

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Board of Adjustment

Name: Sriv Navatnam Date of application/last contact: Oct. 23, 2010

Summary of qualifications:

Has served 3 years already on the Board of Adjustments and shows good understanding of the issues that have come forth including Special Use Permits, Special Exceptions and Variances.

Name: Michael Rodgers Date of application/last contact: December 1, 2010

Summary of qualifications:

Has Masters Degree in City and Regional Planning. Strong knowledge of county, local and state government. Experience in development and construction industry.

Name: _____ Date of application/last contact: _____
Summary of qualifications:

Name: _____ Date of application/last contact: _____
Summary of qualifications:

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Summary of Applications to the Planning Board January 19, 2011	
Name: Dana Davis	Date of application: March 30, 2010 Date of last contact: October 13, 2010
<p>Summary of qualifications: Davis has attended a meeting of the Planning Board and has spoken separately with the chair. He is a project coordinator for the local affiliate of a nonprofit home repair organization. He served on the planning board in his previous community. His interests include sustainable land use and economic development, particularly challenges associated with balancing the town's existing vibrant character with the demands of a growing population. He lives in the Lloyd-Broad Street neighborhood and has lived in Carrboro for approximately 2 years.</p>	
Name: Marc Desormeau	Date of application: July 29, 2009 Date of last contact: January 6, 2011
<p>Summary of qualifications: Desormeau has attended a meeting of the Planning Board and has met with the previous chair and vice-chairs. He has participated in the Green Building and Renewable Energy diploma series at North Carolina State University. Proposed developments at Carolina Commons and Colleton Crossing piqued his interest in planning issues. Desormeau lives in the Highlands neighborhood and has lived in Carrboro for more than 5 years.</p>	
Name: Michelle Johnson	Date of application: September 7, 2010 Date of last contact: January 6, 2011
<p>Johnson has asked that she not be considered during this round of appointments (but that her application be kept on file).</p>	
Name: John Killeen	Date of application: November 9, 2010 Date of last contact: January 6, 2011
<p>Summary of qualifications: Killeen has attended a meeting of the Planning Board and has spoken separately with the chair. He has a master's degree in city and regional planning from UNC Chapel Hill. He is a planning consultant, a member of the North Carolina chapter of the American Planning Association, and a member of the Triangle Urban Land Institute Young Leaders. He lives in the Hillsborough Road neighborhood and has lived in Carrboro for approximately 6 months (and in Orange County for more than 3 years).</p>	

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Summary of Applications to the Planning Board

January 19, 2011

Name: Susan Poulton

Date of application: October 19, 2010

Date of last contact: current member

Summary of qualifications: Poulton holds the Planning Board seat reserved for residents of the town's joint planning transition area. She is the second vice-chair of the Planning Board. She has also served on the town's Northern Study Area Plan Implementation Review Committee. Poulton has applied for reappointment to the Planning Board and is the only applicant from the transition area. She has lived in Orange County for more than 20 years.

Name: Michael Rodgers

Date of application: December 1, 2010

Date of last contact: January 6, 2011

Summary of qualifications: Rodgers has attended a meeting of the Planning Board and has spoken separately with the chair. He has a master's degree in city and regional planning from UNC Chapel Hill. He is a research assistant at the Highway Safety Research Center, a member of the North Carolina chapter of the American Planning Association, and a member of the Association of Pedestrian and Bicycle Professionals. Rodgers lives on Fidelity Street and has lived in Carrboro for more than 2 years.

Name: Damon Seils

Date of application: October 25, 2010

Date of last contact: current member

Summary of qualifications: Seils is completing his first term on the Planning Board. He is the chair of the Planning Board and served previously as the second vice-chair. He was recently appointed as the Planning Board's representative to the Greenways Commission. Seils has also served as a Carrboro representative to the Orange County Human Relations Commission, including terms as chair and vice-chair. Seils lives on Jones Ferry Road and has lived in Carrboro for more than 11 years.

SUMMARY OF APPLICATIONS

Appearance Commission
(Board)Candidate's Name: Tom Wittberger Date of Application: 12/1/10Candidate Summary: I endorse Tom's application for reinstatement to the A.C./HPC. He has been a valuable contributor to the commission over the years and has helped to guide the Town's historic preservation through his efforts with the Historic Plaque Program.

Candidate's Name: _____ Date of Application: _____

Candidate Summary: _____

Candidate's Name: _____ Date of Application: _____

Candidate Summary: _____

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Applicant(s) recommended at this time (1 per open seat)

<p>Applicant 1: <u>Tom Wittberger</u></p> <p>Outstanding qualifications: <u>6-70 years active on A.C.</u> <u>- good business experience running mtgs.</u> <u>- general knowledge of architecture & design</u> <u>- active in civic & local community</u></p> <p>How applicant compliments current board composition: <u>personable & good at leading group discussion</u> <u>and mtgs.</u></p> <p>Other comments: <u>already elected as chair.</u></p>
<p>Applicant 2: _____</p> <p>Outstanding qualifications: _____</p> <p>_____</p> <p>_____</p> <p>How applicant compliments current board composition:</p> <p>_____</p> <p>_____</p> <p>Other comments: _____</p> <p>_____</p>
<p>Applicant 3: _____</p> <p>Outstanding qualifications: _____</p> <p>_____</p> <p>_____</p> <p>How applicant compliments current board composition:</p> <p>_____</p> <p>_____</p> <p>Other comments: _____</p> <p>_____</p>

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Transportation Advisory Board

Name: Heidi Perry Date of application/last contact: 11/5/2010

Summary of qualifications:

Numerous years of activism on transportation issues, former chair of TAB, etc, etc.

Name: Neal Mochel Date of application/last contact: 10/3/2009

Summary of qualifications:

Volunteer on numerous boards, including TAB in the 80's and 90's. Also applied to Greenways Commission.

Name: Kurt Storka Date of application/last contact: 1/7/2011

Summary of qualifications:

Served in Washington Area Bicyclist Association, Wash. DC. Bicycle Ambassador.

