



Amherst Central Park Task Force JULY 2021 REPORT

In lieu of a July 2021 Amherst Central Park Task Force meeting, please find the following report which provides an update in regards to Amherst Central Park components. Due to the brief nature of some of the updates, it was decided by the Chairman that a written report would be provided as the most efficient use of everyone's time.

I. Meeting Minutes: May 13, 2021 – **Attachment 1**

II. Chairperson & Supervisor's Report

- The Town of Amherst continues to work together with NYS DEC and Mensch Capital Partners on the details and schedule for the clean up of the Westwood site. Once a satisfactory plan is accepted by NYS DEC and is acceptable to all parties, the negotiations will continue to finalize the overall land transaction for Amherst Central Park.

III. Agenda Items

- Administrative Items / Coordination
 - Rules of Order – **Attachment 2**
Please review and prepare any comments. Comments may be submitted to the Chairman and will be presented at the next meeting or within the next report.
- Park Planning and Process
 - Public Engagement Plan – **Attachment 3**
Please review and prepare any comments. Comments may be submitted to the Chairman and will be presented at the next meeting or within the next report.
- Sports and Recreation Facilities

The following sport and recreation facility projects are funded from the land sale and PIF to be created from the UBMD Orthopedic Ambulatory Center to be located at 500 Maple Road.

 - Alfred J. Jurek Post Lease was approved and signed by the membership, will be in front of the Amherst Town Board for approval at the next Town Board

Meeting, July 12, 2021. Football field planning and construction are in progress.

- Sports Field Updates – New Softball fields are in design stage.
Conversion of field at Lou Gehrig to a 90' baseball field is in progress.
- Golf – an RFP is being prepared to solicit bids from interested golf architects to focus on potential golf designs and/or redesigns of Town golf facilities.

- Cultural Activities
 - The Town is developing a term agreement with an engineering firm who is currently under a Town Term Contract to conduct a feasibility study for the Musical Fare design & Clubhouse rehabilitation.
 - *Looking for Amherst Central Park Task Force members who are interested in leading a subcommittee to focus on the Clubhouse reuse and rehabilitation. Interested members should email the Chairman.*

- Letter from resident concerning a proposed Frankhauser Pedestrian Entrance was received and distributed to Amherst Center Task Force members.

IV. Upcoming Meeting

- August 12, 2021 - 3:00 PM

Attachment 1



**Town of Amherst
Amherst Central Park Guidance Task Force
MINUTES**

Thursday, May 13 | 3-5pm (via Zoom)

Attendees:

TASK FORCE MEMBERS		RESOURCES	
X	Kulpa, Brian	X	Pouli, Mary-Diana
X	Bruch Bucki, Debbie	X	Abel, Melissa
X	Dandes, Jonathan	X	Brown, Capt. Kevin
X	Kramer, Randall	X	Howard, Dan
X	Duquin, Richard	X	Rizzo, Dan
n/a	Bannon, Anthony	X	Melski, Emily
n/a	Gardner, Tim	X	Kost, Ellen
X	Edelman, Enid	X	Amplement, Kim
n/a	Snyder-Haas, Jennifer	X	Szatkowski, Jeff
n/a	Hartrich, Nate	X	McMahon, Joe
X	Alnutt, Mark	X	Rossi, Angela
n/a	Bushen, Quinn	X	Taggart, Marty

Welcome – roll call

I. Chairperson and Supervisor’s Report

- J Dandes – We have engaged a little bit of a change in our approach relative to these meetings. The agenda and materials have been sent out a few days ago, which really is changing the format to some degree. So I would hope everyone has taken the time to review and read those documents.
- J Dandes - thanked Julie Yates for her service of at least a year and a half and welcome Marty Taggart to our band of heroes.
- J Dandes acknowledged and thanked Dan Rizzo for providing the committee members with this new format. The documents were all in order.

- B Kulpa - started by saying we are continuing to progress with creating a lease agreement with American Campus for the Gun Club. That project continues to move forward in the right direction.
- B Kulpa - Audubon Golf Course is up and operational with a plan to operate golf there for quite some time.
- B Kulpa - We have begun a conversation with DEC about what a full cleanup of the Westwood Site would entail and there is quite a bit there they would like to see remediated fully, so that is going to be a significant process once we begin. Once there is a project to actually start that by way of Mensch. We have also been evaluating the club house facility to determine what levels of asbestos and lead remediation would need to occur before the Town would be willing to entertain including that building. We are making strides on this end. The Supervisor is going to be meeting with MusicalFare Theatre Board relatively short order, next week, and looking forward to continuing that dialog and conversation as well. There is a lot at play.
- B Kulpa – Sweet Home Central School District and the AIDA and the Town are close to having a working agreement on a PILOT Increment Finance Project to help offset the cost of a Northwest Community Center. The reason why this is relevant to this project is it is capturing some of the generous tax output from UBMD’s planned facility and will allow us to serve that very in-need low mod population up in Creekwood Heights and that area with new child care services and expanded community space. We are very grateful to start to see projects that can create those types of offsets. The school district is as happy as I am to see this as we are.

II. Agenda Items

a. Administrative Items/Coordination

- Website Updates - J Szatkowski
 - We originally had just one website page for the entire project. We have now broken up into two web pages. Anything in regards to the Amherst Central Park Project is on the Project & Initiatives portion of the website. They will have all the masterplan documents, presentations, any kind of deliverable will be up on that page. Also video from the previous workshop. Then, on the second page, it is like any other board & committee the Town has. They will have information of when the meetings schedules are, who the members are, how to get on the meetings by zoom, or where you can attend the meetings, the agenda, the minutes and the video of the meeting will all be on this site. Anything related to the Task Force will be on this site. Jeff concluded by saying if anyone had any questions, to please let him know. J Dandes thanked Jeff. For the committee, the effort to create this site has been solely dedicated to providing full transparency of the workings of the committee and that’s why you will see the agenda items, as well as, the minutes and any actions that we might need.

b. Park Planning and Process

1. Dover Kohl Planning Update – K Amplement

- Dover Kohl came up with a plan we see today including the Audubon and Westwood Site. Currently, in the short term, Dover Kohl is still working with us. They are looking at the UBMD site. Purely from a pedestrian and walking/biking aspect. Looking at the streets that are being created there and how we can get what we need to get out of those streets from a pedestrian standpoint, because this will be part of a larger site plan. DK in the future is going to be looking at the overall concept plan and looking at how pedestrian network can be connected throughout that site, connected through and to Westwood, and then likely how it even can connect to the Boulevard Central District, which is to the west. In the immediate future, we will be taking a second look at this concept plan to make sure everything is working correctly, and seeing how the traffic and the roadway network will work in the future with that future development that is being updated.

