

SPECIAL MEETING of the ROSS TOWN COUNCIL
WEDNESDAY, SEPTEMBER 28, 2011

1. **8:00 a.m. Commencement.**

Present: Mayor Carla Small; Mayor Pro Tempore Rupert Russell; Council Member Scot Hunter; Council Member Chris Martin; and Council Member Rick Strauss.

2. **Posting of agenda.**

Town Manager Gary Broad reported that the agenda was posted according to government code.

3. **Open time for Public Expression - None**

4. **Town Council discussion/action on alterations to the interior of the Council chambers, including potential addition of a podium, addition of microphones, and equipment for live web streaming of Council meetings, etc.**

Town Manager Gary Broad presented the Council with four podium options from Staples and believed a podium would be a positive addition in order to have structure for audience members, consultants, applicants and staff. In terms of the four options, the major difference in cost is amplification. The basic podium with shelving without amplification is around \$300 and a podium with amplification is around \$1200. Before making a determination about the podium, the Council should discuss whether or not to move forward with equipment for live web streaming. Staff received a video proposal that the Council discussed at their retreat last year, which included two alternatives for providing live streaming of Town Council meetings. There is a less expensive version that includes a single camera that would capture the dais for about \$5,520 for the video equipment; \$2,000 for a computer; a few hundred dollars per month to live stream; and \$150 per month for hosting. The alternative version is the three-camera option that provides one camera on the dais, one camera on the podium and the third camera in the back of the room, which cost around \$30,000 for the equipment. If the Council decided to move forward with the live cable option, it is another \$18,000. Once the Council makes a determination, staff will conduct further research.

Council Member Martin pointed out that a podium is an essential item in order for the public to address the Council. He is concerned about documents being reviewed by the Council, so a basic projection system would be appropriate in order for the public to understand what the Council is reviewing. Town Manager Broad indicated that it was reviewed in the past and it was around \$5,000 for a projection system.

Council Member Strauss believed Ross is behind the times in terms of what is occurring in the field, so he agreed with a projection system. Council Member Martin reiterated that a podium and some sort of projection system for documents is essential. In terms of the live streaming, it will be more costly and the Council has differing opinions in that regard.

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Council Member Hunter pointed out that a transparency could be projected on the wall for around \$100. Council Member Strauss noted that other cities and towns are moving away from that and having applicants submit a CD before the meeting. He explained that the planners load the submitted information before the meeting, which avoids set up time. San Rafael has the same technology as Mill Valley, which seems very easy and a quick way to achieve their goal. Council Member Hunter believed if they could pre-load meeting documents and information it would save time. He further pointed out that such information could be uploaded to the Town's website for public view as well.

Mayor Small opened public comment on this item.

Charlie Goodman, former Mayor/Sylvan Lane resident, stated years ago they looked at the expense of a microphone system. They talked to San Anselmo about their hearing impaired system. If such system is desired, Ross would make arrangements with San Anselmo 48 hours in advance to borrow their system, but no one ever requested that system. As far as live streaming, it is a great idea, but happens to be very expensive. He believed the Council should encourage citizens to attend the Council meetings rather than view the meetings online. In terms of the podium situation, it is a nice idea, but it is more of a small town character feeling speaking from the audience. He also believed that once people stand in front of a podium they tend to speak longer and he'd rather maintain the friendlier atmosphere.

There being no further public testimony on this item, the Mayor closed the public portion and brought the matter back to the Council for discussion.

Mayor Small recommended that if the Council considers live streaming, the Council should start with the lowest cost single camera. She did not see a need for anything more. Also, possibly consider having a microphone on the podium in order to pick up the sound from the individual speaking. The direction to the public for open comment would be, if they wish to speak at the podium they are more than welcome to speak or they can remain at their seat, so it would be their choice. She believed it would be very advantageous having items loaded in terms of planning sessions before the meeting. Also, whatever they decide, she wanted to move in the direction they are all heading in regard to the latest technology.

Council Member Hunter objected to a podium and live streaming. He agreed with Mr. Goodman's comments. One of the special things about Ross is the Town Hall and the way they conduct their meetings. Ross is a unique community. Ross has several traditions, and many have fallen over the years. He did not see the need for live streaming. He is a strong believer that if one is interested in what is occurring in government they should attend the Council meetings. At the very least, if the decision of the majority of the Council is to have a podium, then it should be built to match the character of the Town Hall.

