

**AGENDA
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, NOVEMBER 26, 2007
7:00 PM**

Mayor Randolph Voller called the meeting to order and requested a moment of silence.

ATTENDANCE

Members present: Mayor Randolph Voller, Commissioners Max G. Cotten, Pamela Baldwin, Clinton E. Bryan, III, Chris Walker, and Gene T. Brooks.

Other staff present: Bill Terry, Town Manager, Paul S. Messick, Jr., Town Attorney, Alice F. Lloyd, Clerk, and Planner David Monroe.

APPROVAL OF AGENDA

Motion made by Commissioner Walker seconded by Commissioner Bryan to approve the Agenda.

Vote Aye-5 Nay-0

CONSENT AGENDA

The Consent Agenda contains the following items:

1. Minutes of November 1, 2007 special meeting.

Motion made by Commissioner Walker seconded by Commissioner Cotten to approve the Consent Agenda.

Vote Aye-5 Nay-0

REGULAR MEETING AGENDA

Citizens Matters

Mayor Voller stated that no citizens had signed up to speak.

OLD BUSINESS

1. Hobbs, Upchurch & Associates Status Report on Water Plant Disinfection Byproducts Study.

Vance Brooks stated that he and Adam Kiker, both with Hobbs, Upchurch & Associates, had been working on this project for several months, and provided the Board with a status update using a PowerPoint presentation. The presentation was as follows:

**Water Treatment Plant
Disinfection Byproducts Reduction Plant**

Introduction – What are DBP's?

- Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5) are formed when Free Chlorine reacts with Total Organic Carbon (TOC).
- TOC is naturally present in the raw river water. It originates from the decomposition of organics such as leaves and wood.
- Free Chlorine is added to disinfect the water prior to entering the distribution system.
- If the treatment process does not sufficiently remove TOC, the addition of Free Chlorine will result in the formation of too much DBP.
- The presence of Bromide in the raw water increases the concentration of DBP's
- DBP's will continue to form in the distribution system as long as TOC and Free Chlorine are present.

Current Regulatory Requirements

- Stage 1 of the Disinfectants and Disinfection Byproducts Rule became effective for Pittsboro in January 2004
- It requires a percentage removal of TOC and sets maximum contaminate levels (MCL) for DBP's
 - TTHM: MCL = 0.080 mg/L
 - HAA5: MCL = 0.060 mg/L
- Compliance with MCL's is based on a Running Annual Average of quarterly samples taken throughout the entire distribution system

2006 – 2007 TOC Removal

Month	TOC % Removal	Required % Removal	Violation?
Oct-06	74%	50%	No
Nov-06	44%	45%	Yes
Dec-06	34%	45%	Yes
Jan-07	72%	50%	No
Feb-07	3%	35%	Yes
Mar-07	23%	35%	Yes
Apr-07	33%	45%	Yes
May-07	-13%	45%	Yes
Jun-07	31%	25%	No
Jul-07	38%	35%	No
Aug-07	54%	45%	No
Sep-07	43%	40%	No

Historical Annual Averages

		Running Annual Average (mg/L)	MCL (mg/L)	Violation?
2004	TTHM	0.092	0.080	Yes
	HAA5	0.033	0.060	No
2005	TTHM	0.072	0.080	No
	HAA5	0.032	0.060	No
2006	TTHM	0.155	0.080	Yes
	HAA5	0.042	0.060	No
2007	TTHM	0.187	0.080	Yes
	HAA5	0.048	0.060	No

Note: Brominated DBP species seem to be present when TTHM concentrations are high.

Future Regulatory Requirements

- Stage 2 D/DBP Rule will become fully effective for Pittsboro in July 2013
 - Initial Distribution System Evaluation due April 2008
 - IDSE Sampling occurs April 2009 – April 2010
- Compliance with the Stage 2 Rule will be based on Locational Running Annual Averages
 - Running Annual Averages will be maintained for each sampling location
 - If one location fails, the entire system is deemed non-compliant

Recommended Interim Improvements

- Change Coagulant from a chloride- to sulfate-based chemical to minimize corrosion issues
- Miscellaneous repairs/replacements
 - Streaming Current Monitor
 - New mud valves for sedimentation basins
 - Repair existing Trac-Vac system
- New butterfly valves for filter influent
 - Isolate old pump wet well underneath building
- Use monochloramine as the distribution system secondary disinfectant
 - Add aqua ammonia to the finished water stream to form monochloramines
 - DBP formation will stop for all practical purposes following ammonia injection
- Install Chlorine and Caustic feed systems for the finished water stream
- Enhance distribution system flushing program

Expected Results

- The proposed improvements were modeled
- Based on the model results and past experience with similar systems, these improvements should bring the Town into compliance with the Stage 1 rule
- Use of monochloramines will greatly reduce DBP formation in the distribution system

- Other miscellaneous improvements will enhance TOC removal and make the facility more operator-friendly.
- Once interim improvements are in place, results need to be monitored for Stage 1 and Stage 2 compliance.

