

Governance, Organization, and Legislation Committee Proposed Town Council Standing Committee Restructuring

Attached documents:

- Draft Committee Charge: Town Services & Outreach
- Draft Committee Charge: Finance
- Draft Committee Charge: Governance, Organization, Appointments, & Legislation
- Draft Committee Charge: Community Resources
- Draft Committee Charge: Joint Capital Planning
- Draft Committee Charge: Budget Coordinating Group
- Referral Examples
- Subject Jurisdiction Examples
- Town Committee Relations Examples



TOWN OF AMHERST

DRAFT Committee Charge

Name:	Town Services & Outreach (TSO)
Type:	Council
Legal Reference:	Amherst Home Rule Charter Section 2.6(e)
Appointing Authority:	Town Council President
Number of Voting Members:	Five (5)
Number of Non-Voting Members:	None (0)
Number of Liaisons:	None (0)
Term of Appointment:	One (1) Year
Special Municipal Employees:	Not Applicable
Staff Support:	Town Manager or designee

Composition:

Five (5) members of the Town Council

Purpose:

TSO shall advise the Town Council on matters concerning the day-to-day provision of services by Amherst government and relations between the Town and the community.

Charge:

The TSO shall:

Town Services

- Review and make recommendations to the Town Council on measures that may affect the provision of services to the community by a Town department.
- Advise the Town Council on matters related to the operation of Town government.
- Review and make recommendations to the Town Council on measures related to public ways (including transportation) or other public lands and facilities.

Outreach & Community Relations

- Advise the Town Council on matters that broaden participation and ensure regular and transparent communication and outreach to residents of Amherst.
- Work with the Community Participation Officer(s) [Charter Sec. 3.3(d)] to engage the community.
- Advise and make recommendations to the Town Council regarding Town Council participation in community events.
- Review and make recommendations to the Town Council on issues and measures regarding the relationship between the Town and Amherst institutions of higher education.



TOWN OF
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Reports:

To the Town Council as necessary

Action:

None

Charge Adopted: [date]

Charge Revised: [date]

SME Status Voted: N/A



TOWN OF AMHERST

DRAFT Committee Charge

Name:	Finance Committee (Finance)
Type:	Council
Legal Reference:	Amherst Home Rule Charter Section 5.5
Appointing Authority:	Town Council President
Number of Voting Members:	Five (5)
Number of Non-Voting Members:	Three (3)
Number of Liaisons:	None (0)
Term of Appointment:	One (1) Year for Voting Members, Two (2) Years for Non-Voting Members
Special Municipal Employees:	Yes*
Staff Support:	Town Manager or Designee and Clerk of the Council (for audit coordination)

Composition:

Five (5) Voting Members, who are members of the Town Council.

Three (3) Non-Voting Members, who are residents.

- Selection of resident members shall be based on relevant experience, skills and policy knowledge, with an emphasis on municipal and public finance.

A quorum shall be 3 Councilors.

Purpose:

Finance shall advise the Town Council on all Town financial matters.

Charge:

Finance shall:

Budgets and Appropriations

- Review and make recommendations to the Town Council on all annual budgets in accordance with Charter Sec. 5.5, supplemental budgets and other appropriations in accordance with Charter Sec. 5.6, and financial transfers [Charter Sec. 5.5-5.6].
- Review and make recommendations to the Town Council on the capital inventory, capital improvement program, and the infrastructure [Charter Sec. 5.7].
- Review and make recommendations to the Town Council on the purchase, sale, or leasing of land and/or buildings.
- Review and make recommendations to the Town Council on borrowing and debt.
- Upon referral from the Town Council, review and hold hearings on water, sewer and other municipal utility rates.

