

## Town of Windsor

### Memorandum

May 14, 2019

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Windsor Town Center Advisory Board

At the April Town Council meeting, Council adopted revisions to the WTCAB by-laws. The changes reduced the size of the WTCAB to 5 voting members. The membership now consists of 2 members of Council (Councilwoman Blankenship and Councilman Willis), 2 citizens, and the Town Center Director. The Town Manager and Parks and Recreation Director sit as non-voting members.

We recommend appointing Mr. Melvin Evans and Mrs. Rita Richardson to serve as the citizen representatives on the WTCAB.

Mrs. Blankenship, Mr. Willis, and I are meeting on May 9<sup>th</sup> to begin working on a MOU between Isle of Wight County and the Town of Windsor governing the operations of the Town Center as we move forward.

#### **Recommended Motion**

Move that Town Council appoint Mr. Melvin Evans and Mrs. Rita Richardson to serve on the Windsor Town Center Advisory Board for a term of 2 years.