Corrosion Concerns

- Hobbs, Upchurch & Assoc. has contracted with Dr. Marc Edwards (Virginia Polytechnic Institute) to perform a lead and copper corrosion study on the existing and proposed processes
- Dr. Edwards will test three different coagulants on Pittsboro's raw water
- Each coagulated, settled, and filtered sample will be split into two aliquots. One will be disinfected with free chlorine only and the other will have ammonia added to form monochloramine. Each aliquot will then be tested for lead and copper corrosion potential.
- Dr. Edwards will make recommendations to HUA regarding the possibility for corrosion problems in the distribution system
 - Effect of each coagulant
 - Effect of monochloramine as a secondary disinfectant
- Hobbs, Upchurch & Assoc. will incorporate Dr. Edwards' changes into the final Preliminary Engineering Report

Interim Improvements Capital budget

- Change to Sulfate-based coagulant: \$0
- Miscellaneous repairs/replacements: \$168,000
- Ammonia feed system: \$62,000
- Chlorine and caustic feed modifications: \$51,000
- Enhanced flushing program: \$0
- Contingency: \$42,000
- Engineering Design and Inspection: \$42,000

Total Project Budget: \$365,000

Revised Interim Project Schedule

- Submit a letter to NC Public Water Supply by December 1st, 2008 outlining Dr. Edwards' study and requesting a time extension
- Dr. Edwards' study schedule:
 - Lead samples and raw water given to Dr. Edwards by January 2nd, 2008
 - Examination of lead samples January 2 – 15, 2008
 - Testing of coagulant impacts and free chlorine vs. monochloramine impacts January 15 – 30, 2008
 - Draft Report submitted to HUA February 7th, 2008
- Pending Dr. Edwards' recommendations, submit final Preliminary Engineering Report to NC Public Water Supply by April 1st, 2008

Permanent DBP Reduction Plan

- Development interest in Pittsboro may create the need for a new, larger water treatment plant
- New plant could possibly include:
 - Better TOC removal
 - Bromide Removal
 - Alternative disinfection techniques
- Results from Interim Improvements need to be monitored for Stage 2 compliance
- Further research and testing may be necessary to ensure a new plant (if constructed) will keep Pittsboro in compliance with the Stage 2 rule

Commissioner Brooks asked what happened to the Town's experts. Mr. Brooks replied the Town was not paying extra for that. Commissioner Brooks commented they were not having to pay extra for their own, either. He said some time ago there were studies done including one from Duke's environmental and earth sciences divisions, and they had said they would come and help the Town with the ammonia problem. Commissioner Brooks said Duke had recommended the Town get in touch with Dr. Phil Singer who was perhaps the foremost authority on water in the nation. He wondered what had happened to those recommendations. Mr. Brooks said they had talked with Dr. Singer, and he was a well-renowned expert on disinfection byproducts. He said Dr. Singer knew a great deal about any kind of water treatment.

Commissioner Brooks said he would just like to hear what they had to say. Mr. Brooks said what they were proposing with the ammonia was an interim solution, and then a more permanent solution that would come with the new plant and that's where Dr. Singer's expertise would be valuable. He said that Dr. Edwards was a corrosion expert and had conducted a tremendous amount of research in the Washington, D.C. case, the Greenville case, and the Durham case. Mr. Brooks said Dr. Edwards had a grant program set up where you only paid for roughly half the cost of the study, and the rest came from the grant program. He said Dr. Edwards was working with a lot of utility systems that had these issues, and he had agreed to work on Pittsboro's system.

Commissioner Brooks said he was excited about it, but he also wanted to use everyone available to help. He asked Mr. Brooks to go back to the slide with the drawing outlining the recommended interim improvements. Commissioner Brooks said in the late 1980's Pittsboro was one of the first in the State to use a tertiary charcoal filtering system as opposed to just a sand trap. He said he had understood they had done away with that, and asked if that was true. Mr. Brooks said if there was charcoal in the filters themselves, unless it had been replaced it would at this point be acting strictly as a physical filter rather than as a chemical removal.

Commissioner Brooks said at the time that was heralded as an improvement over the sand system, and asked if keeping the charcoal replaced would help. He said if they were not doing it, do they need to be doing it. Mr. Brooks said to get any benefit from it, you would have to have a lot of charcoal, because what you were seeking was contact with the charcoal and it had to be fairly fresh charcoal. He said the contact time in that filter would probably be 5 to 10 minutes, and what you really needed was something like 30 minutes to an hour of contact time. Mr. Brooks said that would mean you would have to replace the charcoal every 6 months to a year.

He said it would definitely work, but it was not user friendly at this particular facility. He said it may be something that should be considered at a new plant.

