



**Town of Amherst
Town Council Meeting
Monday, September 9, 2019 – 6:30 p.m.
Town Room, Town Hall
4 Boltwood Avenue**

Minutes

Complete video is available online: <https://amherstmedia.org/content/amherst-town-council-september-9th-2019>

1. Call to order and declaration of a quorum

President Griesemer declared the presence of a quorum and called the meeting to order at 6:30 p.m.

Councilors present: Councilors Bahl-Milne, Brewer, De Angelis, DuMont, Griesemer, Hanneke, Pam, Ross, Ryan, Schoen, Schreiber, Steinberg, Swartz.

Councilors absent: None

Councilors participating remotely: None

Others present: Town Manager Paul Bockelman, Superintendent of Public Works Guilford Mooring, Interim Finance Director Sonia Aldrich, Clerk of the Council Athena O’Keeffe

President Griesemer announced audio and video recording by Amherst Media.

2. Announcements

a. Presentation of Gavel – Former Select Board Chair Doug Slaughter and Craftsman Steve Locke

Former Select Board member Doug Slaughter and Craftsman Steve Locke spoke about the maple that was growing at the peak of Mount Pollux, which was taken down and S. Locke crafted a part of the tree into a gavel and sounding block for the Town Council.

S. Locke presented the gavel and sounding block to the Town Council.

3. Hearings

6:30 p.m. Continuation of Public Hearing

President Griesemer stated that Eversource has withdrawn their petition.

MOTION: President Griesemer moved, second by Councilor Hanneke, to close the public hearing.

VOTED Unanimously to close the public hearing.

4. General Public Comment

Felicia Mednek, an Amherst resident and member of Mothers Out Front, spoke about the work of Mothers Out Front, encouraged the Town not to get another diesel bus, and asked that the Council refer the reallocation of funds to the Energy and Climate Action Committee to research.

Vincent O'Connor, an Amherst resident, spoke about his previous request that the Council pass his proposed ordinance to create a Refugee and Asylum Resettlement Commission to aid in the housing of refugees and asylum applicants presently incarcerated by the federal government.

Jeffrey Lee, an Amherst resident of District 5, spoke in opposition to the Eversource petition to place a transformer on the South Common, and spoke in favor of relocating wires and transformers underground.

David Mullins, an Amherst resident of Teaberry Lane, spoke of behalf of Amherst Leisure Services Community Theater, urging the Council to consider the needs of the Community Theater in regards to the DPW facility. The theater has used the DPW facility as the location for their set shop.

5. Proclamations and Commemorations

a. Proclamation in Celebration of Puerto Rican Heritage Month

Dr. Marta Guevara, an Amherst resident and ARPS Director of Student and Family Engagement, spoke about the request to celebrate Puerto Rican Heritage Day on a date that coincides with the rebellion for Puerto Rican independence, rather than a date commemorating the colonialization of Puerto Rico. Dr. Guevara stated that a celebration that will be held on the front steps of Town Hall on the 23rd from 12:30-1:30 p.m.

Councilor Hanneke reported about the two changes to the proclamation that Governance, Organization, and Legislation (GOL) made to the proclamation; the dates of the flag raising, and signatures on the proclamation. GOL voted 3-0 to declare the proclamation clear, consistent, and actionable.

MOTION: Councilor De Angelis moved, second by Councilor Pam, to adopt the Proclamation in Celebration of Puerto Rican Heritage Month as presented.

VOTED Unanimously to adopt the Proclamation in Celebration of Puerto Rican Heritage Month as presented.

MOVED: Councilor Steinberg moved, second by Councilor Brewer, that the Town fly the Puerto Rican flag from September 23, 2019 through September 30, 2019.

VOTED Unanimously that the Town fly the Puerto Rican flag from September 23, 2019 through September 30, 2019.

6. Presentations and Discussion

a. Centennial Water Treatment Facility

President Griesemer noted that a public forum will be held on September 23 at 6:30 in the Town Room on this capital appropriation that was not included in the annual budget, per Charter sec.5.6(c). Following the public hearing, the Finance Committee will meet and make a recommendation to the Council. The Council will vote on October 7, 2019.

