

TOWN OF SAN ANSELMO
Minutes of the Town Council Meeting of November 28, 1995

Present: Breen, Chignell, Hodgens, Kroot, Yarish
Absent: None

7:00 p.m.

Announce adjournment to closed session for conference with real property negotiator regarding negotiations with Peter and Pamela Fraser, on the terms and exchange of real property in the vicinity of Bald Hill, Redwood Road, and Oak Avenue, A/P 7-154-04; 7-101-02; and 7-071-03.

7:05 p.m.

Closed session for conference with real property negotiator regarding negotiations with Peter and Pamela Fraser, on the terms and exchange of real property in the vicinity of Bald Hill, Redwood Road, and Oak Avenue, A/P 7-154-04; 7-101-02; and 7-071-03; and regarding pending litigation, pursuant to Government Code Section 54956.9(b)(3)(c), Theodore Posthuma vs. Town of San Anselmo, based on written communication dated November 7, 1995, from John Moss.

8:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE.
2. ANNOUNCE ACTION TAKEN, IF ANY, IN CLOSED SESSION.

Mayor Breen announced that in closed session Council affirmed the Town Attorney's position and delayed abatement at 379 Oak Avenue pending action on T. Posthuma's design review application.

3. OPEN TIME FOR PUBLIC EXPRESSION.

Sarah Nome, 77 Alder, said she understood that the Town's major arterials were kept up by agencies other than the Town, but a sign on Red Hill Avenue today says Measure G money is at work there. Also, she recently attended a breakfast where some figures she used were questioned by the Town Administrator. Ms. Nome subsequently sent the Town Administrator a letter and she would like an answer on this.

Public Works Director Bush said the Town still has maintenance responsibilities for major arterials, but the Town is eligible for federal money in matching grants for these arterials. The work going on today on Red Hill Avenue is digout work to repair badly damaged areas.

Town Administrator Pollard said she received Ms. Nome's letter and a response will be forthcoming.

Lowell Dwyer, Melville and Vine, said he would like the Council to consider placing a stop sign at this corner. Town Administrator Pollard said the Traffic Safety Committee will look into this and report back.

Allen McClennan, 1540 San Anselmo Avenue, said a business across the street from him at 1537 San Anselmo Avenue has never had a use permit issued and he understands that one cannot be required. The business has clearly outgrown this location. Large trucks come at all hours and pull up on his sidewalk. Mayor Breen said the Planning Department will look into this and report back at the next meeting.

4. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS, QUESTIONS AND COMMENTS TO STAFF; STAFF MISCELLANEOUS ITEMS.

Chignell asked about the lobbying firm discussed at the last meeting regarding ERAF. Pollard said this item will come back at the next meeting. Chignell mentioned a memo from Chief Zeise on the subject.

Hodgens said traffic was snarled this evening due to the Measure G work on Red Hill. She asked if something can be done about this. Town Administrator Pollard said construction must be completed by 3 p.m. in the commute direction and 6 p.m. in the non-commute direction. Public Works Director Bush said this has been difficult because Drake and Red Hill are almost as busy in the non-commute direction as the commute direction. Staff will look into the problem.

Yarish said the Hazardous Waste Joint Powers Authority has a very large board and has decided it would be best to reform. He would be happy to hear any suggestions on this.

Chignell said that James Ratto has purchased the Fairfax Garbage Company and they are in the negotiation process.

Breen said he has discussed with Fairfax's Mayor Doug Wilson having a joint Fairfax-San Anselmo meeting in the near future.

Breen called attention to the holiday lighting downtown; four trees in Creek Park will be added in the next couple of days, to draw people from the hub to the downtown.

Breen said that on December 21 the Salvation Army Kettle will be outside and anyone who is interested in ringing is invited to join.

Breen said that Stephanie Roth spoke at the last meeting and said the Council spends 15 hours a week for \$99 a month. He asked Pollard to poll other Towns about their Council's compensation and time commitment.