Commissioner Brooks stated that Carthage had recently changed to a new process, and asked what kind of system they were using. Adam Kiker responded they used a micro-filtration system. Commissioner Brooks asked was it working. Mr. Kiker said he did not personally know, although Hobbs, Upchurch & Associates had worked on that program. Commissioner Brooks said he had heard that they had a THM problem.

Mayor Voller asked if the bromide coming down the river had ever been tracked back to its source, noting there was some discussion that it was coming from plants in the Greensboro area. Mr. Brooks said it was possible it was a natural source of bromide, it could be a spill where there was a brown field where there was bromide that made it into the river from time to time, or it could be a permitted or non-permitted discharge, but it did seem to be sporadic. He said that could be because it was not consistently discharged or because the water flow in the river varied, but it was possible it was in the polychloride being used although they had tested for that and it came back negative. Mr. Brooks said in any case they were recommending that the coagulant be changed from a chloride base to a sulfate base, and that may make an excellent improvement. He said the short answer was no, they had not yet found the source of the bromide.

Commissioner Walker asked exactly what was bromine or bromide. He asked wasn't bromide the active ingredient in Alka-Seltzer? Commissioner Brooks said bromide was a halogen, and there were different kinds. Mr. Brooks said there was chloride, bromide, fluoride, and iodine, all of which were halogens and all reacted similarly chemically. He said that bromide, chloride and fluoride were all salts, and all were present in the natural environment. Mr. Brooks said the concentrations they were dealing with in disinfecting byproducts were in parts per billion, so it was a very small number. He said you added energy to chloride to make it chlorine, and bromide reacted the same way by turning into bromine. Mr. Brooks said it was used to sterilize the soil and was a very good disinfectant. He said what would happen if you had bromide in the water that you added chlorine to was that the chlorine preferred the bromide and it would turn bromide into bromine; the bromine then formed THMs just like the chlorine did, but the problem was it formed a lot faster.

Commissioner Walker said so it weakened the process of the chlorine. Mr. Brooks said no, that bromine was a good disinfectant as well, and when you measured for chlorine residual in the water you could not really detect it without using some very sophisticated tests. He said you would not know if you were measuring bromine or chlorine because they would both read as chlorine. Mr. Brooks said the reason for concern was if you had bromide you formed THMs and they would seek gases a lot faster and you ended up with higher levels in the system.

Mayor Voller asked was bromide used in pickling operations. Mr. Brooks said salt brine was used. Mayor Voller said in a meeting it had come up that some source was coming back on line in Burlington which was obviously dumping out and was affecting Pittsboro. Mr. Brooks said any source of salt, including potato chips salted with sea salt, affected the water, noting that sea salt had all sorts of things in it other than sodium chloride, such as bromide.

Mayor Voller said when they had first started this process a long time ago, they had brought up the business of the dam and the sediment at the dam, and asked was it possible that a hundred years of that sediment was storing something in it that was leaching out. Mr. Brooks said when the flows were very low you would think that was possible, but he was not a biologist.

Mayor Voller said then Mr. Brooks was saying it was possible. Mr. Brooks said it was possible, but whether it had happened or not was not known, but believed you could determine that by looking at the TOC versus the river flow. Mayor Voller said it seemed like that was something that should be looked at. Mr. Brooks said it should likely be looked at to see if there was some kind of correlation.

Commissioner Walker asked did the Town actually add a caustic to the finished water product. Mr. Brooks said yes, they added Red Devil lye to adjust the Ph up. He said the most important thing you do with water treatment was disinfection, and there were different ways to do that. Mr. Brooks said the coagulation they had talked about was in itself a disinfection process, and it was necessary to add caustic to bring the Ph levels up.

Commissioner Brooks said obviously a lot of work had gone into this, and he appreciated it. He said he was concerned about citizens' homes, schools, and businesses if they went to an ammonia system. He said his fear was that it looked like they were trading one set of health problems for another. Commissioner Brooks said assuming they went to the ammonia system, they were going to have to work to help the citizens in this Town, noting it would be costly. He said many of the pipes in schools and elsewhere were laid prior to 1988 when the federal law was changed, and he estimated the cost to citizens would be around \$600 to \$1,000. Commissioner Brooks said the schools may need to switch to using water coolers for drinking and cooking, and using the other water just for shower/toilet needs. He said they had to plan for it, even while hoping they did not need it.

Mr. Brooks stated that was a very good point. He said the reason they were promoting chloramination, subject to Dr. Edwards report, was because it was very expedient and could be done with local funds rather than through loans and grants. He said it was not a panacea, but it had been successfully used and was used by adjoining systems. Mr. Brooks said as Pittsboro grew there would be more and more interconnection with adjoining systems, and for the water to be compatible everyone had to either do it or not do it. But, he said, the ultimate solution would be better TOC removal, which was a very broad statement.