2. Public Engagement Plan - Kim Amplement

- I believe this Task Force had seen that back in December. We have made some slight changes, based on your comments, to that Public Engagement Plan, which you can see in the draft that was sent out to you on Tuesday. We are looking again for any last comments for another month. Hopefully at your next meeting in June, you can endorse that as a final engagement plan. That really is just to develop this concept as we go along. A strategy to talk to other stakeholders and other public input strategies that we can move forward with in the future. If there is any questions, I am sure myself or Ellen Kost can answer those.
- J Dandes thanked Kim and stated that the document is very well written and it is very clear as to how the public can access the committee and provide any input virtually at any time. Thank you for doing that.

c. Sports and Recreation Facilities

1. 2021 Season Update – E Guzdek/M Pouli

- Currently, on the Audubon Recreation Complex for Amherst Girls Softball Use, we have diamonds 2, 3, 4, 5, and 6. Number 2 was available for our use in an agreement with Ciminelli Development, because they are the current owner of the property, so it will be used by Amherst Girls Softball for this season, including their regular season and Aunt Rosie's Tournaments. Number 7, the adult softball field on the west section of the property was just completely skinned and finished today. It will be used by the adult softball group and Amherst Girls Softball so that they have an additional field for their youth for their Aunt Rosie' Tournament. The main baseball field, Diamond #1, was used by D'Youville College in agreement with Ciminelli Development there season has ended. The use agreement went through on May 11th, so this Diamond is basically done being used.

- Currently, Williamsville Junior Football in the same agreement with Ciminelli Development is using their existing fields here at the Audubon Recreation Complex Football 1 and 2. That is currently serving 400 + kids in the NFL flag football program being operated by Williamsville Junior Football. The plan moving forward is the Town is entered into a term agreement with Wendel Development for the design and implementation of what you are seeing on your screen. Field #2 is on Jurek Post. The goal is to have this up and operational as a practice field for this year. Item #5 is the proposed lighting on the Jurek Post. That will be done for the 2020-21 season, because Williamsville Junior Football starts July 26th and run until about November 1st. They practice from 6 – 8 pm, 4 nights a week, and at that time they need lights; otherwise they would not be able to practice outside. Field #1 is the proposed main game field to be operational in 2022 along with Items #4 which would include bleachers and their press box. Item #6 currently exists on the property as a pavilion, and Item #7 to the north is a proposed access road coming in off of Millersport Highway. There are currently two fields on the Jurek Post; however, we don't feel they're oriented properly so we've indicted new softball fields by Items #8 to put them in a cloverleaf fashion with a walkway through the entire property. Items #9 and #10 would include a parking area and a proposed playground area, all of this is being made possible because of a long term lease we are in the process of finalizing with the Jurek Post. So, as soon as the weather cooperates, the goal is to take Youth & Recreation staff and jump out and get going on Field #2, their practice field. J Dandes – I'm assuming the Williamsville Junior Football is all good with this and we would have heard anything to the contrary. Eric, said he met with Williamsville Junior Football yesterday, their commissioner Russ Morley, Sr., and they are fully on board and excited about getting a new complex. J Dandes asked that as a former Williamsville Junior Football Board Member and Coach, he knows how exciting this is.

d. Land Development/Real Estate Transaction

1. 500 Maple (UBMD) Update – E Kost

- The site plan for UBMD is going to be before the planning board next Thursday, May 20th, for site plan hearing. This generally involves a proposed 1 and 2 story building for UBMD, which is about 163,000 sq. ft. It is a surgery center and medical office building. Just over 800 parking spaces will be constructed with this where it is just under 400 spaces will surround the building and then there is another just over 400 in a surface parking lot south of the building. On the site plan, you can see the building in the northern section there. It is pretty expansive. The left part will be two story, the right part will be just one story. You can see the different parking spaces added there. They are proposing a new UBMD Blvd., but anything related to the access from the North part of the site will be dealt with at a later time. So the roadways and the new intersection with Amherst Manor and Millersport, at

this point are only showing for reference, and a petitioner will be providing us the rights of way, and they will also be constructing the road system. They will require their own future site plan amendment. Just north of this site, you can see the Town's bike and pedestrian trail that we have to be mindful of and try and work in somehow so that pedestrian and bicyclists can safely navigate through this area. There is, also, a Sunoco transmission pipeline that is between what you see at the building and the walkway. This is another thing that comes into play here. That's it in a nutshell, and if we have any questions, I will try to answer them. J Dandes -- asked when they plan to have people working in this building. E Kost said they would like to start as soon as possible, so probably could be talking about a year. J Dandes asked if it is mostly clinical use. E Kost responded, yes, it will be medical office and a surgery center.

e. Cultural Activities

- This is a place holder, to make sure that we were covering any activities that we were contemplating or planned for the site. The Supervisor had nothing to add at this moment.

III. Old Business

- J Dandes indicated that we did not have any old business or hold overs from our last meeting and would ask at this time if he missed anything.
- Nothing to report at this time

IV. New Business

- Nothing to report at this time

V. Public Comment

- Don Smith – North Long. Has a couple of questions. Is the document you have on the town website? According to NYS Law, Section 30, Paragraph 1, the Town Clerk is the person totally responsible for maintaining all documents relative to the town. Does that mean that everything that is put on the Town website will also be given to the Town Clerk and placed on the Town Clerk's Citizens' Portal Website, because she is, in the end, the documents manager for the Town of Amherst. If it is on an independent webpage, which can if chosen by the person running the webpage, to delete a webpage; therefore, deleting all links to that webpage; therefore, deleting all reference to those documents. That seems to be a weakness. Are we going to be placing first all documents with the Town Clerk? That is Don's number one question. J Dandes deferred the answer to this question to the Supervisor or Town Attorney. S Sliwa, Town Attorney, responded that he will look into the issue and, because it is privileged communication, and report accordingly to the Task Force. Don wanted to mention that back in June, the Town Attorney stated that the meetings of the Amherst Central Park Task Force were subject to the NYS open meetings law, which means it's open to the participation of the public to know its actions. Don would like

to find out what privilege the Town Attorney is stating, the fact that he can now do it outside of the participation of the public. S Sliwa responded that you are asking for a legal opinion and the legal opinion is not covered by you. The public officials by either foil or public open meetings law. I will report on your issue you raised, which requires a legal interpretation and will advise my clients accordingly. I am not in the position to advise the public unless my clients indicate they are willing to waive the attorney-client privilege and make that information available. J Dandes added to the degree that I am the client at this point; I am not willing to wave that; so we will wait for the legal opinion to occur and then publish that.

