

Appointed Board review – follow up from December

1. Town Board representation on appointed boards:
 - a. Town Board members currently attend PRB, WSAC, TB, and TDA.
 - b. A Town Board representative is only required on Tourism Board (state law). No other representation is codified.
 - c. Suggestion:
 - i. Parks and Recreation – A Town Board member attended when this board was created to improve communication and allow a board member to hear the discussion directly about funding needs as this was an emerging priority. This connection is not necessary. It can be continued or discontinued.
 - ii. Water and Sewer Advisory Committee – a Town Board member has been attending on a rotating basis and Commissioner Hughes has become the fixed representative with additional rotating attendance. This can be codified or modified as the board wishes.
 - iii. Tourism Board – a Town Board member is required by the state law. The state law does not establish term limits for this board. The Town Board member may be exempted from the term limits established for others with an amendment to the rules of procedure.
 - iv. Tourism Development Authority – the state law does not require a Town Board member. The TDA does not presently have rules of procedure but will consider them shortly. The draft rules propose continuing the tradition of having the TDA Chair (designated by the Town Board under state law) be the Town Board member who serves on the Tourism Board. The TDA does not have term limits and members are appointed annually.
2. Volunteer board appointing members to other boards:
 - a. This impacts the Planning Board. They have a designated seat on the BOA and PRB.
 - b. Current Planning Board rules have the Planning Board voting to appoint these positions during organizational meeting. This has been our practice for many years. A minor amendment to the UDO is needed to align with this practice. Language has been added to the town code to clarify that the Planning Board could un-appoint members from these two boards.
 - c. The Tourism Board provides names to the town board to appoint to the TDA, so the town board retains appointment authority for those representatives.
3. Ex officio members
 - a. The ROP or town code sections for boards that have ex officio members all indicate these members cannot vote. Therefore, they also do not count toward quorum.
 - b. The language referring to ex officio members implies they are all invited members from other boards to help with communication and coordination.
 - c. Suggestion – remove the ex officio designation. All meetings are open to the public, so these interested parties can continue to participate, but let it be less formal.
 - d. The attached code amendment includes this change. The relevant rules of procedure amendments will also be made.
4. Add language (Sec. 3-64) that appointees serve at the pleasure of the Board of Commissioners and can be removed with a formal vote.
 - a. Tourism Board law says removed for good cause, so exception added.

- b. Tree Board & WSAC ROP need amendment to remove language referring to removal for cause.
 - c. Language added to clarify that the Planning Board can remove their designees on BOA and PRB as well.
- 5. Add language (Sec. 3-65) regarding compensation, with law-required exception for Tourism Development Authority. A broader discussion of compensation was deferred to a later date.
- 6. Require residency within a park district for appointees to the Parks and Recreation Board. (Corrected in Sec 3-70c).
- 7. Review “powers and duties” language for boards to determine what should be included in the code.
 - a. Staff recommends a discussion with appointed board as we amend the rules of procedure on this topic.
- 8. Review rules of procedures for each board to determine changes that should be made for consistency.
 - a. The table below provides a review of the documents. The TDA does not have rules but will have a draft proposed at their next meeting.
 - b. Staff will work with boards to update references and language as shown. All eight boards need at least one minor adjustment.
 - c. Many boards have an attendance policy. These can be removed or replaced with the consistent one in the town code.

Topics - ROP	BOA	HDC	PB	Park	Tree	Tour	WSAC
Quorum	UDO	UDO	UDO	X	X	X	X
Open Meetings	UDO	UDO	UDO	X	X	X	X
date/time of reg mtgs	X	X	X	X	X	Need	X
Minutes	UDO	UDO	UDO	X	X	Need	Need
Organizational meeting	X	X	X	X	X	X	Need
Officers	X	X	X	X	X	X	X
Types of meetings	X	X	X	X	X	X	X
Agenda	X	Need	X	X	Need	Need	Need
Motions & voting	X	X	X	X	Need	X	X
Public hearing/public comment	X	X	X	X			Need
		State law reference update	update meeting time, notice posting, public address, & appointment	update town code reference			
		Remove exempt & minor works					