Name: Terra Curtis Date of application/last contact: 1/1/2011

Summary of qualifications:

Graduate student in UNC City Planning, specializing in transportation.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Transportation Advisory Board

Applicant(s) recommended at this time (1 per open seat)

<p>Applicant 1: <u>Heidi Perry</u></p> <p>Outstanding qualifications: <u>Highly active member of TAB that has contributed at all levels. She has a long term view that has assisted the group in understanding the development of road projects.</u></p> <p>How applicant compliments current board composition: <u>See above</u></p> <p>Other comments: <u>Three current members have terms ending in February: Heidi, Austin Brain and myself. They need more experience, so Heidi is essential.</u></p>
<p>Applicant 2: <u>Terra Curtis</u></p> <p>Outstanding qualifications: <u>Transportation professional</u></p> <p>How applicant compliments current board composition: <u>She would be highly qualified, and brings in the perspective of a younger female. Highly energetic.</u></p> <p>Other comments: _____</p>
<p>Applicant 3: <u>Kurt Stolke</u></p> <p>Outstanding qualifications: <u>Volunteered at numerous levels, interested in alternative transportation.</u></p> <p>How applicant compliments current board composition: <u>He would be the newest resident to Carboro, bringing experience from a large city, Washington DC.</u></p> <p>Other comments: _____</p>

SUMMARY OF APPLICATIONS
Recreation and parks Commission
(Board)

Candidate's Name: Jonah Garson Date of Application: 09/14/2010

Candidate Summary: Jonah brings a fresh new perspective and enthusiasm to the work of the commission.
He has had several different work situations that enhances the work of the group and the town of Carrboro..

His appointment to the Parks and Recreation is highly recommended.

Candidate's Name: _____ Date of Application: _____

Candidate Summary: _____

Candidate's Name: _____ Date of Application: _____

Candidate Summary: _____

Carrboro Human Services Commission Recommendations Jan. 6, 2010.

Human Services Commission

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: Seth Maid

Outstanding qualifications: Seth Maid is a graduate of UNC's Social Work with experience in writing and reviewing grant proposals. His work with non-profits has given him insight into budgeting grant money and how it is best used. He has a strong interest in working with non-profits.

How applicant compliments current board composition: Seth will add another male to the picture as well as a fresh perspective. He is comfortable with working with a consensual decision making process.

Other comments: I recommend that Seth Maid be invited to be a member of the Carrboro Human Services Commission.

Applicant 2: Earleen Burch

Outstanding qualifications: Earleen is a past member of the Carrboro Human Services Commission who consistently added valuable content to the review and decision making process. She is well versed in the needs of the community and how they might be addressed.

How applicant compliments current board composition: Earleen adds maturity and experience to the composition of the advisory board.

Other comments: I recommend that Earleen Burch be invited to be a member of the Carrboro Human Services Commission.

Prepared by Audrey J. Layden Chair, Carrboro Human Services Commission

Summary of Applications - Economic Sustainability Commission

Please note:

Terri Turner, current ESC member has reapplied for a second term and is recommended for re-appointment.

Bob Saunders, current ESC member mistakenly received a renewal application and reapplied. His original term ends Feb. 2013 so disregard the renewal application.

Chris DeFilippo resigned from the ESC on 12/08/2010

Peter Lee and Gary Kramling rotate off the ESC 1/12/2011

Leaving three openings; two at-large and one resident

Name: Brian Russell
 Date of Application: 11/12/2010
 Last Contact: 1/12/2011 ESC mtg

Summary of Qualifications:

Carrboro business owner – Carrboro Creative Coworking
 Experience on Orange County Economic Development Board
 Recipient of Carrboro Revolving Loan to start his business

Name: Margot Carmichael Lester
 Date of Application: 10/27/2010
 Last Contact: 1/12/2011 ESC mtg

Summary of Qualifications:

Carrboro Resident, self employed
 Served on Carrboro Local Living Economy Task force
 Contributor to *Carrboro Citizen* Newspaper

Name: John Killeen
 Date of Application: 11/09/2010
 Last Contact: 1/12/2011 ESC mtg

Summary of Qualifications:

Resident of Carrboro, Education focus on City/Regional Planning
 Urban Planning consultant, ties to UNC School of Government.

Name: Christopher Stephenson
 Date of Application: 1/12/2011
 Last Contact: 1/12/2011 ESC mtg

Summary of Qualifications:

Carrboro Resident
 Employed in insurance sales

1/27/2011

Name: Carolyn Treasure
Date of Application: 5/20/2010
Last Contact: 1/12/2011 phone conversation
Summary of Qualifications:
Education focus on Economics and Public Policy

Respectfully submitted,

Bill Soeters
Chairman ESC

1/27/2011

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Environmental Advisory Board

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: Nina Butler

Outstanding qualifications: Nina is a current member of the EAB and has made valuable contributions throughout her time on the Board.

How applicant compliments current board composition:

Nina is a current board member.

Other comments:

Applicant 2: Dana Stidham

Outstanding qualifications: Graduate degree, 10+ years in urban planning. Served on TAB 1997-8.

How applicant compliments current board composition:

Dana is a current EAB member.

Other comments:

Applicant 3: Rob Crook

Outstanding qualifications:

MS Forestry/Soils (NC SU); BS Plant Science; 20 years Natural Resource Manager, 4 years international project management, construction

How applicant compliments current board composition: Rob's educational and professional experience in plant sciences, construction, and natural resource management (nationally and internationally), will add a new perspective to the EAB's review of projects.

Other comments:

Applicant 4: Bruce Sinclair

Outstanding qualifications: Engineer. Treasurer -Friends of Bolin Creek, FoBC member 5 years; Committee Member - Advocates for Carrboro Greenways; Troop Committee Member - Boy scout troop 845, BSA Orange District Eagle Board of Review; Transition Chapel Hill Transportation Working Group member.