- Mary Boehm has a comment. I have been a Town resident for 45 years. One of the things I like best about living in Amherst is its natural space. The current plan for the Amherst Central Park proposes some changes that were result in the loss of green spaces within Amherst, unless some adjustments are made. One, with the current plan, Amherst will no longer have an 18-hole golf course. Rather than build 8 roadways that will add traffic and parking to the Westwood property, I think Westwood should be returned to former glory as an 18-hole golf course filled with natural beauty. Two, the land along Ellicott Creek, which is also part of the Town of Amherst's water front, is a perfect location for a natural park, with paths for walking and bike riding. Three, in the winter, the entire park can be used for cross country skiing and snow shoeing, near the club house a small hill could be added for sledding and the pond for ice skating can be moved close to the club house, because people will need to leave there shoes and have a place to warm up. Thank you. J Dandes thanked Ms. Baynes and said her comments are duly noted and will be included in our minutes.
- William Vaughn, a resident of the Town who lives on Fairways Blvd. I just want to touch base that I sent an email to the Supervisor on April 27th about the Westwood Concept, specifically about concerns that I and my neighbors have about the pedestrian entrance to Frankhauser. I did receive a reply back the next day from Marty Taggart that said my email will be forwarded to the ACP Task Force and Planning Dept. So, he was checking to make sure my email was indeed forwarded so everyone on the committee could see the concerns that I raised. J Dandes said he knows he received it. Ellen indicated that the Planning Department also received.
- No further questions or comments.

VI. Executive Session

- Nothing to report at this time.

VII. Upcoming Meetings (monthly on the 2nd Thursday at 3:00 pm)

- J Dandes asked that if there is nothing we need to address in Executive Session at this moment, I would direct everyone's attention to the next item which is the meeting schedule and ask that you put these on your schedules. Unless there is anything for the good of the order, not addressed by our agenda, I would be happy to entertain a motion to adjourn.

Attachment 1

- June 10, 2021
- July 8, 2021
- August 12, 2021
- September 9, 2021
- October 14, 2021
- November 4, 2021 (Debbie Bucki, mentioned that we modified the date for November because November 11th is Veteran's Day, so she wanted to call this to our attention that the meeting will be November 4, 2021.)
- December 9, 2021

Meeting Adjourned

Attachment 2

BE IT RESOLVED that the Central Park Task Force hereby adopts the attached Rules of Procedure for its meetings:

AMHERST CENTRAL PARK TASK FORCE RULES OF PROCEDURE

The Rules of Procedure was adopted at the Amherst Central Park Task Force Meeting held May 11, 2021.

1. NAME

This Task Force shall be known as the Amherst Central Park Task Force (ACPTF). Throughout this document this Commission shall be referred to as the ACPTF. The Town of Amherst Board shall be referred to as the Board.

2. VISION and MISSION

A. The Vision for Amherst Central Park is to structure, design and create an exemplary multi-use park with broad year-round appeal. Its range of activity will draw from natural resources, environmental sciences, the fine arts, sports and recreation, historic preservation, and even medical research and care-each with leadership intent. This premier community asset will serve as a safe and inclusive space for individuals of all ages to play, learn, reflect, gather, engage and enjoy in perpetuity.

B. The Mission is to develop and oversee the creation of Amherst Central Park as a location where all people can enjoy a full measure of natural, cultural, social, educational, and recreational opportunities. Through the preservation of greenspace, we hope to create an environment where Amherst demonstrates its commitment to advance the fight against climate change. Using broad collaboration, we aim to establish a place that will become self-sustaining over time and that encourages creativity, discovery, and wellness in body, mind and spirit.

3. MEMBERSHIP

The ACPTF shall consist of eleven (11) members, appointed by the Town Board. Each member shall serve a three (3) year term. The terms of the members are to be staggered to prevent the entire Board from overturning at one time. Initial membership terms are to be adjusted to have a term of three (3) members to expire on each December 31st of 2020, 2021 and 2022, with the term of the remaining two members to expire on December 31, 2023. Board members are limited to serving three (3) consecutive terms. Members shall be representatives of the community and have a particular interest in the creation, maintenance and fulfillment of recreational activities in Amherst Central Park. In making appointments to the ACPTF, the Supervisor and the members of the Town Board shall give due consideration to the recommendations made by recognized representatives of local, civic, education and cultural associations, groups and organizations that are concerned with or engaged in the establishment facilities.

4. CHAIRPERSON

The Chairperson shall be the only elected officer. The Chairperson shall be elected by simple majority vote taken at the first meeting of the calendar year. The Chairperson's duties shall be: to preside at all meetings, be the ACPTF's official representative and carry out such other functions as prescribed in the Robert's Rules of Order, Newly Revised Edition, unless otherwise provided in these Rules of Procedure. The Chairperson may create ad-hoc work committees at his or her discretion.

5. REGULAR MEETINGS

A. Regular meetings of the ACPTF shall generally be held on the second Thursday afternoon of each month, at 3 p.m. When such evening is an official Town Holiday, the meeting shall be held on the following day or evening. The schedule of regular meetings shall be determined and established at the reorganizing meeting held in January and established no later than January 31st of each year. Where any meeting date shall fall on a public holiday, the Task Force, by majority vote, shall reschedule said meeting date.

B. Each regular meeting and all adjourned meetings shall be open for consideration of any matter which in accordance with these rules, may be properly brought to the attention of the ACPTF.

C. The ACPTF shall conduct regular business meetings at 3:00 p.m. on the date set by the ACPTF unless the ACPTF otherwise provides. At such meetings, the ACPTF shall consider any and all scheduled items on its agenda, unless by a vote of a majority plus one (1) of the ACPTF votes otherwise. Any unfinished items shall be carried over to the next meeting.

6. OPEN MEETINGS LAW

In accordance with New York State Open Meetings Law, the ACPTF designates the following locations for the ACPTF or other designated representative to place public notices for all meetings of the ACPTF on the Town of Amherst website.

7. CONDUCT OF MEETINGS

A. All regular and special meetings of the ACPTF shall be conducted in strict accordance with the New York State Open Meetings Law and shall either be electronically recorded or reduced to Minutes. All regular and special meetings of the ACPTF shall be held in a Town of Amherst building, unless otherwise scheduled by the ACPTF.