Investigations and Annual Audit



TOWN OF
AMHERST
MASSACHUSETTS

- Have the authority at any time to investigate the books, accounts, and management of any Town agency and, via a request to the Town Manager, Superintendent, or Library Director, as appropriate, to require officers and employees of the Town to appear before it and to provide information [Charter Sec. 5.5(b)].
- Recommend to the Town Council procedures for selection of an accountant or firm to perform an audit in compliance with the Charter Sec. 5.8.
- Meet with the independent auditor to review the annual independent audit of the Town's financial statements.
- Report findings of the annual audit to the Town Council.

Reports:

To the Town Council as necessary

Finance shall file with the Town Council and the Town Manager not later than March 1 in the year following its award a report on the annual audit. [Charter Sec. 5.8]

Action:

The Town Manager shall include in the annual budget a sum of money sufficient to satisfy the estimated cost of conducting the audit as presented to the Town Manager, in writing, by the Town Council. [Charter Sec. 5.8]

Charge Adopted: [date]

Charge Revised: [date]

SME Status Voted: [date]

*Per M.G.L. Ch. 268A Sec. 1(n), the Councilors serving on Finance cannot claim SME status, even though the Finance Committee, as an entity, is designated as such.



TOWN OF AMHERST

DRAFT Committee Charge

Name:	Governance, Organization, Appointments, & Legislation (GOAL)
Type:	Council
Legal Reference:	Amherst Home Rule Charter Section 2.6(e)
Appointing Authority:	Town Council President
Number of Voting Members:	Five (5)
Number of Non-Voting Members:	None (0)
Number of Liaisons:	None (0)
Term of Appointment:	One (1) Year
Special Municipal Employees:	Not Applicable
Staff Support:	Clerk of the Town Council

Composition:

Five (5) members of the Town Council

Purpose:

GOAL shall advise the Town Council on matters of Town Council rules, Town and Town Council organization and governance, and appointments, and shall review legislation proposed to the Town Council.

Charge:

GOAL shall:

Governance & Organization

- Advise the Town Council on matters of Town Council rules [Charter Sec. 2.6(d)], policies, governance, and organization.
- Annually review Town Council Rules of Procedure.
- Advise the Town Council on matters of Town governance and organization.
- Make recommendations to the Town Council regarding Town Council standing committees.

Appointments

- Make recommendations to the Town Council regarding all appointments by the Town Council, including members of the Planning Board and Zoning Board of Appeals [Charter Sec. 2.9(c)], non-voting Council liaisons [Charter Sec. 2.9(d)], and non-voting Finance Committee members [Charter Sec. 5.5], but not including the Clerk of the Council, additional staff, the Town Manager, or Interim Town Manager [Charter Sec. 2.9(a), 2.9(b), 3.1, 3.6], unless referred by the Council.
- Review and make recommendations to the Town Council on all appointments filed by the Town Manager for employment as Department Heads. [Charter Sec. 2.11(a)].
- Review and make recommendations to the Town Council on all appointments filed by the Town Manager for appointment to multiple member bodies. [Charter Sec. 2.11(b)].



Legislation

- Review and make recommendations to the Town Council on measures (including bylaws, committee charges, resolutions, proclamations, commemorations, and citations, but not including financial orders) proposed for action by the Town Council for form, content, and organization to assure they are clear, consistent, and actionable by the Town Council. This may include consultation with the Town Attorney.
- Propose revisions to General Bylaws to improve clarity, consistency, and actionability.

Reports:

To the Town Council as necessary

Action:

None

Charge Adopted: [date]

Charge Revised: [date]

SME Status Voted: N/A



TOWN OF AMHERST

DRAFT Committee Charge

Name:	Community Resources (CRC)
Type:	Council
Legal Reference:	Amherst Home Rule Charter Section 2.6(e)
Appointing Authority:	Town Council President
Number of Voting Members:	Five (5)
Number of Non-Voting Members:	None (0)
Number of Liaisons:	None (0)
Term of Appointment:	One (1) Year
Special Municipal Employees:	Not Applicable
Staff Support:	Town Manager or Designee

Composition:

Five (5) members of the Town Council

Purpose:

CRC shall advise the Town Council on matters concerning the long-term economic vitality and quality of life in Amherst, such as land use, Master Plan, community and economic development, arts and culture, neighborhoods, and housing.