Superintendent of Public Works Guilford Mooring provided an update on the water treatment facility; spoke about the limitations on the amount of water the Town may draw daily from each of its water sources. G. Mooring spoke about the ground water conditions, highest usage months and alternative options available to the Town. G. Mooring spoke about the Centennial plant, which is currently offline due to a lightning strike. When DPW staff attempted to replace components that were damaged due to the lightning, they discovered additional components must be upgraded in order to be compatible with the replacement parts. If the Town does not replace the plant, the Town would be subject to re-permitting by the Department of Environmental Protection (DEP) before it can be brought back online.

Councilor Hanneke asked about a previously issued bond for the plant. G. Mooring responded that the leftover money from the bond was reauthorized for other water projects.

Councilor DuMont asked about energy efficient upgrades. G. Mooring responded that the DPW does aim to lower electrical and chemical consumption and reduce waste at the facilities, if the facility is replaced it will require much less backwashing and be more efficient.

Councilor Schoen asked about efficiency in the design process. G. Mooring responded that for a facility like this, the design estimate is reasonable. A consultant would oversee the complex wiring and equipment installation.

Councilor De Angelis asked about alternatives to creating a completely new building. G. Mooring responded that the new equipment will not fit in the current structure, and the current configuration is stressful to the equipment.

Councilor Schoen asked about impacts to the water rate. G. Mooring responded that we will have estimates prepared for the public hearing.

Councilor Steinberg asked about installing solar on the property. G. Mooring responded that solar or wind generated electricity on the property would be required to be used at the facility.

Councilor Hanneke asked about the site as a potential location for the DPW facility or offices. G. Mooring responded that it would not be large enough.

Councilor Pam asked how much the Town must pay back in addition to the water rates. G. Mooring stated that a taxpayer on a well water system would not pay back the bond. Councilor Hanneke added that UMass, Amherst College and houses in Belchertown and Pelham would also be paying on the bond, not just single family homes in Amherst.

Councilor DuMont asked if other municipalities use their own staff to put in geothermal. G. Mooring responded that he is not aware of towns that do that; however the Mass Clean Energy Center is looking at heat pumps that are used in China. There is a potential grant available to install a pilot facility at a wastewater treatment plant that uses the wastewater for cooling and heating.

7. Action Items

- a. 26 Spring Street – Public Way Request: Proposed accessible drop-off area in the right of way**

Kyle Wilson and David Williams, representing Archipelago Investments spoke about the condition that the Planning Board placed on their approval of the building project at 26 Spring Street. The development could pay for signage, burying utilities, and re-striping of the parking spaces to maximize parking on Spring Street. The proposed drop off area would not eliminate a parking space.

Councilor Schoen asked if the sidewalk will be wide enough for two wheelchairs to pass. K. Wilson responded that new construction requires 3-foot wide openings for ADA accessibility, the sidewalk in front of the project will maintain the width of the existing sidewalk.

President Griesemer asked about street lighting. The lights were pulled off the poles when Spring Street was regraded in 2005 or 2006.

Councilor Pam asked about space for trash removal. K. Wilson responded that the Planning Board reviewed that issue, and the trash will be held inside the building.

Councilor Ross stated that there is currently no parking space in the proposed drop off location, so the Town would not be eliminating a space, but there is a potential to gain a space if the existing spaces are re-striped.

Councilor Hanneke expressed concerns about double parking.

P. Bockelman clarified that the condition in the Planning Board's decision reads that they must submit it to the Select Board, therefore they have fulfilled their requirement and the Council is not bound to take any action.

Public Comment

A young Amherst resident expressed concern about the width of the parking area, potential obstructions, and proximity to the Police station.

Councilor Brewer spoke in favor of a referral to Community Resources Committee.

MOTION: Councilor Hanneke moved, second by Councilor Pam, to refer the proposal by Archipelago Investments and the Spring Street north side parking from Boltwood Avenue to Churchill Street to the Community Resources Committee with a report to Council, with updated conceptual drawings, on November 18, 2019.

VOTED: Unanimously to refer the proposal by Archipelago Investments and the Spring Street north side parking from Boltwood Avenue to Churchill Street to the Community Resources Committee with a report to Council, with updated conceptual drawings, on November 18, 2019.

b. Request to use Previously Appropriated and Unspent Capital to Purchase a New School Bus

Interim Finance Director Sonia Aldrich spoke about the appropriation of previously allocated funds for the bus, which is a replacement of a bus that was not anticipated prior to approval of the budget, and is an urgent issue.