B. The Order of Business for each meeting shall be:

1. Chairperson & Supervisor's Report
2. Agenda Items
 - Administrative Items / Coordination
 - Park Planning and Process
 - Sports and Recreation Facilities
 - Land Development / Real Estate Transaction
 - Cultural Activities
3. Old Business
4. New Business

5. Public Comment
6. Executive Session (*if required*)
7. Upcoming Meetings

C. At its discretion, the ACPTF may change the Order of Business at any meeting by vote of a majority plus one (1).

8. AGENDA PROCEDURES

A. AGENDA

The Chairperson or other designated representative shall prepare and post the agenda on the ACPTF website for the Town of Amherst no later than the close of business on the Tuesday prior to the regular business meeting.

B. SUSPENSION OF RULES FOR UNLISTED ITEMS

No petition, communication, or any item can be acted upon unless it physically appears on the agenda. Nothing in this rule will prevent a member of the ACPTF from making an announcement or meeting reports. The ACPTF may, by unanimous consent, suspend the rules in order to consider unlisted items. However these items are limited to communications received after the agenda cutoff related to an agenda item that clearly state why time is of the essence and the matter cannot wait until a later scheduled meeting.

9. MEETING PROCEDURES

A. QUORUM

The majority of the duly constituted membership of the ACPTF shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

B. CHAIRPERSON TO SECURE A QUORUM

In the absence of a quorum during the meetings of the ACPTF, the Chairperson may take such measures as provided by law and as he or she may deem necessary to secure the presence of a quorum.

C. ROLL CALL: MINUTES - ABSENCES

At any and every meeting of the ACPTF, upon the members being called to order by the Chairperson, the roll of members shall be called by the designated representative, and the names of those absent shall be inserted into the minutes. Any corrections, alterations, or additions to the minutes of the preceding meeting shall then be read and then the minutes deemed to be approved. In all cases when an order, resolution, or a motion shall be entered in the minutes of the CPTF, the name of the members presenting or moving the same shall be entered.

D. DECORUM

1. The Chairperson shall convene the meeting promptly at the hour specified for the convening of the ACPTF and shall preserve order and decorum. The Chairperson shall recognize Members in the order in which they have requested recognition for the purpose of debate on any question under consideration except the consent agenda. The Chairperson shall decide all questions of order, said decision being final unless an appeal is taken to the CPTF and sustained.

2. Speakers shall address the ACPTF as a whole, in an orderly manner. All speakers shall refrain from partisan political commentary, personal, impertinent, slanderous or profane remarks directed to any member of the ACPTF, staff or general public that disrupt the meeting. Any person who makes such remarks or otherwise disrupts the meeting with loud outbursts, shouting, threats or other disruptive behavior shall, at the discretion of the Chairperson or after a motion and majority consensus of the ACPTF, shall be ruled out of order. If after receiving a warning, any person persists in disrupting the meeting, the Chairperson shall order that person to leave and may utilize law enforcement to enforce that order.

3. The ACPTF members who expand their comments beyond the simple statement of questions shall be ruled out of order by the Chairperson.

E. ACTING CHAIRPERSON

In the absence of the Chairperson from any meeting of the Task force, the Chairperson shall designate and appoint a member of the Task Force who shall act in the place and stead of the Chairperson, with all the powers and privileges.

F. APPEAL FROM THE CHAIRPERSON'S RULING

1. On every appeal, the Chairperson shall have the right to assign the reasons for their decision. If the question on which the appeal is taken was not debatable, the ACPTF shall decide the case without debate. If the question was debatable, no member shall speak more than once concerning an appeal from the Chairperson's ruling. The Chairperson shall state the question: "Shall the ruling of the Chairperson be overturned?"

2. A motion to overrule a ruling or decision of the Chairperson shall require approval by a majority vote of the ACPTF.

G. MAJORITY VOTE

A majority of the total vote of the entire membership of the ACPTF shall be necessary to carry any question, proposition, motion, or any other matter.

H. RECORDING AYES AND NOES

On a roll call, the ayes and noes shall be taken on identified actionable items and shall be entered in the minutes of the ACPTF by the designated representative, who shall record the names of the members and the way each will have respectively voted. Each member, as his or her name is called, shall respond in the affirmative or in the negative, as the case may be. To verify the vote and to correct possible errors, the Chairperson may repeat the call of the roll. The only exception to this procedure is if the member abstains from voting in accordance with Rule 10 (I), (Abstentions), below.

I. ABSTENTIONS

Every member who shall be physically present at a Task Force meeting, when a question is stated by the Chairperson must cast his or her vote on the same. The only exception to this procedure is when a member abstains from voting in accordance with the Code of Ethics of the Town of Amherst. If a member wrongfully attempts to avoid casting his or her vote, wrongfully abstains, or otherwise refuses to vote, the Chairperson, or in the event that the Chairperson is the member in question, the Vice Chair or other acting chairperson, shall direct the Chairperson to record such member's vote in the affirmative on the question being voted upon.

J. WITHDRAWAL OF MOTION

Any motion offered by a member of the ACPTF may be withdrawn by the member presenting it at any time before an announcement by the Chairperson of the vote thereon, or before an amendment to such motion has been adopted, provided that the member seconding such motion shall also withdraw his or her second to the same.

K. MOTIONS NOT AMENDABLE OR DEBATABLE

1. All motions for an adjournment, for a recess, to call the previous question, or to lay on the table shall be neither amended nor debated.

2. After the roll call on any question has begun, no member shall speak on the question nor shall any motion be made until after the result is declared.

3. While the Chairperson is stating any question or while the roll is being called, no debate or discussion shall be in order. Any member desiring to explain his vote must do so before the start of the roll call, provided that, before a roll call begins, all members of the ACPTF shall have a right to avail themselves of the provisions of Rule 10 (L) (Previous Question), below.

L. PREVIOUS QUESTION

The call for the previous question after reasonable debate shall be as follows: "I move to call the previous question." Until it is decided, all amendments and debate shall be precluded. The motion requires a second and must be approved by a two-thirds majority of all members of the ACPTF present. When the ACPTF shall order the previous question called and amendments are pending, the question shall first be taken upon the amendment(s) and then upon the main question without further debate.

M. MOTION TO RESCIND

A motion to rescind can only be entertained when moved by an ACPTF member who voted with the majority in the action which is proposed to be rescinded and the motion requires the affirmative vote of a majority of the total members of the ACPTF.