Charge:

CRC shall:

- Review and make recommendations to the Town Council on matters related to planning, zoning, or land use policies.
- Review and make recommendations to the Town Council on matters related to housing and homelessness.
- Review and make recommendations to the Town Council on matters related to community sustainability initiatives.
- Review and make recommendations to the Town Council on the Master Plan, in accordance with Charter Section 9.8.
- Review and make recommendations to the Town Council on measures to support the local economy of Amherst.

Reports:

To the Town Council as necessary

Action:

None



TOWN OF
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Charge Adopted: [date]

Charge Revised: [date]

SME Status Voted: N/A



TOWN OF AMHERST

DRAFT Committee Charge

Name:	Joint Capital Planning Committee (JCPC)
Type:	Charter
Legal Reference:	Amherst Home Rule Charter Section 5.7(b)
Appointing Authorities:	Town Council, School Committee, Library Trustees
Number of Voting Members:	Seven (7)
Number of Non-Voting Members:	None
Number of Liaisons:	None
Term of Appointment:	One (1) Year
Special Municipal Employees:	Not Applicable
Staff Support:	Town Manager or Designee

Composition:

Seven (7) Voting Members:

- Two (2) members of the School Committee
- Two (2) members of the Library Trustees
- Three (3) members of the Town Council, no more than two (2) of whom shall be on the Finance Committee

Purpose:

The purpose of the JCPC is to provide a place with the three major elected bodies in Town can discuss capital planning needs, make recommendations regarding annual capital spending, and make recommendations regarding the long-term Capital Improvement Plan.

Charge:

JCPC shall advise the Town Manager on the creation of the Capital Improvement Program.

- The Capital Improvement Program shall include:
 - a clear summary of its contents;
 - a list of all capital improvements proposed to be undertaken during the next 5 fiscal years with supporting data and rationale;
 - cost estimates, method of financing, and recommended time schedules; and
 - the estimated annual cost of operating and maintaining the facilities and/or equipment included. The above information shall be revised and extended each year." [Charter Sec. 5.7(b)]

Reports:

To the Town Council, as necessary.

To the Town Manager and Town Council, consistent with Charter Sec. 5.7.



TOWN OF
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Charge Adopted: December 17, 2018

Charge Revised: July 1, 2019

SME Status Voted: N/A



TOWN OF AMHERST

Committee Charge

Name:	Budget Coordinating Group (BCG)
Type:	Town
Legal Reference:	Amherst Home Rule Charter Section 5.2
Appointing Authority:	Town Council, Town Manager, School Committee, Regional School Committee, Library Board of Trustees
Number of Voting Members:	Not Applicable – BCG works by consensus
Number of Non-Voting Members:	None
Number of Liaisons:	None
Term of Appointment:	One (1) year
Special Municipal Employees:	Not Applicable
Staff Support:	Town Manager or Designee

Composition:

BCG shall consist of the Town Manager, representative(s) of the Town Council as designated by the Council, representative(s) of the elementary and regional schools as designated by the School Committee and Regional School Committee, representative(s) of the library as designated by the Library Board of Trustees, and any other persons the Town Council and Town Manager deem necessary.

BCG does not have a designated number of members. Each Appointing Authority shall designate its own number of representatives.

No more than two (2) Councilors from Finance shall represent the Town Council on the Budget Coordinating Group, unless the Council designates more than 3 representatives to BCG.

Purpose:

BCG coordinates budgeting between the Town Manager, Town Council, School Committee and Regional School Committee, and Library Board of Trustees.

Charge:

The BCG shall:

- Review the financial condition of the Town, revenue and expenditure forecasts, and other relevant information prepared by the Town Manager
- Develop coordinated budget guidelines and calendars
- Coordinate the process of budget development.