Council Member Strauss agreed that in terms of live streaming, community members should attend meetings rather than watch from their homes. He personally believed there are other priorities in Town. For now, he did not see the need for live streaming. Also, 90% of the time all their voices project through the room and whether or not a microphone is necessary, he is not sure. In terms of a podium, it must have the same character of Town Hall. He likes the idea that audience members can stand, if they so

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choose, so maybe something in between that satisfies the character and history of Ross. It is extremely important that they look at upgrading how applicants can present their documents. The idea of having screens that can project documents would be appropriate in order for the public to view and better understand.

Council Member Martin liked the option of having a podium or just allowing members of the public the ability to stand and address the Council from their seat. The podium is likely to have its back to the audience, so it will need some sort of amplification. In terms of any improvements, monitors and so forth, all equipment should be compatible with eventually going to live streaming.

Mayor Pro Tempore Russell believed the priority is to get a microphone. It would encourage members to feel less intimidated by the process and be more involved and more willing to come to Council meetings and voice their views. He is not sure if they need a microphone for Council members, but it would be helpful. He is happy to defer to staff or the rest of the Council in regard to a podium. People are quite happy to stand up from their seat, so he is more relaxed about that issue. If it is a good idea then it should be done in a way that is consistent with the style of the dais. In terms of a projector, it would be a good idea to enhance the ability for both applicants and the Council to be able to properly understand and view materials. He is in favor of requiring applicants to do more to make materials accessible, particularly with larger projects. On live streaming, he is generally in favor of the concept that they make themselves more accessible, but there is no point in doing more than a basic package. He does not feel strongly that live streaming is a need at the moment, but it would bring the Town into the current century. He does not object to the concept, but at this time he favored the basic package.

Mayor Small believed there is agreement to look into some type of projection system and review live streaming in the future. None of these items are in the budget, so if they prioritize, a projection system should be number one. They should have some type of podium available, which is more for presentations than residents. The majority of the public can still speak from their seats. She is supportive of a podium. Also, the podium provides the speaker an opportunity to face the Council. She recommended holding off on live streaming at this time and review the other pieces as a package and have staff come back with cost and recommendations on how it would fit into the budget.

Council Member Martin believed it could be a staff assignment. He then asked staff about the Kreitzberg Family Foundation that donated money to the Town, and whether that allocation still exists. Town Manager Broad explained that the funds went into the General Fund and were not set aside. Council Member Strauss pointed out that there have been some deletions of overhead cabinets in the Town Hall remodel, so there may be funds available to use on presentation materials.

Mayor Small asked staff to review and contact other planners in terms of what equipment will work and then present the Council with recommendations. Town Manager Broad agreed to review a projection system. As far as live streaming, that will be a subsequent item to review, so staff's focus should be on the projection system and podium.

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Council Member Martin desired a podium with a microphone, which should complement the building. Council Member Strauss believed maple could be used as opposed to mahogany, but agreed the podium must be complementary to the Council Chambers. Mayor Pro Tempore Russell also desired a podium with a microphone.

Council Member Hunter viewed no harm in studying the issue of a podium. Mayor Small believed a podium will provide some space between the Council and audience members.

Council Member Strauss suggested using portable microphones, so it is not mandatory. Town Manager Broad indicated that one podium design had a wireless microphone. Council Member Hunter did not believe a microphone is necessary. Council Member Strauss desired a friendlier atmosphere and agreed that a microphone is not necessary.

Mayor Pro Tempore Russell believed a microphone would be helpful for members of the community. Council Member Hunter suggested that staff review the hearing device as discussed by Mr. Goodman.

Town Manager Broad agreed to explore different options and report back to the Council at the November Town Council meeting. Mayor Small recommended that General Government discuss the matter and coordinate with staff.

5. Town Council discussion/action on a request from the Ross School to extend their encroachment permit to use the Ross Common from September 30, 2011 until October 31, 2011.

Public Works Director Bob Hemati summarized the staff report and explained that Ross School has an encroachment permit request to extend their encroachment permit to use Ross Common and staff asked Ross School to explain their schedule.

Jim Walton, Ross School Project Manager, explained that the schedule is purely for the restoration efforts. Topsoil started to arrive today. Concrete is being poured for the last of the flat work and steps. The landscaping around the building with irrigation is 85% complete. The irrigation restoration of the Common is scheduled for next week and sod follows immediately after. The extension of the permit is just from the Town's standpoint to have a legal basis for Ross School to be on the Common to restore.

