

# Town of Windsor

## Memorandum

March 9, 2021

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**TO:** The Honorable Mayor and Town Council

**FROM:** William G. Saunders, IV, Town Manager WGS IV

**SUBJECT:** Board, Commission, and Committee Appointments / Reappointments

### Background

Following a review of Town Board, Commission, and Committee membership, it has been determined that appointments/reappointments are required due to term expirations and vacancies.

### Specifics

#### Planning Commission

Leonard L. Marshall	Term expired 12/31/2020	Willing to be reappointed.
Ricky Vaughn	Term expired 12/31/2020	Willing to be reappointed.
Larissa Williams	Term expired 12/31/2020	Willing to be reappointed.

#### Board of Zoning Appeals

Frances D. Butler	Term expired 12/31/2019	Willing to be reappointed.
Marion Neighbors	Term expired 12/31/2020	Willing to be reappointed.

#### Economic Development Authority

Sam Askew	Requires new appointment to fill unexpired term (Recommendation from EDA forthcoming).	
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#### Drainage Committee

Butch Ambrose	Term expires 05/13/2021	Willing to be reappointed.
Sue Meadows	Term expires 05/13/2021	Willing to be reappointed.
Mercer Meding	Requires new appointment of town resident for unexpired term (Recommendation from Drainage Committee forthcoming).	
Durwood Scott	Requires new appointment of another Town Council member.	

#### Windsor Town Center Advisory Board

Melvin Evans	Term expires 05/13/2021	Willing to be reappointed.
Rita Richardson	Term expires 05/13/2021	Willing to be reappointed.

### Enclosures

Town Board and Committee Appointment Guidelines

# Town of Windsor

## Board/Committee Member Qualifications

### Planning Commission

#### By-law Requirements

- 1) Must be a resident of Windsor

#### Desired Qualities/Experience

- 1) Desire to serve the community
- 2) Involved with community
- 3) Residence of members should be evenly distributed across Town

### Economic Development Authority

#### By-law Requirements

- 1) No Director shall be an employee of the Town of Windsor, Virginia.
- 2) The seven Directors shall contain the following representation: 2 residents of the Town of Windsor, 3 Town of Windsor businesses, 1 member of Town Council, 1 member of Planning Commission.
- 3) All Directors shall reside in the Town of Windsor of Isle of Wight County.

#### Desired Qualities/Experience

- 1) Business experience
- 2) Desire to serve
- 3) In touch with business community

### Windsor Town Center Advisory Board

#### By-law Requirements

- 1) The WTCAB shall be made up of not more than 5 members to be made up of two (2) Councilmembers, two (2) Citizens, and the Windsor Town Center Manager.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years.
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager and Isle of Wight County Parks and Recreation Director shall serve as an ex-officio members.
- 6) Preference shall be given to Town of Windsor residents to fill the citizen positions with Isle of Wight County residency being mandatory.

#### Desired Qualities/Experience

# Town of Windsor

## Board/Committee Member Qualifications

- 1) Involved in the community
- 2) Interest/Desire to serve

### Drainage Committee

#### By-law Requirements

- 1) The Drainage Committee shall be made up of not more than 5 members to be made up of two (2) Councilmembers and three (3) citizens.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years.
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager shall serve as a non-voting member
- 6) The citizen representatives shall be Town of Windsor residents.

#### Desired Qualities/Experience

- 1) Knowledge of grades/engineering/hydrology
- 2) Construction/site work experience
- 3) Historical knowledge of Windsor