TOWN OF
AMHERST
MASSACHUSETTS

Reports:

BCG reports coordinated budget guidelines and budget calendars as necessary during the budgeting process

Action:

N/A

Charge Adopted: January 7, 2019

Charge Revised: July 1, 2019

SME Status Voted: N/A

PROPOSED STANDING COMMITTEE RESTRUCTURING REFERRAL EXAMPLES (12-30-2019)

Referral	Year considered	Primary Committee	Rationale	Secondary Committee	Rationale
Bylaws* (*All bylaws are also referred to GOAL for clarity, consistency, and actionability review)					
40R overlay district	Potential	CRC	Concerns zoning		
Accessory Dwelling Units	2018	CRC	Concerns zoning and housing		
Amendment to Open Containers bylaw to permit alcohol on the common	2020	TSO	Concerns public ways, and involves licensing and public safety		
Campaign Finance	2019	TSO	Impacts provision of services by the Town Clerk		
Inclusionary zoning	2018	CRC	Concerns zoning and housing		
Limitation on Recreational Marijuana Retail	2017	CRC	Concerns the local economy		
Net Zero Energy Town Buildings	2017/2018	TSO	Impacts the operation of Town facilities	Finance	Impacts financing of capital projects
Percent for Art	2017/2019	Finance	Primarily about additional costs on capital projects	CRC	Concerns public art and culture
Prohibition on Public Consumption of Marijuana or Tetrahydrocannabinol	2017	TSO	Concerns public ways and public safety		
Single Use Plastic Bag Prohibitions	2016	CRC	Impacts local businesses and local economy		
Surveillance Prohibition Bylaw	Potential	TSO	Concerns provision of services by law enforcement officials		
Town of Amherst Sanctuary Community Bylaw	2017	TSO	Concerns provision of services by law enforcement officials		

Wage Theft Bylaw - Construction Contracts	2020	TSO	Concerns the provision of contracts by Town departments and residents working on them		
Wage Theft Bylaw - Tax Relief	2020	TSO	Concerns the provision of contracts by Town departments and residents working on them	Finance	Might Impact municipal tax receipts/applications
Wild Animal Act	Potential	CRC	Impacts local businesses and cultural events		
Zoning Map Changes	Various Years	CRC	Concerns Zoning Bylaws and land use		
Referral	Year considered	Primary Committee	Rationale	Secondary Committee	Rationale
Proposals & Requests					
Climate action goals	2019	CRC	Concerns community sustainability		
Speed limit reductions	2019	TSO	Concerns public ways		
Housing priorities policy	2019	CRC	Concerns long-term housing and homelessness initiatives		
Lincoln Ave parking request	2020	TSO	Concerns public ways		
CCA Authorization	2019/2020	CRC	Concerns sustainability	TSO	Concerns the provision of electrical services to residents
				Finance (tertiary)	Authorization would result in the Town's electrical supply costs potentially rising / falling
Creation of new local historic district	2017	CRC	Concerns neighborhoods		
Parking coordinator position (DPWG priority recommendation)	2019/2020	TSO	Concerns how the Town provides parking services to community		
Parking Benefit District (DPWG priority recommendation)	2019/2020	Finance	Primarily a question about how to fund parking services		
Creation of Public Ways Policy	2019	GOAL	Concerns Town Council governance and rules		
Creation of Flag Raising Policy	2019	GOAL	Concerns Town Council governance and rules		

Adoption of Board of License Commissioners Regulations	2020	GOAL	Concerns relationship between Town Council and Board of License Commissioners (issue is not what the regulation says, but whether the Council wishes to allow the Board to impose a monetary fine, in addition to the license suspension / revocation they are already permitted to do)	Finance	Adoption allows the Board to implement fines, impacting municipal finances
CPA funding recommendations (open space and recreation)	Annual	Finance	Primary an appropriations question	TSO	Concerns public lands and facilities
Local option taxes (meals, lodging, short-term rental)	2019	Finance	Concerns revenues	CRC	Could impact local businesses and economy
CPA funding recommendations (community housing and historical preservation)	Annual	Finance	Primary an appropriations question	CRC	Concerns issues of long-term housing and community character
Appointments to Planning Board and Zoning Board of Appeals	Annual	GOAL	All appointments in GOAL		
East Street School disposition	2019	TSO	Concerns public land and facility		
Climate Impact Statement on municipal purchasing	Potential	Finance	Concerns expenditures on procurement	TSO	Could impact municipal services
Appointment of new department heads	NA	GOAL	All appointments in GOAL		