Public Works Director Bob Hemati is looking for Ross School to outline the areas. Project Manager Walton noted that an email was distributed this morning showing an exhibit drawing from the line to the restoration fence, which is the limit of the restoration. The old exhibit showed the portable buildings, so it is only the restoration limits.

Mayor Small verified that the ingress and egress of Ross Common will be completed. Project Manager Walton responded in the affirmative. Council Member Hunter asked if the temporary baseball diamond next to Eddie's would be removed. Project Manager Walton noted that their work scope does not include the baseball diamond. Public Works Director Hemati pointed out that bringing everything back to its original scope is part of the permit.

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Council Member Hunter noted that paragraph A of the agreement indicates the following: *"REMOVAL OF IMPROVEMENTS/RESTORATION OF PREMISES: Upon the termination of this Permit, District shall remove all improvements on the premises and restore the premises, including the pre-improvement sprinkler system, the baseball diamond and backstop, to their original condition as documented through digital photographs and location at the commencement of this Permit. District shall restore with sod all grass-covered portions of the premises damaged or destroyed by the District."* He further added that what was done to make room for the School project should be removed and the Common should be restored.

Council Member Strauss stated that there is a discrepancy in this document. The last action by the Council was not to do anything until everything was back to its original condition. It is the School's responsibility and in the interim they can stake out each viable option.

Mayor Small believed the School is ready to put money in escrow, and if that baseball diamond is removed and placed someplace else that is part of the expense. She is not comfortable removing that temporary corner until they make a decision on the final location. The School will set aside money. They are better off leaving the baseball diamond where it is and leaving money in escrow until they make that final determination. At the last Council meeting, they made it very clear to leave things "as is" until all construction is removed to make a final determination.

Council Member Hunter recalled that the School indicated how much they would put into escrow, which sets limits. The agreement is very clear to restore the Common at whatever cost. The Council did not decide that what the School determined to place in escrow is enough to cure the problem. Project Manager Walton noted that originally \$400,000 was set aside and the remaining balance is \$105,000, which is enough funds to restore the backstop and dugout, but that is a discussion between the Town and School Board.

Mayor Small stated that Ross historically had a baseball diamond year round and she is uncomfortable removing it and having nothing. They would be inviting a tremendous amount of unhappy residents. She views children playing on the field every weekend. To give the community nothing would be really problematic.

Town Manager Gary Broad suggested, as part of extending the encroachment permit, to include language as part of an amendment to the agreement that if the ball field is not restored by October 31, 2011, the School will set aside money.

Council Member Martin pointed out that there is another issue that merits some redrafting of the encroachment permit and that is restoring the Common. Arborist Ed Gurka conducted an appraisal of the Town owned trees last spring and the appraised value of those trees approaches one million dollars. This encroachment document refers to tree protection and they all know they did not have an effective tree protection plan in place for the Common. He assumed that part of the restoration is to replace the damaged and corrupted soil and desired specific language included as well as require an arborist to oversee that process. Project Manager Walton noted that such language is in place. Council Member Martin believed the Council might want to amend the document to be

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clear about what the Town expects and what the School will perform on in order to provide clarity to the ball field issue.

Council Member Strauss noted that the landscaping must be restored to the level the Town had previously. They must make sure there are enough funds to restore the Common to the previous condition. The School is responsible and language to that effect must be included in order to protect the Town.

Mayor Pro Tempore Russell asked if restored by October 31, 2011 there would not be any sort of special truck access. Project Manager Walton responded that in about two weeks the road would be gone. Mayor Small confirmed that the parking areas discussed will no longer be needed. Project Manager Walton indicated that they still have the completion of the building, so they will be utilizing those eight spaces this coming week with the signs as discussed.

Mayor Small discussed Arborist Gurka's implementation plan for the trees on the Common over the next five years, which must be addressed as well. Also, she is not sure how the pricing is going with the three-way, one-third split. With the field being fenced off, Ross Rec has not been able to use the field as much as desired, and asked staff if the School is paying for those expenses or are they still paying one-third. Town Manager Broad responded that the Town is paying one-third. Mayor Pro Tempore Russell stated that is not consistent under the document and it should be entirely at the cost of the School. He further recommended that Town Attorney Greg Stepanicich review because the document is very clear about restoration.

Council Member Martin stated that this document expires within the end of September, so any redrafting or amendments must be done immediately. Council Member Hunter asked if this could be extended to the October meeting to allow Town Attorney Stepanicich time to draft language as discussed. With the understanding that there will be an amended agreement presented at the October meeting, but the Town allows work to continue until that time. Mayor Pro Tempore Russell suggested having a joint meeting with the School Board. Project Manager Walton noted that the School has always been committed to restore the Common. Council Member Strauss agreed that the School is responsible for restoration of the Common at the School's expense.

