

# **Town of Carrboro**

*301 W. Main St., Carrboro, NC 27510*



## **Meeting Agenda - Final**

**Tuesday, March 7, 2023**

**7:00 PM**

**Council Chambers - Room 110**

**Town Council**

**7:00-7:05****A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS****7:05-7:10****B. ANNOUNCEMENT OF UPCOMING MEETINGS****7:10-7:20****C. PUBLIC COMMENT**

*Comments are limited to three minutes per speaker.*

**7:20-7:25****D. CONSENT AGENDA**

1. [23-75](#) Approval of June 7, 2022 Minutes
2. [23-71](#) Carrboro Fire-Rescue Firefighters' Relief Fund Board of Trustees Appointments

**PURPOSE:** The purpose of this agenda item is to request that the Council appoint two members to the Firefighters' Relief Fund Board of Trustees.

**Attachments:** [Attachment A- Resolution Appointing Trustees to the Carrboro Fire-Rescue Department Firefighters' Relief Fund Board](#)

3. [23-76](#) Appointments to Board of Adjustment

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Board of Adjustment.

**Attachments:** [Attachment A- Resolution Making Appointment to Bd of Adj 3.7.23](#)  
[Attachment B- Jenifer Wolfe Bd of Adj Application & Chair Form](#)  
[Attachment C- Bd of Adj Information Matrix 3.7.23 TC Mtg](#)

4. [23-77](#) Appointments to Northern Transition Area Advisory Committee

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Northern Transition Area Advisory Committee.

**Attachments:** [Attachment A- Resolution Making Appointment to NTAAC 3.6.23](#)  
[Attachment B- Meg McGurk & Ed Witkin \(combined\) NTAAC reappointment info for 3.7.23](#)  
[Attachment C- NTAAC Information Matrix for 3.7.23 TC Mtg](#)

5. [23-83](#) Appointments to Appearance Commission

**PURPOSE:** The purpose of this agenda item is for Town Council to consider appointments to the Appearance Commission.

**Attachments:** [Attachment A- Resolution Making Appointment to Appearance Comm 3.7.23](#)  
[Attachment B- Markiewicz & Scott Applications & Chair Forms for 3.7.22 TC Mtg](#)  
[Attachment C- Appearance Commission Info Matrix for 3.7.23](#)

## E. OTHER MATTERS

### 7:25-7:45

1. [22-340](#) Request to Accept the Police and Mental Health Collaborations for Diversion Programs Grant

**PURPOSE:** The purpose of this agenda item is request that the Town Council accept the Police and Mental Health Collaborations for Diversion Programs Grant to provide a social worker in the Carrboro Police Department.

**Attachments:** [Letter of Award CJRD-signed](#)  
[Grant Project Ordinance for Diversion Program](#)  
[Racial Equity Pocket Questions](#)

### 7:45-8:15

## Advisory Board Appointments

1. [23-80](#) Appointments to the Recreation and Parks Commission

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Recreation and Parks Commission.

**Attachments:** [Attachment A- Recreation & Parks Resolution to make Appointments 3.7.23](#)  
[Attachment B- Combined Recreation & Parks Applications & Chair Forms for reappt 3.7.23](#)  
[Attachment C- Andrew Kelley Rec & Parks Application and Chair Form](#)  
[Attachment D- Recreation & Parks Information Matrix for 3.7.23](#)

2. [23-72](#) Appointments to the Climate Action Team

**PURPOSE:** The purpose of this agenda item is for Council to consider applicants and make appointments to the Climate Action Team.

**Attachments:** [Attachment A- Resolution Making Appointments to CAT](#)  
[Attachment B- CAT Applicants & Chair Forms for 3.7.23 TC Consideration](#)  
[Attachment C- Climate Action Team Information Matrix current as of 2.20.23](#)

3. [23-81](#) Appointments to the Transportation Advisory Board

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Transportation Advisory Board.

**Attachments:** [Attachment A- Resolution Making TAB Appointments 3.7.23](#)  
[Attachment B- TAB Applications & Chair Forms \(combined\) for 3.7.23 TC Mtg](#)  
[Attachment C- TAB Information Matrix for 3.7.23](#)

F. **MATTERS BY COUNCIL MEMBERS**



# Town of Carrboro

301 W. Main St., Carrboro,  
NC 27510

## Agenda Item Abstract

**File Number: 23-75**

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**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Approval of June 7, 2022 Minutes



## Agenda Item Abstract

File Number: 23-71

**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

Carrboro Fire-Rescue Firefighters’ Relief Fund Board of Trustees Appointments

**PURPOSE:** The purpose of this agenda item is to request that the Council appoint two members to the Firefighters’ Relief Fund Board of Trustees.

**DEPARTMENT:** Fire-Rescue Department

**CONTACT INFORMATION:** Will Potter, Interim Fire Chief, [wpotter@carrboronc.gov](mailto:wpotter@carrboronc.gov)  
<<mailto:wpotter@carrboronc.gov>>, (919) 918-7349.

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

This agenda item is to ensure compliance with statutory requirements for the Firefighters’ Relief Fund Board.

**INFORMATION:** The Firefighters’ Relief Fund (FRF) was established in 1907 to financially assist firefighters who are injured while performing their duties and to ensure that no firefighter would become financially destitute through no fault of their own. Currently, the FRF is governed by North Carolina G.S. 58-84 ([link <https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter\\_58/article\\_84.html>](https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_58/article_84.html)). Since the inception of the FRF, the fund has assisted firefighters who experience injury or loss of life while performing fire department duties.

The FRF is funded by a portion of the Gross Premium Tax (GPT) (G.S. 105-228.5(d)(3)) on insurance policies containing fire and lightning protection, as well as certain automotive policies. Of the total GPT collected, 20% is dedicated to the FRF. The fund is distributed by the Commissioner of Insurance to local firefighter relief funds annually. The Carrboro Fire-Rescue FRF receives approximately \$16,752 annually.

Funds from the FRF have been used to assist members diagnosed with cancer that was likely caused by their service, to offset the cost of annual firefighter physicals, and to assist members with significant physical injuries that caused them to be unable to work.

Fire departments must meet the following requirements to receive the tax collected within their fire district:

- Be a current member of the North Carolina State Firefighters' Association (NCSFA)
- Submit Firefighters' Relief Fund bank & financial statement(s) to the State Firefighters' Association by October 31 each year.

The FRF is managed by a local Board of Trustees. The makeup of the Board of Trustees is identified in Article 30 of G.S. 58-84 and shall consist of the following:

- Two (2) positions elected by the fire department;
- Two (2) positions appointed by City or County Commissioners;
- One (1) position appointed by the Insurance Commissioner.

One of the five (5) board members will be elected as Treasurer.

Current FRF Board of Trustees:

Name	Role	Appointee Type
Crabtree, Robert H.	Chairman	Fire Department Appointee
Hardee, Steven D.	Treasurer	NC Department of Insurance/Insurance Commissioner Appointee
Freeman, Carl W.	Secretary	Fire Department Appointee
Lacock, Forrest W.	Member	Town Council Appointee (2017)
Dunn, Jefferson R.	Member	Fire Department Appointee
CFRD Fire Chief	Ex Officio Member	N/A

Current fire department appointees were selected through an election process held by the Fire Department. Fire department appointees serve at the pleasure of the Fire Department.

The Commissioner of Insurance appointee is appointed by the Commissioner of Insurance and serves at the pleasure of the Commissioner.

To ensure compliance with FRF statutory requirements, the Town Council is requested to appoint Deputy Chief (Ret.) Forrest Wayne Lacock and Lieutenant (Ret.) Jefferson Ray Dunn to the Board of Trustees.

Deputy Chief (Ret.) Forrest Wayne Lacock

Deputy Chief (Ret.) Forrest Wayne Lacock was appointed to the FRF Board of Trustees by the Board of Aldermen on 2 May 2017. The original appointment was for a two-year term; however, the general statute was amended by Session Law 2016-51 on June 23, 2016 to remove the length of terms and to include the language that “appointees serve at the pleasure of the governing body.” Deputy Chief Lacock was last reappointed to a term with an expiration date of December 31, 2018 rather than no expiration per amended Session Law 2016-51.

Deputy Chief Lacock has been a resident of Carrboro for over 70 years. Deputy Chief Lacock served the country in the Army with an honorable discharge. After discharge he served the Town of Carrboro and the Fire-Rescue Department in various roles, eventually retiring as the Deputy Chief of Operations in 2002. He is an active member of Antioch Baptist Church and has served on several committees at Antioch Baptist Church and Damascus United Methodist Church. Deputy Chief Lacock is a founding member and board member of the South Orange Rescue Squad. Deputy Chief Lacock lives in the fire district and is qualified and eligible for this appointment.

Lieutenant (Ret.) Jefferson Ray Dunn

Lieutenant (Ret.) Jefferson Ray Dunn is currently serving on the FRF Board of Trustees as a Fire Department Appointee. Based on the required makeup of the Board of Trustees an additional Town Council Appointment is needed. As such it is requested that Lieutenant Dunn be appointed to the Board of Trustees by the Town Council. Lieutenant Dunn has served on the Board of Trustees for over 10 years and is an excellent choice for

appointment by the Town Council.

Lieutenant Dunn has lived in Carrboro for over 60 years. Lieutenant Dunn joined the Carrboro Fire-rescue Department in 1990 and served the department in various roles for over 30 years. He served as a Fire Driver, Mechanic, and Lieutenant, and served as Acting Captain on many occasions. Lieutenant Dunn has been and continues to be a fire service instructor and a mentor to many current and past members of the department. Lieutenant Dunn is still active in the fire service as a volunteer with the White Cross Fire Department. Lieutenant Dunn lives in the fire district and is qualified and eligible for this appointment.

**FISCAL IMPACT:** There are no fiscal or staff impacts associated with this agenda item.

**RECOMMENDATION:** It is recommended that the Town Council approve the resolution to appoint Forrest W. Lacock and Jefferson R. Dunn to the Firefighters' Relief Fund Board of the Carrboro Fire-Rescue Department.



**A RESOLUTION APPOINTING TRUSTEES TO THE CARRBORO FIRE-RESCUE  
DEPARTMENT FIREFIGHTERS' RELIEF FUND BOARD**

**Section 1.**

The Carrboro Town Council hereby appoints the following persons to the Firefighters' Relief Fund Board of the Carrboro Fire-Rescue Department.

<b>Appointee</b>	<b>Term Expiration</b>
Lacock, Forrest W.	N/A
Dunn, Jefferson R.	N/A

**Section 2.**

This resolution shall become effective upon adoption.



## Agenda Item Abstract

**File Number: 23-76**

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**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Appointments to Board of Adjustment

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Board of Adjustment.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wesley Barker, [wbarker@carrboronc.gov](mailto:wbarker@carrboronc.gov) <<mailto:wbarker@carrboronc.gov>>, 919-918-7309

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Advisory Board appointments follows the Town's Advisory Board Recruitment and Appointment Policy originally adopted by Council on 11-21-2017 and most recently revised on 3-16-2021.

<https://www.carrboronc.gov/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy->> This Advisory Board Recruitment and Appointment Policy is currently being evaluated using the Racial Equity Lens tool. The Council is scheduled to hold a work session on 3-14-2023 to discuss advisory boards and commissions in a broader scope, which will also include the Town's Equity Tools pocket questions.

**INFORMATION:** The Board of Adjustment shall consist of 9 members. Seven members, appointed by the Town Council, shall reside within the town. One member, appointed by the Orange County Board of Commissioners, shall reside within the Town's Extraterritorial planning area. One member, appointed by the Orange County Board of Commissioners, shall reside within the Town's Joint Planning transition area.

The Board of Adjustment currently has three (3) vacancies for in-town seats and one county-appointee seat up for re-appointment recommendation.

Due to a recent resignation by in-town Board of Adjustment member, Marcus Page, the Clerk's office has been notified by the staff liaison that the Board of Adjustment runs the risk of not having a quorum at meetings.

A new application was received by Jenifer Wolfe for an in-town seat on the board. Ms. Wolfe has attended a meeting and Brian Hageman, Chair of the Board of Adjustment, has submitted the chair form.

Additionally, John Baker, who currently serves as an Orange County appointee, is up for re-appointment and is interested in continuing to serve. Mr. Baker was initially appointed to fill an unexpired partial term and has served one-full three-year term. The Council usually recommends a person to serve as the Orange County seat designee, which is appointed by the Orange County Board of County Commissioners. The Clerk's office corresponded with Orange County's Clerks office on February 27, 2023, who stated they had advertised the position, but had not received any additional applicants for this seat. The town has also not received any new applications for this seat.

Applicant and chair information is attached as Attachment B.

A matrix of the Board of Adjustment is attached as Attachment C.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that Council review and consider making an appointment to the Board of Adjustment's in-town seat to alleviate potential quorum issues. It is also recommended that Council consider recommendation of John Baker for another term as the Orange County designee and send this recommendation to the Orange County Board of County Commissioners for consideration (Attachment A).

A RESOLUTION MAKING APPOINTMENT(S) TO THE  
BOARD OF ADJUSTMENT

Section 1. The Carrboro Town Council hereby appoints the following applicant(s) to the Board of Adjustment:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Jenifer Wolfe	2/2026

Section 2. The Town of Carrboro Town Council requests that the Orange County Board of Commissioners reappoint John Baker to a three-year term on the Board of Adjustment in the Extraterritorial Planning Area Seat. There were no other applicants qualified for this appointment.

Section 3. This resolution shall become effective upon adoption.

This the 7th day of March 2023.

## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Saturday, January 14, 2023 6:15 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Jenifer
Last Name	Wolfe
Date	1/14/2023
Address1	110 Walden Drive
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	9194135267
Email Address	jeniferrosewolfe@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1982
Race	White
Sex	Female
Ethnicity	Arab

Occupation	Attorney
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	21 years
Length of Residence in the Town of Carrboro	20 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Board of Adjustment, Economic Sustainability Commission
Advisory Board Preference	Board of Adjustment
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Attorney at Triangle Law Group
Number of Years Employed	6
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	North Carolina Bar Association, Committee Member: Women In The Profession, Professional Vitality, and Future of law Wake County Bar Association, Member Services Wildwood Homeowners Association, Vice President
Relevant Experience:	For the last nine and a half years, I have been an attorney with practice areas in Real Estate Litigation, Construction Law and Construction Litigation, Homeowners Association Law (including litigation), Administrative Licensing Law, among others. I represent individual homeowners and small businesses in disputes and I represent licensed professionals such as general contractors and real estate brokers in licensing complaints. I have a deep background of knowledge in areas of real estate and development that I feel are well-suited for the Board of Adjustment. Regarding the Economic Growth Commission, my experiences are also suited to this because I have the background to analyze complex problems for solutions over longterm.

Reasons You Wish to be Appointed	I would like to serve my community and I feel the Board of Adjustment in particular is something I can really contribute to.
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.	I completely agree. As a female in a male-dominated profession with practice areas that mainly involve a male counterpart, this has been challenging for me. I can only imagine how it is to be underrepresented by race. I think we need to be sure we have adequate representation in all areas of our community, which starts with choosing diverse candidates for positions like this.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive term?	No
If yes, please describe how you meet one, or more, of the following exceptions noted below.	<i>Field not completed.</i>

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## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, February 21, 2023 1:27 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Board of Adjustment
Chair Name	Brian Hageman
Applicant First Name:	Jen
Applicant Last Name:	Wolfe
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>



9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

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10. If no, briefly explain:

*Field not completed.*

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11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Diversity

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If other, please explain:

*Field not completed.*

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Membership Information Matrix

**Board of Adjustment**

First Name	Last Name	Race (as noted by applicant)	Ethnicity (if noted by applicant)	Sex	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration	Seat Designation
<b>CURRENT MEMBERS</b>											
Sriv	Navaratnam	Asian	Not Indicated	Male	303 Tramore Dr.	Chapel Hill, NC 27516	1959	Program Manager	6/1/2021	Feb 2024	In-town
Brian	Hageman	White	Not Indicated	Male	1227 Hillsborough Road	Chapel Hill, NC 27516	1967	Account Executive	6/1/2021	Feb 2024	In-town
Thomas	Tiemann	White	Not Indicated	Male	100 Stable Road	Carrboro, NC 27510	1948	Retired	6/1/2021	Feb 2025	In-town
Linda	Bowerman	White	Not Indicated	Female	6008 Meadow Run Court	Chapel Hill, NC 27516	1963	Artist	6/1/2021	Feb 2024	In-town
Vacant											In-town
Vacant											In-town
Vacant											In-town
Erle	Smith	White	Not Indicated	Male	103 Sunset Creek Circle	Chapel Hill, NC 27516		Retired Corporate Executive	BOCC re-appointed on 12/5/2022	BOCC re-appointed on 12/5/2022	Orange County Appointee (Joint Planning Transition Area)
John	Baker	White	Not Indicated	Male	8210 Reynard Road	Chapel Hill, NC 27516	1977	Landscape Architect	BOCC appointed on 10/5/2021	Feb 2023	Orange County Appointee (ETI)
<b>APPLICANTS</b>											
Jennifer	Wolfe	White	Arab	Female	110 Walden Dr.	Carrboro, NC 27510	1982	Attorney			



## Agenda Item Abstract

**File Number: 23-77**

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**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Appointments to Northern Transition Area Advisory Committee

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Northern Transition Area Advisory Committee.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wesley Barker, Town Clerk, [wbarker@carrboronc.gov](mailto:wbarker@carrboronc.gov)  
<<mailto:wbarker@carrboronc.gov>>, 919-918-7309

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Advisory Board appointments follows the Town's Advisory Board Recruitment and Appointment Policy originally adopted by Council on 11-21-2017 and most recently revised on 3-16-2021.

<<https://www.carrboronc.gov/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy>> This Advisory Board Recruitment and Appointment Policy is currently being evaluated using the Racial Equity Lens tool. The Council is scheduled to hold a work session on 3-14-2023 to discuss advisory boards and commissions in a broader scope, which will also include the Town's Equity Tools pocket questions.

**INFORMATION:** The Northern Transition Area Advisory Committee consists of 5 members; 3 appointed by the Town of Carrboro and Orange County Board of Commissioners, and 2 appointed by the Town Council. All members shall be residents of the unannexed portions of the Northern Study Area.

The Northern Transition Area Advisory Committee (NTAAC) currently has two seats available for appointment. Two expiring seats that are eligible for reappointment are currently filled by Meg McGurk and Edward Witkin, who have both indicated they would like to be reappointed to the NTAAC. It should be noted that Meg McGurk was first appointed in 2018 to fill an unexpired term through 2020. In 2020, she was then reappointed for a first full-term (three years). She would still be eligible for to serve because this pending reappointment would be her second full-term (three years).

Edward Witkin currently serves as one of the Orange County representative seats of the NTAAC. Mr. Witkin was first recommended to be appointed by Carrboro Town Council, and subsequently appointed, by the Orange County Board of County Commissioners (BOCC) in 2020 for a first full-term (three years). He was contacted by the county clerk's office on his interest in reappointment to another term and confirmed interest to both the county and town clerks on February 6, 2023. If recommended for reappointment to the Orange County BOCC, this would be his second full-term (three years). There are currently no other pending applicants for the NTAAC.

Information on these two members is included as Attachment B.

A matrix of NTAAC is included as Attachment C.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Town Council reappoint Meg McGurk to the NTAAC for a second full-term, and to recommend Edward Witkin for reappointment to the Orange County BOCC for a second-full term. (Attachment A)

**A RESOLUTION MAKING AN APPOINTMENT TO THE  
Northern Transition Area Advisory Committee (NTAAC)**

Section 1. The Carrboro Town Council hereby appoints the following applicant(s) to the Northern Transition Area Advisory Committee (NTAAC):

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Carrboro	Meg McGurk	2/2026
Orange County	Edward Witkin	2/2026

Section 2. This resolution shall become effective upon adoption.

This the 7<sup>th</sup> day of March 2023.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Catherine Dorando](#); [Rebecca Buzzard](#); [Julie Eckenrode](#)  
**Subject:** Online Form Submittal: Advisory Board Application  
**Date:** Monday, April 02, 2018 7:41:48 PM

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## Advisory Board Application

First Name	Meg
Last Name	McGurk
Date	4/2/2018
Address1	108 Dublin Road
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	North Carolina
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	No
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Northern Transition Area
Telephone	9195930055
Email Address	mamzar@gmail.com
Date of Birth	8/1/1973
Race	Caucasian
Sex	female
Occupation	Executive Director
Are you a registered Orange County Voter?	Yes
	19 years

Length of Residence in Orange County

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Length of Residence in the Town of Carrboro n/a

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I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two): Northern Transition Area Advisory Committee

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Other (advisory board not listed): *Field not completed.*

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Advisory Board Preference Northern Transition Area Advisory Committee

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\*Employer/Self Employed Chapel Hill Downtown Partnership

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Number of Years Employed 11 years

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\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro. n/a

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Community Activities/Organizational Memberships I currently am the Chairperson of the Juvenile Crime Prevention Council of Orange County and I am an ex-officio board member of the Chapel Hill/ Orange County Visitor's Bureau Board – both appointed by the Orange County Board of Commissioners. I have been a volunteer with the community organization PORCH for three years. I am active in and have several professional organizational memberships including the NC Downtown Development Association, International Downtown Association, Engaging Local Government Leaders, North Carolina Center for Nonprofits, and CH/Carrboro Chamber of Commerce.

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Experience to Aid You in Working on Advisory Boards My job has afforded me numerous opportunities to work alongside and in supportive roles with local government elected officials, advisory boards, and community organizations throughout the county. As a Director of a nonprofit agency, I have extensive experience in working with a 15 member board of directors too. I am the current chairperson of a 30 member, county-wide advisory board, and have served in this role for 5

years. I have a strong understanding of advisory board operations and how to balance peoples' interests to ensure all are heard, respected, and included in discussions and decision making.

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Reasons You Wish to be Appointed

I have lived in the Morris Grove Heights neighborhood for 15 years in June. I adore my neighborhood and neighbors. The neighborhood is right at the intersection of Old 86 HWY and Eubanks Road; an area of the county that hasn't seen much change in those years, however it is poised for much to come. Several years ago I greatly enjoyed participating in the charrette discussions about development in our area. As this area grows and welcomes new businesses and neighbors, I have a great interest in being a part of the collective decisions we make about how that change happens and what direction it goes. All of my professional experience aside, I am excited about the opportunity to be a part of an advisory board whose decisions and actions directly impact my families wonderful slice of the community.

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Have you ever served on any Town of Carrboro Committee or Board?

No

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If yes, which one(s)?

*Field not completed.*

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Are you currently serving on a Town Board or Committee?

No

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If yes, are you applying for a third consecutive term?

No

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If yes, please describe how you meet one, or more, of the following exceptions noted below. \*Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-

n/a



45(c) 3-7(d), 3-24(c)

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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.

ADVISORY BOARD NAME: Northern Transition Advisory Committee

Name: Meg McGurk  
Date of application/last contact: June 9th, 2018  
Summary of qualifications:

**Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.**

Yes  No (Briefly explain: \_\_\_\_\_)

**Applicant attended Advisory Board meeting prior to BOA review.**

Yes (Date: 5/3/2018)  No (Briefly explain: \_\_\_\_\_)

**Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.**

Yes  No  
Briefly explain:

**In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. *Please note that candidates who do not meet any of these qualities are still eligible for appointment.* Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.**

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.

ADVISORY BOARD NAME: Northern Transitional

area advisory  
Committee

- Gender diversity
- Racial or ethnic diversity
- Age range diversity
- Neighborhood/geographic diversity
- Occupation, experience or special skills
- Previous public service or community involvement
- Other: \_\_\_\_\_

Meg lives in area of the Northern Transitional Area that has not had a representative on the committee for a number of years. This neighborhood is (Morrison's Grove Heights) near Eubanks Road & will be impacted by any future development along Old 96 & Eubanks Rds.

Meg also has previous experience serving on advisory Boards.

Meg clarified her work/employment with Chapel Hill Downtown Partnership & NC Downtown Development Association during the May 3rd NTAAC meeting, & states there isn't a conflict of interest with serving on

NTAAC. \_\_\_\_\_ Amy Juska-Mann, Chair NTAAC 6/14/2018

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.

ADVISORY BOARD NAME: Northern Transition Advisory Committee  
Applicant(s) recommended at this time (1 per open seat)

Applicant 1: Meg McGURK

Outstanding qualifications: Previous Advisory Board experience

Has lived in NTA ~15 years. Reports participating in the charrette discussions held at Morris Grove School & focused on development in NTA.

How applicant compliments current board composition:

Lives in area of the NTA that has not had a representative on the committee for a number of years.

Other comments: \_\_\_\_\_

— amy colman chair NTAAC 6/14/2018

Applicant 2: \_\_\_\_\_

Outstanding qualifications: \_\_\_\_\_

## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 1, 2023 11:08 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Northern Transition Area Advisory (NTAAC)
Chair Name	Anahid Vrana
Applicant First Name:	Meg
Applicant Last Name:	McGurt
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Occupation, Experience, or Special Skills
If other, please explain:	Meg has served before and knows the scenery of our area very well. I am not certain but this may be the completion of her second term. We are desperate for members and her willingness to continue is much needed and appreciated. We have a history of struggling to find new members

Email not displaying correctly? [View it in your browser.](#)

**Print****Advisory Board Application - Submission #4448**

Date Submitted: 12/28/2019

**First Name\***

Edward

**Last Name\***

Witkin

**Date\***

10/17/1960

Select today's date

**Address1\***

420 Britton Drive

**Address2****City\***

Chapel Hill

**State**

NC

**Zip\***

27516

**Is this address located within the corporate limits of the Town of Carrboro?\***

No

Please select Yes or No.

**Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\***

Northern Transition Area

**Telephone\***

9193577683

Please enter your primary contact phone number.

**Email Address\***

ewitkin@gmail.com

Enter your primary email address.

**The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.****Date of Birth\***

10/17/1960

Please enter your Month/Day/Year of Birth

**Race\***

White

Please enter your race.

**Sex\***

Male

Please enter your sex.

**Occupation\***

Solar energy design/install/musician

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

16 years

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

N/A

How long have you been a resident of the Town of Carrboro?

**I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):**\*

- |                          |  |                                     |  |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | Affordable Housing Advisory Commission | <input checked="" type="checkbox"/> | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> | Animal Control Board of Appeals        | <input type="checkbox"/>            | OWASA Board of Directors                       |
| <input type="checkbox"/> | Appearance Commission/NPDC             | <input type="checkbox"/>            | Planning Board                                 |
| <input type="checkbox"/> | Arts Committee                         | <input type="checkbox"/>            | Recreation and Parks Commission                |
| <input type="checkbox"/> | Board of Adjustment                    | <input type="checkbox"/>            | Safe Routes to School Implementation Committee |
| <input type="checkbox"/> | Economic Sustainability Commission     | <input type="checkbox"/>            | Stormwater Advisory Commission                 |
| <input type="checkbox"/> | Environmental Advisory Board           | <input type="checkbox"/>            | Tourism Development Authority*                 |
| <input type="checkbox"/> | Human Services Commission              | <input type="checkbox"/>            | Transportation Advisory Board                  |
| <input type="checkbox"/> | Greenways Commission                   |                                     |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

NTAAC

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Self employed

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

16

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

VP- United Solar Initiative (<http://unitedsolarinitiative.org/>) Shakori Hills-Grassroots - advisory committee Get Off The Grid Festival -Co-coordinator (<https://getoffthegridfest.wordpress.com/>)

Please enter the requested information.