N. MOTIONS FOR RECONSIDERATION AND CHANGING ONE'S VOTE

1. A motion for reconsideration or a motion to change one's vote shall not be in order unless made on the same meeting day or on the regular meeting day next succeeding that on which the action proposed to be reconsidered or upon which a change of vote is requested took place.

2. A motion to reconsider must be made by an ACPTF member who voted with the prevailing side on the action proposed to be reconsidered. A member has a right to change his or her vote up to the time the result is announced. Afterward, a change of vote can be made only by permission of the ACPTF. Such permission can be given by general consent or by adoption of a motion to grant permission.

3. When a motion to reconsider or a motion to change one's vote has been defeated, it shall not be submitted to the ACPTF without unanimous consent for a period of at least thirty (30) days.

O. ALL POINTS OF ORDER NOT COVERED BY THESE RULES

On all points of order not governed by these rules of the ACPTF, Robert's Rules of Order (Revised) shall prevail. In the event that a point of order shall arise which cannot be

covered by either the Commission or by Robert's Rules of Order (Revised), the Rules of the New York State Assembly shall be followed.

P. MINUTES

The ACPTF directs the designated representative to collect the names and addresses of every person who speaks during public hearings and to record their names in the ACPTF meeting minutes.

Q. SECOND REQUIRED FOR DISCUSSION

At a regular business meeting, the ACPTF shall not discuss any agenda item that does not receive a second.

R. PUBLIC HEARINGS

1. Each member of the Public may only speak once per Agenda item, and shall limit their oral comments to no more than three (3) minutes. Any extension of the time limitations may be extended at the sole discretion of the Chairperson.

2. The Chairperson reserves the right to limit the time for discussion on each Agenda item. The time limits shall be set forth on the Agenda.

3. Participation of CPTF members during public hearings is limited to questions on the subject matter. CPTF members who expand their comments in the public hearings portion of the agenda beyond the simple statement of questions shall be ruled out of order by the Chairperson.

4. Persons whose comments at public hearings are NOT on the topic of the public hearing shall be warned by the Chairperson and if they argue or persist off topic may be ruled out of order.

S. REMOVAL OF MEMBERS

1. A member shall not miss more than (3) consecutive meetings, or five (5) scheduled meetings within thirteen (13) consecutive months. If such absenteeism of a member occurs, it shall be addressed at the next scheduled meeting of the ACPTF. After holding a discussion, the members of the ACPTF shall vote as to whether or not the Town Board Liaison recommend to the Town Board that the member be dismissed. If that member is dismissed, a replacement be appointed by the Town Board for the balance of that member's term.

2. A member serves this Task Force at the pleasure of the entity/member who appointed them and may be removed from the Task Force by the entity/person who appointed them.

T. ANNUAL REPORT

The ACPTF shall file an annual report by December 31st of each calendar year, with the Town Board.

U. AMENDMENTS OF THESE RULES OF PROCEDURE

These Rules shall not be rescinded, altered, or amended, nor shall any additional rule be added thereto except by a majority vote of the total members of the ACPTF and only after at least one (1) week's notice in writing filed with the Town Clerk.

V. MAINTENANCE OF THESE RULES OF PROCEDURE

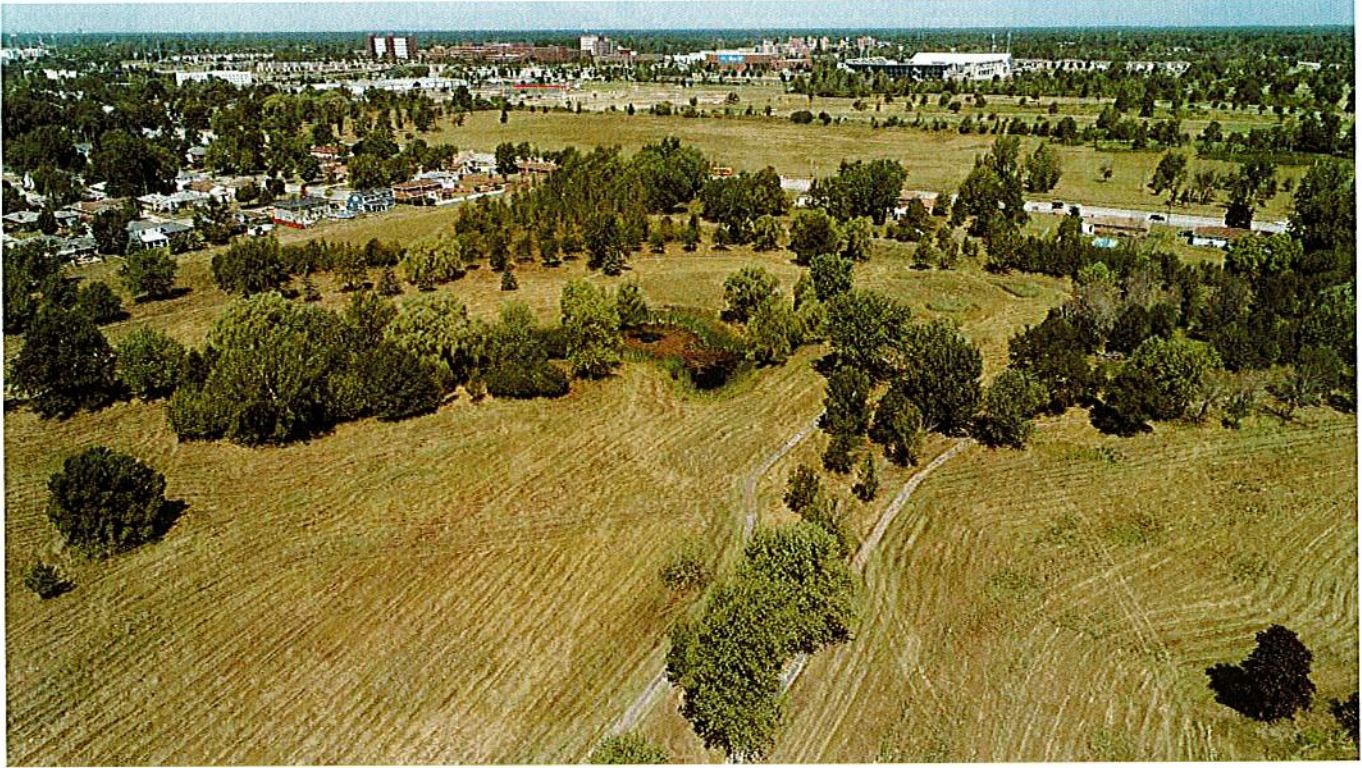
The Amherst Town Attorney's Office shall be responsible for maintaining these Rules of

Procedure and for changing them pursuant to amendments adopted by the ACPTF. As soon as possible after their adoption and subsequent amendment, the Rules of Procedure in effect shall be posted on the ACPTF website of the Town of Amherst and shall be filed with the Amherst Town Clerk, who will make them available to the public upon request. These Rules are effective immediately.