Mayor Small pointed out that additional tree protection work is not included in the agreement or enough cost for the baseball diamond. The School must have an understanding that it must be project based, not their remaining balance of \$105,000.

Council Member Hunter noted that a joint meeting is not needed. The Council will extend the encroachment permit under these circumstances. Council Member Strauss indicated that the School is responsible for the ongoing care of the trees, so they must be specific in that regard. Project Manager Walton noted that Arborist Gurka was very specific in his report about monitoring the trees. Council Member Strauss noted that Arborist Gurka's tree protection plan was not anticipated in the School's construction budget. Mayor Small added that the tree protection plan that has been recently submitted must be included as well as the money set aside for the baseball diamond. It has to be all project oriented and they must have a commitment from the School. The Town cannot live within a \$105,000 budget and think all of this will be accomplished under that dollar amount.

Council Member Strauss desired clarification in regard to management of the baseball diamond. Project Manager Walton believed if the Council took action to extend the timeframe to incorporate the recommendations from Arborist Gurka, and if the Council is uncomfortable with the \$105,000, that a set aside amount, as agreed to by both Boards for the replacement of the ball field location, to be selected in the future. The School has certain limits in regard to holding money since it is related to bonds. That would at least protect the Town with a timeframe that allows the contractor to be on the Common and make it clear to include recommendations from the Arborist, and stipulate not less than the cost of or no less than \$105,000. A letter from the Town to Dr. Scott Mahoney to stipulate this would be appropriate, so it would be an amendment letter of the agreement and then they can work out whatever language is needed. It would give the Town liability protection from the contractor being on the Common.

Mayor Pro Tempore Russell indicated that the Town does not have to worry about the funds, the Town is indemnified. He looks at it differently. They are talking about two different governmental entities. At the end of the day, the School receives money from Ross residents and bond funds. It is in their best interest to get this done within a reasonable cost amount and not go beyond what the School can afford. On the one hand it is an issue of the School, but he did not want the School to incur greater liability.

Mayor Small asked if they could vote to extend the encroachment permit with the inclusion of an amendment that is placed in a letterform reviewed by Town Attorney Stepanicich and then send to Dr. Mahoney as soon as possible indicating that the Council will extend the encroachment permit, but the School must accept this addendum that includes the items discussed. Council Member Hunter agreed to extend based on the criteria discussed. Mayor Pro Tempore Russell desired a cooperative situation. He would leave it to a committee to develop a solution that works on both sides in order to reach an agreement quickly rather than presenting it to them as a *"take it or leave it"* because it will rub their nose wrong.

Mayor Small explained that no one wants to spend additional money, but the Town is under a short timeframe and the Town must be protected. She wanted to make sure whatever the costs are for tree protection and the baseball diamond that it is covered. The Town will not ask the School do so something more than unreasonable. The Town is trying to make it concise and easy for the School to respond.

Council Member Strauss suggested approving an extension for the basic contract with the same conditions as written with a caveat that the School must come back in regard to what was discussed. Council Member Martin recommended giving this to Town Attorney Stepanicich to work with staff to prepare an appropriate modification to this agreement and present in a polite and direct way for the School Board to consider and sign. The addendum should go out within a few days.

Council Member Hunter pointed out that there is a request to extend the agreement as written, and the Council cannot extend as written, but the Council will extend if what has been discussed is included in the amended document. Mayor Pro Tempore Russell stated that it will require the Board to come back to the Council for an amendment. The issue of an extension does not change the fact that the diamond must go back to its original location. It is the School Board's pressure point right now. If the Council wanted

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to address the tree protection plan, there is a plan in place. Mayor Small noted that it talks about the original plan, and the Council desired the most recent plan submitted by Arborist Gurka.

Project Manager Walton believed the time issue for restoration is the primary issue. In his view, the Council can extend the time within the existing conditions. However, he suggests that the Town will extend the timeframe, but would like the School District to incorporate such items because a separate agreement is needed with the School to ensure that funds are available to replace the diamond and enhance the tree protection plan submitted by Arborist Gurka. The extension is just to allow work to finish and the other is the long-term issue of the diamond location and tree protection. Once the School District is not present anymore, there is no encroachment. Council Member Strauss pointed out that it would then go into non-conformance.

