town elections.
- **Transportation Advisory Committee (TAC):** TAC is advisory committee to the Town Manager and the Select Board on all transportation matters. The TAC seeks address all transportation matters in a comprehensive and holistic manner. The TAC provides advice on current and proposed transportation regulations, policies, initiatives, and improvement projects.

The Town Manager seeks residents who have relevant expertise or experience. *The Town Manager is especially seeking individuals of diverse backgrounds to serve on all boards, committees, and commissions.* If you are interested in volunteering to serve, **please fill out a Community Activity Form at: www.amherstma.gov/caf**

If you have questions, reach out to our Community Participation Officers at getinvolved@amherstma.gov or visit their page, www.amherstma.gov/getinvolved

Posted on August 13, 2019, Amherst Home Rule Charter Section 9.12 (e) Uniform Procedures Applicable to Multiple Member Bodies: Vacancies

TOWN OF AMHERST

COMMITTEE CHARGE

Name: REGISTRAR OF VOTERS

Appointing authority: SB

Town code: 30

Type: Committee

Town bylaw: yes

Number of voting members: 4

Member appointment: 3 yrs.

Voting members to include (where possible): The Town Clerk of Amherst is to be a member. The four members of the committee must consist of two registered Democrats and two registered Republicans.

Non-voting liaisons:

Committee charge summary:

The major responsibility of the board is to carry out the election laws of the state and to administer state regulations that bear on elections. This involves most of the clerical work connected with maintaining voter registration lists and supervising and tabulating election results. The board also makes policy recommendations with regard to voter registration and petitions for special elections.

MGL ch. 41, sec. 19, and MGL, ch. 51, sec. 18 are relevant to the establishment of this committee.

The board is explicitly cited in the Town Manager Act as not under the supervision and direction of the Town Manager.

On June 15, 1998, the Select Board voted to designate board and committee members as "special municipal employees" under the terms and conditions of G.L. c. 268A.