5. CONSENT AGENDA: ITEMS ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED SEPARATELY. OTHERWISE, ALL THE ITEMS MAY BE APPROVED WITH ONE ACTION.

- (a) Approve minutes: November 14, 1995
- (b) Acknowledge and file financial report through October 31, 1995.
- (c) Authorize execution of contract with the County of Marin for Measure G engineering services.
- (d) Approve intensive recycling program as recommended from the Solid Waste & Recycling Advisory Committee.
- (e) Announce a vacancy on the Planning Commission.
- (f) Approve Resolution No.3330 adjusting the compensation of the Public Works Director.
- (g) Adopt Ordinance No. 971 adopting the Uniform Fire Code and the Uniform Fire Code Standards, 1994 Edition.

Items (a) and (c) were removed for discussion.

M/s, Chignell/Yarish, to approve consent agenda items (b), (d), (e), (f), and (g).

Regarding Item (a), Kroot said on page 6, item 14, Kroot was named as representative to Marin Council of Mayors and Councilmembers, and it should have been Chignell.

On Item (c), Sarah Nome, 77 Alder, asked why there is no sunset clause in this contract. Public Works Director Bush said the provision is that at 6 months and 12 months the parties review the work. There is a 30 day cancellation clause for either side. Nome said Ghilotti Bros. is doing an excellent job on the Miracle Mile. She feels their experience would be better to utilize than using in-house people. She would like to see the Town contract out with a large firm to get the best work possible.

M/s, Yarish/Kroot, to approve consent agenda Item (a), as amended. Ayes: All.

M/s, Yarish/Kroot, to approve consent agenda Item (c). Ayes: Breen, Hodgens, Kroot, Yarish. Noes: Chignell.

Chignell said he feels this contract is not cost effective and the work could be done in-house for less money. Yarish said he feels this contract is the best way for the Town to get this work done.

6. RECOGNIZE FORMER TOWN CLERK CAROLINE FOSTER FOR HER SERVICE TO THE TOWN.

Town Administrator Pollard presented former Town Clerk Caroline Foster a plaque in appreciation of her twenty years of service to the Town.

7. INTRODUCE ORDINANCE AMENDING ARTICLE 6, OF CHAPTER 3, OF TITLE 3 OF THE MUNICIPAL CODE RELATING TO THE ABATEMENT OF FIRE HAZARDS ASSOCIATED WITH FLAMMABLE VEGETATION AND OTHER MATERIALS.

Fire Chief Zeise said this ordinance was presented at the last meeting and Council was interested in including language in the appeal process that would obligate the Chief to hold a hearing. That language has been added to the ordinance.

M/s, Chignell/Yarish, to waive reading and introduce Ordinance No. 972, an Ordinance of the Town of San Anselmo amending Article 6 of Chapter 3 of Title 3 of the San Anselmo Municipal Code relating to the abatement of fire hazards associated with flammable vegetation and other materials. Ayes: All.

8 PUBLIC HEARING ON APPROVAL OF NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT AND AN AMENDMENT TO THE GENERAL PLAN INCORPORATING THE BALD HILL AREA PLAN.

Planning Director Chaney said when this issue was last before the Council there were nine items of concern and her report will focus on these. Council is asked tonight to approve the Negative Declaration and adopt the Resolution approving an Amendment to the General Plan which incorporates the Bald Hill Area Plan. The issues remaining to address are as follows:

On-site Parking - Language has been added to say that additional parking is encouraged, where possible, when large imposing structures are not required.

Parking enforcement on non-maintained roads - Planning Director Chaney said Council has the authority to enforce this, but the question is what it will do to our police force as there are a lot of unmaintained roads in Town. The language is reworded to say "The Town should consider expanding parking enforcement abilities" so this issue can be considered further.

Chignell asked if an overnight parking ordinance is specifically noted in the Oak Avenue agreement. Chaney said it is not.

Enforcement of Conditions - Language was dropped that referred violations to the Town Attorney; instead, a public hearing may be held. Violators may be subject to a fine, rather than a misdemeanor per Town Attorney Roth's advice. Procedures would have to be instituted for the imposition of such finds.