**Relevant Experience:\***

I have been a builder in the sustainability field for all of my adult life and understand the imperative for thoughtful development.



**Reasons You Wish to be Appointed\***

I think we have an obligation to make sure that the changes and development in Carrboro and the surrounding area reflect the needs, values and diversity of our community.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

N/A

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Wesley Barker

---

**From:** Tara May <tmay@orangecountync.gov>  
**Sent:** Tuesday, February 14, 2023 8:39 AM  
**To:** Ed Witkin  
**Cc:** Wesley Barker  
**Subject:** RE: Re: Reappointment to the Northern Transition Area Advisory Committee

Good Morning,

Thank you for letting us know, and apologies for the delayed response. We will work with the Carrboro Town Council and Board of County Commissioners on your reappointment soon.

Best,  
Tara

**Tara May**  
Deputy Clerk to the Board  
Orange County Government  
[tmay@orangecountync.gov](mailto:tmay@orangecountync.gov)  
919-245-2125



---

**From:** Ed Witkin <ewitkin@gmail.com>  
**Sent:** Monday, February 6, 2023 12:03 PM  
**To:** Tara May <tmay@orangecountync.gov>  
**Cc:** Wesley Barker <wbarker@carrboronc.gov>  
**Subject:** [EXTERNAL MAIL!] Re: Reappointment to the Northern Transition Area Advisory Committee

Hello Tara and Wesley  
I will be able to continue on the NTAAC committee for another term.

Thank you for the reminder.

All the best!

Ed Witkin  
Carrboro Solar Works, LLC  
United Solar Initiative  
[www.unitedsolarinitiative.org](http://www.unitedsolarinitiative.org)  
NABCEP certified PV installation professional.

On Feb 2, 2023, at 1:52 PM, Tara May <[tmay@orangecountync.gov](mailto:tmay@orangecountync.gov)> wrote:

Good Afternoon Mr. Witkin,

Your term on the Carrboro Northern Transition Area Advisory Committee expired just a couple of days ago. Please reply to let me know if you are interested in continuing for another term as the Board of County Commissioner's representative. Thank you!

Best,  
Tara

**Tara May**  
**Deputy Clerk to the Board**  
**Orange County Government**  
[tmay@orangecountync.gov](mailto:tmay@orangecountync.gov)  
**919-245-2125**  
<image002.png>

## Membership Information Matrix Northern Transition Area Advisory Committee (NTAAC)

Attachment C

Name	Address	Year of Birth	Race (as noted by applicant)	Ethnicity (if noted by applicant)	Sex	Occupation/Expertise Content	Appointed Date	Term Expires
<b>CURRENT MEMBERS</b>								
<b>Lisa Brown</b>	1006 Karen Woods Rd.	1968	Caucasian	Not indicated	Female	Physical Therapist	6/2021	2/2024
<b>Meg McGurk</b>	108 Dublin Rd.	1973	Caucasian	Not indicated	Female	Executive Director	2/2020	2/2023
<b>Edward Witkin (Orange Co. Rep.)</b>	420 Britton Dr.	1960	White	Not indicated	Male	Solar Energy Design/Install	2/2020	2/2023
<b>Anahid Vrana (Orange Co. Rep.)</b>	8217 Old NC 86	1951	White	Not indicated	Female	Art Consultant/Morehead House BB Mgr	2/2021	2/2024
<b>Jennifer Conrad (Orange Co. Rep.)</b>	1002 Karen Woods Rd.	1959	White	Non-Hispanic White	Female	Professor	10/2022	2/2026
<b>APPLICANTS</b>								
<b>None</b>								



## Agenda Item Abstract

**File Number: 23-83**

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**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Appointments to Appearance Commission

**PURPOSE:** The purpose of this agenda item is for Town Council to consider appointments to the Appearance Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wesley Barker, Town Clerk, [wbarker@carrboronc.gov](mailto:wbarker@carrboronc.gov)  
<<mailto:wbarker@carrboronc.gov>>, 919-918-7309

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Advisory Board appointments follows the Town's Advisory Board Recruitment and Appointment Policy originally adopted by Council on 11-21-2017 and most recently revised on 3-16-2021.

<https://www.carrboronc.gov/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy> This Advisory Board Recruitment and Appointment Policy is currently being evaluated using the Racial Equity Lens tool. The Council is scheduled to hold a work session on 3-14-2023 to discuss advisory boards and commissions in a broader scope, which will also include the Town's Equity Tools pocket questions.

**INFORMATION:** The Appearance Commission is comprised of nine seats appointed by Town Council. All members of this Commission shall either reside, own property, or operate a business within Carrboro's planning jurisdiction. The Commission currently has four unfilled vacant seats, and two current members terms are expiring, but eligible for reappointment.

Appearance Commission terms for members David Markiewicz (chair), and James Scott are expiring, but they are both eligible for reappointment and each have confirmed their interest in serving another term.

Chair forms have been submitted for David Markiewicz and James Scott as attachment B. If reappointed, this would be the second full term (three years) for both.

Recently, three applications have been received and have been sent to the commission liaison and chair to invite the applicants to an upcoming Appearance Commission meeting, per the Town's Advisory Board Recruitment and Appointment Policy. Once these applicants have attended a meeting and a subsequent chair form is submitted, they can be brought forth to Council for consideration. Continued recruitment is ongoing to recruit a more diverse applicant pool. The staff liaison has notified the Clerk's office that the Appearance Commission has the potential to have quorum issues based on the number of vacancies.

A matrix is included as attachment C.

**FISCAL IMPACT:** N/A

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**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

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**File Type:** Agendas

**RECOMMENDATION:** It is recommended that Town Council review and consider reappointing David Markiewicz and James Scott for a second full term to the Appearance Commission.

A RESOLUTION MAKING AN APPOINTMENT TO THE  
APPEARANCE COMMISSION

Section 1. The Carrboro Town Council hereby appoints the following applicant(s) to the Appearance Commission:

<b>Appointee</b>	<b>Term Expiration</b>
David Markiewicz	2/2026
James Scott	2/2026

Section 2. This resolution shall become effective upon adoption.

This the 7<sup>th</sup> day of March 2023.

## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Monday, February 6, 2023 8:33 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Appearance Commission
Chair Name	David Markiewicz
Applicant First Name:	David
Applicant Last Name:	Markiewiczz
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	3
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	Yes
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>



9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Occupation, Experience, or Special Skills

---

If other, please explain:

*Field not completed.*

---

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# Advisory Board Application - Submission #4393

Date Submitted: 11/5/2019

First Name\*

David

Last Name\*

Markiewicz

Date\*

3/4/1957

Select today's date

Address1\*

403 South Greensboro Street

Address2

#A

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

ETJ

Telephone\*

9198126875

Please enter your primary contact phone number.

Email Address\*

dmarkiewicz57@gmail.com

Enter your primary email address.

Date of Birth\*

3/28/1957

Please enter your Month/Day/Year of Birth

Race\*

Caucasion

Please enter your race.

Sex\*

Male

Please enter your sex.

Occupation\*

Retired

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

1993

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

2007

How long have you been a resident of the Town of Carrboro?

**I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):**\*

- |                                     |  |                          |  |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/> | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/> | OWASA Board of Directors                       |
| <input checked="" type="checkbox"/> | Appearance Commission/NPDC             | <input type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/> | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/> | Tourism Development Authority*                 |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/> | Transportation Advisory Board                  |
| <input type="checkbox"/>            | Greenways Commission                   |                          |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Please enter the requested information.

**Experience to Aid You in Working on Advisory Boards\***

I worked for the American Heart Association for 40 years. In my last position I was responsible for 350 staff, a 90 million dollar annual budget, volunteer boards spread throughout the states of Georgia, Florida, Tennessee, Alabama, Louisiana, and Mississippi and the territory of Puerto Rico. I was one of 9 senior level staff at the national level working with volunteers to maximize our national annual budget of nearly one billion dollars to address the issues of Heart disease and Stroke. I am very comfortable, skilled and experienced with consensus-driven outcomes and community involvement to accomplish goals and objectives. to get things done. .

**Reasons You Wish to be Appointed\***

Our community has an exceptional visual character and I believe that for it to be maintained and enhanced it needs vigilance and careful decision-making. I am interested in helping with this and have the time to devote to it. I own two homes in Carrboro and believe that if we all do our part to improve our town's appearance, all boats rise. I also am pragmatic and recognize that compromise often carries the day but in doing so more voices are heard and utilized and better decisions are made.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

Appearance

Yes

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

This does not apply to me.

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Monday, February 6, 2023 8:39 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Appearance Commission
Chair Name	David Markiewicz
Applicant First Name:	James
Applicant Last Name:	Scott
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	3
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Occupation, Experience, or Special Skills

---

If other, please explain:

*Field not completed.*

---

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# Advisory Board Application - Submission #4457

Date Submitted: 12/30/2019

First Name\*

James

Last Name\*

Scott

Date\*

12/30/2019

Select today's date

Address1\*

222 Old Fayetteville Rd. A107

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Planning Jurisdiction

Telephone\*

336422518

Please enter your primary contact phone number.

Email Address\*

scotjr4@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

7/20/1986

Please enter your Month/Day/Year of Birth

Race\*

White

Please enter your race.

Sex\*

Male

Please enter your sex.

Occupation\*

Sponsorship Coordinator

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

7 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

5 years, 7 months

How long have you been a resident of the Town of Carrboro?

**I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):**\*

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals                   | <input type="checkbox"/> OWASA Board of Directors                       |
| <input checked="" type="checkbox"/> Appearance Commission/NPDC             | <input type="checkbox"/> Planning Board                                 |
| <input type="checkbox"/> Arts Committee                                    | <input type="checkbox"/> Recreation and Parks Commission                |
| <input type="checkbox"/> Board of Adjustment                               | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input type="checkbox"/> Economic Sustainability Commission                | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board                      | <input type="checkbox"/> Tourism Development Authority*                 |
| <input type="checkbox"/> Human Services Commission                         | <input type="checkbox"/> Transportation Advisory Board                  |
| <input type="checkbox"/> Greenways Commission                              |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Appearance Commission/NPDC

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

The Piedmont Sundial

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

2.5

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

I volunteer regularly at a local assisted living facility. I have worked professionally and personally towards being involved with Carrboro's citizenry as well as the administrative processes that keep it running, and have consistently strived to be informed by and involved with the entire spectrum of people who inhabit the Town. I am also EFD, EPD and EMD certified which includes active CPR certification. Prior to that I spent time volunteering with the Chapel Hill Fire Department in order to gain experience and knowledge that aided me in working for Durham Communications. My ultimate goal, however, was to work in Orange County and for Carrboro specifically.

Please enter the requested information.



**Relevant Experience:\***

I studied Business at Wake Forest University. After University I studied corporate organizational structure and applied that experience towards a local but rather large home builder and land developer. I developed a personal interest in working for the public and working on projects that as much as possible benefitted the community. I have worked as a writer for a small upstart news publication where I gained experience covering municipal gatherings as well as interacting with local residents and staying informed of community events. I worked as a 911 Calltaker in Durham for the sole purpose of applying that knowledge and experience to Carrboro and Orange County. Currently I am primarily employed by UNC-TV where I raise sponsorship funds and handle administrative duties to support public television. I am still employed by The Piedmont Sundial, however my responsibility lies solely with being informed of community events and maintaining a comprehensive online events calendar.

**Reasons You Wish to be Appointed\***

I liked Chapel Hill when I moved there. Several years ago, I walked down Franklin Street and into Carrboro and immediately felt that this was home. It was a place where I certain I could thrive, and my impression at that time has turned out to be accurate. I wanted to work for a community, and since I arrived here I became certain that THIS was the community I wanted to serve. The goals and values of the Town as well as its residents are congruent with those that I hold personally. One of my mentors and a close personal friend - unbeknownst to me prior to my moving here - lived here for several years, and so I've experienced the positive characteristics of this Town even outside of it. I identify deeply with Carrboro and since my arrival have sought every opportunity to become more involved.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

**If yes, are you applying for a third consecutive term?\***

- Yes
- No

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

N/A

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Membership Information Matrix Appearance Commission

First Name	Last Name	Race (as noted by applicant)	Ethnicity (as noted by applicant)	Sex	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration
<b>CURRENT MEMBERS</b>										
Markiewicz	David	White	Not indicated	M	403 South Greensboro Street	Carrboro, NC 27510	1957	Retired	10/13/2020	2/2023
Scott	James	White	Not indicated	M	222 Old Fayetteville Road	Carrboro, NC 27510	1986	Sponsorship Coordinator	10/13/2020	2/2023
Jafarina	Ana	Middle Eastern	Iranian American	F	116 Bim St., Apt D	Carrboro, NC 27510	1996	Graduate Student	11/15/2022	2/2025
Reilly	Sharon	White	n/a	F	206A Maple Ave	Carrboro, NC 27510	1956	Physician	11/15/2022	2/2024
Fry	Whitney	White		F	208 Maple Ave.	Carrboro, NC 27510	1981	Public Health	11/15/2022	2/2025
Vacant										
Vacant										
Vacant										
Vacant										
<b>APPLICANTS *</b>										
Justin	Frye	Caucasian	Not indicated	M	101 Todd St., Apt B	Carrboro, NC 27510	1991	Physician Asst.		
Nathan	Jorgensen	White	Not indicated	M	301 Hillsborough Rd., Unit C	Carrboro, NC 27510	1987	Social Science Researcher		
Samatha	Carney	White	Not indicated	F	201 Sunset Creek Circle	Chapel Hill, Nc 27516	1982	Higher Ed		
*These applicants have been forwarded to the liasion and chair to be invited to an upcoming meeting. Ongoing recruitment for a more diverse applicant pool.										



