

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, October 21, 2015

2:00pm

Mayor Paulin and Councilman Smith met in work session on Wednesday, October 21, 2015 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, and Town Clerk Andrea Brady. Vice Mayor Sitoula was unable to attend due to a family emergency.

2016 Base Guide Naval Support Facility Indian Head – Mayor Paulin and Councilman Smith reviewed the prices to advertise in the 2016 Base Guide and discussed the cost versus the benefit of advertising. Mayor Paulin and Councilman Smith agreed not to advertise in the Base Guide this year.

Rainbow Construction – Mark Guadagnoli of Rainbow Construction was approved for 8 lots for his Stuart Court project on Strauss Avenue. Mr. Guadagnoli asked Council to approve increased density for the project to allow 12 to 14 lots instead of 8 and presented his plan for 14 lots. Several different proposals have been presented to the Planning Commission and the previous Mayor and Council including townhomes and apartments over retail space. The Planning Commission approved 8 single family home lots. Councilman Smith expressed a potential concern about parking issues if they were to increase the density of the project. Mayor and Council will review any project files the Town has on the project and speak with the Town's Engineer, Richard Parks. Council will also set up a time at the beginning of November for a site visit when Mr. Parks is able to attend. No decision was made at this time until further research on the project can be completed by the Council.

Town Council Remote Participation Policy – Councilman Smith put together a draft policy for remote participation. The policy would allow a Councilmember to attend and vote in a meeting via phone if an emergency situation arises that prevents their attendance. A stipulation of the policy would be that no member of Council can use remote participation more than 3 times in a 12 month period. Mayor Paulin stressed that remote participation only be used for permissible reasons. Mayor Paulin and Councilman Smith both agreed to move forward with the remote participation policy and to have Town Clerk Brady send it to Fred Sussman for his review and to put together appropriate legislation to adopt the policy. Councilman Smith asked for changing the time of the work sessions to 3:30 on the 4th Wednesday of each month to be considered, or changing the day of the work session to allow for easier meeting attendance. Mayor Paulin and Councilman Smith agreed to table any decision on this matter until Vice Mayor Sitoula is able to attend.

Board, Commissions & Committees Applications – Mayor Paulin and Councilman Smith reviewed recently submitted applications for boards, commission and committees. Town Manager Hicks reminded Mayor Paulin and Councilman Smith that each person is only permitted to be appointed to one board, commission or committee, they may not serve on more than one. Mayor Paulin and Councilman Smith agreed to the following appointments: Darlene Andrew will appointed to the Environmental Sustainability Committee, River Raines will be appointed to the Community Activities Committee, and Barbara Wheeler, Danielle Ledoux, Rob Chamberlain, John Peterson and Cynthia Jackson will be appointed to the Parks and Recreation Commission.

Review of November Town Meeting Agenda – Resolutions to appoint the agreed upon Commission and Committee members will be added to the agenda as well as legislation for remote participation if Fred Sussman is able to complete the necessary documents in time. Mayor and Council agreed to

have 2 briefings per meeting as needed and asked Town Clerk Brady to contact Karen Williams to reschedule one of her proposed briefings for the November meeting to the December meeting.

Roundtable:

Mayor – Mayor Paulin suggested appointing non-voting youth members to each board, commission and committee. Mayor Paulin has spoken with representatives at Lackey High School about getting the students interested in serving. Councilman Smith agreed that youth members would be a good idea.

Vice Mayor – Not present.

Councilman – Councilman Smith will put together a draft for appointment of junior members to the boards, commissions and committees. Councilman Smith will be out of town next week and will work out the check signing schedule with Vice Mayor Sitoula.

Town Manager – Town Manager Hicks said the crosswalks for the trail should be done this Friday. The leaf vac will start on November 14th. The playground at Pueblo Circle is complete. The speed hump locations on Strauss Avenue have been marked and installation will be scheduled when the company is in town to do the crosswalks. Town Manager Hicks received an email from Debra Jones in reference to the Urban Land Institute Technical Assistance Program (ULI TAP). The program provides guidance on land use and real estate issues, what you need and how to go about it. The cost for the service is around \$15,000 but is worth consideration. Town Manager Hicks asked Mayor Paulin and Councilman Smith if they would like to continue doing the employee Christmas party. Each year the Town Hall, Community Affairs and Public Works will close a half day usually in mid-December and go to the Pavilion for a meal and occasionally some games to celebrate the holiday. Both Mayor Paulin and Councilman Smith agreed to hold the party again this year.

Town Clerk – Town Clerk Brady asked Mayor Paulin and Councilman Smith if they would like to move the date of the work session from November 25th to a different day that month due to how close it is to the holiday. The Mayor and Councilman agreed on November 18th with the time to be determined at a later date. Town Clerk Brady also informed the Mayor and Councilman that a town resident who recently joined the digital mailing list asked that Mayor and Council consider doing a town wide survey to asses exactly how many residents have internet access.

Mayor Paulin made a motion to move into closed session. Councilman Smith seconds the motion. Mayor Paulin adjourned the open session at 3:00pm and Council moved into closed session.


Andrea Brady, Town Clerk