

**Town of Los Altos Hills
Community Relations Committee**

**Teleconferenced Meeting Minutes
Tuesday, June 23, 2020**

1. Roll Call; Committee Membership

After some technical difficulties, the teleconferenced meeting was called to order at 7:18 PM by chairman Roy Woolsey. Present: Members, Roger Burnell, Lana Einschlag, Karen Emerzian, Nena Price, Roy Woolsey. Associate member, Ron Knapp. Town Staff: Sarah Robustelli.

2. Introduction of Members of the Public; Public Comment

No members of the public were present.

3. Review and Approval of Prior Committee Meeting Minutes

Minutes of the last meeting, held on May 26, 2020, were unanimously approved as distributed in draft form.

4. Review of Prior City Council Meetings

Roy Woolsey reported that associate memberships on committees were discussed at the last Council meeting, but no action was taken. Several other committee chairs signed a letter encouraging postponement of the matter, and Council felt other issues were higher priority. Sarah said the survey that had been opened for committee members was closed earlier in the day.

The contract with Alex Atkins to produce the “Our Town” newsletter was extended for two years.

5. Report on Recent Town Activities

Sarah Robustelli reported on a number of Town events:

- A shredding event was held recently from 9 AM to noon, with a great turnout. Another such event will be scheduled for the fall.
- A brush chipping event was held at Purissima Park.
- The Town cleanup scheduled for this weekend has been postponed. Foothill College is closed so we don't have access to parking lot. Karen Emerzian suggested a postponement announcement be sent out because residents have this event on their calendars.
- A caravan parade from Town Hall is being planned for Independence Day festivities, with thirteen classic cars, the Fire Department and the Sheriff participating. The route will be Town Hall to Bullis School, to Robleda Road, to Purissima Road to Arastradero Road and back to Town Hall. This event will be announced in the Town Crier, which noted that the event will end at Palo Hills Drive and not at Town Hall. Sarah might have Deborah Padovan e-mail committee chairs to help publicize the event.
- Hopping hounds might be moved to the fall.
- Hoedown will most likely not be taking place this year. Events are being planned that we know will fit health guidelines.
- COVID-19 testing was held at Town Hall one day recently, sponsored by the County, and over 400 tests were done.

6. Welcoming of New Town Residents

Roy Woolsey reported that files for printing of new resident welcoming letter mailing labels were sent to Town Hall for mailing the welcoming letter from Council to the seven new residents in Town for the month of April and the eight new residents for the month of May, and for mailing of the follow up welcoming letter from the Committee to the thirteen new residents in Town for the months of February and March.

7. Review of First Draft of Annual Report to Council

Roy Woolsey reported that the Committee is scheduled to give its annual report to Council later in the year, and if we don't meet during the summer as is normally the case, we should look at the attached draft of the report now. Roy asked members to particular attention to the last three slides where input is requested from the Council, and comment on any appropriate changes or additions. Roger Burnell and Nena Price indicated that they would review the draft and e-mail comments. There were no other comments, but there should be one more opportunity for final review before presentation to Council.

8. Discussion of Possible 2021 Events

We should plan on the Town Picnic for next year. The budget is there for next year's Town Picnic.

Regarding other events, Roger Burnell discussed the possibility of a Stanford tour that in addition to the Campus could include the new Hospital that has just opened. The new hospital could be included that on the tour map that Roger has already drafted.

9. Discussion of Suggestion of Use of 2020 Town Picnic Funds for Restaurant Vouchers

Sarah Robustelli initiated a discussion of the suggestion made by Gail Solomon to make the budget of \$50,000 for the Town Picnic available to offer meals at local restaurants in an amount not to exceed for each household. This could be handled by putting out a Request for Proposal for local restaurants willing to participate and then having the Town issue and distribute vouchers good for a certain time period for residents to use at these restaurants, for a specific menu or a specific dollar value.

Sarah noted that if many/most Town residents redeemed vouchers it would be substantially more expensive than the Picnic budget. It was noted that arranging this event could become a logistical nightmare, and that our Committee should be organizing and encouraging community rather than individual events, so such individual use of the funds might not be appropriate for our Committee. For these reasons the consensus of the Committee was not to propose that such vouchers be offered.

Sarah will contact Gil Solomon and inform her of the Committee's decision.

10. Emergency Preparedness and Neighborhood Network

The Committee held discussion to follow up on last month's presentation by Captain Denise Gluhan, Emergency Services Manager of the Los Altos Hills County Fire District, about personal emergency preparedness and fire preparedness, and her work to reestablish our CERT program. Committee members expressed concern about preparedness and emergency situation as a result of riots and looting that have taken place in many areas along with peaceful protests and demonstrations. Ron Knapp noted that in Los Gatos there were a lot of merchants boarded up, and the main street looked like a war zone. Sarah Robustelli said there was a peaceful protest in Los Altos. Sarah said Town staff has had some training, even into active shooter training. There are some protocols in place, and there have been walk throughs with the sheriff.

Sarah said people should sign up for alert SCC and Nixle. If there is a scare, this would be the way to notify people. Sarah gave the example of the lockdown two years ago at Gardner Bullis School.

It was agreed that we should propose an article for the next issue of the “Our Town” newsletter that includes a list of websites, ways to get e-mails or other contacts with emergency information, and what residents should do in the event of an emergency. Ron and Sarah offered to gather information and then interested members of the Committee will correspond regarding finishing such an article.

11. Suggestions for Future “Our Town” Newsletter Articles

In addition to the Committee producing an article about how to get information and e-mails on emergency situations, the next issue of “Our Town” should include information on how the Town is reacting to the health crisis, including COVID_19 testing. Sarah said this kind of information would likely be covered by the City Manager in his report in each issue of “Our Town.” Sarah will encourage Carl Cahill to have a little roundup of what the Town is doing in the next issue.

12. Committee Officer Selection at Next Committee Meeting

Roy Woolsey noted that the Town resolution on Standing Committees specifies new committee officers should be chosen each year in the first committee meeting after July 1. In our next meeting, we need to choose new Committee officers, chairperson, vice chair and secretary. Roy encouraged Committee members to be thinking about taking a turn in one of these Committee officer positions. It was suggested that it would be useful to have an itemization of the responsibilities of each officer, and Roy said he would prepare and e-mail such a list to Committee members.

Ron suggested that the Town should try to make it easier to be members of committees and to be officers of committees, and in this connection perhaps there could be remote and proxy voting for Committee positions, and perhaps calling in rather than being present is a good idea. Roy said he would e-mail Courtenay and Roger Spreen about this issue.

13. Additional Items or Contributions from Committee Members. None.

14. Date for Next Meeting and Adjournment

The Committee agreed, as is its custom, to cancel meetings during the summer and to meet next on the fourth Tuesday of the month in September, which is September 22, 2020, at 7 PM.

Committee members thanked Roger Burnell for arranging the Google Meet teleconferenced meeting. There were some technical difficulties getting the meeting initiated and some members had difficulty hearing others speak because of noise, and these issues should be investigated before any future teleconferenced meetings. At Ron Knapp’s suggestion, Roy will alert Deborah Padovan to these issues.

The meeting was adjourned at 8:33 PM.

Minutes prepared by Roy Woolsey, June 25, 2020