

DRAFT Agenda Items for Future Meetings in 2021
As of 11-29-2021 – AM

November 29 – Town Council Meeting

- Public Comment
- Presentations and Discussion
 - Pomeroy Village Intersection (25% completion of Plan)
- Action (including First Readings)
 - Bylaws
 - Article 14 – Temporary Zoning Extension – CRC and Planning Board; then GOL – First Reading – See Attachment – Timeline for Zoning Amendments
 - Mixed Use Building – First Reading – Report from GOL
 - Parcel 33 Rezoning, North Prospect Street Parking Facility and overlay – First Reading
 - Article 7: Parking and Access – First Reading
 - Public Ways-Parking
 - TSO Parking/Street Criteria
 - Kendrick Place – Parking

December 6 – State of the Town and Regular Meeting

- State of the Town address – Council President, Town Manager, Schools and Library (each 5 minutes)
- Public Comment
- Proclamation
 - Human Rights Day Proclamation
- Action (including First Readings)
 - Public Way Requests
 - Performance Shell – Motion and Vote (subject to final approval by the Town Manager and include updates from Town Manager)
 1. TSO Report (include reference to DAAC, Historical Commission, DRB)
 2. Finance Report on Maintenance Fund for the Performance Shell – Fin Com Report
 3. Town Council Public Way Policy – Performance Shell and Lunch Carts/BLC – TSO Report
 - Bylaws
 - Bylaw 3.15 Activities and Amusements – GOL (general bylaw review) - First Reading
 - Article 14: – Temporary Zoning Extension – CRC and Planning Board; then GOL – Second Reading and Vote
 - Section 3.325: Mixed Use – Second Reading and Vote
 - Parcel 33 Rezoning, North Prospect Street Parking Facility and overlay – Second Reading and vote
 - Article 7: Parking and Access – Second Reading and vote
 - Council Budget Guidelines – First Discussion
 - Discussion of Memo regarding Town Manager Evaluation – 2nd Discussion – Vote to finalize
 - Council Discussion
 - Second Discussion of Town Manager Goals – vote to finalize
 - 2022 Meeting Calendar – First Reading or vote to finalize
- Executive Session
 - Town Manager Compensation
 - Minutes of Executive Sessions

5:30 pm December 13, 2021 – Town Council Orientation

7:30 pm December 13, 2021 – Town Council Meeting

- Action (including First and Second Readings)
 - Public Way Requests
 - N. Pleasant St between Triangle St & Hallock St street direction, parking, pedestrian, and Improvements (Kendrick Park) TSO report
 - Reorganization Plans – First Discussion - CRESS and DEI, TSO and Fin Com report
 - Bylaws – Any bylaws not completed
 - Bylaw 3.15 Activities and Amusements – Second Reading and Vote
 - Initial list of items to Continue to Next Council
 - Town Manager Compensation

December 20 – Regular Meeting

- Public Comment
- Action (including First and Second Readings)
 - Approve Council Budget Guidelines
 - Reorganization for Town Offices (CRESS, DEI) –Vote
 - Rule 8.9 – Automatic Carry over to next session
 - Vote list of items to not Continue to Next Council (Request must come from Councilor and then a majority vote)
- Councilor Comments

Moved off of agendas in 2021

- Crosswalks in North Amherst (at intersection of North Residential Drive, Crestview Apartments, Northern Driveway to Pufton Village, and Fisher Street and remove crosswalk at Fairfield.
- Flood Maps
- Demolition Delay Bylaw proposed revisions
- North Common – update, timeline, and the budget
- Parking Fees
- Associate Members of the ZBA Vacancies

- North Pleasant Street crosswalk (Change in MA DOT Shared Street Grant work plan) – (New Crosswalk near (Garcia’s and Kendrick Park))

2022

January – Black History Month



Timeline for FY21 Town Manager Performance Evaluation **Revised 11-09-2021**

Wednesday, September 22, 2021 – Review of process by GOL (Please Note: GOL began the review of this process in 2020. This and other documents pick up where that discussion ended.

Monday, September 27, 2021 – Review of process by the Town Council – **See documents**

Note 1 – Town Manager Goals

Note 2 – Town Manager Contract

Note 3 – DRAFT Timeline for TM Goal Setting and Evaluation (9-20-2021)

Note 4a – DRAFT Email to staff

Note 4b – Evaluation Instrument (used for approximately 10 years)

Note 5 – DRAFT Email to Committee Chairs and Public notice on Town Website inviting Community Comment

Note 6 – Town Manager Evaluation Instrument for Town Councilors (Sample from 2020)

Week of September 27 – October 1, 2021 – All Instruments Finalized

Week of October 12 – 15 – Distribution of staff, committees and public Town Manager Performance Evaluation Material

- Email sent to staff (due by October 29, 2021) – Distributed by Director of Human Resources; Returned to and Compiled by Director of Human Resources
- Email sent to Committee Chairs to distribute to all members (or directly to all Committee Members) (due by October 29, 2021) – Distributed by Town Council President; Compiled by Angela Mills;
- Public notice on Town website (comments due by October 29, 2021) – Distributed by Town Council President; Compiled by Angela Mills
- Recipients of emails addressed to Towncouncil@amherstma.gov will be changed so that those emails will only go to Town Councilors (Starting October 12, recipients to be excluded and therefore will need to be included separately as appropriate are Paul Bockelman, Angela Mills, and Athena O’Keeffe.)