Tree Protection: removal and pruning - Council was concerned over the 25% condition on tree pruning, as it would be difficult to enforce and may conflict with fire safety. Chaney said the Town has used 50% as a rule of thumb but it isn't a formal ordinance. The revised wording specifies requirements for inside and outside the building envelope.

Hodgens asked why the pruning requirements are removed altogether. Chaney said Council was concerned that pruning regulations may not be enforceable. If this version is adopted, there is no prohibition against pruning.

Hodgens asked if it is possible to have a pruning requirement that can be done in concert with the Fire Safe Marin program. Chaney said that historically 50% has been used as a pruning limit.

Kroot said he was involved in this discussion. 25% seemed too rigid a requirement and it could incur liability if we tell people they can't remove brush for fire safety.

Story Poles - Chaney said the original document required story poles for new homes. This document also applies to remodels, some of which may be small enough not to need story poles. A line has been added to say that for house additions, story poles may be required if deemed necessary by the Planning Director.

Sky Ranch Property - Chaney said Mr. Cary, owner of this property, was concerned by how these rules would affect him, especially since his property is accessed through Fairfax. Language has been added to ensure that policies in the Plan should apply to Sky Ranch only where applicable to new development on that parcel.

Construction Management Standards - Language has been added to require the applicant to post a financial guarantee (bond, cash, certificate of deposit, etc.).

Hours of Construction - Public Works Director Bush has re-evaluated construction hours in the current municipal code. He recommends Monday through Friday, 7 a.m. to 6 p.m., Saturdays 9 a.m. to 5 p.m., and Sundays and Holidays, 12 p.m. to 5 p.m. with no heavy equipment. A more restrictive policy can be required within the Bald Hill Plan due to narrow roads.

Hodgens asked if the original restrictions in hours remain in the Bald Hill Plan and whether this issue should be discussed after the next agenda item, hours of construction town-wide. Chaney said Bush felt having a more restrictive schedule for Bald Hill was appropriate.

Stuart Jacobson asked about the parking enforcement on Oak Avenue. He is concerned because the road has been substantially widened and may invite more parking and cause more problems in case of fire.

Chaney said the Oak Avenue Agreement says it will enforce as reasonable. Perhaps Town Attorney Roth may interpret this further.

Stuart Jacobson, regarding hours of construction, said he feels the Committee fairly represented the Bald Hill residents. He presented a petition from residents in concurrence with the hours set forth in the Bald Hill Plan.

Jonathan Braun, 479 Scenic, said he would like to back up that petition. In his area they have had a nightmare with the construction of two homes nearby. The road has been consistently blocked. He supports the recommendations in the plan. He takes issue with the tree removal and pruning provisions. He feels it unwise to remove any discussion of pruning. He suggested retaining original wording, but go with the standards associated with heritage trees at 50%.

Chaney said that it would be an option to include a 50% pruning restriction.

Kathy Sanders, 310 Redwood Road, member of the Bald Hill Group, said she would strongly endorse the more restrictive time period on construction hours. It is a quality of life issue. Regarding tree pruning, trees are the only source of screening in a new development, and there would be no assurances of recourse with bad pruning. She would agree with 50%.

Ray Bergman, 17 White Way, said it's a beautiful canyon and he supports what has been said.

Patrick Ritter, 183 Oak Avenue, said it's an accident waiting to happen having trucks going up and down the hill during commute times.

Bill Abright, 190 Oak Avenue, said he was a member of the Bald Hill Committee, and they gave a great deal of consideration to how development would look to adjacent areas. 50% might be too much, although he too is concerned about fire safety. The Committee put a lot of time and thought into this. Construction is bad enough during the week, but weekends would be a big impact.

Matt Rogieu, Oak Avenue, said all people who are not used to the road drive too fast. This is a big liability for the Town.

Mary Collins, 349 Redwood Road, is supportive of the more restrictive hours.

The public hearing was closed.