How applicant compliments current board composition: Bruce's construction and engineering background will add technical expertise that EAB does not currently have.

Other comments:

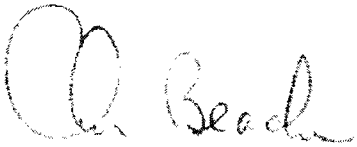
To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Arts Committee

Name: Steph Ross Date of application/last contact: application on 10/25/10, last contact via email 01/05/11 went unanswered

Summary of qualifications:

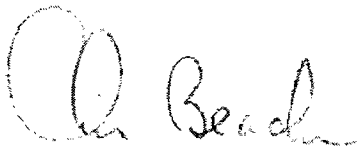
Stephen has good qualifications and background specifically with building events. I would like to meet him before recommending him as he has not answered my January email.



Name: Laura Korch Date of application/last contact: application 11-15-2010, last contact via email on January 7, 2011

Summary of qualifications:

Laura has very good qualifications and is herself a fine artist. She will make an excellent member of the Arts Committee



Name: _____ Date of application/last contact: _____
Summary of qualifications:

TOWN OF CARRBORO BOARDS AND COMMISSIONS

1/14/2011

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- [Orange County Schools And Land Use Council](#)
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- Chapel Hill Horace Williams Advisory Committee
- Carrboro Horace Williams Advisory Committee
- Home Program Review Committee
- Transit Partners Group
- Sidewalk Review Committee
- Southern Orange Senior Center Design Committee
- Orange County Animal Services Advisory Board
- Triangle Transit Authority Work Group
- Air Quality Advisory Group
- Community Leadership Council
- Leadership Advisory Committee For Carolina North
- Rogers Road Small Area Plan Committee
- IFC Men's Residential Facility Work Group And Comprehensive Service Center Work Group
- Carolina North Fiscal Impact Analysis Monitoring Committee
- Orange County Library Services Task Force
- Ten Year Plan To End Chronic Homeless Executive Steering Committee
- Rogers Road Community Enhancement And Monitoring Task Force
- Rogers Road Water/Sewer Work Group

NAME	ADDRESS	E-MAIL	PHONE	ELECTED/ APPOINTED	TERM EXPIRATION
BOARD OF ALDERMEN (Regular meetings on 1 st and 3 rd Tuesdays, work sessions on 2 nd Tuesday, and public hearings on 4 th Tuesday at 7:30 p.m.)					
(go to Table of Contents)					
Mark Chilton, Mayor	203 Ashe Street, Carrboro	mayorchilton@gmail.com	H-636-0371	11-4-2003	12/2011
Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252	11-7-1989	12/2013
Joal Hall Broun	107 Creekview Circle, Carrboro	Brounsj@mindspring.com	H-933-7725 W-807-2172	1-12-1999	12/2011
Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464	11-6-2007	12/2011
Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200	11-10-2009	12/2013
Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318	11-8-2005	12/2013
Dan Coleman	106 Hanford Road, CH 27516	alderdan@gmail.com	H-960-6720	2-1-2006	12/2011

BOARD OF ADJUSTMENT (Meets on the 3rd Wednesday of each month at 7:30 p.m.)					
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(vacant)					2/2011 ETJ
Robert Kirschner	131 Friar Lane, Carrboro	robertkirschner@netscape.net	H-268-1079	4/10/07	2/2011 In-Town
Sriv Navaratnam	303 Tramore Dr., CH 27516	srivnava@yahoo.com	H-933-3175	10/16/07	2/2011 In-Town
Catherine DeVine	506 Oak Avenue, Carrboro	catdevine@mindspring.com	H-967-3795	10/16/07	2/2012 In-Town
(Vacant)					2/2012 In-Town
Richard Ellington	109 Bruton Dr., CH 27516	richard_Ellington@unc.edu	H-967-4168	2/25/03	2/2012

ATTACHMENT B-4

			W-698-8591		In-Town
David Collins	100 Keith Rd., Carrboro	collinsd@email.unc.edu	H-929-6161 W-966-7392	3-2-2004	2/2013 In-Town
Thomas Arnel, Chair	400 Davie Rd., Apt. 27, Carrboro	tarnel9@gmail.com	H-929-0942 W-962-2050	3-2-2004	2/2013 In-Town
John Gant, Vice Chair	1004 Karen Woods Rd., CH 27516	jgant@glenraven.com	H-968-0165 W-336-586-1629	12-3-2007	2/2013
Joal Hall Broun	107 Creekview Circle, Carrboro	Brounsj@mindspring.com	H-933-7725 W-807-2230		Board Liaison

PLANNING BOARD (Meets the 1st and 3rd Thursdays of each month at 7:30 p.m.)

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David Shoup	605 Lake Hogan Farm Rd., Chapel Hill, N.C. 27516	shoup@aol.com	H-933-7329 W-401-7259	3/3/2009	2/2011 In-Town
Debra Fritz, 1 st Vice-Chair	105 Winsome Lane, CH 27516	dasfc@bellsouth.net	H-967-1339	3/15/2005	2/2011 In-Town
Damon Seils, Chair	601 Jones Ferry Rd., Apt. B-13, Carrboro	damon.seils@gmail.com	H-960-5931 W-668-8582	3/18/2008	2/2011 In-Town
Susan Poulton, 2 nd Vice-Chair	8720 Union Grove Church Rd., CH 27516	Poult001@mc.duke.edu	H-929-0769 W-681-4750	5/3/2005	2/2011 Trans. Area
Richard Jaimeyfield	302 Hillsborough Rd., Carrboro	Richard@dogwood.tv	H-933-9221 W-933-3663	6/15/2010	2/2012 In-Town
Robert Williams	807 W. Main St., Carrboro	base00055@yahoo.com	H-951-5213	2/9/2010	2/2012 In-Town
(vacant)					2/2012 In-Town
David Clinton	106 Fox Run, CH 27516	dclinton@mhaworks.com	H-967-5751 W-682-2870	5/18/2004	2/2010 ETJ
(vacant)					2/2013 In-Town
(vacant)					2/2013 In-Town
Matthew Barton	218 Stratford Dr., CH 27516	matthew.barton@ieee.org	H-967-1943	9/5/06	2013 In-Town
Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640		Board Liaison

			W-530-7464		
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APPEARANCE COMMISSION/NEIGHBORHOOD PRESERVATION DISTRICT COMMISSION

(Meets the 1st Thursday of each month at 7:30 p.m.)