Mr. Brooks said in order to make THMs you had to have TOC, chlorine, and time. He said if you minimized or took away any one of those things, it would go away. So, he said, the ultimate solution by far was to take the TOC out as much as possible. Mr. Brooks said you could not completely eliminate the chlorine in some form, although you would have to as much as possible, but you could minimize time by flushing the system. He said the more you flushed the more improvement you would see in water quality, and not just in THMs.

Mr. Brooks said that ultimately taking out more of the TOC, such as doing the 30 minute or 60 minute carbon filters, would make significant increases in the monthly bills for customers. He

said it was doable but expensive, and they wanted to put that in the permanent solution, not the interim solution.

Commissioner Baldwin said she shared Commissioner Brooks' concerns in reference to the schools, and believed that was something that needed to be looked into and perhaps to speak with someone from the school board and include them in the process. She said they did not know how the schools might alleviate such a problem that might exist that would be a result of any type of change the Board made. She said as well, there were options listed in the presentation but asked if there were any other options not yet considered to the ammonia-fed system being looked at. Mr. Brooks responded yes, but the cost would be much higher. He said they were trying to keep the cost down as much as possible and bring the Town into compliance as quickly as possible, and move forward from there.

Mayor Voller asked if they were interconnected to surrounding systems, how that would change their issue with THMs. He said for instance, if they were connected to Siler City and they were drawing the water they needed, then conceivably that would actually help with that problem. He asked Town Manager Bill Terry how much water was Siler City requesting. Town Manager Bill Terry stated they had asked for upwards of 1 million gallons, but they had since gone to Sanford for water.

Mayor Voller said had they been connected, Siler City would have gotten water from Pittsboro, He said presumably if they were moving that volume of water, what did Mr. Brooks think, hydrologically speaking, that would do. Mr. Brooks responded it would help in the line coming up from the plant into the Town.

Mayor Voller said it had been his understanding that many of the Town's pipes were quite old although some were newer, and the reports he had gotten from people in Town regarding how they felt about their water differed depending on where they were in Town. Mayor Voller said he believed they could qualify for a Clean Water grant. Mr. Terry said there was an emergency grant that had a \$500,000 limit on it, and believed this situation would fit the criteria.

Mayor Voller recognized Hugh Harrington. Mr. Harrington asked how much gain was there just in the flushing system.

Commissioner Walker said in the presentation where it was said that the enhanced flushing program carried a zero cost, that was a misnomer. Mr. Brooks said it was a zero capital cost. Commissioner Walker said yes, but they were spending money by flushing the system of drinking water.

Commissioner Walker asked if he had done the study in 2003 for the Town. He said his memory was that the range in 2003 was \$2 to \$4 million. Mr. Brooks said yes, noting he was with the Wooten Company at that time. Commissioner Walker said he understood that at that time, before construction prices soared, the high dollar fix was ultraviolet, and it was in the \$2 to \$4 million range. Mr. Brooks said ultraviolet was generally one of the cheaper things you could do.

Commissioner Brooks stated it took a long time for health problems to show up. Mr. Brooks said they may or may not. He said one thing that made lead and copper issues be such a long time coming was that once you changed the chemical process it took a while. Mr. Brooks said as well, if people had gone a long period of time with no violations, then they were on reduced monitoring. He said it may be several years before they were checked.

Commissioner Bryan asked if Dr. Edwards would study and give some kind of indication of the effect it would have. Mr. Brooks said yes, noting they were going to ship him some of Pittsboro's river water and three different coagulants to be used. He said if they could find any actual lead pipe in the Town's system, they would cut out a sample to send to him. Mr. Brooks said there were many different kinds of lead, and the age of the lead and how water had reacted to it over time would also make a difference. He said they were also going to send Dr. Edwards a sample of copper pipe with lead from the actual distribution system, and he was going to evaluate those metals and then do a laboratory experiment with his students. Mr. Brooks said Dr. Edwards was going to take the water, split it into three streams, put the Town's existing coagulant in one, a new coagulant in the second, and a new coagulant in the third. He said the samples would be settled and filtered, and then Dr. Edwards would take each of the three and split them twice to run six different tests. Mr. Brooks said once all the tests were run, Dr. Edwards would report those results and provide a breakdown.

Commissioner Bryan said the only thing missing from that would be the time factor. Mr. Brooks said that was true. But, he said, there was a way to test to see if the time factor would matter.

Mayor Voller asked if they were testing the brass, as brought up by Carolyn Efland regarding the brass fittings where there was leaching out. He asked if that would be part of the study, noting there was an issue where a new building was constructed. Mr. Brooks replied no, they were not making it that sophisticated. He added that lead-free brass was not truly lead free.

Mayor Voller asked Mr. Terry what the Board's next step might be. Mr. Terry commented that tonight the Board was simply receiving the status report from Hobbs, Upchurch, & Associates and did not know if a recommendation would be appropriate tonight. He said he assumed the Board would want to go forward with the testing by Dr. Edwards and then receive the results.

Mr. Brooks said they would send a letter to the State stating what they wanted to do along with the schedule.