October 18 and 22, 2021 – reminder email sent to all staff and committee chairs regarding due dates – Director of Human Resources, Town Council President and Angela Mills

Friday, October 29, 2021

- All responses including public and committee comments are received by midnight.
- Distribution of Town Council evaluation form (as a Word document).
- Town Manager emails written Self-Evaluation to all Town Councilors
- Town Manager emails his current contract to all Town Councilors

- Recipients of emails addressed to TownCouncil@amherstma.gov will be changed again so it will go to Town Councilors, Paul Bockelman, Angela Mills, and Athena O’Keeffe.

By Wednesday, November 3, 2021 – All Town Councilors receive:

- Compilation of all Staff Evaluations; complete set of all Committee Chairs/Committee Member Evaluations; and complete set of all Community Member Evaluations

November 8, 2021 – Town Council Meeting

- Town Council Discusses Town Manager’s Self-Evaluation (previously emailed 11-03-2021, and posted ahead of time, and discussed in public during the meeting)
- Council Discussion of Town Manager Goals—First Discussion
- Regular Town Council business

Monday, November 15, 2021, Noon-- Individual Town Councilor evaluation forms received by Town Council President

Monday, November 15, 2021 – Financial Indicators Meeting, Public Forum on the Budget, and Town Council Meeting

Monday, November 22, 2021 – Town Council Meeting (begin at 5:00 PM)

- **Packets prepared with all of the documents (individual, composite, and cover memo) and distributed to Councilor’s residents.**
- Town Council reads each other individual Town Manager evaluations
- Town Council reads composite ratings compiled by the President
- Town Council reads draft cover memo prepared by the President
- Town Manager Evaluation is discussed in public
- Public Comment is held after Town Council discussion for FY21
- Town Manager Goals – Town Council Reviews Draft Town Manager Goals FY21 – Received by Wednesday, November 17, 4:00 PM – Second Discussion

Monday, November 29, 2021 - Town Council President meets with Town Manager and Draft of Town Manager Evaluation cover memo completed

Monday, December 6 – State of the Town Address and Regular Town Council Meeting

- Town Manager Evaluation cover memo revisions discussed and confirmed in public session
- Public Comment on Town Manager Evaluation is held after Town Council discussion
- Town Council votes to approve Town Manager Goals for FY21
- Regular Town Council business
- Town Council moves to Executive Session and does not return to public session 08-31-2020. Compensation is discussed in Executive Session.

- Press release of results of Executive Session issued at end of Executive Session or first thing next day, and the vote to finalize terms agreed to in Executive Session has to be in next public session December 22, 2021

Monday, December 20, 2021 – Town Council Meeting

- Public Comment is held after Town Council discussion of Town Manager Performance Evaluation but before Town Council vote
- Town Council vote in public session to finalize compensation agreed to in Executive Session 12-6-2021 Note: Contract term is presently 8/22/2019 – 8/31/2023)
- Regular Town Council business

Zoning Proposal	TC Referral to PB and CRC for Hearings	65 Day Deadline to Begin Hearings	PB Hearing Held / Closed	Planned PB Deliberation / Vote Meeting	CRC Hearing Held/Closed	Planned CRC Deliberation / Vote Meeting	Likely GOL Clarity, Consistency, Actionability Determination Meeting	21-Day PB Report Due (TC Can't vote before this date, unless report is received)	90 Day Deadline for Council to Vote – Applies to CRC Hearing Only	Planned Council Meeting 1 st Reading / 2 nd Reading
Zoning Bylaw – Article 3, Use Regulations, Section 3.325, Mixed-use Buildings and Article 12, Definitions	6/28/21	9/1/21	7/21/2021; closed 7/21/2021	recommended 6-0, as presented new: recommended 4-1 with 2 absent	7/21/2021; closed 7/21/2021 New Hearing: 10/26/2021; closed 10/26/21	recommended 3-1-1, with amendment New: 11/16/21	11/17/21	8/11/2021	10/19/2021 (old) 1/24/2022 (new)	11/22/21 and 11/29/21
Zoning Bylaw – Official Zoning Map – Map 14A, Parcel 33 Rezoning, North Prospect Street	5/24/21	7/28/21	7/7/2021; continued 8/4/2021; <i>continued 9/29/2021; continued to 10/6/21; Closed 10/26/21</i>	Recommended 5-1, with 1 absent	7/13/2021; continued 8/10/2021; closed 8/10/2021 New Hearing: 10/26/2021; closed 11/9/2021	New: 11/16/21	11/17/21	11/16/2021	11/8/2021 (old) 2/7/2022 (new)	11/29/21 and 12/6/21
Zoning Bylaw – Article 7, Parking and Access Regulation	6/28/21	9/1/21	7/21/2021; closed 7/21/2021	Recommended 4-1 with 2 absent	7/21/2021; closed 7/21/2021 New Hearing: 11/9/2021; closed 11/9/2021	Recommended 4-1 (original proposal) New: 11/16/21	11/17/21	8/11/2021	10/19/2021 (old) 2/7/2022 (new)	11/29/21 and 12/6/21
Article 14 – Extend Date	10/18/21	12/22/21	11/17/2021	11/17/2021	Hearing: 11/9/2021; closed 11/9/2021	New: 11/16/21	11/17/21	12/8/2021	2/7/2022	11/22/21 and 11/29/21