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Charles Morton	102-D Laurel Avenue, Carrboro	Chucksyeruncle@juno.com	H-942-7810 W-380-0393	11/16/99	2/2011
Thomas Wiltberger, Chair	503 Oak Avenue, Carrboro	tom@terranovaglobal.com	H-968-6169 W-451-0740	8/20/2002	2/2011
Wendy Wenck	102-D Laurel Avenue, Carrboro	wenck@unc.edu	H-942-7810	6/22/93	2/2011
Loren Brandford	404 Bolin Creek Dr., Carrboro	lorenbb@gmail.com	H-929-2743 W-619-6472	6/24/08	2/2011
Sarah Andrews	502 W. Poplar Ave. #A-2, Carrboro	sarahbandrews@gmail.com	H-370-3512 W-92-3290	3/3/2009	2/2012
David Markiewicz	403 South Greensboro St., Carrboro	david.markiewicz@heart.org	H-933-8331 W-812-6875	8/15/2006	2/2012
Carrie Goldsmith	121 Westview Dr., Carrboro	cgoldfish@gmail.com	H-428-3350 W-843-8113	3/3/2009	2/2012
(vacant)					2/2013
Emily Scarborough	806 Davie Rd., Carrboro	Escarbor@email.unc.edu	H-804-304- 8804	10/6/2009	2/2013
Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200	11-10-2009	Board Liaison

TRANSPORTATION ADVISORY BOARD

(Meets the 1st and 3rd Thursdays of each month at 7:30 p.m.)

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Charlie Hileman, Chair	507 Hillsborough Rd., Carrboro	carrbonate@gmail.com	H-933-0319 W-357-1869	2/22/2005	2/2011
Austin Brown	310 Blueridge Road, Carrboro	abrown75@gmail.com	H-960-8187 W-843-6794	9/16/2008	2/2011
Heidi Perry	407 Robert Hunt Drive, Carrboro	heidi@unc.edu	H-929-8671 W-966-3561, Ex. 249	1/14/2003	2/2011

Seth LaJeunesse	400 Davie Rd., #64, Carrboro	smlgrad@yahoo.com	H-357-6079 W-843-1845	3/3/2009	2/2012
Michael Krasnov	124 Colfax Dr., CH 27516	mkrasnov51@gmail.com	H-732-1564 W-423-1181	8/25/2009	2/2012
Anthony Pergolotti	508 Oak Ave., Carrboro	anthony.pergolotti@gmail.com	H-646-201- 2538	2/9/2010	2/2013
Robin Michler	504 N. Greensboro St., Apt. E, Carrboro	michler@email.unc.edu	H-859-396- 9319	10-6-2009	2/2013
Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200	11-10-2009	Board Liaison
Joal Hall Broun	107 Creekview Circle, Carrboro	Brounsj@mindspring.com	H-933-7725 W-807-2230		Alternate Board Liaison

RECREATION AND PARKS COMMISSION (Meets the 1st Monday of each month at 7:00 p.m.)

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(Vacant)					2/2011 In-Town
Eric Allman	420 Waterside Drive, Carrboro	ecallman@hotmail.com	H-370-7427 W-966-1939	4/5/05	2/2011 In-Town
(Vacant)					2/2011 Out-of-Town
Doris Murrell, Chair	110 Williams St., Carrboro	murrelldoris@yahoo.com	H-968-6559 W-966-8191	3/8/77	2/2012 In-Town
(vacant)					2/2012 School Rep.
(vacant)					2/2012 In-Town
(vacant)					2/2013 Out-of-Town
(vacant)					2/2013 In-Town
Steve Wall	130 Creekview Circle, Carrboro	swwall@yahoo.com	H-240-5747 @-715-2613	2/9/2010	2/2013 In-Town
Brendan Watson	202 Cedarwood Lane, Unit A, Carrboro	brendan.watson@gmail.com	H-202-560-1856	2/9/2010	2/2013 In-Town
Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200	11-10-2009	Board Liaison

HUMAN SERVICES COMMISSION (Meets primarily at budget time.)

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(vacant)					2/2011
Audrey Layden, Chair	901 N. Greensboro St., Apt. B., Carrboro	a.j.layden@att.net	H-942-7624	10/25/2005	2/2011
David Harrison	1408 Tallyho Trail, CH 27516	Harrison@northcarolina.edu	H-960-4885 W-962-0330	2/21/06	2/2011
(Vacant)					2/2012
Mari Weiss	1909 N. Hawick Ct., CH 27516	dramamamamari@yahoo.com	H-240-4091	4/7/09	2/2012
Joyce Beekman	600 W. Poplar Ave., Apt. 134, Carrboro	joybeek@aol.com	H-933-4309	4/18/06	2/2013
Eleanor Blake	106 W. Carr St., Apt. 7, Carrboro	ellieblake@gmail.com	H-943-1837	4/6/2010	2/2013
Joal Hall Broun	107 Creekview Circle, Carrboro	Brounsj@mindspring.com	H-933-7725 W-807-2230		Board Liaison

ECONOMIC SUSTAINABILITY COMMISSION (Meets on the 2nd Wednesday of each month at 7:30 p.m.)