Mr. Terry said at some point when they had all the data collected and Dr. Edwards' results, then they would be at the decision point of whether or not to do this \$365,000 project and if so, how to fund it.

Mayor Voller said it would be wise to check with the Rural Center about the application deadlines for the grant, because the money was there now but it may not be when they were ready to request it. Mr. Terry stated he would inquire about the timing as well as at what point in project development they wanted the Town to be before they would accept the application for a grant.

Commissioner Brooks asked Mr. Terry to contact the proper State agency and follow up on the Mayor's information that there might be industries in the Alamance County region that was leaching bromide into the Haw River.

Mayor Voller said there was a business that had started up that someone had said in a meeting was discharging into the river, and it was no accident that it suddenly showed up. He said he believed the business in question was in Burlington. Mayor Voller said he would like to talk with that business because they were affecting Pittsboro's water, and it was likely the business could do something on site to help the Town, if they were so inclined.

Commissioner Brooks said it was possible if the State would "so incline" them.

2. Habitat for Humanity Commercial Site Plan at 425 West Street

Planner Monroe stated at the last meeting there was discussion about a suggestion from the Planning Board regarding a brick façade on the building proposed by Habitat. He said several members of the Planning Board felt strongly that it would be appropriate in that part of Town since there were so many brick buildings in the immediate vicinity. Mr. Monroe said the Board had asked Habitat to check with companies to see if there was a possibility that some brick might be donated.

Bob Gabor, representing Habitat, stated his principal responsibility was to help Habitat raise as much money as possible to build homes in partnership with people in need. He said they wanted Habitat's building to fit into the community as nicely as possible, within its budget constraints. Mr. Gabor stated they had gone back and looked at the building in terms of how it was engineered and how it was constructed, and to add brick they would need to do several things: extend the footings 9 inches, which would mean more expense for additional concrete; they would need to sheath the building with a particular type of plywood in all areas to be bricked; the amount of brick was a factor, and it would come down to what brick yards might have left over from a lot that could not be guaranteed to match to a current lot, so it was possible they could get a donation; and, labor would be a factor although it had been pointed out to him that Northwood had a masonry class, but the problem with that was that unless the students were 18 or over they could not be on the construction site.

Mr. Gabor said he had a proposal that he hoped would satisfy everyone, and that was to put brick up to a line on the building, which was 3½ feet from the ground, on the front of the building and on the west side. He said that would result in the two views available to the public having partial brick. Mr. Gabor displayed a color rendering of an existing building as an example of what that might look like, as well as a photograph of an existing building.

Mayor Voller asked about the roof. Mr. Gabor said the photo showed a hip roof and they would not be using a hip roof. Mayor Voller asked about the roofing material. Mr. Gabor said it was the same.

Sarah Carr, 432 West Salisbury Street, stated she was a resident of the neighborhood across West Street from the potential Habitat site. She said she fully supported Habitat and its mission, but

had some concerns about the site. Ms. Carr said it would be preferable to have parking in the rear of the structure as opposed to the front, because you were taking a retail space and turning it into office space, and parking in the front would result in a “sea of parking.” She said another concern was that it was near a very busy intersection, with one-way access to Pittsboro Elementary School off of West Street. Ms. Carr said she often walked her son to school and they did not walk up that street because there was no sidewalk and it was too dangerous. She said often when people were turning out of the Habitat parking lot they did not observe the rule of one-way because they wanted quick access to West Street. Ms. Carr said she would like to see an attractive building there that was visually interesting, and some element of brick would be nice and appropriate for the area.

Mayor Voller said Commissioner Cotten knew a lot about the site, and asked for his comments on the concerns expressed by Ms. Carr.

Commissioner Cotten stated he had two additional concerns, but wanted to talk about them and Ms. Carr’s concerns after Mr. Gabor completed his comments.

Mr. Gabor said they had positioned the building in such a way as to make the entire length of the building street attractive, and the front of the building had to face the parking lot. He said to do otherwise would mean they would have to make the back of the building that had no function for them, look like the front of the building, or street attractive. Mr. Gabor said relative to the parking lot, they were doing some grading starting at the sidewalk and going down three or four feet, so the cars would be sitting at a lower level. He said he believed that would ease somewhat the concern about a “sea of parking.”

Commissioner Cotten said he perceived, in addition to the traffic problem, a water problem. He said he had worked in the building next door for 27 years, and he knew what happened when it rained. Commissioner Cotten said he believed there should be curb and guttering up Farrell Street at least to the drive going into the Board of Education site to divert some of that water out into the storm drain on West Street.

Commissioner Cotten said he had a question as to the accuracy of the retention pond, noting it was very narrow in scope unless you divide the water into it in some way. He said he had seen that area next to the Board of Education standing in water, and water did come off of Farrell Street towards the Board of Education building. Commissioner Cotten said he did think that grading the parking down as proposed would be a drastic mistake, noting it would be costly to handle the water flow. He said it would fall on the Town to do something about that.

