



**Town of Atherton
CIVIC CENTER ADVISORY COMMITTEE
SEPTEMBER 8, 2014
4:30 P.M.
Council Chambers
94 Ashfield Road
Atherton, California
Regular Meeting
MINUTES**

1. ROLL CALL

CCAC Members: Dostart, Fisher, Hau, Lively, Merredew, Tonelli, David – all present

Councilmember Liaisons: DeGolia, Lewis – both present

Staff: Rodericks, DellaSanta, Flint, Siebert, Fortin, Beamer - (Mack5)

2. PUBLIC COMMENTS – Valerie Gardner suggested contacting nearby cities for their research and experience in sustainable practices.

3. APPROVAL OF MINUTES (August 11) Correct spelling of DeGolia in item 4d, motion/second to approve (Hau/David, 4-0, Abstain: Lively, Fisher, Dostart)

4. REGULAR AGENDA

4a. Finalize RFQ for Civic Center Project Design - Gordon Siebert

Motion to recommend the RFQ, as amended, to solicit design teams for the Civic Center Design and recommend that City Council issue the RFQ (Hau/Lively, 7-0)

4b. Environmental Consultant - Gordon Siebert

Information Only: Staff announced that PlaceWorks is being recommended to City Council

4c. Discussion of Possible Change to Regular Meeting Schedule

Motion to recommend that Council change the regular meeting day to the 1st Monday of each month at 4:30 p.m. (Fisher/Hau 7-0)

5. AD HOC COMMITTEES REPORTS

5a. Master Plan Ad Hoc Committee/Recommendations

No report

5b. Library Ad Hoc Committee/Recommendations

No report

5c. Outreach Ad Hoc Committee/Recommendations

City Manager Rodericks reported that he is working on a brief informational postcard to residents to provide current status.

5d. Budget Ad Hoc Committee/Recommendations

No report

5e. Project Management Ad-Hoc Committee/Recommendations

No report

6. Project Schedule

6a. Review Project Schedule – no action

6b. Review next month's tasks The CCAC scheduled the following dates/times for special meetings in order to review SOQ's: October 15, noon – 3 pm; October 17, 1 – 3 pm; and October 20, 4:30 – 6:30 pm to review the RFP.

7. Formation/Deletion of Ad-Hoc Committees

7a. Discussion/Formation of Sustainability Committee and Designation of Members – The CCAC agreed to form an ad-hoc Sustainability Committee consisting of members Hau, Lively and Merredew with liaison members DeGolia and Lewis. The ad-hoc committee is to meet and develop their charter and report back to the CCAC. The ad-hoc committee is to consider the inclusion of subject-matter experts.

7b. Discussion/Formation of Architect RFP Committee and Designation of Members
Not recommended

7c. Recommendation to delete Master Plan Ad-Hoc Committee
Approved

8. Committee & Staff Member Comments

Chair Dostart asked if future document review could be done in Word on an overhead monitor.

9. ADJOURN at 6:29 pm (Fisher/Tonelli 7-0)

Next meeting is scheduled for: October 6 at 4:30 p.m.

Future Meeting Schedule for Calendar Year 2014:

October 15, noon to 3 pm; October 17, 1-3 pm; October 20, 4:30-6:30 pm;

November 3; December 8