Attachment 3

Amherst Central Park Community Outreach Plan

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AMHERST CENTRAL PARK PUBLIC OUTREACH PLAN

January 2021

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INTRODUCTION

The Amherst Central Park Plan will be prepared and reviewed using participatory techniques that seek to elicit and respond to the community's values and provide a sound basis for developing the concepts, strategies, and actions needed to revise the First Draft Master Plan from August 6, 2020. Open, effective public participation is essential to the success of this process.

This Plan process will be the subject of a SEQR review. The Town will incorporate the public meetings included in the SEQRA process to coincide with public Plan presentations. A variety of activities and techniques, ranging from traditional community meetings to use of Internet technology and media "partnerships," will be combined as part of an overall strategy to involve and engage the public. These activities will provide for representative input to the project process and reflect community attitudes and aspirations. They will also enable the output of information to the community concerning the status and contents of the various stages of park development, as well as stimulating communication and interaction among citizens.

When physical interaction is currently limited, alternative strategies will be employed to receive input from constituents and members of the public. The amount of face-to-face interaction among individuals will likely be reduced through 2020 and continue into 2021. The Town will use the State Environmental Quality Review (SEQR) process to help guide the schedule of public meetings and topics for consideration.

PROJECT ORGANIZATION AND ROLES

Development of the proposed park master plan will require the assistance of a variety of entities including elected officials and appointed boards and committees, some of which currently play a role in planning and development within Amherst. The diagram on the next page illustrates the hierarchical relationship among these entities. In addition to illustrating the organizational structure for Plan related activities, this diagram also implies a desired flow of communication and materials for review during the project process.

Town Boards and Committees

Amherst Town Board

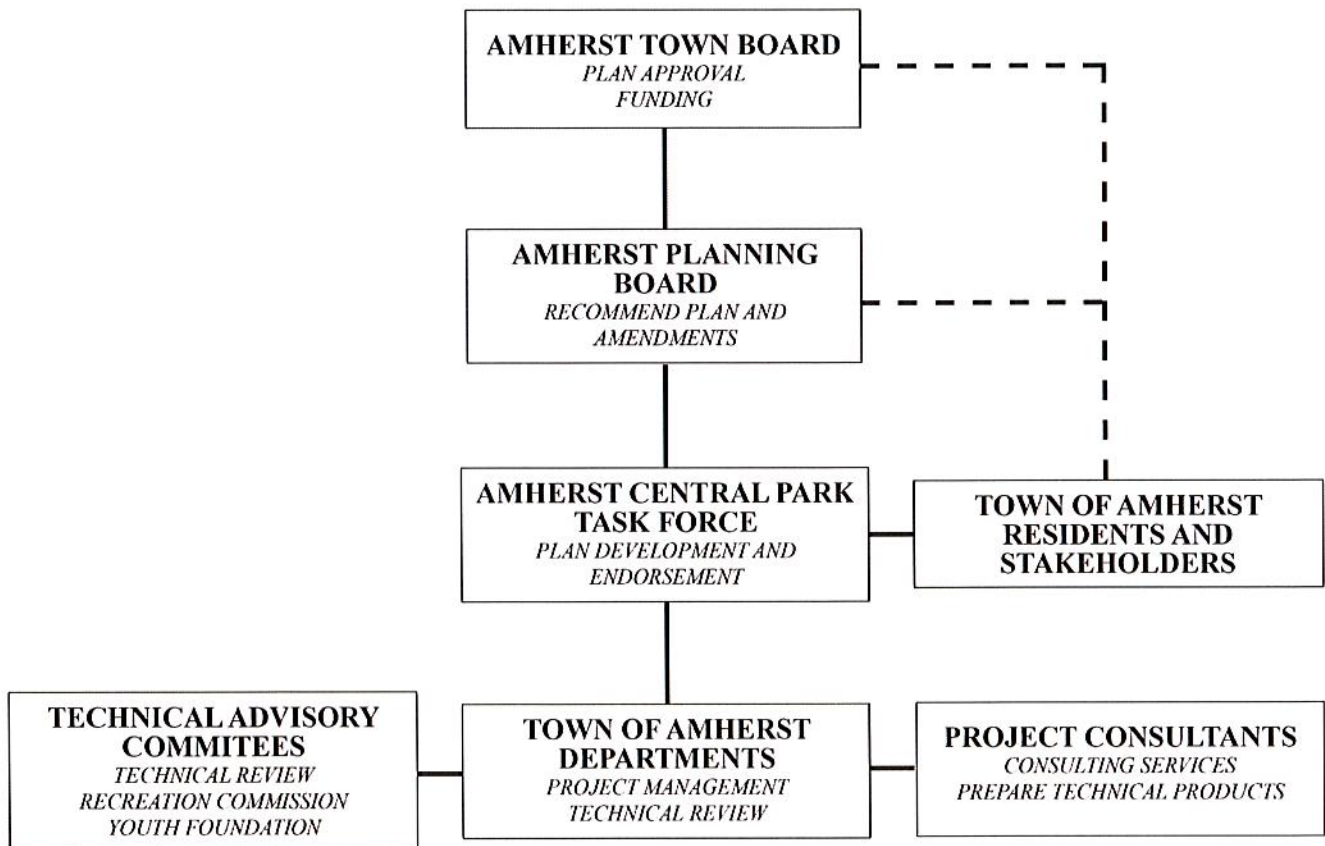
The Amherst Town Board is the lead Town agency in the adoption of proposed amendments to the Comprehensive Plan and Zoning Code. The Town Board, which controls funding for the Park, passed a resolution to alienate park land and retained the services of planning consultants to assist with project development and design. There are two Town Board members serving on the Amherst Central Park Task Force.

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Amherst Planning Board

The Town Planning Board is responsible for reviewing individual projects within the scope of the larger Central Park project. The Planning Board will also review the proposed master plan and provide recommendations to the Town Board.