Commissioner Cotten said he was still concerned that they should have gotten input from Habitat’s potential neighbors regarding the appearance. But, he said, he was most concerned about the water and the curb and gutter.

Mr. Gabor said long before they had negotiated for the property, he had been aware of the water that tended to stand in that area after a hard rain. He said he had investigated that, and with the help of Mr. Monroe they had come across a group at NC State that was doing work to make sure that water not only flowed properly but was treated as properly as possible in a natural way

before it flowed into the creek. Mr. Gabor said that group had done a water flow study, and they had directed Habitat to put in a bio-retention area and a pond, and had asked them to consider putting in a second one as a “make sure” device. Using the site plan, Mr. Gabor explained how the water would drain from each area of the site, adding that they would actually be moving more water from the site than ever before. He said he did not believe curb and gutter would help solve the problem, noting it would only put the water someplace else and cause a problem elsewhere. He said here they were dealing with it on site, letting it dissipate to the extent possible, and running off what did not dissipate.

Mr. Gabor said regarding the traffic issue, the State had given them permission to use the driveway. He said he understood it was not an ideal situation, but if the State had felt it was a real hazard they would not have granted permission to use it.

Commissioner Cotten said it was unusual for the State to grant access that close to an intersection. Mr. Gabor said they had looked at the distance, and it was in compliance with their rules.

Mayor Voller asked was it 200 feet. Planner Monroe responded that 100 feet was optimal, but they will permit as little as 50 feet.

Commissioner Cotten said this was 50 feet. Mayor Voller agreed it was short.

Mayor Voller asked if there was any indication how the water would affect the basketball and tennis courts to the east behind the Sheriff’s Department, noting that site was lower. Mr. Gabor said that was an interesting question, noting they had already installed these devices at that site, so NC State was very aware of the flow that passed through the area and went downstream.

Kenneth Hoyle stated he was glad to hear Mr. Gabor propose to brick up 3½ feet. He said that would mean they would still have to extend the footings in order to do that, so why not go all the way up. Mr. Gabor said because the building would then have to be sheathed. Mr. Hoyle said there was a building directly across from his business that had the same configuration, and they had not put sheathing between the brick and the wall. He said this area was one of the major entry points for Pittsboro, and the Town should not permit a metal building facing the street that close to the entrance to the Town. Mr. Hoyle said if they wanted to preserve the Town, this was an opportunity to do that, noting there was a way to get the brick and the labor donated, and they should do it.

Mayor Voller asked was this just an issue with the budget specified for the project. Mr. Gabor responded yes, that financing had already been arranged. Mayor Voller said there was other financing available with Affordable Housing and Habitat. Mr. Gabor said yes, but not for a building, only for homes. He said hypothetically, this was a building with metal siding, and asked would a building with Hardieboard siding be more attractive, or even vinyl siding. He said he did not know the answer, and that beauty was in the eye of the beholder. Mr. Gabor said he personally thought metal had more integrity than those other products.

Mayor Voller asked if Mr. Gabor had any idea what the capital difference would be in what was being proposed, in terms of changing to brick. Mr. Gabor responded to do a full brick front it would be in the area of \$15,000 to \$20,000. He said to provide the partial brick as he had outlined was between \$6,000 and \$8,000. Mr. Gabor said he was here tonight to get this resolved so that Habitat could move forward with its project.

Mayor Voller said he believed everyone was in favor of affordable housing, and the only issue at hand was the issue with the brick veneer. He said the Town would be willing in any way it could to help mitigate the cost, but did not know if all the Board members felt that way. Mr. Gabor said he was going to ask the Town to help, noting there were fees that had been paid and fees that were yet to be paid. He said if the Town could consider waiving those, it would certainly be helpful.

Mr. Gabor said he was not here to take a stand and be close-minded, but was trying to balance all the issues for the best outcome. He said if a full brick front was the only way they could move ahead with the project, then he would find a way to get it done.

Kenneth Hoyle stated with Mr. Gabor's leadership and other capabilities, he was sure he could find a way to do that.

Mayor Voller asked what the will of the Board was, noting they needed to give Mr. Gabor some direction so the project could move on.

Motion made by Commissioner Walker to approve the plans with the following conditions: that brick veneer be installed on the front façade; that a landscaping plan be developed and submitted to the Town Planner; that the design plan for the retention pond be submitted for review by Hydrostructures; and, if lighting was contemplated that a plan be submitted to the Town Planner before any lighting was installed.

Commissioner Cotten asked about installing brick to 3½ feet on the west side. Commissioner Walker said he was not as concerned about the west side as he was the front. Commissioner Cotten said he was not so concerned about the brick going all the way up in the front, but did believe bricking up 3½ feet on the west side was warranted. He said that would tie the front part into something rather than it standing alone.

Commissioner Cotten offered a friendly amendment to require that 3½ feet of brick veneer be provided on the west side of the building. Commissioner Walker accepted the amendment.

