

**Town of Chevy Chase
Public Services Committee
Meeting Minutes, January 14, 2016, Town Hall**

The meeting was called to order at approximately 7:00 by Dave Eason, committee chair.

Members Present: John Bickerman (Council liaison), Michael Coplan, Dave Eason (Chair), Dan Ericson, Mary Flynn, Sue Hill, Ken Sager, Abigail Marshall, Steve Seidel, Donna Worsham

Members Absent: Mandy Saber (Note: Beth Kevles is moving out of Town and we wish her farewell!)

Also in Attendance:

- none

Agenda: <http://www.townofchevy Chase.org/AgendaCenter/ViewFile/Agenda/01142016-388>

West Avenue Traffic Plan

- The Town Council held a public hearing on an ordinance and resolution to implement a new traffic plan for West Avenue at its December 9, 2015 meeting. Eight people commented on the plan (see the Council [meeting minutes](#)). Residents continue to worry about noise, traffic congestion, pedestrian safety, and cars blocking private driveways. Residents requested better enforcement of parking and traffic laws. **Action Item (withdrawn):** Dave Eason to meet with Joe Cutro, Dave Walton and residents to discuss possible revisions to the West Avenue traffic plan. Updated: no action pending Council discussions regarding development plans along West Avenue.

Summary of Town Council Meeting (John Bickerman, Council liaison)

Highlights as they pertain to the Public Services Committee:

- Cuts to the capital budget may reduce the Town's ability to request professional studies and implement public works such as street lighting and traffic plans
- The Council is reviewing the police force budget

Emergency Preparedness Plan

- Sub-committee members: Michael Coplan, Dan Ericson, Sue Hill, and Abby Marshall
- Some concerns:
 - Highest concerns are for older residents who live alone.

- Protect Town records.
- The Town is not staffed for emergencies. Promising services that the Town cannot reliably fulfill may make emergency scenarios worse.
- Sub-committee Actions:
 - Researched the emergency preparedness plans for neighboring towns and Montgomery County
 - Met with Chevy Chase @ Home
- Recommendations:
 - Only promise emergency services that residents can realistically plan for and rely upon.
 - The Town should publicize **County** emergency services and encourage residents to use existing resources to make individual plans and preparations
 - **Action item:** Abby Marshall to invite a County representative to a community education meeting.
 - **Action item:** Make emergency preparedness information more accessible through the Town website.
 - Encourage residents to join the **Town** Crier and alert systems
 - **Action item:** Find out how the new resident welcome package/tote bag is distributed and what it includes. Make sure it promotes . Concern: residents who live on streets without permit parking may not be known to the Town Office, and therefore may not receive a welcome package.
 - **Action item:** Launch some type of campaign (e.g., postcards and communication through neighborhood block captains) to increase sign-ups.
 - Publicize and encourage participation in the **Chevy Chase @ Home** volunteer buddy system
 - Evaluate Town financial contributions to the Chevy Chase @ Home to subsidize membership for older residents with financial need. **Action item:** Evaluate the need for subsidizing individual memberships to Chevy Chase @ Home.
- Other discussion re: the Lawton Center / Town Hall:
 - The emergency power **generator** at the Lawton Center/Town Hall is intended to allow residents to charge cell phones etc during business hours. Someone must be authorized to staff the building, which can be difficult to fulfill when roads are closed.
 - There is no understanding of the suitability or feasibility of using the Lawton Center / Town Hall for emergency shelter. Issues that need to be understood include:
 - Staffing
 - Terms of the lease (the Town leases space from the County, which owns the building)
 - Insurance
 - Distribution of responsibilities between the Town, County and volunteers

- Transporting people to and from an emergency shelter facility
 - **Action item:** Ken Sager, Abby Marshall and John Bickerman to start conversations with Town and County management re: the suitability or feasibility of using the Lawton Center / Town Hall outside of business hours and for emergency shelter.
- Reference: <http://www.townofchevy Chase.org/250/Emergency-Preparedness>

Communications re: Public Services

- Dave Eason invited Wicca Davidson, chair of the Community Relations Committee, to present to the PSC in February

Street Lighting

- No change or action items
- The street lighting project along East-West Highway has been completed

New Business

- Discussed the proposed development at the Jaffe property and the letter of intent signed by St. John's Church
- **Decision:** The PSC recommends that the Town Council put the West Avenue traffic plan on hold pending discussions regarding development plans along West Avenue. **Action item:** Dave Eason to inform the Town manager and Mayor Lang of recommendation re: West Avenue traffic plan.

Summary of Decisions and Action Items

Decision:

- The PSC recommends that the Town Council put the West Avenue traffic plan on hold pending discussions regarding development plans along West Avenue.

Action Items / Assigned Tasks:

- Dave Eason to meet with Joe Cutro, Dave Walton and residents to discuss possible revisions to the West Avenue traffic plan. Updated: no action pending Council discussions regarding development plans along West Avenue
- Abby Marshall to invite a County representative to a community education meeting.
- Unassigned: Make emergency preparedness information more accessible through the Town website.
- Unassigned: Find out how the new resident welcome package/tote bag is distributed and what it includes. Make sure it promotes . Concern: residents who live on streets without permit parking may not be known to the Town Office, and therefore may not receive a welcome package.

- Unassigned: Launch some type of campaign (e.g., postcards and communication through neighborhood block captains) to increase sign-ups.
 - Unassigned: Evaluate the need for subsidizing individual memberships to Chevy Chase @ Home.
 - Ken Sager, Abby Marshall and John Bickerman to start conversations with Town and County management re: the suitability or feasibility of using the Lawton Center / Town Hall outside of business hours or for emergency shelter.
 - Dave Eason to inform the Town manager and Mayor Lang of recommendation re: West Avenue traffic plan.
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The Public Services Committee will meet again on February 11, 2016. All meetings are open to the public.

The meeting was adjourned at approximately 8:35 pm

Respectfully submitted by Mary Flynn on February 9, 2016