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Project Task Force and Stakeholders

In addition to the existing review and decision-making bodies of the Town, a Task Force has been formed by the Town Board to assist with project planning and implementation. The following describes the Task Force, committees and stakeholders that will support this project.

Amherst Central Park Task Force

As the master plan for the Park evolves, the Amherst Central Park Task Force will structure, design and create an exemplary multi-use park with broad year-round appeal. The Task Force will guide Park development by encouraging public input and making recommendations for development and utilization of the Park. The Task Force will promote the Park and coordinate the pursuit of recreational activities and utilization of the Park by all members of the community.

The membership of the Amherst Central Park Task Force has been selected to be broadly representative of the various constituencies of the Town, including neighborhood, business, environmental, and other civic interests. The Task Force will act as a surrogate for the larger community, working with the Town staff and consultants to shape the project and address the issues identified through public outreach efforts. Although Task Force members will be expected to reflect the perspectives of their respective constituencies, they will also be challenged to set aside “narrow” interests, and think in “global” terms about the Town as a whole. The Task Force will meet bi-monthly or more often as needed to review plans and design products, provide community perspectives, discuss project issues and schedules, and evaluate recommendations/revisions before they are finalized for public review and comment. The Task Force may also be asked to make design and programming recommendations to the Town Board.

The Amherst Central Park Task Force membership is comprised of representatives from the following town boards and other stakeholders as indicated below.

- Town Board
- Chairperson, Representative(s) of Business/Civic organizations
- Town Staff members
- Representative(s) of the Town Recreation Commission
- Representative(s) from Recognized Homeowners Organizations
- Representatives from Arts, Culture and Recreation in Amherst
- Representative(s) of concerned citizen group(s)

Stakeholders

Stakeholders from the various local businesses, civic and cultural associations, recreation, senior services, homeowners associations, concerned residents and members of the development community that may provide input to the project include:

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- Waterfront Stakeholders
- Recreation Commission
- Arts & Culture Committee
- Golf Committee
- Historic Preservation Commission
- Cultural interests
- Development interests

Technical Support/Project Consultants

Throughout this process it is anticipated that technical issues will emerge and be referred to Town departments and boards and committees that often advise the Town Board, e.g. the Planning and Building Departments; the Highway, Parks, Engineering, and Youth & Recreation Departments; the Amherst Industrial Development Agency (AIDA); and other state and local agencies. Technical advisors from departments that typically oversee or interact with planning and implementation, will function as resources to present and convey plan information about the project to other boards, departments and agencies. Likewise, these advisors will convey the department, council or board comments to the Amherst Central Park Task Force. These Technical advisors will meet with the Amherst Central Park Task Force as needed.

Waterfront Advisory Committee

The Town of Amherst is currently preparing a Local Waterfront Revitalization Program (LWRP) sponsored by the New York State Department of State to plan for recreation, land use and environmental needs along Tonawanda and Ellicott Creeks. The most notable waterfront project recommended in the LWRP is Amherst Central Park, which borders Ellicott Creek. The Waterfront Advisory Committee (WAC) was formed to guide the LWRP preparation and has been involved in the process since 2018, the Committee is familiar with the Amherst Central Park concept. The WAC is made up of a diverse body of individuals from the Town.

Consultants

The Town may retain consulting services to assist with the planning and development of Central Park. Consulting services ranging from design, environmental review, engineering programming and management may be necessary. Town departments will manage project consultants, who will be asked to work with the Town Board and the Task Force as design and construction progresses.

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OUTREACH TO STAKEHOLDERS

Recommendations from various stakeholders the Central Park project will help to form the community's vision for the future of the Park. In order to accomplish this, opportunities will be provided for public input and feedback on products throughout the process.

Public Input Opportunities

Public input will be sought throughout the project in a variety of ways, as further detailed in the following sections. Anticipated public input opportunities include:

- Project Plan Scoping (SEQRA) – Scoping for the Draft Generic Environmental Impact Statement (DGEIS)
 - Posted to Town Project Website after release by Working Committee
 - Public comment period with the Town staff and consultant collecting and reviewing public comments
- Plan development – periodic Task Force meetings to discuss the project
- Plan review meetings by Task Force with the public
- Stakeholder meetings (individual)

- Draft Environmental Impact Statement – Public Hearing and Public review period
 - Alternatives discussion (component of DGEIS)
 - DGEIS Posted to Project Website
 - Public hearing and 30-day public comment period
 - Comments assembled from the public and agencies
 - Modifications to the concept plan as needed as per public comments

- Preparation of Final Generic Impact Statement & Findings statement
 - All relevant documents posted to Project Website after Town Board adopts the findings statement
- Planning Board Public Hearing
 - Review, recommend SEQRA findings
 - Public comment
- Town Board Public Hearing
 - Public comment
 - Adopt Master Plan and SEQR Findings.

Notice of Meetings

The following typical communication steps would apply to all of the key public meetings,

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including the eventual formal adoption hearings for the Plan amendment and any zoning revisions.

- Post to project website <http://acp.com/>
 - Website allows stakeholder comments, archives all comments submitted
- Post on social media (Facebook and Twitter)
 - Facebook: www.facebook.com/ (*Coordinate with the Supervisor's office*)
 - Twitter: @ACPAmherst (*Coordinate with the Supervisor's office*)
 - Social media tracked and archived using Hubspot program (*Coordinate with the Supervisor's office*)
- Email news blast
 - A list of all interested parties, added to regularly through meeting attendance records (includes homeowners associations)
- Press release before each meeting
 - Television: WGRZ, WIVB, WNLO, WKBW, WUTV, WNYO, TWCB-Buffalo
 - Newspaper: Buffalo News, The Amherst Bee, Metro Community News
 - Radio: WBEN, WBFO, WUFO
- Meeting dates posted on storyboards around Town
- Share meeting dates by word-of-mouth at other meetings
- Coordinate social media posts with stakeholders and their networks

All Task Force and Board Meetings will be announced on the Town and Project Website. All public meetings in regards to the SEQRA process and Draft Generic Environmental Statement will be posted/announced with public notice as per state requirements.

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Presentation Methods/Materials

A variety of public meetings will be held throughout the project. The majority of these meetings will have a presentation and pertinent project information, followed by an opportunity for the public to provide input. Below are examples of the presentation methods and materials likely to be used in these sessions:

- Planning Board or Town Board Public Meeting (in-person or virtual)
 - Formal presentation with slides and exhibits
- Public Design Charrette
 - Virtual Session: presentation of current or revised plans; followed by a facilitated discussion, summarized and recorded by meeting minutes.
 - Open House: a drop-in session with drawings and other materials posted for review. People can physically see the drawings on paper in Town buildings (subject to distancing requirements).
- SEQRA process and public hearings
 - Formal presentations to Planning Board and Town Board
 - All information presented will be recorded on the website.
 - Opportunity for public comment
 - Hard copies of review materials available at Town Hall. Individuals must schedule an appointment to review the hard copy in person.