The amended motion was seconded by Commissioner Baldwin.

Vote Aye-5 Nay-0

Mayor Voller asked how the Town could work with Mr. Gabor to help this not-for-profit agency. Commissioner Walker he was going to personally pledge \$100, and if 200 people in the Town would do the same, Habitat would have \$20,000.

Mayor Voller asked Mr. Gabor when he returned to bring back the fees that were outstanding and provide them to Mr. Terry. He said the Town did not want to put Habitat in a bad spot, so they wanted to work together to make it a good project.

Mr. Gabor asked for an explanation of what had been passed. Commissioner Walker stated that brick veneer be installed on the front façade all the way to the top; that brick veneer be installed on the west side to a height of 3½ feet; that a landscaping plan be developed and submitted to the Town Planner; that the design plan for the retention pond be submitted for review by Hydrostructures; and, if lighting was contemplated that a plan be submitted to the Town Planner before any lighting was installed.

Mr. Gabor said he had not agreed to providing brick on the west side, noting that was not the offer he had made. He said he found that to be somewhat irregular.

Commissioner Cotten said had the 3½ foot height of brick veneer not been specified on the west side in the motion, he would have voted no. He said he still had concerns about the lack of curb and gutter. Commissioner Cotten said the vote had been cast, and did not know if it could be reversed.

Town Attorney Paul Messick said one of the members who voted in the affirmative could ask for a reconsideration.

Mayor Voller asked did any of the Board members want to ask for a reconsideration or did the vote stand. There was no response from the Board.

Bob Gabor thanked the Board for approving the project. He stated he had found it to be a big surprise that there was some sort of an architectural review board and architectural standards that were in no way and no where recorded or documented that people like him could refer to and come before the Board with a project that met those standards. Mr. Gabor said he hoped the Board understood his concern, noting he did not know what standard the project got measured against.

Mayor Voller said he understood his concern, and thanked him for his comments.

NEW BUSINESS

1. Manager's request for strategic planning guidance.

Mr. Terry stated he wanted to start a dialogue about some potential strategies regarding long range planning and strategic planning, and how they managed their budget appropriation process. He said one of the items dealt with the possibility of the Board using the technique of a Commissioner's retreat to do some strategic planning and to talk about capital improvement budgets. He said he would like to gather comments from the Board about when and how they would like to see a capital improvement program budget developed. Mr. Terry said he had mentioned quarterly status reports as a tool to help understand the status of the many capital projects that had been discussed over the last few weeks. He said he also wanted to talk about

budget work sessions, and how that might have been done in the past, and the expectations of how the Board would give budget guidance to the staff. As well, he said, he wanted to know how the Board would like to handle the communication after they received the Manager's Recommended Budget regarding clarifications, guidance for change, and other things.

Commissioner Brooks stated they had in the past had budget workshops, and at times had brought the Department Heads in when needed and worked together. He said they had never had a retreat, but had not had many charges either. Commissioner Brooks said he agreed that a retreat would be beneficial, and believed all of Mr. Terry's comments were good ideas.

Mr. Terry said usually after a retreat you would come away with specific list of goals and objectives, the top priorities of each Commissioner, and discuss them and all agree upon what those priorities were. He said another way to get the same result as a retreat would be to simply have all the Commissioners develop a short list of their priorities for the upcoming year, have the staff consolidate those and assign some draft priorities, then redistribute them to the Board for discussion.

Mr. Terry said at first glance a retreat would carry some expense, but there were some local facilities that did these types of things and the cost was minimal, around \$50 a day per participate, with some support charges for meals if provided. He said if the Board chose to have a facilitator to guide the discussion, then that would be in the range of \$500 to \$1,000. Mr. Terry said the time and day of a retreat would be an issue, noting that a Saturday would be a possibility, but it could also start a 5 p.m. on a weekday evening.

Mayor Voller said last year the Board had spent a number of times meeting on different issues that they would not have to discuss this year, and this year they should be able to spend their time on more substantive issues.

Commissioner Brooks stated he liked the idea of each Board member submitting their list of goals and ideas, and then letting staff combine it. He said at one time the Governors' Club had offered them a tour, and at that time they had offered the Town a place to meet which he assumed was gratis. Commissioner Brooks said once the staff had created the combined list of goals, perhaps then they could schedule a retreat if they felt the need to do so.

Commissioner Baldwin stated she liked that idea.

Mayor Voller said simply the idea of sitting down in a different locale could be good.

Commissioner Bryan stated he was very enthused when he had read the recommendation, particularly as a new member, and because there had been many things that had come up in the short time he had been on the Board that had blindsided him. He said he agreed submitting a list of goals was a good idea and would provide direction.

Commissioner Baldwin agreed, noting it would give the Board a more in-depth analysis of the direction they wanted to go and ways to get there. Mr. Terry said trying to do such strategic planning during a regular meeting under the crush of other business was cumbersome.

