



**TOWN OF PORTOLA VALLEY**  
***Public Works Committee Meeting***  
**Thursday, December 16, 2021, 9:00 AM**  
**Meet Outside Town Hall**  
**765 Portola Road, Portola Valley, CA**  
**Portola Valley, CA 94028**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes of November 21, 2019
4. Holiday Closure Emergency Availability
5. Annual Town Center Site Tour
6. Adjourn

## **Public Works Committee Minutes for November 21, 2019**

**Called to order at 9:12 AM**

**All committee members were present except Kevin Welch. Also present were Joe Coleman ( potential new member), Public Works Director Howard Young, Council liaison Alex Aalfs, P.W. employees Scott Weber, Justin Bixby, and Chuck McAllister.**

**Oral Communication: none**

**Minutes from the last meeting were approved**

**Old Business: None**

**New business: It was decided a sign up sheet by email would be sent to committee members so they could designate inspection areas closer to their homes.**

**All members present agreed to continue as members.**

**Review of Emergency contact list.**

**Introduced potential new member.**

**Discussed committee leadership change for 2020**

**The Fire Gate and Town Owned Parcel maps were handed out.**

**Committee members were asked to forward to Howard their availability during the holiday closure.**

**Reviewed the overall responsibility of the Dept of Public Works.**

**Annual Town center site tour and equipment review.**

**Adjourn: 11:50 am**