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Gary Kramling	303 Sweet Bay Place, Carrboro	garykramling@gmail.com	H-338-1000 W-923-3374	11/20/2007	2/2011 Resident
Peter Lee	2403 Pathway Dr., CH 27516	pelee@bellsouth.net	H-942-9832 W-843-7084	5/7/2002	2/2011 At-Large
Terri Turner	109-A Milton Dr., Carrboro	terri@weaverstreetrealty.com	H-923-2345 W-929-5658	2/10/2009	2/2011 At-Large
Bob Saunders	1547 Pathway Dr., Carrboro	rwsaunders@msn.com	H-649-4097 W-839-0300	2/9/2010	2/2013 Resident
David Jessee	106-C S. Greensboro St., Carrboro	davidjessee@mindspring.com	H-548-6408	2/10/2009	2/2013 Business Owner
Jennifer McMillan	403 Oak Avenue, Carrboro	nestedhome@gmail.com	H-933-6049 W-338-8023	2/9/2010	2/2013 Business Owner
Jefferson Parker	205 Purple Leaf Place, Carrboro	jeffersonparker@nc.rr.com	H-960-7220 W-933-0770	2/25/03	2/2012 Resident of Downtown

Vacant					2/2012 At-Large
Bill Soeters, Chair	The UPS Store, 104-R Carrboro Plaza, Carrboro	STORE3651@THEUPSSTORE.COM	H-933-2325 W-918-7161	6/28/2005	2/2012 Business Owner
Dan Coleman	106 Hanford Road, CH 27516	Dan-coleman@nc.rr.com	H-960-6720		Board Liaison
Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-967-9677 W-489-9118, Ext. 4318		Board Liaison

ENVIRONMENTAL ADVISORY BOARD (Meets the first and third Thursdays of each month at 7:00 p.m.)

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(Vacant)					
Dana Stidham	205 Gary Road, Carrboro	danastidham@hotmail.com	H-(202)550-6334 W-969-5077	9/2/08	2/2011
Nina Butler	8101 Reynard Rd., CH 27516	ninabell@vom.com	H-932-5179 W-707-480-0358	10/6/2009	2/2011
Lynn Weller	211 Wild Oak Lane Carrboro	lynnweller@gmail.com	H-933-7635 W-606-0836	5/20/08	2/2013
(VACANT)					2/2013
Matthew Arnsberger, Vice Chair	105 Aberdeen Ct., Carrboro	arnsberger@mindspring.com	W-960-6856	2/10/2009	2/2012
Geoff Gisler, Chair	108-B Old Pittsboro Rd., Carrboro	geoffgisler@gmail.com	H-357-6068	10/6/2009	2/2012
Randee Haven-O'Donnell	106 Fairfield Ct., P.O. Box 1371, Carrboro	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318		Board Liaison

NORTHERN TRANSITION AREA ADVISORY COMMITTEE (Meets the third Monday of each month at 7:00 p.m.)

(go to Table of Contents)

Jeanette Moore	8000 Old NC 86, CH 27516	jemoore@unch.unc.edu	H-929-4078	11-11-2003	1/2012 Carrboro Rep.
Jay Bryan, Chair	8033 Old N.C.86, CH 27516	jaybryan7@msn.com	H-929-6482	2/10/2009	1/2011

ATTACHMENT B-9

			W-933-1200		Carrboro Rep.
(vacant)					1/2012 Orange County Rep.
Loyd Little	1403 Dairyland Rd., CH 27516	loyd@mindspring.com	H-932-4848	6/2/2009	1/2011 Orange County Rep.
Linda Bowerman	6008 Meadow Run Ct., CH 27516	lbowerman@mindspring.com	H-967-8571	12/13/2005	1/2011 Orange County Rep.

ARTS COMMITTEE (Meets the 2nd Monday of each month at 6:30 p.m.)

(go to Table of Contents)

Jacqueline Helvey	111 Roberts Street, Carrboro	jackie@carrboro.com	H-933-9312 W-933-9973	9/8/98	1/31/2011
Susan Powell	203 Stable Rd., Carrboro	susan_chncehotmail.com	H-960-4420 W-219-7404	11/17/09	1/31/2011
Nicolette DeGroot	601 Jones Ferry Rd., Apt. A-12, Carrboro	nicolettedegroot@gmail.com	H-593-8432 W-843-1491	11/17/09	1/31/2011
Chris Beacham, Chair	259 Sweet Bay Place, Carrboro	cbeacham0204@gmail.com	H-260-6297 W-933-6699	3/3/2009	1/31/2012
Paul Wyss	605 Bolin Creek Dr., Carrboro	pmwyss@msn.com	H-967-3650 W-360-1460	8/24/2010	1/31/2012
Ed Camp	The ArtsCenter, 300-G E. Main St., Carrboro	director@artscenterlive.com	W-929-2787, Ext. 217		ArtsCenter Rep. 1/31/2012
Maggi Grace, V-Chair	116 Carol St., Carrboro	maggigrace@nc.rr.com	H-929-1213	3/1/2005	1/31/2013
Hassan Melehy	106 Kay St., Carrboro	hmelehy@earthlink.net	H-933-6452 W-962-1029	2/9/2010	1/31/2013
Collan Kneale	302 Sweet Bay Place, Carrboro	joycollan@hotmail.com	H-240-4142 or 828-284-4729	8/24/2010	1/31/2013
Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252 W-962-6656	12/13/2005	Board Liaison

GREENWAYS COMMISSION (Meets the third Monday of each month at 6:30 p.m.)