Kroot said he supports most of the changes. Regarding trees outside the building envelope, the trees are beautiful but do create a dangerous fire situation. He feels this protects the screening as worded tonight in the changes. Regarding the hours of work, he agrees that weekend and evening work shouldn't be allowed. Restricting heavy trucks to 10 a.m. to 3 p.m. is very limiting and inadequate. He feels it would require many exceptions. He would like to see that time period lengthened, as well as a definition of heavy equipment.

Chaney said there is no definition of heavy equipment included. There is a proviso for exceptions granted by Public Works Director Bush because these hours are restrictive.

Hodgens said she is concerned about outside the envelope pruning language. She would like it to incorporate wording "as mandated by Fire Safety Inspection." She is also concerned about the definition of heavy equipment and what would constitute an exception.

Yarish said he likes the way the pruning language reads now and feels it is better than coming up with some arbitrary percentage. He is concerned about the language on construction hours for heavy equipment. Limiting them to 10 a.m. - 3 p.m. would double the project time for neighbors. It is a burden on truckers and contractors, particularly concrete trucks.

Chignell said there are a large number of items in this great plan that consensus has been reached. He complimented the group on their hard work. Regarding hours of construction, he said this is a special area and needs to be treated specially. Heavy trucks are a big consideration on these hills and narrow roads. He would like to keep the original language, with a definition of heavy equipment, and keep narrowness of hours. The problem with pruning is enforcement. Without new language, he will support 50%.

Breen said he agrees that 10 a.m. - 3 p.m. is restrictive, and he would like a definition of heavy equipment.

Chaney said how about a definition that includes heavy construction equipment to be concrete mixers, backhoes, pile drivers, tandem dumptrucks, graders, drill rigs and pile drivers. Bush said lumber delivery would not be heavy equipment. Perhaps the definition could specify vehicles with backup alarms or vehicles that generate noise.

Hodgens said she is looking for clarity on exceptions and how the applicant could justify this.

Bush said he would rather not have discretion to grant exceptions.

Breen said he keeps thinking about the Vision fire and the pruning requirements. He is not sure about the right answer.

Chaney said she has the sense that Council is supportive with reworking on pruning language and hours of construction language. Concerns are the definition and allowed times of heavy equipment.

Bill Abright, Oak Avenue, said school hours are 8 a.m. - 3 p.m., and there is a massive movement of parents and children at these hours that shouldn't be overlooked. There should be some exception for really big pours of concrete.

It was the consensus of Council that there should be a better definition of heavy equipment, and that exceptions to the policy should be well defined.

Fire Chief Zeise said regarding pruning that percentage pruning really depends on what kind of a tree you are pruning. To trim properly all dead wood must be removed, as well as limb up 10 feet from the ground. The percentage is a tough one; enforceability is difficult. He is nervous about percentages. He will sit down with Bush and Chaney to work on language from a field perspective.

M/s, Chignell/Kroot, to continue this item to the next regular meeting for discussion on these two items. Ayes: All.

9. REVIEW REGULATIONS ON THE HOURS OF CONSTRUCTION ALLOWED BY CONTRACTORS IN RESPONSE TO A REQUEST THAT THE HOURS BE SHORTENED.

Public Works Director Bush said the present code for construction hours is Monday - Friday, 7 a.m. to 9 p.m., Saturdays, 9 a.m. to 9 p.m., and Sundays and holidays, 10 a.m. to 9 p.m. Homeowner's or resident's construction hours are extended to 10 p.m. A petition was received from Elm Avenue residents asking the hours be restricted due to construction there. Staff has surveyed other cities, whose hours range from lenient to quite restrictive. Staff met with community members and contractor representatives in the hope that consensus could be reached so modifications could be made to the Municipal Code. The group felt a good compromise was Monday - Friday, 7 a.m. to 6 p.m., Saturdays, 9 a.m. to 5 p.m., and Sundays and holidays, 12 p.m. to 5 p.m., with no heavy equipment allowed. Owner/builder type of work was not addressed. A further restriction could be adopted for Bald Hill. Staff proposes to return with a modified ordinance.