Councilor Steinberg reported that the Finance Committee recommended that the Council approve the reappropriation.

S. Aldrich presented a memo from ARPS Finance Director Sean Mangano, with pricing comparisons of electric, diesel and gasoline busses. It is an acceptable practice to repurpose unspent, previously allocated

capital for another purpose, but the Town chose to bring the reallocation to the Council in the spirit of transparency.

Council DuMont spoke in favor of purchasing an electric bus, stating that there are long term savings with an electric vehicle, and asked when the Town will commit to sustainable procurement. Councilor Pam expressed concerns about the limited range of an electric bus.

Councilor Ryan spoke in favor of the reallocation, and of researching electric vehicles in the future.

Councilors discussed the role of the Energy and Climate Action Committee (ECAC) in the capital planning process, when it is worth spending extra capital to save money long term, and potential stress on the stabilization fund if an electric bus were purchased.

P. Bockelman stated that the schools will need a new bus before the winter season, the school looked at repairing the bus and the cost of repairs led to the decision to buy a replacement.

MOTION: Councilor DuMont moved, second by Councilor Hanneke, to refer the matter of the purchase of a school bus back to the Finance Committee for reconsideration, so that it may obtain the answers to additional questions about the cost comparison between the purchase of a gas or diesel powered school bus and an electric school bus, and other relevant questions, including, but not limited to:

- The cost of gas per year for a gas or diesel powered bus versus electricity for an electric bus
- The cost of maintenance per year for a gas or diesel powered bus versus the maintenance of an electric bus
- What maintenance does each type of bus require?
- Projected lifespan of a gas powered, diesel and electric school bus
- The difference in air quality and greenhouse gas emissions when using an electric bus versus a gas or diesel bus
- The availability of federal, state or other funding for new electric busses
- A list of the new EV bus prices advertised by at least three bus companies
- Whether it would be possible to find the full cost of a new EV school bus with unappropriated funds currently available in the school capital budget
- Whether we are in need of the replacement of more than one bus and whether the purchase of more than one bus would bring down the cost
- How the technology of new electric busses has changes relative to the bus we now own
- What savings the Town could enjoy based on already owning an EV bus charger
- The number of miles traveled per day, per bus for normal school bus routes
- Whether financing a vehicle to grid bus – that is a bus that is able to feed electricity from its battery into the power grid when it is not in use – through power sales to the electric utility can be done. School busses have large resilient batteries and are parked most of the time
- Whether there has been staff/bus driver education regarding why Amherst has made a start at transitioning to an electric fleet

VOTED 3-8-1 (Councilors De Angelis, DuMont, and Hanneke voted Yes; Councilors Bahl-Milne, Brewer, Griesemer, Pam, Ross, Ryan, Schreiber, and Steinberg voted No; Councilor Schoen Abstained; Councilor Swartz was absent) to refer the matter of the purchase of a school bus back to the Finance Committee for reconsideration, so that it may obtain the answers to additional questions about the cost comparison between the purchase of a gas or diesel powered school bus and an electric school bus, and other relevant questions. The motion failed.

Councilors Griesemer, Bahl-Milne, and Schoen spoke in favor of looking into the questions Councilor DuMont brought up in the future.

Councilor DuMont spoke in favor of avoiding one-off urgent appropriations that are fossil fuel related.

MOTION: President Griesemer moved, second by Councilor Ryan, to adopt Appropriation and Transfer Order FY20-25, "An Order Appropriating Funds for New School Bus" as recommended by the Finance Committee report dated September 6, 2019.

Councilor DuMont invoked the right to postpone per Charter section 2.10(c); the vote is postponed until the next scheduled Council Meeting, which will be held on September 17, 2019 at 5:30 p.m.

c. Town Manager's Contract

President Griesemer spoke about the Town Manager's evaluation process, which began in June with input from staff, residents, committee members, and Councilors. The new contract includes a 2% COLA plus a 3% performance-based increase, a car allowance and payment for a disability policy. Human Resources and the Town Attorney reviewed the contract.

MOTION: Councilor Pam moved, second by Councilor De Angelis, that in accordance with the Amherst Home Rule Charter and M.G.L. Chapter 41, Section 108(n) the Town Council enter into an employment agreement with Paul Bockelman to serve as Town Manager for a 4-year term commencing August 22, 2019.