Mayor Small desired something signed from the School Board that provides the commitment from the School that the School will pay for whatever expenses involved and that the tree protection plan recommended by Arborist Gurka and Arborist Tory Young is included.

Mayor Pro Tempore Russell noted that the encroachment permit relates to how long the School is allowed to have access to the Common. Unless there is a specific limit on the indemnity, the indemnity will last forever. Project Manager Walton believed there is an MOU (*Memorandum of Understanding*) for use of the Common with the Town and Ross Rec. If not, there should be an MOU and these requirements could be part of the MOU.

Mayor Small stated that the baseball diamond and tree protection plan directly relate to the construction and the School, so a signed signature from the School Board is needed. The diamond is not being removed because they do not have a permanent location. Mayor Pro Tempore Russell explained that it does not change the School's obligation to put the diamond back.

Council Member Hunter pointed out that the tree protection plan relates to the original plan, not the recently submitted plan. Mayor Pro Tempore Russell indicated that the Council can request that the School incorporate the tree protection plan. Council Member Martin understands that the Council can simply extend the encroachment permit until October, but recommend that Town Attorney Stepanicich approach the School's attorney to reach a resolution. He suggested that the Council extend the encroachment permit and later look at any modifications to have a clear understanding of what both parties must accomplish.

Project Manager Walton believed they are talking about two separate matters, the timeframe and future items. Mayor Small believed this is their one opportunity to include the tree protection plan. Council Member Hunter wanted to extend the encroachment permit with the stipulation that included is the tree protection plan most recently submitted and the baseball diamond. Project Manager Walton stated as soon as the letter gets back to the District, they will have a special meeting or give power to Dr. Mahoney to act on their behalf. He further did not see a problem including the tree protection plan and the baseball diamond.

Mayor Small asked for a motion.

Council Member Hunter moved and Council Member Martin seconded, to extend the Encroachment Permit to use the Ross Common for the 31 days as requested by the School Board with the understanding that the extension is conditioned upon Arborist Ed Gurka's Tree Protection Plan being incorporated; restating the importance of the ball field to be relocated on the Common; and the overlay landscape plan to be included as well as all the other terms and conditions of the underlying agreement to remain in force with the full cost for all items. Motion carried unanimously.

The Council took a short recess at 9:32 a.m. and then reconvened at 9:40 a.m.

6. Town Council consideration and selection of five annual Council goals for FY 201-12. The Council discussion may include, but is not limited to: a.) consideration of General Plan action items on pages 44-48; b.) Zoning Ordinance and planning items, such as revising nonconforming structure limitations; c.) public works items, such as amending tree regulations or stormwater management, or adopting a right-of-way ordinance; and d.) post-disaster planning and building application processing.

Council Member Hunter noted the following considerations from the RPOA:

- * Downtown Plan:
 - * Address lights and trees at a minimum
- * Talk about public address system and live streaming
- * Quantify the cost of excessive communication
- * What will be done about the School tree?
- * What is happening with the water wagon?

Council Member Martin believed bicycle racks are essential.

Council Member Hunter would love to see what could be done with fire consolidation and the pension situation in regard to unfunded liability and pension plan going forward.

Mayor Pro Tempore Russell is most committed to create a set of special regulations that would apply to emergencies. He wanted to create a system of grandfathering in to the extent that people who have homes with existing FAR or non-conformity that they will be able to maintain that with any future project. Town Manager Gary Broad agreed to review the non-conforming piece in regard to defining detailed language in the ordinance.

Council Member Martin desired some sort of Council manual for procedures and responsibilities and through the General Government he would like to work on that as an objective for the year. Also, he would like to work on modifying the Tree Protection Ordinance along with staff. He discussed putting more liability and restrictions such as performance bonds on contractors so there is an incentive to properly protect trees similar to gold or platinum award given to buildings. They have talked about developing an inventory of historic resources on buildings and houses that are worth preserving. There is an old house on Winship and the Ross Historical Society noted concern with preservation of that historic building. Council Member Hunter pointed out that there is the potential of diminution of value if designated as a historic dwelling. It limits what

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can be done with that structure, so they must recognize that there is perhaps a legal ramification. Council Member Martin believed if they go through a public process and identify the buildings, they will not be put in that position when that building comes up for demolition. He felt it is better to develop an overall plan for the Town. He then asked staff if an outside consultant is needed. Senior Planner Elise Semonian believed an initial goal would be to fine-tune a list and then hire an architectural historian. The first step is to develop an inventory to narrow down the list to then be presented to an architectural historian. Staff further added that this list must be prepared in a sensitive manner.