PROPOSED STANDING COMMITTEE RESTRUCTURING SUBJECT JURISDICTION EXAMPLES

General Subject Areas	Primary Committee
Affordable housing	CRC
Appointments	GOAL
Appropriations	Finance
Approval of Licensing Regulations for Fines	GOAL
Arts & Culture	CRC
Budgets	Finance
Building / Land Disposition	TSO
Capital plan	Finance
Conservation lands	TSO
CPA	Finance
Economic development	CRC
Elections, Voting, and Redistricting	TSO
Land Use Map	CRC
Local businesses	CRC
Local option taxes	Finance
Master Plan	CRC
Neighborhood	CRC
Parking (parking services)	TSO
Parking (planning and private facilities)	CRC
Parking (regulations)	TSO
Public safety (Fire, EMS, Police)	TSO
Public ways	TSO
PVTA	TSO
Senior services	TSO
Sustainability (community)	CRC
Sustainability (municipal)	TSO
Tax rates & exemptions	Finance
Town Council Rules	GOAL
Town Policy Creation	GOAL
Town-Gown relations	TSO
Zoning	CRC

PROPOSED STANDING COMMITTEE RESTRUCTURING
TOWN COMMITTEE RELATIONS EXAMPLES (12-30-2019)

Name of Body	Primary Council Committee
Affordable Housing Trust	CRC (for housing or zoning initiatives), TSO (for use of Town Land), Finance (for CPA funding or other local funding)
Agricultural Commission	CRC (for anything concerning local farmers or farming), TSO (for anything concerning Town services or land)
Amherst Center Recreation Working Group	TSO
Amherst Housing Authority	TSO (for anything concerning AHA properties or services), CRC (for broader recommendations around housing and homelessness)
Amherst Redevelopment Authority	CRC
Board of Assessors	Finance
Board of Health	GOAL (to recommend bylaws or approval of already adopted Regulations to allow penalties)
Board of License Commissioners	GOAL (to recommend bylaws or approval of already adopted Regulations to allow penalties)
Community Preservation Action Committee (CPAC)	Finance, TSO (open space and recreation), CRC (community housing and historical preservation)
Conservation Commission	TSO or CRC (depending on Town land or not)
Council on Aging (separate from Senior Center)	TSO
Disability Access Advisory Committee	TSO (for public ways), CRC (for requests related to bylaws for building access)
Downtown Parking Working Group (DPWG) (Or Potential Successor)	TSO (public ways, transportation, and parking services), CRC (planning and private parking), Finance (funding initiatives)
Energy and Climate Action Committee	CRC (for community sustainability), TSO (for municipal sustainability)
Historical Commission	CRC
Human Rights Commission	TSO
LSSE Commission	TSO
Participatory Budgeting Commission (PBC)	Finance
Pioneer Valley Planning Commission (PVPC)	CRC
Pioneer Valley Transit Authority (PVTA)	TSO
Planning Board (Zoning Subcommittee thereof)	CRC
Public Art Commission	CRC (for general art and culture), TSO (for art in the public way)
Public Shade Tree Committee	TSO
Ranked-Choice Voting Commission	TSO
Transportation Advisory Committee (TAC)	TSO (for public ways and day to day transportation), CRC (for long-term transportation planning)
UMass Campus and Community Coalition to Reduce High Risk Drinking	TSO

UTAC	TSO
Water Supply Protection Committee	TSO
Wayfinding Internal Working Group	TSO