VOTED 12-0-0 (Councilors Bahl-Milne, Brewer, De Angelis, DuMont, Griesemer, Hanneke, Pam, Ross, Ryan, Schoen, Schreiber, and Steinberg voted Yes; Councilor Swartz was absent) that in accordance with the Amherst Home Rule Charter and M.G.L. Chapter 41, Section 108(n) the Town Council enter into an employment agreement with Paul Bockelman to serve as Town Manager for a 4-year term commencing August 22, 2019.

d. Policy on the Publication of Candidate Statements

Councilor Hanneke introduced the draft policy.

Councilor Schoen asked about the character limit. Councilor Hanneke explained that 900 is about the equivalent of 150 words. The Town website cannot limit words but can limit characters. What the town attorney advised was average and about the same as LWV statements.

Councilor Brewer commented that the concept is uncomfortable but it should be user friendly, and allow candidates to submit a statement as soon as they pull papers.

Councilors discussed free speech issues with statements and links provided by candidates on the Town website.

Councilor Steinberg suggested that the policy define the Bulletin Board as the website.

e. Second Reading: Town Council Rules of Procedure Clarification of "Clerk" References

Councilor Hanneke introduced the item; there were no changes since the first reading.

MOTION: Councilor Ryan moved, second by Councilor De Angelis, to revise the Town Council Rules of Procedure as shown on the document titled "Rules of Procedure-revised 2019-08-19 - proposed GOL revisions - Clerk Clarification" and described as follows:

1. Add the phrase “of the Council” after the word “Clerk” in Rules 5.1.d.1, 5.1.d.5, 6.2.f., and 10.6.j.3.
2. Add the word “Town” before the word “Clerk” in Rule 8.2.d.
3. Reformat the phrase “, with the assistance of the Clerk of the Council and Town Manager,” in Rule 3.5.b.4 to delete the underlining and change the color to black and delete the extra space before the same phrase and after the word “Council”.
4. Delete the final “s” in the word “sessions” in the first sentence of Rule 5.3.
5. Increase the font size to 12 point for all of Rule 8.2.c.

VOTED 12-0-0 (Councilors Bahl-Milne, Brewer, De Angelis, DuMont, Griesemer, Hanneke, Pam, Ross, Ryan, Schoen, Schreiber, and Steinberg voted Yes; Councilor Swartz was absent) to revise the Town Council Rules of Procedure as shown on the document titled "Rules of Procedure-revised 2019-08-19 - proposed GOL revisions - Clerk Clarification" and described as follows:

1. Add the phrase “of the Council” after the word “Clerk” in Rules 5.1.d.1, 5.1.d.5, 6.2.f., and 10.6.j.3.
2. Add the word “Town” before the word “Clerk” in Rule 8.2.d.
3. Reformat the phrase “, with the assistance of the Clerk of the Council and Town Manager,” in Rule 3.5.b.4 to delete the underlining and change the color to black and delete the extra space before the same phrase and after the word “Council”.
4. Delete the final “s” in the word “sessions” in the first sentence of Rule 5.3.
5. Increase the font size to 12 point for all of Rule 8.2.c.

f. Inter-municipal Agreements

Mr. Bockelman explained that we use the City of Northampton sealer, municipal hearing officer and veteran’s services are the intermunicipal agreements that the Town shares services with other Towns.

Councilor Bahl-Milne asked what other Towns pay. P. Bockelman responded that payments are based on population, as defined by the census.

MOTION: President Griesemer moved, second by Councilor Hanneke, to authorize the Town Manager to enter into certain Intermunicipal agreements under MGL Chapter 40 Section 4A, as outlined in the Town Manager memorandum to Town Council dated September 6, 2019.

VOTED 12-0-0 (Councilors Bahl-Milne, Brewer, De Angelis, DuMont, Griesemer, Hanneke, Pam, Ross, Ryan, Schoen, Schreiber, and Steinberg voted Yes; Councilor Swartz was absent) to authorize the Town Manager to enter into certain Intermunicipal agreements under MGL Chapter 40 Section 4A, as outlined in the Town Manager memorandum to Town Council dated September 6, 2019.

g. Town Council Policy on Zoning Bylaw Hearings

The motion would prompt GOL to propose a policy that may designate the Council or a Council Committee to hold joint hearings on proposed zoning bylaws.