Mayor Pro Tempore Russell asked staff if the Council determines a home is of a historic nature then these standards would apply. Senior Planner Semonian noted that there are several pieces to the puzzle. The major reason is to alert buyers that there could be an issue so they are not spending market price for a home and nothing can be done to it. The first step is to develop an inventory. All projects must go through some sort of environmental review in regard to CEQA (*California Environmental Quality Act*). There are historic standards in the code. Town Manager Broad noted that there is a basic inventory form, so it could take a few years to complete the goal.

Mayor Small noted that the first part of the goal is to identify potentially historic structures. Town Manager Broad believed for the first year it should be a staff goal in terms of identifying potential historic structures. Council Member Martin suggested finding an architectural intern to help with the work.

Council Member Strauss desired an overlay landscape plan for the Common to include the intersection and possibly work on the Post Office. Town Hall improvements should be concluded. He also desired a definition for trees and right-of-ways. He suggested that they strengthen their drainage swales and do more as Oregon in regard to plantings. He desired clarity in regard to public right-of-ways, whether gravel, asphalt or yellow brick. He suggested that the Council consider gates and having open fences. He also wanted the Council to consider Town procedures and Council interaction. He further agreed they should identify significant historic structures in Town.

Senior Planner Semonian desired records management. Having more procedures in place to find material would be helpful as well as scanning material to be better organized. Staff further noted that repairing sidewalks is a huge liability to the Town.

Public Works Director Bob Hemati desired automation and using computerized cost breakdown and scheduling, which provides much better control.

Council Member Hunter asked staff if there is a way to search for the minutes. Senior Planner Semonian indicated that they are limited to the minutes in Word format, not PDF format. Town Manager Broad noted that a lot of area in the safe contains old minutes books. Also, staff started working on updating the tree protection ordinance. Planning would work with Public Works and bring to Town Arborist Becky Duckles or Arborist Ed Gurka. The Council can be involved, but it is in process of happening regardless, so it is a staff goal. Mayor Small believed it would be appropriate to involve some of the community members. Mayor Pro Tempore Russell suggested adding information in "*The Morning After*" to get volunteers to help with the historic inventory. Mayor Small suggested that staff organize how they believe it would work. It makes

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sense to bring in the Historical Society, but staff can determine how they will move forward.

Mayor Pro Tempore Russell suggested running in the summer an official intern program to have members of the community come forward to help staff. Town Manager Broad indicated that if there is a specific project it could work well, but several other types of work can take a lot of supervision and staff time. Records management would be appropriate for an intern, so it must be a defined task. Mayor Small believed there are different groups and entities in Ross that can be helpful to staff.

Mayor Pro Tempore Russell recommended coming back to the lighting situation in Town after the School construction is completed, so possibly a goal for next year.

The Council determined the following goals:

- Development of right-of-way regulations (Small)
- Development of Council Manual/procedures (Martin)
- Development of overlay landscape plan for the Common (Strauss)
- Fire consolidation (Hunter)
- Post-emergency permitting and nonconforming structure regulation review (Russell)

The Council additionally agreed to the following:

Council Member Strauss:

- Town Hall Improvements (*ongoing*)

Public Works Committee - Strauss/Martin:

- Herbicide requirements (*Integrated Pest Management*)

Finance Committee – Russell/Hunter:

- Pension Plan going forward (*Council Member Hunter will contact Larry Chu*)

General Government Committee – Martin/Strauss:

- Records Management

Mayor Small:

- Drainage/Safety

Staff:

- Non-Conforming Ordinance
- Historic Buildings Ordinance
- Tree Protection Ordinance

Mayor Small believed excessive communication is better than not enough in regard to the concern from RPOA.

Mayor Pro Tempore Russell believed it would be nice for Police and Fire to report to the Council on the latest news and current events. Police Chief Erik Masterson and Fire

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Chief Tom Vallee responded in the affirmative. Town Manager Broad agreed to add a line item on the agenda for Police/Fire Reports.

Mayor Small appreciated the Council and staff meeting three times this month to discuss Town matters.

Mayor Small asked for a motion.

Mayor Small moved and Council Member Hunter seconded, to adopt the Town Council goals as outlined above. Motion carried unanimously.

7. Adjournment.

Mayor Small moved to adjourn at 10:59 a.m.

Carla Small, Mayor

ATTEST:

Gary Broad, Town Manager