(go to Table of Contents)

Damon Seils	601 Jones Ferry Rd., Apt. B-13, Carrboro	damon.seils@gmail.com	H-960-5931 W-668-8582	11/16/10	7/1/2011 Planning Brd.
Eric Allman	420 Waterside Dr., Carrboro	ecallman@hotmail.com	H-370-7427 W-966-1939	10/2/07	7/1/2012 Rec&Parks Com.
Matthew Arnsberger	105 Aberdeen Ct., Carrboro	arnsberger@mindspring.com	W-960-6856	3/16/10	7/1/2013 EAB
Robin Michler	504 N. Greensboro St., Apt. E, Carrboro	michler@email.unc.edu	H-859-396- 9319	12/8/09	7/1/2011 TAB
Johnny Randall	1301 Arboretum Dr., CH	jrandall@unc.edu	H-968-8453 W-962-0522	9/2/08	7/1/2012 Morgan Creek Valley Alliance
Dave Otto	1533 Pathway Drive, Carrboro	davidaotto@earthlink.net	H-929-9645	10/2/07	7/1/2010 At-Large
George Daniel	8210 Reynard Rd., CH 27516	george@aertp.com	H-260-9526 W-558-2200	10/2/07	7/1/2010 At-Large
Salli Benedict	302 Waterside Dr., Carrboro	salli_benedict@unc.edu	H-929-8621 W-966-6090	9/2/08	7/1/2011 Friends of Bolin Creek
Robert Kirschner, Chair	131 Friar Lane, Carrboro	robertkirschner@netscape.net	H-928-4142	10/2/07	7/1/2012 At-Large
Gary Junker	504 Manor Ridge Rd., Carrboro	junkerfamily@netzero.net	H-942-9722 W-575-3900, Ex. 5447	10/2/07	7/1/2011 At-Large
Mark Chilton	203 Ashe St., Carrboro	mayorchilton@gmail.com	H-636-0371	3/16/10	Brd. of Aldermen Liaison
Randee Haven- O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318	10/2/07	Brd. of Aldermen Liaison

OWASA BOARD OF DIRECTORS

(go to Table of Contents)

Braxton Foushee	100 Williams St., Carrboro	bfoushee@owasa.org	H-417-0587	4/3/07	6/30/2011 Carrboro Rep.
William Stott	105 Oleander Road, Carrboro	wstott@owasa.org	H-942-2381 W-966-9926	9/19/06	6/30/2012 Carrboro Rep.

PERSONNEL ADVISORY COMMITTEE

[\(go to Table of Contents\)](#)

John Dorward	4408 Arrowhead Trail, Hillsborough, 27278				
Barbara Anderson	117 Creekview Circle, Carrboro				
(vacant)					

ORANGE COUNTY SOLID WASTE MANAGEMENT ADVISORY BOARD

[\(go to Table of Contents\)](#)

Linda Bowerman	6008 Meadow Run Ct., CH 27516	lbowerman@mindspring.com	H-967-8571	10-05-2004	Carrboro Rep. 6/2011
Albert Vickers	151 South Field Circle, CH 27516	alvickers@cleansites.com	H-929-0011 W-656-5271	10-07-2003	Carrboro Rep. 6/2012

ORANGE COUNTY ECONOMIC DEVELOPMENT COMMISSION

[\(go to Table of Contents\)](#)

Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318	3-6-2008	Carrboro Rep. 6/30/2012
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ORANGE COUNTY HUMAN RELATIONS COMMISSION

[\(go to Table of Contents\)](#)

Josephine Harris	600 Hillsborough Rd., Carrboro	jharris@chccs.k12.nc.us	H-967-2650 W-967-8211, ext. 244	12/1/2003	6/2010 Carrboro Rep.
Richard Perry	1548 Pathway Dr., Carrboro	footsperry@yahoo.com	H-968-4062	Pending appmt. by the County Commissioners	6/2010

JOCCA

[\(go to Table of Contents\)](#)

(vacant)					Carrboro Rep.
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TRIANGLE J COUNCIL OF GOVERNMENTS(go to [Table of Contents](#))

Mark Chilton, Mayor	203 Ashe Street, Carrboro	mayorchilton@gmail.com	H-968-8090 W-932-1927	11-4-2003	Delegate
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TRIANGLE J SMART GROWTH COMMITTEE(go to [Table of Contents](#))

					Carrboro Rep.
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TRANSPORTATION ADVISORY COMMITTEE (TAC)(go to [Table of Contents](#))

Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		Delegate
Mark Chilton, Mayor	203 Ashe Street, Carrboro	Mark_Chilton@hotmail.com	H-968-8090 W-932-1927		Alternate

ORANGE COUNTY EMERGENCY MEDICAL SERVICES COUNCIL(go to [Table of Contents](#))

Doris Bynum	301 Laurel Ave., Carrboro		H-967-8142		Carrboro Rep.
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ANIMAL CONTROL BOARD OF APPEALS(go to [Table of Contents](#))

Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200		
Jane Tuohey	100-B Pine Hill Dr., Carrboro		H-969-7021 W-918-7336		
Wendy Wenck	102-D Laurel Ave., Carrboro		H-942-7810 W-962-0522		
Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		Alternate

CHAPEL HILL/ORANGE COUNTY VISITORS BUREAU(go to [Table of Contents](#))

Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		

INTERGOVERNMENTAL PARKS WORK GROUP

(go to Table of Contents)

Joal Hall Broun	107 Creekview Circle, Carrboro	brounsj@mindspring.com	H-933-7725 W-956-4461	6-1-2004	Board Rep.
Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 633	2-27-2007	Board Rep.
Doris Murrell	110 Williams St., Carrboro		H-942-2547 W-966-8191		Recreation & Parks Com. Rep.

COMMUNITY HOME TRUST

(go to Table of Contents)

Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252 W-962-6656		Carrboro Rep.
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ORANGE COUNTY SCHOOLS AND LAND USE COUNCIL

(go to Table of Contents)

Joal Hall Broun	107 Creekview Circle, Carrboro	Brounsj@mindspring.com	H-933-7725 W-956-4461	12-9-2003	Carrboro Rep.
(vacant)					Carrboro Rep

UNC HORACE WILLIAMS ADVISORY COMMITTEE (CHAPEL HILL NORTH)

(go to Table of Contents)

(vacant)					
(vacant)					
Allen Spalt	300 James St., Carrboro	aspalt@mindspring.com	H-967-3054	12-17-2002	
Rich Bell	102 Pine St., Carrboro	Rich_bell@unc.edu	H-967-0014 W-843-3078	12-17-2003	

CHAPEL HILL HORACE WILLIAMS ADVISORY COMMITTEE

(go to Table of Contents)