Stuart Jacobson said construction began at 6:15 a.m. on Oak Avenue and he called police. Police should be advised of the gravity of this.

Tony De Sousa, Building Inspector, said to call him if it happens again he will go up and threaten to stop job.

Kroot said he is concerned about Sunday and holiday times. He is glad they worked it out on Elm, but he is worried about these. He would like Sundays limited to owners only.

Hodgens said she would prohibit construction on Sunday, with owners/builders allowed only from 10 a.m. to 5 p.m. She is concerned that this is a small sample, and would like to have all residents in town to have opportunities to comment.

Chignell said he agrees with Judith, this issue should have more public hearing. He is willing to listen to the public. He is inclined to not even allow owners on Sundays.

Breen said he has a problem with Sunday construction.

A motion was made by Yarish to amend the Municipal Code on construction hours to reflect hours 7 a.m. - 6 p.m. Monday through Friday, 9 a.m. to 5 p.m. Saturdays, and no construction on Sundays and holidays. The motion died for a lack of a second.

M/s, Kroot/Yarish, to amend the Municipal Code on construction hours to reflect hours of 7 a.m. - 6 p.m. Monday through Friday, 9 a.m. to 5 p.m. Saturdays, and Sundays, owners/occupants only could work 12 p.m. to 5 p.m.

Chignell said this issue should simmer in the community for a while.

Kroot withdrew his motion.

Town Administrator Pollard said staff could schedule a public workshop on this with publicity, and come back with results and recommendations.

10. INTRODUCE ORDINANCE AMENDING CHAPTERS 1, 2, 6, 10, 11, 13, AND 14 OF TITLE 9 OF THE MUNICIPAL CODE ADOPTING THE UNIFORM BUILDING, MECHANICAL, PLUMBING, HOUSING, SOLAR ENERGY, SWIMMING POOL, SPA, AND HOT TUB CODES, AND PORTIONS OF THE CALIFORNIA ADMINISTRATIVE CODE, THE UNIFORM CODES FOR BUILDING CONSERVATION AND ABATEMENT OF DANGEROUS BUILDINGS, AND THE 1993 NATIONAL ELECTRIC CODE.

Building Inspector De Sousa presented the staff report. These codes are revised every three years and we are required to adopt them. State requirements go along with these codes. A few changes have been made, mostly in numbering. Retaining wall requirements have changed to be less restrictive. Other changes are editorial or just clarifications. It is mainly for life safety codes that we must adopt these codes.

Kroot asked when this would go into effect. De Sousa said it would go into effect January 1, 1996. It is State law that it must be enforced on that date whether or not we adopt.

De Sousa said that on page 2, Truss Protection, this change was requested by the Fire Department due to trouble they've had with these types of trusses. The trusses were vulnerable to fire, so a one hour minimum fire construction is now required.

Kroot asked if this would apply to decorative wood trusses. De Sousa said it is aimed at premanufactured truss joists. Kroot said decorative wood trusses wouldn't meet the one hour fire requirement. Kroot said if it is the pre-manufactured trusses that are the problem, perhaps the language could be clearer on this.

Yarish said he feels the language should be clarified. It could say pre-manufactured truss or floor joist. The word truss alone means too many things. Perhaps it could say premanufactured floor truss joists.

M/s, Kroot/Chignell, to introduce Ordinance 973 amending Chapters 1, 2, 6, 10, 11, 13, and 14 of Title 9 of the Municipal Code adopting the Uniform Building, Mechanical, Plumbing, Housing, Solar Energy, Swimming Pool, Spa, and Hot Tub Codes, and portions of the California Administrative Code, the Uniform Codes for Building Conservation and Abatement of Dangerous Buildings, and the 1993 National Electric Code, with a change to 704.2.8, replacing the word "truss" with "premanufactured floor truss." Ayes: All.

11. CONSIDER MODIFICATIONS TO POLICIES FOR THE PLACEMENT OF SIGNS AT THE HUB INTERSECTION, AND THE HANGING OF BANNERS ON SIR FRANCIS DRAKE BOULEVARD AND ON TUNSTEAD AVENUE PUBLICIZING COMMUNITY EVENTS.