Agenda Item Abstract

File Number: 22-340

**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 2

**File Type:** Agendas

Request to Accept the Police and Mental Health Collaborations for Diversion Programs Grant

**PURPOSE:** The purpose of this agenda item is request that the Town Council accept the Police and Mental Health Collaborations for Diversion Programs Grant to provide a social worker in the Carrboro Police Department.

**DEPARTMENT:** Police Department

**CONTACT INFORMATION:** Chief Chris Atack, 919-918-7407

**COUNCIL DIRECTION:**

Race/Equity     Climate     Comprehensive Plan     Other

The Orange County Criminal Justice Resource Department submitted this grant to funds efforts to divert those community members facing mental health and/or substance use disorder issues from the criminal justice system and connect them with support services. Demographics and income levels of individuals facing mental health and substance use issues tend to be disparate from the demographics and income levels of the greater community. Please see attached Racial Equity pocket questions for additional information.

**INFORMATION:** The Orange County Criminal Justice Resource Department applied for a N.C. Department of Health and Human Services (DHHS) grant in the Summer of 2022 to provide funds for a mental health diversion social worker position in each Orange County law enforcement agency. This position would work to divert people experiencing mental health or substance use issues from the criminal justice system and towards supportive care. The grant was awarded to the County in the Fall of 2022. The Carrboro Police Department wrote a letter of support for the grant and is slated to receive funding for a social worker position along with the other law enforcement agencies in the county - Chapel Hill Police Department, Hillsborough Police Department, and the Orange County Sheriff’s Office - all of which have accepted, or are expected to accept, the grant.

In 2022, the Carrboro Police Department responded to over 200 calls for individuals experiencing a mental health or substance use crisis. It is expected that these numbers will increase over time as individuals in mental health crisis and substance use rates increased for years prior to the COVID-19 pandemic and have continued that trend. Embedding social workers within law enforcement agencies has become a national model designed to assist in diverting people from the criminal justice system and connecting vulnerable populations to support services. This grant enhances the Carrboro Police Department’s ability beyond the current Crisis Intervention Training (CIT), de-escalation, and other mental health training for officers and would give the department capacity and resources to directly connect individuals in crisis to supportive care and avoid potential criminal justice involvement.

The Orange County Criminal Justice Resource Department will receive a total of \$1,193,750 for a period starting from February 2023 through September 30, 2025. The Town of Carrboro's total portion is \$152,518 to cover salary, benefits, equipment, and supplies for a social worker for two years. The funding source for this program is through the Substance Abuse and Mental Health Services Administration (SAMSHA) American Rescue Plan Act (ARPA) funding via the Mental Health Block Grant (MHBG). The Town will enter into a subcontract with the Orange County Criminal Justice Resource Department. The grant does not require the Town to commit to funding this position at the end of the grant term.

Separate from this grant, ARPA funds have been allocated for a mental health position within the police department. Initial data collection from the first few months from this grant will determine if this requested ARPA-funded position is needed to support or expand this diversion effort. Considerations will include - case load, potential expanded social worker hours, and on-call and emergency call back options.

The Community Safety Task Force will receive an update on the grant at the March 6, 2023 meeting.

**FISCAL IMPACT:** Grant acceptance will have staff and fiscal impact commensurate with hiring and supervising an employee and providing a vehicle for transportation needs. No other significant costs are anticipated.

**RECOMMENDATION:** The Town Manager recommends that the Town Council adopt the Project Ordinance to accept the grant.



NC DEPARTMENT OF  
**HEALTH AND  
 HUMAN SERVICES**  
 Division of Mental Health, Developmental  
 Disabilities and Substance Abuse Services

**ROY COOPER** • Governor  
**KODY H. KINSLEY** • Secretary  
**Mark Benton** • Chief Deputy Secretary for Health  
**Dave Richards** • Interim Director

**November 28, 2022**

**Via Email Only**

**Bonnie Hammersley  
 Orange County Manager  
 Criminal Justice Resource Department  
 106 E. Margaret Lane  
 Hillsborough, NC 27278**

**RE: Police and Mental Health Collaborations for Diversion Programs**

Dear Ms. Hammersley,

We are pleased to confirm that **Criminal Justice Resource Department** has been selected for a contract award for **Criminal Justice Resource Department** to deliver services the RFA titled **Police and Mental Health Collaborations for Diversion Programs**. The total value of the contract will be no greater than \$1,193,750 for a period starting from January 01, 2022 or from an alternative contract start date to be negotiated and ending September 30, 2025. Funds will be reimbursed on receipt of financial reports and supporting documentation.

By accepting this award, **Criminal Justice Resource Department** agrees to submit the following data in adherence to the required reporting standards:

1. Reimbursements (Financial Status Reports)/Invoices (due by the 10<sup>th</sup> of each month)
2. Performance Measure Reports (due by the 10<sup>th</sup> of each month, quarterly, and as requested)

The funding source for this program is the through the Substance Abuse and Mental Health Services Administration (SAMSHA) American Rescue Plan Act (ARPA) funding via the Mental Health Block Grant (MHBG). The Department of Health and Human Services, Division of Mental Health, Developmental Disabilities and Substance Abuse Services will be the state’s contract administrators.

Sincerely;

4318B19F7B0F485...

**Tracy B. Ginn**  
 Operations Manager, Justice System Innovations Section  
 Division of Mental Health, Developmental Disabilities and Substance Abuse Services  
 Department of Health and Human Services

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES AND SUBSTANCE ABUSE SERVICES**

LOCATION: 306 N. Wilmington Street, Bath Building, Raleigh, NC 27601  
 MAILING ADDRESS: 3001 Mail Service Center, Raleigh, NC 27699-3001  
 www.ncdhhs.gov • TEL: 919-733-7011 • FAX: 919-508-0951

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

SPECIAL REVENUE GRANT PROJECT ORDINANCE FOR POLICE AND MENTAL HEALTH  
COLLABORATIONS FOR DIVERSION PROGRAMS

WHEREAS, the Orange County Criminal Justice Resource Department has been awarded a contract through the Substance Abuse and Mental Health Services Administration (SAMSHA) American Rescue Plan Act (ARPA) via the Mental Health Block Grant (MHBG) to deliver services for “*Police and Mental Health Collaborations for Diversion Programs*”; and,

WHEREAS, the total amount of this award is \$1,193,750 beginning February 1, 2023 through September 1, 2025; and,

WHEREAS, this award will support a comprehensive approach involving the Orange County Sheriff’s Office, and the Police Departments of Chapel Hill, Carrboro and Hillsborough; and,

WHEREAS, funding will be provided for a social worker position to be hired in each of the law enforcement agencies; and,

WHEREAS, the Town is required to enter a subcontract with the Criminal Justice Resource Department; and,

WHEREAS, funding will be provided to Freedom House to hire a Clinician and PSS; and,

WHEREAS, a Mental Health Diversion Coordinator in the Orange County Criminal Justice Resource Department will coordinate the team’s work and ensure grant data and reporting is completed; and,

WHEREAS, the Town Council deems this to be a worthy project to divert individuals with mental health and other social issues from the criminal justice system.

NOW, THEREFORE PURSUANT TO N.C.G.S 159-13.2, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:

1. Funding for the *Police and Mental Health Collaborations for Diversion Programs* shall be accounted for in the Special Revenue Fund.
2. Total revenues in the amount of \$152,518.13 are anticipated to be available to the Town by subcontract with the Orange County Criminal Justice Resource Department
3. The following amount is appropriated for expenditure in the following manner:

	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>TOTAL</b>
Salary/Wages - Social Worker	\$ 50,000.00	\$51,500.00	\$101,500.00
Fringe Benefits	\$ 24,138.52	\$24,138.52	\$ 48,277.04
Equipment IT: Laptop/dock	\$ 1,441.09		\$ 1,441.09
Equipment: Cell Phone (\$50/month)	\$ 600.00	\$ 600.00	\$ 1,200.00
Other: Business Cards	\$ 100.00		\$ 100.00
<b>TOTAL</b>	<b>\$ 76,279.61</b>	<b>\$76,238.52</b>	<b>\$152,518.13</b>

4. This Program is authorized to be undertaken until all project activity is completed.

5. The Town Manager is authorized to execute a subcontract agreement with Orange County and make other necessary certifications and assurances.
6. Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

## Racial Equity Pocket Questions

### **What are the racial impacts?**

The social worker position funded in this grant is primarily tasked with diverting individuals from the criminal justice system to more appropriate mental health service options. People experiencing mental health and substance use concerns tend to be the most vulnerable in our community and racial and income data of this population is consistently disparate from the overall community demographics. Mental health care data suggests that there are differences among racial, ethnic, and income groups' ability to access and continue mental health care. The recent COVID-19 pandemic has shown that negative impacts are disparate for certain sub-groups in the greater population. This grant focuses on reaching the most vulnerable in our population and connecting them to resources to improve wellbeing.

Links:

[Black Indigenous and People of Color \(BIPOC\) Mental Health Fact Sheet | Resources to Recover \(rtor.org\)](#)

[Mental Health Disparities - PMC \(nih.gov\)](#)

### **Who is or will experience burden?**

Mental health and social service providers will have additional clients in need of services and support. This grant provides for additional mental health positions to support an anticipated increase in client numbers and need for sustained care over time to meet an existing community need. Metrics collected will guide future resource needs and program changes.

### **Who is or will experience benefit?**

Members of the community with mental health or substance use disorders will be better connected to appropriate services and supported in their efforts. This benefit extends to family and community members who may be less affected by individuals experiencing these difficulties when behavior manifests in disruptive ways. The police department will be enabled to co-respond with an officer and a social worker in order to more fully determine best options in situations involving mental health and substance use issues. This ability to provide more appropriate services has been shown to reduce criminal actions in the future by the affected people.

### **What are the root causes of inequity?**

Mental health services are under resourced and not robust enough to provide consistent and supportive care to individuals with mental health conditions and/or substance use disorders. This lack of system capacity has resulted in inappropriate criminal justice system involvement for people suffering from these issues.



Some people fear the stigma of seeking help for mental health or substance use concerns due to community beliefs. People can also have concerns due to mistrust of the mental health or medical field because of historical disparities in treatment and outcomes.

In addition, many people lack the financial resources necessary to afford mental health and substance use treatment and care. Coupled with limited options for health insurance and limited coverage of treatment options for some people with health insurance, accessing and continuing care for these issues can be extremely difficult.

### **What might be the unintended consequences of this action or strategy?**

While this model of diversion and service provision is being used nationally and shows success in reducing criminal justice involvement and reducing crime related to these issues, this model is mostly new to this area outside of Chapel Hill Police Department's Crisis Unit work. We anticipate that success will be mirrored here, but the data gathered will tell the story of program impacts. For this reason, multiple metrics will be tracked to determine if this effort is effective in reducing criminal justice involvement and overall negative effects from a personal and community perspective.

There is a possibility that certain people will not take advantage of the mental health and substance abuse resources in this program due to concerns about potential stigma related to seeking assistance and appearing weak to others. These concerns are not limited to this model program and reflect a larger issue with stigma and mental health/substance abuse treatment. Efforts continue to combat this concern and the social worker in the police department could make strides through training and education of community members to reduce this concern.



## Agenda Item Abstract

**File Number: 23-80**

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**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Appointments to the Recreation and Parks Commission

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Recreation and Parks Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wesley Barker, Town Clerk, [wbarker@carrboronc.gov](mailto:wbarker@carrboronc.gov)  
<<mailto:wbarker@carrboronc.gov>>, 919-918-7309

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Advisory Board appointments follows the Town's Advisory Board Recruitment and Appointment Policy originally adopted by Council on 11-21-2017 and most recently revised on 3-16-2021.

<<https://www.carrboronc.gov/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy>> This Advisory Board Recruitment and Appointment Policy is currently being evaluated using the Racial Equity Lens tool. The Council is scheduled to hold a work session on 3-14-2023 to discuss advisory boards and commissions in a broader scope, which will also include the Town's Equity Tools pocket questions.

**INFORMATION:** The Recreation and Parks Commission is composed of 12 members appointed by the Town Council: 9 voting members shall be residents from the town, 1 non-voting, liaison member shall be selected from the membership of the Town Council, 1 non-voting, liaison member shall be selected from the Chapel Hill-Carrboro City Schools Board of Education, and 1 voting liaison member shall be selected from the Youth Council.

The Recreation and Parks Commission currently has three seats with expiring terms who are all eligible and up for re-appointment. Each member has indicated their interest in being re-appointed for another term. These members are Chris Colvin, Maggie Funkhouser, and Deborah Filer. Chair forms and initial applications of these members are included as Attachment B.

Furthermore, there are currently 5 vacancies on the Recreation and Parks Commission. The commission has quorum issues based on the current number of voting members. One new application has been submitted from Andrew Kelley. Mr. Kelley has attended a meeting and a chair form has been submitted. His application is included as Attachment C.