Patrick McDonough	901-A N. Greensboro St., Carrboro	patrick1@email.unc.edu	H-967-5029 W-485-7455	9-7-2004	Carrboro Rep.
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CARRBORO HORACE WILLIAMS ADVISORY COMMITTEE

(go to Table of Contents)

Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	rhaveno@da.org	H-929-1994	3-18-03	Planning Brd. Rep.
Heidi Perry	407 Robert Hunt Dr., Carrboro	heidi@unc.edu	H-929-8671 W-966-3561, Ex. 249	3-18-03	TAB Rep.
Sally Benedict	300 Spring Valley Drive, Carrboro	salli_benedict@unc.edu	H-929-8621 W-962-0099	10-22-03	Rec.& Parks. Com. Rep
Catherine Devine	506 Oak Ave., Carrboro	catdevine@mindspring.com	H-967-3795 W-929-9772	3-18-03	Appearance Com. Rep.
Keith Burwell	112 Yeargan, CH 27516	keith@trianglecf.org	H-225-8890 W-687-4840	3-18-03	EAB Rep.
Jay Bryan	8033 Old N.C. 86, CH 27516	Lawoffice10@juno.com	H-929-6482 W-933-1200	3-18-03	NTAAC Rep.
Brian Plaster	109-D Brewer Lane, Carrboro	brianplaster@hotmail.com	H-933-4503 W-969-0031	3-18-03	DDC Rep.
Dave Otto	1533 Pathway Dr., Carrboro	Otto.David@epamail.epa.gov	H-929-9645 W-966-6226	3-18-03	At-Large
Dianne Reid	121 Westview Drive, Carrboro	dreid@co.orange.nc.us	H-960-0169 W-245-2325	3-18-03	At-Large
Kathy Buck	351 Old Fayetteville Rd., CH 27516	kkbuck@mindspring.com	H-967-5734	3-18-03	At-Large
Allen Spalt	300 James Street, Carrboro	aspalt@mindspring.com	H-967-3054	3-18-03	UNC Carolina North Adv. Com. Rep.
Rich Bell	102 Pine St., Carrboro	Rich_bell@unc.edu	H-967-0014 W-843-3078	3-18-03	UNC Carolina North Adv. Com. Rep
James Harris	301 W. Main St., Carrboro	jharris@ci.carrboro.nc.us	W-918-7319		Staff Liaison
Roy Williford	301 W. Main St., Carrboro	rwilliford@ci.carrboro.nc.us	W-918-7325		Staff Liaison

Home Program Review Committee

(go to Table of Contents)

Dan Coleman	106 Hanford Road, CH 27516	alderdan@gmail.com	H-960-6720		Member
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TRANSIT PARTNERS GROUP

(go to Table of Contents)					
Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		
Dan Coleman	106 Hanford Road, CH 27516	alderdan@gmail.com	H-960-6720		

SIDEWALK REVIEW COMMITTEE

(go to Table of Contents)					
Catherine DeVine	506 Oak Ave., Carrboro	catdevine@mindspring.com	H-967-3795	6/22/04	Citizen Rep.
Andreas Hay	107 Pine St., Carrboro		H-960-7399	6/22/04	Citizen Rep.

SOUTHERN ORANGE SENIOR CENTER DESIGN COMMITTEE

(go to Table of Contents)					
Jeanne Baker	605 Jones Ferry Rd., #EE4, Carrboro		H-968-2976	8/17/04	

ORANGE COUNTY ANIMAL SERVICES ADVISORY BOARD

(go to Table of Contents)					
Sue Millager	406 Waterside Dr., Carrboro		H-933-9263 W-929-4032	9-21-2010	6-30-2012

TRIANGLE TRANSIT AUTHORITY WORK GROUP

(go to Table of Contents)					
Thomas Tieman	100 Stable Road, Carrboro	tiemann@elon.edu	H-969-8320 W-336-278-5957	11-15-2005	
Heidi Perry, Chair	407 Robert Hunt Drive, Carrboro	heidi@unc.edu	H-929-8671 W-966-3561, Ex. 249	11-15-2005	

AIR QUALITY ADVISORY GROUP

(go to Table of Contents)					
Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200	11-10-2009	12/2013
Ginger Guidry	108 Pleasant Dr, Apt. A, Carrboro	gingeetg@yahoo.com	H-968-6399 W-843-1479	11-15-2005	
Gudrun Thompson	400 Davie Rd., #12, Carrboro	gthompson@selcnc.org	H-967-1450	11-15-2005	
Evan Ashworth, Piedmont Biofuels	P.O. Box 661, Pittsboro	evan@biofuels.coop		3-7-2006	

COMMUNITY LEADERSHIP COUNCIL

(go to Table of Contents)					
Mark Chilton, Mayor	203 Ashe Street, Carrboro	Mark_Chilton@hotmail.com	H-968-8090 W-932-1927		
Steve Stewart, Town Manager					

LEADERSHIP ADVISORY COMMITTEE FOR CAROLINA NORTH

(go to Table of Contents)					
Mark Chilton, Mayor	203 Ashe Street, Carrboro	Mark_Chilton@hotmail.com	H-968-8090 W-932-1927	2-14-06	Board Rep.
Randee Haven- O'Donnell	106 Fairfield Ct., P.O. Box 1371, Carrboro	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318	2-14-06	Board Rep.
Dan Coleman	106 Hanford Road, CH 27516	alderdan@gmail.com	H-960-6720	2-14-06	Board Rep.
James Carnahan	122 Oak St., Carrboro	jcarnahan@mindspring.com	H-942-6114	2-14-06	Citizen Rep.
Allen Spalt	300 James Street, Carrboro	aspalt@mindspring.com	H-967-3054	2-14-06	Alternate Citizen Rep.