Assistant Recreation Director Dorey said the Town's current banner policy doesn't mesh well with downtown revitalization strategy. Sometimes San Anselmo organizations don't get priority for sign placement, there are complaints about unprofessional signs, the Tunstead location might be reserved for Town-sponsored events as it is a difficult location, and there is a need for publicity at the hub location for community events. Council is asked to consider 1) giving preference to San Anselmo events 2) require only professionally made signs be used 3) only Town-sponsored signs at Tunstead 4) allow partial fee waivers to certain organizations, with full waivers to Town organizations, 5) request the Signs & Landmarks Committee look into hub sign usage. 6) pending this

recommendation, allow San Anselmo events only at the hub. These revisions would enhance Town service on banners and signs.

Hodgens said that fee waivers should include enough money to cover the cost of the placement of the signs. She asked what organizations get full fee waivers and said groups who are advertising fundraising events should probably pay.

Chignell said it is important to get the procedure down. He would like to keep options open to waive all fees for some organizations. He feels organizations should come before the Town Council to get the waiver. Ross Valley Community for Schools and the Campaign for Children are organizations where every cent counts. The Town should sponsor events sometimes for the community. He likes the Tunstead idea and the more professionally made signs.

Kay Coleman, 22 Agatha Court, said the hand-painted signs at the hub are put up by organizations that don't have money to have a sign painted professionally. She objects to language making it a professional requirement.

It was the consensus of Council to take the term "professionally made" out and replace it with "aesthetically pleasing signs," to have fee waivers reviewed by Council, and have staff outline specific criteria for fee waiver availability.

Pollard said staff will modify to allow for aesthetically pleasing signs. Regarding fee waivers, there will be no blanket waivers, but rather they will be reviewed by the Town Council, with specific criteria available for waivers. Staff will bring this back in resolution form.

12. REPORT ON ELM TREE SPRAYING RESPONSIBILITIES, COSTS, AND COORDINATION.

Town Administrator Pollard said the Council requested a status report on Dutch Elm disease and the spraying efforts ongoing. Spraying used to be subsidized by the Town and State, but was eliminated with State budget cuts. Spraying responsibility reverted to property owners. Staff recommends the Town continue with this arrangement. Success with neighborhoods coordinating spraying has been experienced, and the Town can enhance it further. Individually the cost is \$35-70 per tree. On a Town wide basis, the cost is \$15,000. Staff recommends because of the municipal code and for financial reasons, we stay with the current program, but enhance coordination with property owners.

Public Works Director Bush said that bark beetles kill the trees, and leaf beetles weaken trees but don't kill them. The leaf beetle does make the tree more susceptible to other diseases. We can really only slow this disease down, not eradicate it.

Yarish said taking a greater responsibility would go a long way to show concern to the community on this issue. Chignell and Yarish agreed they would like to resume the expenditure, with information on where the money might come from.

Breen asked if eventually all the Dutch Elms will die. Bush said they will all eventually die as the bark beetle keeps invading. We could start thinking about replacement planting.

Hodgens said she has a problem with \$15,000 to save trees that are going to die anyway. Perhaps a more comprehensive approach with a replacement plan would be better.

Bush said an alternative would be to have Bartlett contact homeowners, make arrangements and send bills. Bartlett probably would want money for this service, but would do a better job. Spraying the Town-owned elms and monitoring should continue, but we could expand the process by asking Bartlett to do administrative noticing, billing, etc.

Yarish said a compromise might be to have the Town make a 50% contribution to this.

Yarish made a motion to direct staff to develop a resolution suggesting the Town will undertake the cost and coordination of spraying Dutch Elms annually that are on Town-owned land, and in rights of way adjacent to private property. The motion died for a lack of a second.

M/s, Hodgens/Kroot, to adopt the staff recommendation, but modify it to include a replacement program and a recommendation of 50% of cost to be provided by the Town to reimburse private citizens who are spraying their own trees. Ayes: All.