A current matrix is included as Attachment D.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Town Council consider re-appointing members Chris Colvin, Maggie Funkhouser and Deborah Filer to another three-year term. Also, it is recommended Town Council consider appointing new applicant Andrew Kelley to a three-year term to help alleviate quorum issues (Attachment A).

**A RESOLUTION MAKING AN APPOINTMENT TO THE  
RECREATION & PARKS COMMISSION**

Section 1. The Carrboro Town Council hereby appoints the following applicants to the Recreation & Parks Commission:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town Voting Member	Chris Colvin	2/2025
In-Town Voting Member	Margaret “Maggie” Funkhouser	2/2026
In-Town Voting Member	Deborah Filer	2/2026
In-Town Voting Member	Andrew Kelley	2/2026

Section 2. This resolution shall become effective upon adoption.

This the 7<sup>th</sup> day of March 2023.

Print

Advisory Board Application - Submission #4329

Date Submitted: 10/5/2019

First Name\*

Margaret

Last Name\*

Funkhouser

Date\*

10/5/2019

Select today's date

Address1\*

105 Cheek Street

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

9199238010

Please enter your primary contact phone number.

Email Address\*

maggiefunkhouser@gmail.com

Enter your primary email address.

Date of Birth\*

8/22/1989

Please enter your Month/Day/Year of Birth

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

**Occupation\***

Assistant Manager  
(Carrboro Farmers'  
Market); Events  
Coordinator (Lantern  
Restaurant, Chapel Hill)

Please enter your  
occupation.

**Are you a registered  
Orange County Voter?\***

Yes  No

Please answer Yes or No

**Length of Residence in  
Orange County\***

current length 4 years  
(resident of Chapel Hill  
1997-2012; resident of  
Carrboro 2015-present)

How long have you been a  
resident of Orange  
County?

**Length of Residence in  
the Town of Carrboro\***

current length 4 years  
(resident of Chapel Hill  
1997-2012; resident of  
Carrboro 2015-present)

How long have you been a  
resident of the Town of  
Carrboro?

**I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):**\*

- Affordable Housing Advisory Commission
- Animal Control Board of Appeals
- Appearance Commission/NPDC
- Arts Committee
- Board of Adjustment
- Economic Sustainability Commission
- Environmental Advisory Board
- Human Services Commission
- Greenways Commission
- Northern Transition Area Advisory Committee
- OWASA Board of Directors
- Planning Board
- Recreation and Parks Commission
- Safe Routes to School Implementation Committee
- Stormwater Advisory Commission
- Tourism Development Authority\*
- Transportation Advisory Board

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

Please indicate by typing the advisory board that you are  
applying for.

**Advisory Board Preference\***

Tourism Development Authority, Recreation and Parks  
Commission

If you are applying for membership on more than one  
advisory board, please indicate your preference by typing  
your first choice. Please limit your selection to two  
boards).

**\*Employer/Self Employed**

Carrboro Farmers' Market; Lantern Restaurant (Chapel Hill)

Please enter your employment information. This is a  
requirement for application for the Tourism Development  
Authority.

**Number of Years Employed\***

both <1

Enter the number of years you have been employed at the  
organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

I have resided in Carrboro for many years and have lived in the vicinity for even longer, having grown up in Chapel Hill (attending elementary, middle, and high school through CHCCS) and then attending UNC Chapel Hill for my undergraduate degree. I like to think I know the Town well, and I get to know her better and better each year.

My work at the Carrboro Farmers' Market allows me to interact weekly with both community members and visitors to Carrboro. As a long-standing institution in the town, we take great care to create a welcoming and engaging space for customers, vendors, staff, and volunteers. I frequently interact with visitors from out of town who come to see the Market, and I strive to make sure it is a positive experience. We at the Market take part in many TOC activities throughout the year and are a huge draw for locals and far-flung visitors alike. I think that my position as the Assistant Manager for the Market would make me a valuable addition to the Tourism Development Authority.

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

I enjoy being a part of many communities within Carrboro. I am cultivating a deeper interest in food justice and food access issues in our area, and I started volunteering with PORCH this summer. I am a certified beekeeper and I work regularly with members of the Orange County Beekeepers Association in my personal and professional life. My interest in community stories led me to start a free monthly open-mic storytelling night, where I invite community members to tell their real stories. I am also a work-study at Carrboro Yoga Company. Additionally, my domestic partner is a local musician and regularly participates in community music events (such as Carrboro Music Fest), and so I am very familiar with the Carrboro music community, as well.

Please enter the requested information.

**Experience to Aid You in Working on Advisory Boards\***

I think that I have the personality and drive to make me an excellent member of an Advisory Board: I enjoy being part of a team, I feel dedicated to the progressive movements in our area, and I am highly organized and a skilled communicator.

I have never been a part of an Advisory Board before, though I have some experience being a part of regulatory groups: I was a member of the Elections Committee at Weaver Street Market while employed there, and I currently attend regular Board Meetings for the Carrboro Farmers' Market.

**Reasons You Wish to be Appointed\***

I would be honored to be appointed to an Advisory Board either as a resident of Carrboro or in my capacity as the Assistant Manager of the Carrboro Farmers' Market. I am seeking appointment because of my deep love for the Town and my desire to do my part towards her betterment. I am most interested in working to promote affordability, accessibility, and equity in Carrboro, whether that applies to food access, housing, public spaces, or policy. I am very interested in being more involved in Carrboro's governing organizations: I want to learn more about how issues are resolved, how decisions are made, and how research is conducted. I think that I would be a great addition to any Advisory Board, and I will do my best to be a thoughtful, even-minded, and energetic presence.

Have you ever served on any Town of Carrboro Committee or Board?\*

No

If yes, which one(s)?

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

**If yes, are you applying for a third consecutive term?\***

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

n/a

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.



## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 18, 2023 12:06 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Recreation & Parks Commission
Chair Name	Maggie Funkhouser
Applicant First Name:	Maggie
Applicant Last Name:	Funkhouser
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	3
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

---

*Field not completed.*

10. If no, briefly explain:

---

*Field not completed.*

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

---

Occupation, Experience, or Special Skills

If other, please explain:

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*Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Print

Advisory Board Application - Submission #4215

Date Submitted: 8/19/2019

First Name\*

Deborah

Last Name\*

Filer

Date\*

8/19/2019

Select today's date

Address1\*

122 Beechwood Drive

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

9199325708

Please enter your primary contact phone number.

Email Address\*

beresheet04@aol.com

Enter your primary email address.

Date of Birth\*

4/20/1953

Please enter your Month/Day/Year of Birth

Race\*

Caucasian

Please enter your race.

Sex\*

Female

Please enter your sex.

**Occupation\***

Retired Special Ed Tchr

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

+30

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

+30

How long have you been a resident of the Town of Carrboro?

**I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):**\*

- Affordable Housing Advisory Commission
- Animal Control Board of Appeals
- Appearance Commission/NPDC
- Arts Committee
- Board of Adjustment
- Economic Sustainability Commission
- Environmental Advisory Board
- Human Services Commission
- Greenways Commission
- Northern Transition Area Advisory Committee
- OWASA Board of Directors
- Planning Board
- Recreation and Parks Commission
- Safe Routes to School Implementation Committee
- Stormwater Advisory Commission
- Tourism Development Authority\*
- Transportation Advisory Board

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Recreation and Parks

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Teacher

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

19

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

None

Please enter the requested information.

**Experience to Aid You in Working on Advisory Boards\***

Teaching kids with special needs from 6 weeks to 22 years old. Mild disabilities to severe disabilities. Experienced in adaptive technology and playgrounds from 6 weeks to adult. Experienced in inclusive activities and adaptive playground equipment.

**Reasons You Wish to be Appointed\***

Graduate of Carrboro's first Citizens Academy.

**Have you ever served on any Town of Carrboro Committee or Board?\***

No

**If yes, which one(s)?**

**Are you currently serving on a Town Board or Committee?\***

Yes  
 No

**If yes, are you applying for a third consecutive term?\***

Yes  
 No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

Ok

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 18, 2023 3:46 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Recreation & Parks Commission
Chair Name	Maggie Funkhouser
Applicant First Name:	Deborah
Applicant Last Name:	Filer
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	3
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: *Field not completed.*

---

10. If no, briefly explain: *Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison. Diversity, Occupation, Experience, or Special Skills

---

If other, please explain: *Field not completed.*

---

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Print

Advisory Board Application - Submission #4232

Date Submitted: 8/30/2019

First Name\*

Chris

Last Name\*

Colvin

Date\*

8/30/2019

Select today's date

Address1\*

201 E Poplar Ave

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Planning Jurisdiction

Please select Yes or No.

Telephone\*

5102925530

Please enter your primary contact phone number.

Email Address\*

christopher.colvin@gmail.com

Enter your primary email address.

Date of Birth\*

3/13/1983

Please enter your Month/Day/Year of Birth

Race\*

White

Please enter your race.

Sex\*

Male

Please enter your sex.



**Occupation\***

Outdoor Recreation  
Planner

Please enter your  
occupation.

**Are you a registered  
Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in  
Orange County\***

1 year

How long have you been a  
resident of Orange  
County?

**Length of Residence in  
the Town of Carrboro\***

1 year

How long have you been a  
resident of the Town of  
Carrboro?

**I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):**\*

- Affordable Housing Advisory Commission
- Animal Control Board of Appeals
- Appearance Commission/NPDC
- Arts Committee
- Board of Adjustment
- Economic Sustainability Commission
- Environmental Advisory Board
- Human Services Commission
- Greenways Commission
- Northern Transition Area Advisory Committee
- OWASA Board of Directors
- Planning Board
- Recreation and Parks Commission
- Safe Routes to School Implementation Committee
- Stormwater Advisory Commission
- Tourism Development Authority\*
- Transportation Advisory Board

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Recreation and Parks

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

US Forest Service

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

1 year Forest Service, 6 years Park Service

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Carrboro Bicycle plan committee, Triangle Land Conservancy member, Interior Credit Union Board member

Please enter the requested information.

**Experience to Aid You in Working on Advisory Boards\***

Professional and volunteer experience in recreation, parks, land management and conservation. Volunteer experience on boards and committees.

**Reasons You Wish to be Appointed\***

As a relatively new resident of Carrboro, I would like to be more involved in improving the quality of life in our community. After a very positive experience participating in the bicycle planning process, I look forward to contributing to a wider range of recreation and parks efforts. My professional experience in recreation programs within the national park service and us forest service have provided a base of relevant experience.

**Have you ever served on any Town of Carrboro Committee or Board?\***

Yes

**If yes, which one(s)?**

Bicycle plan

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

**If yes, are you applying for a third consecutive term?\***

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

N/a

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, February 23, 2023 10:34 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Recreation & Parks Commission
Chair Name	Maggie Funkhouser
Applicant First Name:	Chris
Applicant Last Name:	Colvin
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	3
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

*Field not completed.*

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Occupation, Experience, or Special Skills

---

If other, please explain:

*Field not completed.*

---

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## Advisory Board Application - Submission #6855

Date Submitted: 9/13/2022

First Name\*

Andrew

Last Name\*

Kelley

Date\*

9/13/2022

Select today's date

Address1\*

103 Hanford Road

Address2

City\*

Chapel Hill

State

NC

Zip\*

27516

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Unsure

Telephone (111)-111-1111\*

4434657651

Please enter your primary contact phone number.

Email Address\*

drewkelley@nc.rr.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?\*

1980

Race\*

Caucasian / White

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

Caucasian / White

Occupation\*

Project Manager

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

13 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

13 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |                                     |  |                                     |   |
|-------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/>            | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/>            | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/>            | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/>            | Planning Board                              |
| <input checked="" type="checkbox"/> | Climate Action Team                    | <input type="checkbox"/>            | Racial Equity Commission                    |
| <input type="checkbox"/>            | Community Safety Task Force            | <input checked="" type="checkbox"/> | Recreation and Parks Commission             |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/>            | Stormwater Advisory Commission              |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/>            | Tourism Development Authority*              |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/>            | Transportation Advisory Board               |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Advisory Board Preference\***

Recreation and Parks Commission

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**\*\*Employer/Self Employed**

ICON PLC

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed**

10

Enter the number of years you have been employed at the organization listed to the left.

**\*\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

North Carolina Chapter of Project Management Institute Volunteer at Seeds Durham Volunteer at Durham Habitat for Humanity Volunteer / Pacer for Multiple Half Marathon / Marathon Races (ex. Bull City Race Fest, Fayetteville Marathon) Board Treasurer and President for Neighborhood Home Owner Association

Please enter the requested information.

**Relevant Experience:\***

I do not have any direct experience working on a town committee but I have served in other areas of the community as outlined in the "Community Activities and Organizational Memberships" section above.

**Reasons You Wish to be Appointed\***

I have lived in Carrboro for 13 years and feel so thankful for all of the people who help make this community what it is. If there is availability, I wanted to offer my time to causes near to my heart, which includes the Park and Rec Commission and Climate Action Team. I am an outdoors person and if there's anything I can do to maintain or improve our outdoor spaces, I'd like to be able to help in any way possible.