ROGERS ROAD SMALL AREA PLAN COMMITTEE

(go to Table of Contents)					
Joal Hall Broun	107 Creekview Circle, Carrboro	Brounsj@mindspring.com	H-933-7725 W-807-2230	4-11-06	Carrboro Rep.
(vacant)					Alternate

IFC MEN'S RESIDENTIAL FACILITY WORK GROUP AND COMPREHENSIVE SERVICE CENTER WORK GROUP

ATTACHMENT B-17[\(go to Table of Contents\)](#)

Mark Chilton, Mayor	203 Ashe Street, Carrboro	Mark_Chilton@hotmail.com	H-968-8090 W-932-1927	4-11-06	Carrboro Rep.
Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252 W-962-6656	4-11-06	Alternate

CAROLINA NORTH FISCAL IMPACT ANALYSIS MONITORING COMMITTEE[\(go to Table of Contents\)](#)

Steve Stewart				1-9-2007	Carrboro Rep.
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ORANGE COUNTY LIBRARY SERVICES TASK FORCE[\(go to Table of Contents\)](#)

Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318	1-9-2007	Carrboro Rep.
Joal Hall Broun	107 Creekview Circle, Carrboro	Brounsj@mindspring.com	H-933-7725 W-807-2172	1-12-1999	Alternate

TEN YEAR PLAN TO END CHRONIC HOMELESS EXECUTIVE STEERING COMMITTEE[\(go to Table of Contents\)](#)

Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252 W-962-6656	6-19-2007	
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ROGERS ROAD COMMUNITY ENHANCEMENT AND MONITORING TASK FORCE[\(go to Table of Contents\)](#)

Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252 W-962-6656	5/15/07	
Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318	5/15/07	

ROGERS ROAD WATER/SEWER WORK GROUP[\(go to Table of Contents\)](#)

Mark Chilton, Mayor	203 Ashe Street, Carrboro	mayorchilton@gmail.com	H-968-8090	10/20/09	
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			W-932-1927		
Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252 W-962-6656	10/20/09	

GUIDELINES FOR SELECTING ADVISORY
BOARD AND COMMISSION MEMBERS

Amended: 4/10/90, 6/27/2000, 1/15/2002, 4/9/2002, 4/18/2006, 2/27/2007, 12/2/2008

1. APPOINTMENTS

- a. Chairs of advisory boards shall review applications and complete a Summary of Applications form. The Board of Aldermen will make all appointments.
- b. The Mayor and Board of Aldermen should endeavor to assure that the membership of the advisory board represents many sectors of the community and offers opportunities for new applicants to serve.
- c. In addition, applicants should be committed to attending meetings, participating constructively in the work of the board, making fair decisions, and treating citizens, staff and other board members with respect.
- d. Members are limited to two full terms. After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:
 1. To retain diversity on an advisory board;
 2. To provide continuity in oversight of a major, on-going project;
 3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or
 4. A lack of qualified applicants.
- e. Membership shall be limited to one seat on the following boards and commissions Board of Adjustment, Planning Board, Appearance Commission, Transportation Advisory Board, Recreation and Parks Commission, Cable T.V. Committee, Human Services Commission, Cemetery Commission, Environmental Advisory Board, Downtown Development Commission, Northern Transition Area Advisory Committee, Arts Committee and OWASA Board of Directors.
- f. Applicants serve three-year terms unless the applicant is filling an unexpired term.
- e. Appointments begin on February 1st.

ATTACHMENT C-2

2. APPLICATIONS FOR EXPIRED TERMS

- a. Each October the Town Clerk will advertise that the town is accepting applications for upcoming openings on advisory boards and commissions in February.
- b. All candidates must complete an application to be considered for appointment or reappointment.
- c. Applications will be taken for 30 days.
- d. Applications received after the October 31st deadline will be kept on file for future vacancies.
- e. Applications will be maintained on file until the following October.
- f. The Town Clerk will notify all applicants in writing of receipt of his/her application and give a status report on his/her application.

3. APPOINTMENTS TO EXPIRED TERMS

- 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 January 31st, the chair of each board shall submit a Summary of Applications form to the Town Clerk. Copies of all applications and recommendation forms received shall be forwarded to the Mayor and Board of Aldermen.
- d. 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 Summary of Applications form has not been received from board chairs by January 31st, the Town Clerk shall contact the chairs and request a status report.

ATTACHMENT C-3

- g. By February 15th, the Mayor and Board of Aldermen will make appointments to boards and commissions to fill expired terms.

4. APPLICATIONS FOR UNEXPIRED VACANT TERMS

- a. If a vacancy occurs on a board or commission and the Town Clerk has two or more applications for that specific board or commission, no further advertisement will be necessary. If two or more applications are not on hand, the Town Clerk shall advertise the vacancy for one month.
- b. Upon receipt of any application, the Town Clerk shall notify the applicant in writing of receipt of his/her application and give a status report on whether vacancies exist.

5. APPOINTMENTS TO UNEXPIRED TERMS

- a. Within two weeks following the one-month advertisement, the Town Clerk shall forward copies of applications to the chair of the board or commission on which the vacancy exists along with copies to the Mayor and Board of Aldermen.
- b. The 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 the Town staff in the event of a language barrier.) The board chair 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. Within four weeks following the advertisement, the chair shall submit a Summary of Applications form to the Mayor and Board of Aldermen. Copies of all applications received shall be forwarded to the Mayor and Board of Aldermen.
- d. 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.
- e. If a Summary of Applications form has not been received from the chair within four weeks following the advertisement, the Town Clerk shall contact the chair and request a status report.
- f. Within six weeks following the advertisement, the Mayor and Board of Aldermen will make the appointment to fill the unexpired term.

ATTACHMENT C-4

- g. Appointments to unexpired terms of 6 or fewer months will be simultaneously appointed to the following 3-year term.

6. ATTENDANCE

- a. The chair of each board or commission shall file with the Town Clerk an attendance report on a quarterly basis indicating if members are present or absent.
- b. Unless the chair waives the requirement, members shall be removed if they are absent from three consecutive meetings or if they miss more than 30% of the meetings during a 12-month period. The Town Clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have 10 days after receipt of such notice to waive the removal. If the chair fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.