

BOARD OF ALDERMEN

ITEM NO. B(1)

AGENDA ITEM ABSTRACT

MEETING DATE: February 27, 2007

TITLE: Appointments to Advisory Boards

DEPARTMENT: n/a	PUBLIC HEARING: YES ___ NO <u>x</u>
ATTACHMENTS: A. Resolution Making Appointments to Advisory Boards B. Resolution Requesting an Appointment to the Carrboro Planning Board C. Summary of Applications from Chairs D. Applicants Recommended from Chairs E. Applications F. Guidelines for Selecting Advisory Board and Commission Members G. Email from James Carnahan	FOR INFORMATION CONTACT: Sarah Williamson, 918-7309

PURPOSE

The Mayor and Board of Aldermen will consider making appointments to the town's advisory boards. The town staff recommends that the Board adopt the attached resolutions. In addition, the town staff recommends that the Mayor and Board of Aldermen consider revising Section 3 of the Guidelines for Selecting Advisory Board and Commission Members.

INFORMATION

In February of each year some terms on all the town's advisory boards expire. Those persons whose terms expire in February 2007 were notified that their terms were expiring and thanked for their service. They were told that if they wished to be considered for re-appointment they should re-apply. All open positions were advertised.

The following is a list of current advisory board vacancies, the names of applicants and recommended appointees. Town staff will schedule additional appointments at a later date for remaining vacancies upon receipt of recommendations from advisory board chairs.

BOARD	TYPE OF TERM	APPLICANTS	RECOMMENDED APPOINTEES
Board of Adjustment	In-Town (4 seats)	Thomas Arnel Mark Brantley David Collins Catherine DeVine Robert Kirschner Sriv Navaratnam	(No recommendation available at this time.)
Board of Adjustment	Trans. Area (1 seat)	None	None
Planning Board	In-Town (3 seats)	Syed Alom Richard Bell	Ande West (unexpired term)

		Austin Brown James Carnahan Sharon Cook Chas Gaetner Jack Haggerty Robert Kirschner Sriv Navaratnam Steve Rose David Shoup Ande West	Richard Bell or Sharon Cook James Carnahan
Planning Board	ETJ (1 seat)	David Clinton	David Clinton
Appearance Commission/ NPDC	3 seats	Elizabeth Brisson	Elizabeth Brisson
Transportation Advisory Board	1 seat	Daniel Amoni Austin Brown Stephen Clossick	Daniel Amoni
Recreation and Parks Commission	In-Town (5 seats)	William Allen Brenda Brown Dolores Clark Tania Duran-Eyre Jeannette Daum Betsy Marlowe Doris Murrell Emily Price	Doris Murrell
Recreation and Parks Commission	Out-of-Town (2 seats)	Mark Marcopolos	Mark Marcopolos
Recreation and Parks Commission	School Rep. (1 seat)	None	None
Cable T.V. Committee	5 seats	None	None
Human Services Commission	1 seat	Lisa Mason Joyce Beekman Susan Siegel	Joyce Beekman
Cemetery Commission	5 seats	None	None
Economic Sustainability Commission	<ul style="list-style-type: none"> ▪ Resident (1 seat) ▪ At-Large (1 seat) ▪ Business Owner (1 seat) 	Eleanor Kinnaird Peter Lee Margot Lester Lisa Mason Katrina Ryan Ruffin Slater Mitchell Virchick	Peter Lee (resident) Eleanor Kinnaird (at- large) Ruffin Slater (business owner)
Environmental Advisory Board	2 seats	Carly Apple Andreas Hay Ryan Elting	(No recommendation available at this time.)
Arts Committee	3 seats	Maggi Grace Michael Maher	Maggi Grace Michael Maher

The Advisory Boards Recognition Dinner is scheduled for April 26th at which time retiring advisory board members will be recognized for their service to the town.

The town staff requests that the Board consider amending the Guidelines for Selecting Advisory Board and Commission Members. Specifically, the staff requests that the section relating to appointments to expired terms be amended to allow additional time for advisory board chairs to consider applications and make recommendations to the Town Clerk. The guidelines currently state (with recommended changes in **bold**):

- a. By November 15th, the Town Clerk shall forward copies of applications to the chairs of the boards and commissions and the Mayor and Board of Aldermen.
- b. Each chair shall contact his/her applicants and invite them to at least one meeting of their board so they may understand the responsibilities of the board and the necessary time commitment. (Chairs should contact Town staff in the event of a language barrier.) The chairs shall also talk with the applicants about their interest in serving on the advisory board. Board chairs may meet personally with applicants if a meeting of their board is not anticipated within 30 days following receipt of the applicant's request for appointment. This would be in lieu of having the applicant attend a meeting of that board or commission. If applicants do not attend a meeting after two phone calls or emails, then the Chair shall notify the Town Clerk of that fact and he/she will remove the application from consideration.
- c. By December 31st (**January 31st**), the chair of each board shall make a written recommendation to the Mayor and Board of Aldermen for appointments to his or her board and complete an "APPLICANT(S) RECOMMENDED AT THIS TIME" form. This recommendation should include a brief explanation of how/why the selection was made. Copies of all applications and recommendation forms received shall be forwarded to the Mayor and Board of Aldermen.
- d. If there are more applicants than seats open, the Board Chair shall complete a SUMMARY OF APPLICATIONS form to submit with his/her recommendation(s).
- e. If there are no applicants for the Board in question, the Chair may contact applicants that have applied for other boards. Board chairs should contact the Town Clerk to obtain these applications.
- f. If a recommendation has not been received from board chairs by December 31st (**January 31st**), the Town Clerk shall contact the chairs and request a status report on his/her recommendation.
- g. By January 15th (**February 15th**), the Mayor and Board of Aldermen will make appointments to boards and commissions to fill expired terms.

The town staff recommends that the Board consider revising the dates within this section of guidelines to allow for additional review time for the advisory board chairs and that the date that the Board makes the appointments. This request is being made because most of the advisory boards take breaks during the Christmas/ News Years holiday and the schedule does not currently allow sufficient time for the chairs to get their recommendations to staff and for the Board to make appointments by January 15th.

STAFF RECOMMENDATION

The town staff recommends that the Board of Aldermen:

1. Adopt the attached resolution making advisory board appointments;

2. Adopt the resolution recommending that the Orange County Board of Commissioners re-appoint David Clinton to an ETJ seat on the Planning Board; and
3. Revise Section 3 (Appointments to Expired Terms) of the Guidelines for Selecting Advisory Board and Commission Members.