**We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\***

Without diversity of thought or opinion, it's impossible to represent the values and interests of everyone who lives in our community. I will my best to perform outreach and ensure that there is a diversity of races and viewpoints on the commission that I join.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

**If yes, are you applying for a third consecutive term?\***

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

\_\_\_\_\_

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, February 28, 2023 4:25 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Recreation & Parks Commission
Chair Name	Maggie Funkhouser
Applicant First Name:	Andrew
Applicant Last Name:	Kelley
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>



9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

*Field not completed.*

---

If other, please explain:

*Field not completed.*

---

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## Membership Information Matrix Recreation & Parks Commission

First Name	Last Name	Race (as noted by applicant)	Ethnicity (as noted by applicant)	Sex	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Seat Designation
<b>CURRENT MEMBERS</b>										
Chris	Colvin	White	Not indicated	M	201 E. Poplar Ave.	Carrboro, NC 27510	1983	Outdoor Recreation Planner	9/24/2019	Resident- Voting Member
Margaret	Funkhouser	White	Not indicated	F	105 Cheek Street	Carrboro, NC 27510	1989	Manager Carrboro Farmers Market; Events Coordinator at Lantern Restaurant Chapel Hill	11/12/2019	Resident- Voting Member
Makeeda	Ma'at	Black	African American	F	Private (Carrboro Resident)	Carrboro, NC 27510	Not Provided	Educator/Founder	11/17/2020	Resident- Voting Member
Deborah	Filer	White	Caucasian	F	122 Beechwood Drive	Carrboro, NC 27510	1953	Retired Special Ed. Teacher	11/12/2019	Resident- Voting Member
Vacant										Resident- Voting Member
Vacant										Resident- Voting Member
Vacant										Resident- Voting Member
Vacant										Resident- Voting Member
Vacant										Resident- Voting Member
Nyiri	Sofia	Not indicated	Not indicated	F				Youth Council Liaison- Voting	Ongoing	Youth Council Liaison- Voting Member
Deon	Temme	Not indicated	Not indicated	M				School Representative- Non-Voting	Ongoing	School Representative- Non-Voting Member
Danny	Nowell							Town Council Liaison- Non-Voting	Ongoing	Town Council Liaison- Non-Voting Member
<b>APPLICANTS</b>										
Andrew	Kelley	White	Caucasian	M	103 Hanford Rd.	Chapel Hill, NC 27516	1980	Project Manager		



Agenda Item Abstract

File Number: 23-72

**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

Appointments to the Climate Action Team

**PURPOSE:** The purpose of this agenda item is for Council to consider applicants and make appointments to the Climate Action Team.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wesley Barker, Town Clerk, [wbarker@carrboronc.gov](mailto:wbarker@carrboronc.gov)  
<<mailto:wbarker@carrboronc.gov>>

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Advisory Board appointments follows the Town’s Advisory Board Recruitment and Appointment Policy originally adopted by Council on 11-21-2017 and most recently revised on 3-16-2021.

<https://www.carrboronc.gov/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy>-> This Advisory Board Recruitment and Appointment Policy is currently being evaluated using the Racial Equity Lens tool. The Council is scheduled to hold a work session on 3-14-2023 to discuss advisory boards and commissions in a broader scope, which will also include the Town’s Equity Tools pocket questions.

**INFORMATION:** This agenda item will allow the Town Council to consider making appointments to the Climate Action Team.

**Section 3-24.16 Climate Action Team (a)** There shall be a Climate Action Team (CAT) consisting of nine members appointed by the Town Council. Members shall be residents, business owners, or employees in the Town or extraterritorial planning jurisdiction or the Town’s joint planning transition area. All such members shall be interested in or have expertise relevant to the duties of the CAT. At least one member should have experience related to community organizing or environmental justice. One seat should be reserved for a Carrboro resident currently enrolled in public, private, or home school at the high school level.

Original appointments to the Climate Action Team were made by Council on October 12, 2021, and October 19, 2021. These members were appointed for three-year staggered terms. There currently are two vacancies on the Climate Action team due to resignations. Both seats have an initial term expiration date of 2/2025.

Applications have been received from: Greg Randolph, Jane Danielwicz, Riz Rashdi, Nicholas Stover and Meg Molloy. Chair Forms have also been submitted for these applicants.

A resolution making appointments is included as Attachment A. Applications and Chair Forms are included as Attachment B, and an information matrix is included as Attachment C.

**FISCAL IMPACT:** There is no fiscal or staff impact related to this item.

**RECOMMENDATION:** Town staff recommends that Town Council discuss and consider making appointments to the Climate Action Team vacant seats if the Council so desires. The Council can also appoint these individuals to serve a term through 2/2025, which is the initial expiration of the inaugural terms, but it is recommended to extend these terms to be a three-year appointment which would expire 2/2026 to prevent multiple expirations in 2/2025.

**A RESOLUTION MAKING AN APPOINTMENT TO THE  
CLIMATE ACTION TEAM**

The Carrboro Town Council hereby appoints the following person(s) to the Climate Action Team:

<b>Appointee</b>	<b>Term Expiration</b>
	2/2026
	2/2026

This resolution shall become effective upon adoption.

This the 7<sup>th</sup> day of March 2023.

# Print

## Advisory Board Application - Submission #5869

Date Submitted: 9/26/2021

First Name\*

Riz

Last Name\*

Rashdi

Date\*

9/26/2021

Select today's date

Address1\*

200 Autumn Drive

Address2

City\*

Chapel Hill

State

NC

Zip\*

27516

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Unsure

Telephone (111)-111-1111\*

9193026557

Please enter your primary contact phone number.

Email Address\*

rizrashdi@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Current Age\*

12/1/1973

Race\*

Brown

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

Pakistani Muslim

Occupation\*

Senior Systems Analyst

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

2 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

2 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |   |  |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission                        |
| <input type="checkbox"/> Appearance Commission/NPDC             | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> OWASA Board of Directors                    |
| <input type="checkbox"/> Board of Adjustment                    | <input type="checkbox"/> Planning Board                              |
| <input checked="" type="checkbox"/> Climate Action Team         | <input type="checkbox"/> Racial Equity Commission                    |
| <input type="checkbox"/> Community Safety Task Force            | <input type="checkbox"/> Recreation and Parks Commission             |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission              |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*              |
| <input type="checkbox"/> Human Services Commission              | <input type="checkbox"/> Transportation Advisory Board               |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

Climate Action Team

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Climate Action Team

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**\*\*Employer/Self Employed**

First Citizens Bank

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed**

1

Enter the number of years you have been employed at the organization listed to the left.

**\*\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

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\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

San Diego Electric Car Ambassador

Please enter the requested information.

**Relevant Experience:\***

Driving electric cars for eleven years Steadfast and patient listener Great communicator Caring and kind Unifier and likeable

**Reasons You Wish to be Appointed\***

I want to give back to my new community. I grew up in Pakistan, Manhattan, and then Braggtown, Durham. We moved back to the area two years ago to raise our family.

**We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\***

Chapel Hill needs more diversity.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.



## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 23, 2022 10:02 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Carrboro Climate Action Team
Chair Name	Kathy Kaufman
Applicant First Name:	Riz
Applicant Last Name:	Rashdi
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Diversity
If other, please explain:	<i>Field not completed.</i>

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## Advisory Board Application - Submission #6327

Date Submitted: 4/22/2022

First Name\*

Greg

Last Name\*

Randolph

Date\*

4/22/2022

Select today's date

Address1\*

1905 Pathway Dr.

Address2

City\*

Chapel Hill

State

NC

Zip\*

27516

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Unsure

Telephone (111)-111-1111\*

9195255576

Please enter your primary contact phone number.

Email Address\*

greg.d.randolph@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?\*

1962

Race\*

Caucasian

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

White

Occupation\*

Public Health Consultant

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

34

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

24

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |                                     |  |                          |   |
|-------------------------------------|--|--------------------------|---|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" type="checkbox"/> | Climate Action Team                    | <input type="checkbox"/> | Racial Equity Commission                    |
| <input type="checkbox"/>            | Community Safety Task Force            | <input type="checkbox"/> | Recreation and Parks Commission             |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/> | Stormwater Advisory Commission              |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/> | Tourism Development Authority*              |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/> | Transportation Advisory Board               |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Advisory Board Preference\***

Climate Action Team

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**\*\*Employer/Self Employed**

Self employed

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed**

2

Enter the number of years you have been employed at the organization listed to the left.

**\*\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Adjunct Professor, UNC Schools of Medicine and Public Health Fellow, American Academy of Pediatrics Board Member, Global Telehealth Network Ambassador™s Circle Member, The Carter Center

Please enter the requested information.

**Relevant Experience:\***

For the past 24 years I have assisted local, state and national organizations and multi sector partnerships with implementation and evaluation of evidence based and innovative strategies to improve health in their communities “ as a faculty member at UNC, and more recently as an independent consultant. My expertise in quality improvement and implementation science, as well as measurement and evaluation could be very beneficial to the Climate Action Team. In addition, I am a recently retired general pediatrician with 30 years of experience as a public health physician. I believe that my knowledge and expertise related to the health impacts of climate change may also be beneficial to the team.

**Reasons You Wish to be Appointed\***

I have benefited greatly during my 24 years living in our wonderful community as a Carrboro resident. The first 22 years here, I was juggling raising a family and a very busy career at UNC. Since retiring from UNC a couple years ago, I feel a strong urge to give back to our community “ serving on an advisory board for the town of Carrboro would be a great way to achieve that desire. I am very excited about the climate action team because climate change is my greatest concerns about our future. I have spent the last five or so years trying to learn as much as possible about climate change and how individuals and communities can prevent and mitigate the effects of climate change.

**We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\***

I strongly agree with the towns dedication to racial equity and diversity and inclusion. Equity issues will no doubt be critical for nearly all of the climate action team’s decisions as they will affect how land is used, how our community members input is considered, where resources or grants are spent, etc. Racial and ethnic communities have for too long been ignored in such decision making, and worse, often negatively impacted by such decisions by state and local governments. It is imperative for the town government and it’s committees view their work and decisions through an equity lens.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

\_\_\_\_\_

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 23, 2022 10:00 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Carrboro Climate Action Team
Chair Name	Kathy Kaufman
Applicant First Name:	Greg
Applicant Last Name:	Randolph
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

*Field not completed.*

---

If other, please explain:

*Field not completed.*

---

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## Advisory Board Application - Submission #6723

Date Submitted: 7/23/2022

First Name\*

Jane

Last Name\*

Danielewicz

Date\*

7/18/2022

Select today's date

Address1\*

110 Waverly Forest Ln

Address2

City\*

CHAPEL HILL

State

NC

Zip\*

27516

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Unsure

Telephone (111)-111-1111\*

9199519675

Please enter your primary contact phone number.

Email Address\*

jane.danielewicz@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?\*

1952

Race\*

Caucasian

Please enter your race.

Sex\*

female

Please enter your sex.

Ethnicity\*

white

Occupation\*

retired UNC Professor

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

30 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

28 years

How long have you been a resident of the Town of Carrboro?



I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |                                     |  |                          |   |
|-------------------------------------|--|--------------------------|---|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" type="checkbox"/> | Climate Action Team                    | <input type="checkbox"/> | Racial Equity Commission                    |
| <input type="checkbox"/>            | Community Safety Task Force            | <input type="checkbox"/> | Recreation and Parks Commission             |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/> | Stormwater Advisory Commission              |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/> | Tourism Development Authority*              |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/> | Transportation Advisory Board               |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Advisory Board Preference\***

Climate Action Team

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**\*\*Employer/Self Employed**

\_\_\_\_\_

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

\_\_\_\_\_

Enter the number of years you have been employed at the organization listed to the left.

**\*\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

I'm not certain what type of information to include here. In terms of my interest in Climate Action, I am a member of the North Carolina Botanical Garden, Triangle Land Conservancy, and Nature Conservancy.

Please enter the requested information.

**Relevant Experience:\***

I have never served on a town advisory board or any public office or commission. However, as a university professor, I was often called upon to join teams of all kinds to formulate policy, create plans of action, invent curriculum, and to advise existing entities within the university, e.g. I served on the Ackland Art Museum faculty advisory board for many years. I was named a leadership fellow at the university and have extensive experience working across departments and disciplines with a variety of people who may or may not share my preferences or desires. I learned how to listen carefully to others, to say back what I thought I heard, to ask questions, to draft working documents that included a variety of perspectives, to generate a wealth of ideas, and to compromise in order to solve problems or formulate policies or programs. I am adept at writing in a variety of genres and in communicating with a wide range of audiences. My leadership style leans on collaborating with others and working in partnerships and/or with teams. I also have good research abilities and organizational skills, with lots of experience overseeing projects, managing interim steps, meeting deadlines, and writing reports. I really enjoy working with others toward shared goals.

**Reasons You Wish to be Appointed\***

My intention when I retired was to turn my energies to environmental issues, especially the ones in Carrboro. I'm an amateur gardener and naturalist and have walked the trails and parklands of Carrboro for the last 30 years. I have watched how climate change has negatively affected our town and neighborhoods. I read Carrboro's Community Climate Action Plan with great interest, especially those sections on Ecosystem protection, enhancement, and restoration. I would like to contribute my energies toward enacting the plan. I am excited about the integrated, holistic, and research-based approach the plan lays out. Environmental conditions exist and change in relation to a host of other factors, such as energy consumption and production, renewable energy sources, modes of transportation, etc., which Carrboro's action plan includes. The heat, drought, and financial stress of this summer has brought home the need for immediate action, which is why I would like to serve on this advisory board. Thank you for considering my application.

