

**DRAFT SUMMARY MINUTES OF A WORK SESSION
OF THE CHAPEL HILL TOWN COUNCIL
WEDNESDAY, NOVEMBER 5, 2014, AT 6:00 PM**

Council Members Present: Mayor Mark Kleinschmidt, Mayor pro tem Sally Greene, Council Member George Cianciolo, Council Member Matt Czajkowski, Council Member Ed Harrison, Council Member Maria T Palmer, Council Member Lee Storrow, Council Member Jim Ward, and Police Officer Kevin Gunter.

Council Member(s) Absent: Council Member Donna Bell.

Staff members present: Town Manager Roger Stancil, Deputy Town Manager Florentine Miller, Town Attorney Ralph Karpinos, Mayoral Aide Jeff Deluca, Community Participation Coordinator Jennifer Phillips, Fire Marshal Tommy Gregory, and Communications and Public Affairs Director and Town Clerk Sabrina Oliver.

1. Approve Agenda

Mayor pro tem Sally Greene called the meeting to order at 6:00 p.m. and introduced Vaughn Upshaw as the facilitator.

2. Discussion of Advisory Board Restructure and Council Liaison Role

UNC School of Government Vaughn Upshaw began the discussion by summarizing the Town's ongoing efforts to restructure development review advisory boards. Ms. Upshaw explained that preliminary information gathered from these boards indicated varying interpretations of the Council liaison role, differences in board leadership structures, and inconsistencies in how frequently liaisons attended meetings. Ms. Upshaw framed the conversation around whether the restructuring effort was achieving the Council's intended goals and what adjustments might be needed to better support both advisory boards and Council members.

Council members discussed the importance of maintaining the autonomy of advisory boards and expressed concerns that the presence or comments of liaisons could unintentionally influence board deliberations. Council members emphasized that liaisons should primarily serve as observers and sources of information when asked, rather than active participants. Council members noted that differing interpretations of policies had resulted in inconsistent liaison practices across boards, and they suggested exploring whether the Council should establish clearer expectations, such as minimum attendance or guidelines for communication between boards, staff, and Council.

Council and Ms. Upshaw expanded to include broader challenges faced by advisory boards, such as differing levels of leadership capacity, meeting logistics, access to information, and a lack of uniform expectations for diversity. Council expressed concern that the boards might not always be communicating the information the Council needed, while others pointed out that existing mechanisms—such as staff communication channels and board reports—could be used more effectively. Ms. Upshaw encouraged the Council to create a written description of the liaison role that provides clarity while still allowing flexibility to accommodate the unique needs of individual boards.

Town Manager Roger Stancil confirmed that staff would prepare a written summary of the Council's conversation and recommendations and share with advisory board chairs for feedback before returning to the Council for additional consideration.

3. REQUEST FOR CLOSED SESSION TO DISCUSS PROPERTY ACQUISITION, PERSONNEL, AND LITIGATION MATTERS

COUNCIL MEMBER GEORGE CIANCIOLO MOVED, SECONDED BY COUNCIL MEMBER JIM WARD, TO ENTERS INTO CLOSED SESSION AS AUTHORIZED BY GENERAL STATUTE SECTION 143-318.11 AS AUTHORIZED BY GENERAL STATUTE SECTION 143-318.11(A)(6). THE MOTION WAS ADOPTED UNANIMOUSLY (8-0).

The meeting adjourned at 7:33 p.m.