Bush confirmed that a replacement program would include street elms where the property owner is responsible, but not on Red Hill where the Town is responsible. Staff will come back with a program, a funding source and replacement program costs.

13. REVIEW RECOMMENDATION FOR CLASSIFICATION SPECIFICATION, COMPENSATION, AND RECRUITMENT OF A VOLUNTEER SERVICES & COMMUNITY RESOURCES COORDINATOR.

Town Administrator Pollard said the former Volunteer Director resigned, and staff was authorized to work with the SAVE Board and Councilmember Hodgens to develop recommendations on the program and changes. They have identified certain important areas about the program. Its priorities are people, community building, and assistance to the Town. People skills are most important. The program is well established, has a good reputation, and future emphasis need not be startup. There is a need in Town for coordination of fundraising activities by all Town departments, boards, commissions, and committees. This position could include fundraising and grant applications, as well as a community foundation and better coordination of public relations. Disaster preparedness may be better served by disseminating with Fire, SAVE, and Administration. Finally, primary level responsibility is coordination as opposed to direction. The Town Council, SAVE Board and the Town Administrator provide program direction. Duties and responsibilities of the position are included in the staff report, as well as the hours of 32 hours a week, with the compensation level starting at 15% below the former Director. With this thorough analysis of the position, we can better identify areas of responsibility through the job title. Pollard presented a chart to identify areas of responsibility for the Administrative Analyst vs. Volunteer Coordinator. The Coordinator's emphasis is on people skills. The Administrative Analyst is more technically oriented, with management skills.

Yarish asked if the Administrative Analyst would do personnel. Pollard said the Administrative Analyst would manage implementation of the Town's personnel policies, reclassification requests, grievances, and personnel issues, taking direction from the Town Administrator. The Town Administrator would continue to be the Town's personnel officer. The Administrative Analyst would have some supervisory responsibility over the Volunteer Coordinator, but the overall supervision would be from the Town Administrator.

Chignell asked if the Volunteer position would be a department head position. Town Administrator Pollard said the committee felt there was no need for a department of one.

Town Administrator Pollard said that the Accounting Specialist position has become vacant, so this is an opportunity to look at the department as a whole. The Volunteer Coordinator position is not full time for budgetary reasons. Pollard asked Council for direction on who should make the decision. Because this position is community based, it would be helpful to have a Town Council representative or two in the selection process, along with people active in the program.

Chignell said Town code provides that department head positions are hired by the Administrator and the Town Council.

Hodgens said if this is not a departmental position then Pollard would have the final decision.

Breen asked if the restructuring could be analyzed in total rather than piecemeal.

Pollard said the new resignation has changed things. Ideally this could be presented as a package, but the Council is interested in moving along with the Volunteer vacancy. If looked at in the broader context, the whole package would come back in January.

Chignell said the position was a department head of its importance. This proposal changes the system and reduces the Town Council involvement in selection. He doesn't feel a supervisory Administrative Analyst is necessary. The Volunteer position should be a full time.

Breen and Hodgens agreed that they don't see a need for department status for the Volunteer position.

Town Administrator Pollard said she is conducting a reorganization of whole department. This can be coordinated and presented together, although it creates a delay in the recruitment process for the volunteer position.

Kay Coleman, 22 Agatha Court, said she has done volunteer coordination and grant writing. She is concerned over the reduction in pay and 32 hours a week. A community foundation is a big job to form. This job has work added with a reduction in salary.

It was the consensus of Council to look at the personnel needs in the Administration/Finance Department at one time, considering the responsibilities of all Administration positions.

Chignell said the core question for him is the downgrading of the position and the supervisory responsibilities of the Administrative Analyst.

14. INTRODUCE ORDINANCE MODIFYING THE MAXIMUM DWELLING UNIT SIZE REGULATIONS.

This item was continued to the next regular meeting on December 12, 1995.

15. ADJOURN.

The meeting was adjourned at 11:20 p.m.

Debbie Stutsman