**We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\***

I am a white woman who takes seriously the challenge to invite and support racial equity, diversity, and inclusion. While I was teaching at UNC, I included readings on race and privilege and required reading, books, etc. by authors of color. I endeavored to create a classroom environment in which topics about race, diversity, etc. were openly discussed and where all students, no matter what their racial or ethnic orientation, were invited to speak and share their thoughts in a safe environment. I will do my best to value the participation, thoughts, and ideas of all Carrboro community members. I have participated in DEI workshops that have helped me to think more specifically and broadly about how to foster more equitable relationships. Our community works better, has better health outcomes, enjoys financial success, and is more productive when there is more equity in general that stems from the inclusion of all people.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes  
 No

**If yes, are you applying for a third consecutive term?\***

Yes  
 No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

\_\_\_\_\_

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 23, 2022 10:03 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Carrboro Climate Action Team
Chair Name	Kathy Kaufman
Applicant First Name:	Jane
Applicant Last Name:	Danielwicz
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

*Field not completed.*

---

If other, please explain:

Jane participated a lot in the meeting she attended and made a lot of thoughtful and helpful comments.

---

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## Advisory Board Application - Submission #6990

Date Submitted: 10/19/2022

First Name\*

Meg

Last Name\*

Molloy

Date\*

10/19/2022

Select today's date

Address1\*

102 Amber Ct

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Unsure

Telephone (111)-111-1111\*

9196125644

Please enter your primary contact phone number.

Email Address\*

meg1molloy@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?\*

1961

Race\*

Caucasian

Please enter your race.

Sex\*

Female

Please enter your sex.

Ethnicity\*

non Hispanic Caucasian; several generations ago - immigrated from Ireland and Austria

Occupation\*

public health, nonprofit

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

39 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

37 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |                                     |  |                          |   |
|-------------------------------------|--|--------------------------|---|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" type="checkbox"/> | Climate Action Team                    | <input type="checkbox"/> | Racial Equity Commission                    |
| <input type="checkbox"/>            | Community Safety Task Force            | <input type="checkbox"/> | Recreation and Parks Commission             |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/> | Stormwater Advisory Commission              |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/> | Tourism Development Authority*              |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/> | Transportation Advisory Board               |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Advisory Board Preference\***

Climate Action Team

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**\*\*Employer/Self Employed**

Self Employed: Strategies for Prevention

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed**

five previous years; prior to that led NC Prevention Partners nonprofit for 20 years; prior to that Strategies for Prevention for 4 years

Enter the number of years you have been employed at the organization listed to the left.

**\*\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

### Community Activities/Organizational Memberships\*

Volunteer for several Carrboro neighborhood climate related projects: 1) Neighborhood, 5 HOA, and community partner engagement lead volunteer for EPA 319 Stormwater Grant led by Randy Dodds (grant awarded to TOC 2022; neighborhood partnership includes the Town, OWASA, HOAs, OC Soil and Water has been engaged in collective action working on erosion/runoff since 2017 including hiring an engineer to assess HOAs and make recommendations, and a previous unsuccessful grant proposal with Piedmont Conservation Council and Orange Co Soil and Water for Fish and Wildlife grant); 2) Offered assistance to Mayor Lavelle to develop fundraising pledge campaign to secure private funds that could help secure seed funds to craft an offer to PH Craig to purchase his land adjacent to Bolin Creek. This did not go forward given Mr. Craig's lack of agreement to sell. (2018-2019) 3) Wrote NC Forestry Dept grant, engaged 7 HOAs & Town of Carrboro initiative to manage wisteria invasion, secured environmental management consultants to manage wisteria invasion and with volunteers plant 100 shrubs and trees; raise awareness about still grass management through workdays consultants developed Bolin Forest/Bolin Creek stewardship plan and held community forum (2013-2014); 4) Carrboro Community Garden Club for 20+ years; 5) Orange Co Master Garden Volunteer - my class of 2018 designed and installed a Stormwater Demonstration Garden behind the Courthouse on St. Margaret's Lane which won a state and international award and we created a video to showcase principles of stormwater landscaping; i was one of several mentors to the class of 2020 that created videos for how to implement a natural managed landscape yard as an alternative to lawns to support Town of Hillsborough ordinance (3 videos were on natives, rain gardens and edibles); I reached out to Chapelboro to start a monthly column written by Master Gardeners -Playing in the Dirt - to provide simple tips to inspire and support gardening- I write occasional articles for this; Wrote a small grant to help fund the Master Gardener's Community Seed Library to give out free seed at various sites through partnerships around Orange Co.

Please enter the requested information.

### Relevant Experience:\*

The core of my public health professional work has been action-oriented, evidence-based, community change campaigns that engage large numbers of organizations and individuals to establish healthy environments where healthy options are the default option. My experience is that taking the time to listen helps to build partnerships and to align interests, making the process accessible, providing options for what someone values most, making the process fairly simple, visible and fun can build critical mass and high engagement in a few years. Many of the projects have been public policy or private organizational or neighborhood policy, ie tobacco-free hospital and workplace campaign; access to healthy affordable foods at schools and workplaces; built environment to promote safe and accessible bike ped areas in neighborhoods -one involved working with the Northside Neighborhood with the Go Chapel Hill project with Town of Chapel Hill. Another was the 'Power of 10' campaign working with the 10 largest employers in all 100 counties to establish a multi-layer healthy work environment. Change campaigns work well when there is visible friendly competition within peer groups, they can share how they are making things work, and they see that they are part of something bigger. Starting with 2 or 3 schools, businesses or neighborhoods can lead to the next 2 or 3 groups joining through waves of engagement. Mapping progress is very helpful because people want to see where good things are happening and human nature tends to want to fill in the gaps (and bring positivity to their own community or workplace or school or neighborhood). I am currently working with Care4Carolina to create conditions where the NC General Assembly passes Medicaid Expansion - my role is business and community leader engagement - working across the state having discussions to secure endorsements and OpEds and visible leadership from county commissions; town councils; chambers of commerce; business leaders; elected leaders; faith leaders; and organizations who wish to join the coalition. I've seen a sea change in local and state discussions and support for closing the health insurance coverage gap in the past couple of years - conservative leaders who fought it for years are now saying it is the right time. We can build strong support for climate change in Carrboro and even those who may oppose it now will be part of collective action in several years.

### Reasons You Wish to be Appointed\*

I am interested in addressing climate change in my local community. I am interested in the Green Neighborhood concept and think that my experience can help shape, support and extend this type of campaign across Carrboro. I think Green Schools, Green Businesses, Green Government, Green Neighborhoods and other categories could build towards a 'Carrboro - 2 Degrees Cooler' campaign which both defines the climate change goal of 2 degrees, and also fits with Carrboro's cool place to live vibe. I believe that in 4-5 years we could engage 75% or more of the community in making impactful changes that we can measure and report alongside broader outcome measures.


### We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\*

Economic, educational, environmental, justice, and health concerns are heightened among historically marginalized community members and in structurally excluded people and neighborhoods. We are early in shifting injustices as a society. Carrboro's prioritization of equitable, diverse and inclusive processes are a start to move our community forward so that residents have access to opportunities. Mitigating climate change will require multiple and sustained practice changes from all corners of our community, which will require comprehensive and broad participation with leadership from traditional and nontraditional leaders from all racial and social groups that make up Carrboro. These issues are intertwined and we will only be successful when we are intentional about equitable, diverse and inclusive processes and community engagement.

Have you ever served on any Town of Carrboro Committee or Board?\*

If yes, which one(s)?

---

No 

Are you currently serving on a Town Board or Committee?\*

Yes

No

If yes, are you applying for a third consecutive term?\*

Yes

No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

---

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.



## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 23, 2022 9:59 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Carrboro Climate Action Team
Chair Name	Kathy Kaufman
Applicant First Name:	Meg
Applicant Last Name:	Molloy
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Occupation, Experience, or Special Skills
If other, please explain:	Meg knows a lot about sustainability, especially ecology and native plants. She attended a climate team meeting and contributed extensively and thoughtfully.

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## Advisory Board Application - Submission #6988

Date Submitted: 10/18/2022

First Name\*

Nicholas

Last Name\*

Stover

Date\*

10/18/2022

Select today's date

Address1\*

501 NC54 Apt H1

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone (111)-111-1111\*

8284065940

Please enter your primary contact phone number.

Email Address\*

stoverna@ad.unc.edu

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?\*

1990

Race\*

White

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

Caucasian

Occupation\*

Student

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

3 Months

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

3 Months

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |   |  |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission                        |
| <input type="checkbox"/> Appearance Commission/NPDC             | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> OWASA Board of Directors                    |
| <input type="checkbox"/> Board of Adjustment                    | <input checked="" type="checkbox"/> Planning Board                   |
| <input checked="" type="checkbox"/> Climate Action Team         | <input type="checkbox"/> Racial Equity Commission                    |
| <input type="checkbox"/> Community Safety Task Force            | <input type="checkbox"/> Recreation and Parks Commission             |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission              |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*              |
| <input type="checkbox"/> Human Services Commission              | <input type="checkbox"/> Transportation Advisory Board               |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Advisory Board Preference\***

Climate Action Team

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**\*\*Employer/Self Employed**

Former Grocery Store Management

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

15 years

Enter the number of years you have been employed at the organization listed to the left.

**\*\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Graduate and Professional Student Government - Senator representing the Department of City and Regional Planning at UNC  
Chapel Hill American Planning Association - Student Member

Please enter the requested information.

**Relevant Experience:\***

Pittsburgh PA Department of City Planning - pre-application development review, zoning certifications, permit approvals Town of Boone, NC Committee for Sustainability Economics and the Environment - 2 yrs - oversaw community programming for sustainability initiatives, successfully lobbied the council for \$100,000 apportionment of town's discretionary funds to construct a solar PV array for demonstrative purposes and to offset carbon based energy in addition to begin the transition of town's vehicle fleets to electric, started the process of developing information dashboards to monitor progress on sustainability initiatives including but not limited to energy intensity, water consumption, etc. Graduate of Appalachian State University with degrees in Community and Regional Planning, and Sustainable Technology Served as a student representative during Appalachian's campus master plan update; helped select coordinating firm that oversaw the plan development Served as Chair of Appalachian's Student Sustainability Committee - providing community programming for various campus related initiatives including but not limited to stream clean-ups, assisting student organizations related to sustainability such as Human Powered Transport Served in Student Government Association at Appalachian State as a Senator and a Cabinet member - Director of Environmental Sustainability

**Reasons You Wish to be Appointed\***

I wish to be appointed to gain practical insights into planning processes from a community perspective. My educational pursuits compel me to actively participate as a matter of maximizing potential self-development and development within the discipline of city and regional planning. There is no better way to learn than through doing. Additionally, I have always taken an interest in local civic affairs as they often seem overlooked in this day and age, save for those avid and actively engaged community members. Bearing that in mind, my goal is to serve where practical as a student, and no better way exists than through serving on the town's boards.

**We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\***

My belief on the subject aligns with the town and town council. Issues of racial equity, diversity, and inclusion are tantamount to a strong and resilient community. Having as many perspectives as possible on as many issues as possible won't guarantee solutions to all concerns, but they will guarantee we can rest easy knowing we made an exhaustive effort to account for all possible outcomes. To that end, it is important to bring as many helpful voices to the conversation as possible, and I hope to offer substantive contributions

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes  
 No

**If yes, are you applying for a third consecutive term?\***

Yes  
 No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

\_\_\_\_\_

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.

## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 2, 2022 4:28 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Carrboro Climate Action Team
Chair Name	Kathy Kaufman
Applicant First Name:	Nick
Applicant Last Name:	Stover
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board	<i>Field not completed.</i>

meeting, did you contact them via phone or email?

---

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

---

10. If no, briefly explain: *Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison. Occupation, Experience, or Special Skills

---

If other, please explain: Nick has really helpful and relevant experience from his time in Boone working on sustainability initiatives, and academic experience when at App State in his studies and working on the Solar Decathlon. We also had a good one on one discussion, in addition to his attending a CCAT meeting.

---

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## Membership Information Matrix & Applicants Climate Action Team

NAME	ADDRESS	ELECTED/APPOINTED	TERM EXPIRATION	DOB	RACE	ETHNICITY (if noted by applicant)	SEX	OCCUPATION	NOTES
<b>CURRENT MEMBERS</b>									
Kathy Kaufman, Chair	1305 Lucy Circle	10/12/2021	2/2024	1965	White		Female	US EPA Policy Analyst Retired	
Tilly Pick	144 N Fields Circle	10/12/2021	2/2024	n/a	Caucasian		Male	Project Management	
Robert Pinder	102 William White Court	10/12/2021	2/2024	1977	White	White	Male	Scientist	
Caroline Zhou	104 Tuckers Pond Drive	10/12/2021	2/2025	2004	Asian	Chinese	Female	High School Student	
Christine Schalkoff	105 Fidelity St.	10/12/2021	2/2025	1991	White		Female	Graduate Student	
Lauren Nyland	241 Stable Road	10/19/2021	2/2024	1969	White		Female	Retired Teacher	
Heidi Paulsen	205 West Poplar Avenue	10/19/2021	2/2024	1969	White		Female	Project Manager	
VACANT			2/2026						
VACANT			2/2026						
<b>APPLICANTS w/Chair Form Submitted</b>									
Greg Randolph	1905 Pathway Dr.			1962	Caucasian	White	Male	Public Health Consultant	Yes to CAT- Chair Form Yes
Jane Danielewicz	110 Waverly Forest Ln			1952	Caucasian	White	Female	Retired UNC Professor	Yes to CAT- Chair Form Yes
Riz Rashdi	200 Autumn Dr			1973	Brown	Pakistani Muslim	Male	Sr. Systems Analyst	Yes to CAT- Chair Form Yes
Nicholas Stover	501 NC 54, Apt H1			1990	Caucasian	Non-Hispanic	Male	Student	Yes to CAT - Chair Form Yes
Meg Molloy	102 Amber Ct.			1961	Caucasian		Female	Public Health/Non-Profit	Yes to CAT- Chair Form Yes

Updated 2.20.23





## Agenda Item Abstract

File Number: 23-81

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**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Appointments to the Transportation Advisory Board

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Transportation Advisory Board.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wesley Barker, Town Clerk, [wbarker@carrboronc.gov](mailto:wbarker@carrboronc.gov)  
<<mailto:wbarker@carrboronc.gov>>, 919-918-7309

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Advisory Board appointments follows the Town's Advisory Board Recruitment and Appointment Policy originally adopted by Council on 11-21-2017 and most recently revised on 3-16-2021.