Project Website

A Project Website has been developed that allows residents to view information on the project and provide comments. The Project Website will be a page on the Town website at: www.amherst.ny.us. The Amherst Central Project webpage can be found under Projects and Initiatives. This website accommodates a variety of functions, including:

- Description of the project
- Project organization
- Past events, including meeting notes, presentations, and video, where available
- Calendar of upcoming events
- Presentations, reports and other work products
- Enable online commenting through Social Media Facebook and Twitter
- Email address for citizens to send ideas and comments or fill out the online comments form

Web Address: http://www.amherst.ny.us/content/projects.php?dept_id=dept_15&proj_id=proj_01&neworder=00

Additional Digital Tools

A variety of digital tools can be employed throughout the course of the project enhance outreach efforts . These may include texting surveys, virtual (digital) presentations, post-meeting availability of streaming audio or video, online forums, and posters with digital links to the project website or a comment form, where appropriate. The public meetings will be virtual through the Town's Zoom account. Individuals can email or fill out the online form to provide comments on the project.

Community Outreach at Local Events

The NYS health guidelines may limit the physical interaction and meetings during the remainder of 2020 and into 2021. In the event that gatherings are allowed, the Town may limit in-person public meetings. Therefore, it would be prudent to identify a safe location with ample social distancing. If larger gatherings are allowed in 2021, appearances at existing local events can be a very effective and cost-efficient mechanism for public outreach. Piggy-backing on existing events allows access to a variety of constituents that may not necessarily attend a public meeting. Possible events are listed below.

- Williamsville Farmers Market: Saturdays – set up information booth at least once per season
- Williamsville Old Home Days

Stakeholder Interviews

Interviews with community stakeholders about this project have been taking place for this project. Throughout the project, the Town and its consultants have conducted small group stakeholder meetings with local businesses, property owners, real estate brokers, representatives from neighborhood associations and other stakeholders. Typically, interviews are conducted without staff involvement, in order to ensure stakeholders to freely share their insights about problems with the current system. The consultant then prepares a summary of the interviews. Stakeholder sessions are not open to the public but and the summaries can be posted online.

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Communication Documentation

All communication regarding the Amherst Central Park Project revisions will be archived.

- Information compiled from meetings will be archived by the Town Planning Department.
- The Town of Amherst Supervisor's Office prepares agendas and records meeting minutes for each Amherst Central Park Task Force meeting
- Documentation from the project website, social media, and news media will be archived by the Town Planning Department.

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APPENDICIES

Project Task Force Members

- Town Board member: Brian Kulpa
- Town Board member: Debbie Bruch Bucki
- Rich Products, Corporate Vice President (Chairperson): Jonathan Dandes
- Town of Amherst Recreation Commission: Tim Gardner
- Homeowners Organization: Nathan Hartrich (Morningside Home Owners Association)
- University at Buffalo Athletic Director: Mark Alnutt
- Musical Fare Theater: Randall Kramer
- Golf Task Force: Richard Duquin
- Burchfield Penney Art Center, Former Director: Anthony Bannon
- Williamsville Art Society: Enid Edelman
- Community Group – Keep Westwood Green: Jennifer Snyder-Haas
- Congressman Brian Higgin's Office: Quinn Bushen
- Attorney: Chris O'Brien

Resource Personnel:

- Town of Amherst Youth and Recreation Director: Mary-Diana Pouli
- Town of Amherst Police Chief: John Askey
- Town of Amherst Senior Services: Melissa Abel

Stakeholder Members at Dover, Kohl & Partners Workshop

- Amherst Industrial Development Agency: David Mingoia
- Amherst Arts & Culture Committee: Sharon Rich
- Town of Amherst Recreation Commission: Tim Gardner
- Homeowners Organization: Nathan Hartrich (Morningside Home Owners Association)
- Musical Fare Theater: Randall Kramer
- Golf Task Force: Richard Duquin
- Williamsville Art Society: Enid Edelman

Waterfront Advisory Committee Members

- Town Board member: Brian Kulpa
- Town Board member: Jacqui Berger
- Town of Amherst Director of Strategic Planning: Maggie Winship
- Town of Amherst Planning Director: Daniel Howard
- Town of Amherst Assistant Planning Director: Ellen Kost
- Town of Amherst Landscape Architect: Jeffrey Szatkowski

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- Town of Amherst Youth and Recreation Director: Mary-Diana Pouli
- Town of Amherst Director of Athletics: Eric Guzdek
- Erie County Legislator: Jeanne Vinal
- Erie County Legislator: Ed Rath
- Amherst Chamber of Commerce: AJ Baynes
- Amherst Industrial Development Agency: David Mingoia
- Amherst Arts & Culture Committee: Sharon Rich
- Amherst Conservation Advisory Council:
- Amherst Historic Preservation Commission: Joseph Buscaglia
- Village of Williamsville: Benjamin Vilonen
- Homeowners Organization: Nathan Hartrich (Morningside Home Owners Association)
- Amherst resident: Judy Ferraro
- Architectural Historian: Francis Kowsky
- Resident: Tim Trabold
- University at Buffalo Athletic Director: Mark Alnutt
- University at Buffalo Facilities: Tonga Pham
- University at Buffalo Chief Sustainability Officer: Ryan McPherson
- Superintendent of Sweet Home School: Anthony Day
- Superintendent of Amherst Central Schools: Anthony J. Panella
- Superintendent of Williamsville Schools: Dr. John McKenna

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Tentative Amherst Central Park Task Force Meeting Schedule

- JULY 30, 2020
- AUGUST 13, 2020
- AUGUST 27, 2020
- OCTOBER 8, 2020
- NOVEMBER 5, 2020
- DECEMBER 3, 2020
- JANUARY 7, 2021
- FEBRUARY 11, 2021
- MARCH 11, 2021
- APRIL 8, 2021
- MAY 13, 2021
- JUNE 10, 2021
- JULY 8, 2021
- AUGUST 12, 2021
- SEPTEMBER 9, 2021
- OCTOBER 14, 2021
- NOVEMBER 4, 2021
- DECEMBER 9, 2021