MOTION: Councilor Ross moved, second by Councilor Hanneke, to refer a potential Town Council policy on zoning bylaw hearings to the Governance, Organization, and Legislation Committee, with a report to the Town Council on October 21, 2019.

VOTED 12-0-0 (Councilors Bahl-Milne, Brewer, De Angelis, DuMont, Griesemer, Hanneke, Pam, Ross, Ryan, Schoen, Schreiber, and Steinberg voted Yes; Councilor Swartz was absent) to refer a potential Town Council policy on zoning bylaw hearings to the Governance, Organization, and Legislation Committee, with a report to the Town Council on October 21, 2019.

8. Appointments

a. President Appointments

(1) Percent for Art Bylaw Ad Hoc Committee

President Griesemer stated that Councilors Schoen, Schreiber and Steinberg and two current Public Art Commission members, William Kaizen and James Barnhill, have been appointed to the committee.

9. Committee Reports

- a. Audit Committee:** Councilor De Angelis stated that the committee will meet in October.
- b. Bylaw Review Committee:** Councilor De Angelis stated that the committee is on schedule, and will provide an updated set of dates.
- c. Community Resource Committee:** Councilor Schreiber stated that the committee is reviewing the Master Plan, and will meet again on the 25th. President Griesemer added that she will appoint a new member on the 23rd. Councilor Brewer asked that the committee provide written reports.
- d. Council Goals Ad Hoc Committee:** President Griesemer stated that goals will be discussed at the retreat on September 21st.
- e. Finance Committee:** Councilor Steinberg Fin Com add to written report that joint meeting with JCPC was a rich discussion about potential capital projects. Financial planning tool is a work in progress but will be available soon. Four projects need to scrutinize costs and spacing. Staff is working with IT to develop a webpage that will house the tool to be available to the public. Will be difficult decisions. When to bond or go for debt exclusion override will be very difficult decisions. Thought about what you are asking voters to do and ask them to tax themselves. In order to facilitate that, need to find ways we can hear from our constituents at district meetings and a forum. What kind of assistance from committees or staff to understand what constituents want to make sure it is an informed process. Need to inform constituents of benefit of projects to the communities and consequences of not acting on the projects.
- f. Governance, Organization and Legislation Committee:** Councilor Hanneke stated that the committee continues to bring proposals to the Council. Proclamations, resolutions and citations and flags will come soon, as well as revisions to work groups and ad hoc committees.
- g. Outreach, Communications and Appointments Committee:** Councilor Ross spoke about the committee's efforts at the upcoming Block Party.

10. Approval of Minutes

a. August 26, 2019

MOTION: Councilor Hanneke moved, second by Councilor Ryan, to approve the August 24, 2019 Town Council meeting minutes as presented.

VOTED 9-0-3 (Councilors De Angelis, Griesemer, Hanneke, Pam, Ross, Ryan, Schoen, Schreiber, and Steinberg voted Yes; Councilors Bahl-Milne, Brewer and DuMont Abstained; Councilor Swartz was absent) to approve the August 24, 2019 Town Council meeting minutes as presented.

11. Town Manager Report

P. Bockelman stated that the Town Bulletin Board is live at www.amherstma.gov/bulletin, there is a link to sign up to receive notifications.

The Council will hear the parking consultant's presentation and recommendations on September 23.

The Strategic partnership agreement with UMass ended June 30, the superintendent has been involved with Economic Development Director Geoff Kravitz and Assistant Town Manager David Ziomek. Town services include schools, public works, and public safety. Improving communication between university and the Town will also be a goal of the meetings.

The UMass Board of Trustees have approved a P-3 development to rehabilitate housing in North Amherst and add a residence hall along University Drive.

Congratulations to the University on their rating as the top 24th university in the country.

Councilor Brewer commented about the installation of electric charging stations, which eliminate spaces that any vehicle could use and cost the Town in electricity, noting there is a gray area in terms of authority associated with those spaces.

12. Town Council Comments

President Griesemer noted the automatic referral of the Puerto Rican Heritage Month proclamation to GOL, and a letter from the Massachusetts Senate President in the Council packet.

Councilor Ryan noted an article in the Gazette on the Northampton downtown.