<https://www.carrboronc.gov/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy> This Advisory Board Recruitment and Appointment Policy is currently being evaluated using the Racial Equity Lens tool. The Council is scheduled to hold a work session on 3-14-2023 to discuss advisory boards and commissions in a broader scope, which will also include the Town's Equity Tools pocket questions.

**INFORMATION:** The Transportation Advisory Board (TAB) consists of 8 members appointed by the Town Council. Seven members ("regular members") shall be residents of the town who are interested in or have expertise relevant to the duties of the TAB. The 8th member (the "liaison member") shall be a member of the Town Council and shall act as a liaison between the Council and the TAB.

The Transportation Advisory Board (TAB) currently has three vacancies available for appointment, and one other occupied seat up for reappointment. Additionally, board member (and current chair) David Pcolar has indicated he does not want to be re-appointed and will step off the board once new appointments are made.

New applications were received from Robby Plenge, David Salvesen and Nicholas Sailer. Each applicant has attended a meeting and/or met with Chair David Pcolar.

Additionally, current member Elyse Keefe's first full term is expiring and is eligible to serve another term.

David Pcolar, chair of the TAB, has provided chair forms for the Council's review from these new applicants. These are attached with each application as Attachment B.

It should be noted that due to the number of current vacancies, the staff liaison has notified the Clerk's office that the TAB currently has difficulty achieving a quorum.

A matrix is included as Attachment C.

---

**Agenda Date:** 3/7/2023  
**In Control:** Town Council  
**Version:** 1

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**File Type:** Agendas

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that Town Council review the new applications and consider making appointments, and to reappoint current member Elyse Keefe to a second term. (Attachment A)

A RESOLUTION MAKING AN APPOINTMENT TO THE  
TRANSPORTATION ADVISORY BOARD (TAB)

Section 1. The Carrboro Town Council hereby appoints the following applicant(s) to the Transportation Advisory Board (TAB):

<b>Appointee</b>	<b>Term Expiration</b>
Elyse Keefe (reappointment)	2/2026
	2/2026
	2/2026
	2/2026

Section 2. This resolution shall become effective upon adoption.

This the 7<sup>th</sup> day of March 2023.

## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, February 28, 2023 10:38 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Transportation Advisory Board
Chair Name	David Pcolar
Applicant First Name:	Elyse
Applicant Last Name:	Keefe
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	3
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

*Field not completed.*

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Occupation, Experience, or Special Skills

---

If other, please explain:

Elyse is the Road Safety Project Coordinator at the UNC Injury Prevention Research Center supporting Vision Zero efforts.

---

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Print

# Advisory Board Application - Submission #4547

Date Submitted: 2/11/2020

First Name\*

Elyse

Last Name\*

Keefe

Date\*

2/11/2020

Select today's date

Address1\*

118 W Poplar Ave.

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

8287128786

Please enter your primary contact phone number.

Email Address\*

elyse.m.keefe@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

3/2/1987

Please enter your Month/Day/Year of Birth

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

Research Specialist

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

15 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

14 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):<sup>\*</sup>

- |   |   |
|---|---|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals        | <input type="checkbox"/> OWASA Board of Directors                       |
| <input type="checkbox"/> Appearance Commission/NPDC             | <input type="checkbox"/> Planning Board                                 |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> Recreation and Parks Commission                |
| <input type="checkbox"/> Board of Adjustment                    | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority <sup>*</sup>     |
| <input type="checkbox"/> Human Services Commission              | <input checked="" type="checkbox"/> Transportation Advisory Board       |
| <input type="checkbox"/> Greenways Commission                   |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference<sup>\*</sup>**

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed<sup>\*</sup>**

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

**\*\*Required only for the Tourism Development Authority Application.\*\***

**Community Activities/Organizational Memberships<sup>\*</sup>**

As a Carrboro resident since 2006, I have been an active member of the community, regularly attending local events such as markets, festivals, and group bike rides. I have also been on the Cane Creek Cloggers team, a local folk dance group, since 2012 and serve on the publicity committee for the team. Previously, I have volunteered as a crisis counselor at Family Violence and Rape Crisis Services of Chatham County and as the social work coordinator at the Student Health Action Coalition.

Please enter the requested information.

**Relevant Experience:\***

My educational background includes masters degrees in social work and public health from UNC-CH. Therefore, I have extensive training and experience in group facilitation, working with diverse, underserved populations, and managing collaborative projects. Of particular relevance to the TAB, is my research expertise in both qualitative and quantitative methods. As a member of the TAB, I would be able to draw on those skills to assess problems, listen to citizen concerns with an open mind, and make informed, evidence-based recommendations to the Carrboro town council. Finally, I am fluent in Spanish—a language spoken by many town residents.

**Reasons You Wish to be Appointed\***

As a community member who regularly uses a variety of modes of transportation (bicycle, car, bus) to commute to work in south Durham, for fun, and for getting around town, I have experienced both the challenges and the positive changes in the Triangle for improving livability of the area via transportation. I am interested in shaping future planning and development related to transportation, as demographic shifts and climate change present new challenges to the community. Further, as a young mother, I believe I can bring a unique perspective and representation to the board. I am excited for the opportunity to give back to the community that has given so much to me and my family.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

n/a

After completing two full terms, a member must take off one year before applying for re-appointment to the same 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. A lack of applicants.



## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Saturday, February 4, 2023 9:19 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Transportation Advisory Board
Chair Name	David Pcolar
Applicant First Name:	Robby
Applicant Last Name:	Plenge
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	No
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	Yes

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Occupation, Experience, or Special Skills
If other, please explain:	<i>Field not completed.</i>

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## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Sunday, November 27, 2022 10:33 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Advisory Board Application

First Name	Robby
Last Name	Plenge
Date	11/27/2022
Address1	101 Mary St
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510-1231
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	5126322989
Email Address	robbyplenge@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1980
Race	White

Sex	Male
Ethnicity	<i>Field not completed.</i>
Occupation	Between jobs
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	4.5 years
Length of Residence in the Town of Carrboro	4.5 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Greenways Commission, Transportation Advisory Board
Advisory Board Preference	Transportation
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Not currently employed
Number of Years Employed	<i>Field not completed.</i>
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Not currently involved in any organizations. I'm looking to begin my community involvement right here on the transportation board. My friend Jim Baker strongly recommended that I volunteer on this board
Relevant Experience:	I began my career as a sustainable energy entrepreneur and I have advocated for sustainable transportation energy my entire life.
Reasons You Wish to be Appointed	I hope to be able to help enact some measures that will make the town safer for all people who are exposed to the hazard of cars on the roads and to make it easier for people to choose transportation options other than cars.

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

---

We cannot move forward without equity for all people.

Have you ever served on any Town of Carrboro Committee or Board?

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving on a Town Board or Committee?

No

If yes, are you applying for a third consecutive term?

No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

*Field not completed.*

---

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## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Saturday, February 4, 2023 9:28 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Transportation Advisory Board
Chair Name	David Pcolar
Applicant First Name:	Nicholas
Applicant Last Name:	Sailer
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	No
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	Yes

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Other
If other, please explain:	Pedestrian and cyclist, no motorized vehicle by choice.

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## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Monday, January 30, 2023 4:22 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Nicholas
Last Name	Sailer
Date	1/30/2023
Address1	108 Laurel Avenue
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	3368176622
Email Address	nvsailer@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1990
Race	White
Sex	Male
Ethnicity	White



Occupation	Video Producer
Are you a registered Orange County Voter?	No
Length of Residence in Orange County	4 months
Length of Residence in the Town of Carrboro	4 months
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Transportation Advisory Board
Advisory Board Preference	Transportation Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Self Employed
Number of Years Employed	7
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	I seek to advocate for local pedestrian & cyclist transportation in the Town of Carrboro.
Community Activities/Organizational Memberships	None.
Relevant Experience:	I was an active resident of downtown Raleigh for the past 8 years. While living there, I did not own a car and depended upon the local pedestrian and cyclist transportation means available to the city. Having just moved to Carrboro, I wish to be an advocate for robust pedestrian and cyclist transportation means, especially given the fact that Carrboro has a huge advantage in this arena due to its size and walkability.
Reasons You Wish to be Appointed	Carrboro has massive potential to create an advantage by emphasizing residents' ability to walk and bike in the town. I hope to be an advocate for the strong potential of this town and help advocate for and create more sidewalks, pathways, bike lanes, and other massively accessible, inexpensive, local and practical means of transportation in our town.

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

Racial justice, racial equity, diversity, and inclusion are important issues in every town, and small towns of North Carolina have historically often failed to realize, acknowledge, or pursue this. I'm committed to advocating for racial justice, racial equity, diversity, and inclusion, especially in decision making. When it comes to transportation, many transportation opportunities prioritize middle to upper class transportation needs (such as cars and parking lots) rather than affordable means such as pedestrian and bus access. It's vitally important that decisions affecting transportation and town planning include, acknowledge, affirm, and take into account the experiences of minorities and other groups that have historically been silenced or overlooked. I look forward to the chance to advocate for racial equity, diversity, and inclusion.

---

Have you ever served on any Town of Carrboro Committee or Board?

No

---

If yes, which one(s)?

*Field not completed.*

---

Are you currently serving on a Town Board or Committee?

No

---

If yes, are you applying for a third consecutive term?

No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.

*Field not completed.*

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## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Saturday, February 4, 2023 9:31 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Transportation Advisory Board
Chair Name	David Pcolar
Applicant First Name:	Davis
Applicant Last Name:	Salvesen
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	No
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	Yes

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Occupation, Experience, or Special Skills, Other
If other, please explain:	Applicant has taught courses at UNC and at Duke in land use and city planning; worked at the Institute for the Environment at UNC for over 10 years and before that at the Center for Urban and Regional Studies.

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## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, January 19, 2023 9:32 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	David
Last Name	Salvesen
Date	1/19/2023
Address1	1805 Pathway Drive
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	9196128837
Email Address	dasalvesen@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1957
Race	White
Sex	M
Ethnicity	<i>Field not completed.</i>

Occupation	Retired
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	26 years
Length of Residence in the Town of Carrboro	25 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Planning Board, Transportation Advisory Board
Advisory Board Preference	Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Retired
Number of Years Employed	<i>Field not completed.</i>
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	I volunteer as a driver at TABLE to deliver food to those in need
Relevant Experience:	I have taught courses at UNC and at Duke in land use and city planning. I worked at the Institute for the Environment at UNC for over 10 years and before that at the Center for Urban and Regional Studies, where I conducted research on issues such as community resiliency to natural disasters and economic development. I also taught courses on sustainable cities and led two study abroad courses focusing on how to make cities more sustainable. Currently, I teach a graduate course on Land Use Policy at Duke University's Nicholas School for the Environment.
Reasons You Wish to be Appointed	I've lived in Carrboro for 25 years and have seen the town grow and change since then, mostly for the better. I love Carrboro but believe there's room for improvement. I'd like to think that what I have learned teaching and researching at UNC, and

working with communities all across the state, might be relevant to address some of the issues facing Carrboro today and in the future. Also, now that I'm semi-retired, I have the time to serve on an advisory board.

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We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

Carrboro. is a community of people who differ in many ways, but whose voices, needs and aspirations are important and should be given a voice in decisions that affect them. It's important to engage those who may feel marginalized and who might otherwise not be heard. Advisory committees can influence policy decisions, so it's important for all to feel that they have been heard, regardless of race, gender or abilities.

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Have you ever served on any Town of Carrboro Committee or Board?

No

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If yes, which one(s)?

*Field not completed.*

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Are you currently serving on a Town Board or Committee?

No

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If yes, are you applying for a third consecutive term?

No

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If yes, please describe how you meet one, or more, of the following exceptions noted below.

*Field not completed.*

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## Membership Information Matrix Transportation Advisory Board

First Name	Last Name	Race (as noted by applicant)	Ethnicity (if/as noted by applicant)	Sex	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Notes
<b>CURRENT MEMBERS</b>										
Elyse	Keefe	White	Not noted	F	118 W. Poplar Ave.	Carrboro, NC 27510	1987	Research Specialist	2/25/2020	Up for reappointment
David	Pcolar	White	Caucasian	M	1215 Hillsborough Road	Chapel Hill, NC 27516	1959	IT Consultant	2/19/2019	Will not be reappointed
Lenore	Jones-Perretto	Black	Not noted	F	103 S Fields Circle	Chapel Hill, NC 27516	1969	Attorney	2/23/2021	
David	Swan	White	Not noted	M	506 Bolin Creek Drive	Carrboro, NC 27510	1977	Marketer	2/23/2021	
Vacant										
Vacant										
Vacant										
Damon	Seils							Council Liaison- Non-voting		
<b>APPLICANTS</b>										
Robby	Plenge	White	Not noted	M	101 Mary St	Carrboro, NC 27510	1980	Sustainable energy experience		
David	Salvesen	White	Not noted	M	1805 Pathway Dr.	Carrboro, NC 27510	1957	Retired- Land Use/Planning instructor/ UNC		
Nicholas	Sailer	White	Not noted	M	108 Laurel Ave	Carrboro, NC 27510	1990	Self Employed		