Councilor DuMont commented that the ECAC will be conducting community outreach efforts in the near future to gather comments about climate goals and targets.

13. Topics Not Reasonably Anticipated by the President 48 Hours in Advance

a. Acknowledgement of Disclosure Statement

MOTION: Councilor Hanneke moved, second by Councilor Ryan, to approve the exemption under MGL Chapter 268(a) Section 20(b) for Margarita Bonifaz.

VOTED 12-0-0 (Councilors Bahl-Milne, Brewer, De Angelis, DuMont, Griesemer, Hanneke, Pam, Ross, Ryan, Schoen, Schreiber, and Steinberg voted Yes; Councilor Swartz was absent) to approve the exemption under MGL Chapter 268(a) Section 20(b) for Margarita Bonifaz.

15. Executive Session – None

16. Adjourn

MOVED: Councilor Hanneke moved, second by Councilor Ryan to adjourn the September 9, 2019 meeting of the Town Council.

VOTED 12-0-0 (Councilors Bahl-Milne, Brewer, De Angelis, DuMont, Griesemer, Hanneke, Pam, Ross, Ryan, Schoen, Schreiber, and Steinberg voted Yes; Councilor Swartz was absent) to adjourn at 10:50 p.m. on September 9, 2019.

Respectfully submitted,



Athena O'Keeffe
Clerk to the Council

Record of Agenda Packet Materials and Documents Presented

09-09-2019 Town Council Agenda

3. RE Letter of Withdraw

5.a. 2019 Puerto Rican Proclamation - GOL Changes Accepted

5.a. 2019 Puerto Rican Proclamation - GOL Changes Marked

5.a. 2019 Puerto Rican Proclamation original

5.a. 7.d. 7.e. 9.f. 2019-09-04 GOL Report to Town Council - FINAL

6.a. Centennial Water Update Oct 2017 rev Sep 2019

7.a. Public Way Request - 26 Spring Street - Town Manager Memo - 09-06-2019

7.a. Public Way Request - 26 Spring Street Accessible Drop-Off

7.b. 9.e. Finance Committee Report 09-06-2019 and appropriation orders

7.c. 2019 TM contract - Final 09.05.2019

7.d. KP-697014-v1-AMHR memo to tmgr re publication of candidate statements

7.d. Policy on the Publication of Candidate Statements DRAFT

7.d. Slides for Draft Policy on Candidate Statements - 2019-09-09 TC Meeting

7.e. Proposed Revisions to Town Council Rules of Procedure - Slides for 2019-09-09 TC Meeting

7.e. Rules of Procedure-revised 2019-08-19 - proposed GOL revisions - Clerk Clarification

7.f. Intermunicipal Agreements - Town Manager Memo - 09-06-2019

8.a. Memo to regarding appointments to Percent for Art Bylaw Ad hoc Committee 9-8-19

10.a. 08-26-2019 DRAFT Town Council Minutes

11. Town Manager Report 09-09-2019

11. Town Manager Report 09-09-2019 Addendum

13. Conflict of Interest by Bonifaz 20190909080546535 (002)

13. Financial Disclosure - Margarita Bonifaz

Bonifaz Disclosure - Signed 9-9-2019

Draft Motions for Town Council 09-09-2019

DuMont 09-09-2019 School Bus Motion Referral to Finance Committee

Exhibit A_ Rendering South

Exhibit A_ Rendering Southwest

Exhibit A_ Rendering West

Exhibit B_Building Elevations, date May 25 2018

Exhibit B_SPR 2018-16 RENDERINGS_with island

Exhibit C_ Sheet 2 of 6, Proposed Site Plan, dated June 8, 2018

Exhibit D_ Sheet 2 of 6, Proposed Site Plan, dated July 30, 2018

Exhibit E_Drawing - Section Through Spring Street

FY19 Town Manager Evaluation Memo - final for publication 9-3-19

Letter from Senate President Chandler 8-14-2019

Mangano Town Council School Bus Memo 9.9.19

Parking Forum Presentation 8-28-19

Parking Study Amherst_DRAFT_Final_Report_082019

Public Comment David Mullins 09-09-2019

Public Comment Felicia Mednick 09-09-2019

Public Comment Felicia Mednick 09-09-2019 PIRG Report

Public Comment Vincent OConnor 09-09-2019

Requested Items for 26 Spring Street

RSDPB final report