Commissioner Cotten said he had dealt with retreats a great deal during his working career, and the only advantage he had found was in getting away from the telephone. He said he wanted to move on to another issue, and referred to a statement he had prepared and distributed at the beginning of the meeting. Commissioner Cotten said hopefully tonight would be his last night as a Commissioner. Commissioner Cotten said he had also prepared it to be addressed during Commissioner Concerns, but it fit so well into this discussion that he wanted to discuss it now.

Mayor Voller said he did not mind that being a segue into Commissioner Concerns.

Mayor Updates

Mayor Voller passed.

Commissioner Concerns

Commissioner Cotten stated that the things he believed the Board needed to look at in the long term and short term:

- financial matters troubled him a great deal
- the water and wastewater rate schedule had to be changed; you could not continue using your fees to operate your plants; you were not taking in enough to cover the operating expenses
- there were several capital improvement projects that needed to be addressed, and they were listed in his statement
- in general, unless they as Commissioners were willing to take care of these things and work with the Department Heads, he saw no other choice but to consider advisory committees, particularly for the five items he had listed
- B under #2 was very important; it was a long process that needed to be started soon
- the Charter of the Town of Pittsboro needed to be updated
- the maps of Pittsboro needed to be updated and the Town's boundaries needed clarification; that was evident given the election they had just gone through, and it was confusing to many including the Police Department.

Mr. Terry said if each Commissioner would create a similar document he would consolidate that into a master document and redistribute it for further discussion.

Commissioner Cotten said at each place he had placed a map, and the top one was the proposed districts that the County Commissioners were scheduled to vote on at a meeting in November. He said Pittsboro had been split again, and the map was not accurate. Commissioner Cotten said the map on the bottom was the current district voting, noting it was compact and well-thought out by various committees. He said the upper map was done by two people, one of whom should have known what he was doing, and the other was the Vice-Chair of the County Commissioners. Commissioner Cotten said the County had held a public hearing, but he had not attended to speak because he felt it was useless and he did not want to be subjected to the abuse he expected he would get.

Commissioner Cotten said he was very concerned about Pittsboro being split again. He said if you look at the map, he would be in District 2 and Commissioner Bryan would be in District 3. He said there was something wrong with the thinking on that.

Commissioner Brooks said it did seem to him to be advantageous if Pittsboro was all in the same district. He said he would like this Board to recommend to the County Board that they consider leaving all of Pittsboro in one district.

Commissioner Cotten stated that Pittsboro and its ETJ would make a nice size district, and with the growth in population it would just about meet the requirements.

Motion made by Commissioner Brooks seconded by Commissioner Baldwin to recommend to the County Board of Commissioners that Pittsboro and its ETJ be kept as one district.

Mayor Voller stated he was not in favor of the County Commissioners making a change in 2006, and did not believe it should be changed now, because they did not know what the true population figures were. He said in either case, both sets of Commissioners were endeavoring to do something that even if you could prove some statistical variances, you did not know what that population was. Mayor Voller said he did not think it was wise to be doing these changes without actually having the true population numbers.

Planner Monroe stated there was a practice census being conducted in Chatham County next year, so at the end of the year they would have a very clear picture of what the population in Chatham County was and where it was distributed.

Mayor Voller said they all knew that if you cut the map in half there would be a lot of population around Pittsboro and its ETJ to the north and east.

Commissioner Brooks asked if Mayor Voller was suggesting that the motion be amended to ask that Pittsboro be in one district but that the County Commissioners wait until the practice census figures were obtained.

Mayor Voller said he was only adding as a point of commentary that in both cases he felt that changing the map was not really being reflected by population because they had to use census blocks, and the census blocks were so far out of date that you could never make the map actually be reflective. He said Commissioner Brooks' idea of keeping the municipality and its precinct in one district would be wise, because otherwise it was confusing to voters.

Commissioner Brooks indicated his motion would stand, but would amend it to add that the Board communicate with the County its concerns about not having good population counts and that practice census figures would likely be available by the end of next year.

Mayor Voller said it would have been fairer for the County to suggest adding more Commissioners, but that was a whole different issue.

Mayor Voller called for a vote on the amended motion.

Vote Aye-5 Nay-0

FYI

Monthly status report from Hydrostructure:

MEMORANDUM

To: Town of Pittsboro

From: Hydrostructures, P.A.

Date: November 15, 2007

Subject: Multiple Project Status Report

3M Reclaimed Water Project

- Hydrostructures recently responded to technical comments issued by CG&L (10/30/07).
- CG&L appears poised to approve the revised projects pending certain administrative actions by the Town. A key action involves the Town's decision whether to allow the existing Authorization to Construct to be rescinded or modified. Given the uncertainty of where any additional wastewater could be discharged, the newer wastewater treatment concepts may no longer be valid, renewing potential interest in the former concept which holds a valid Authorization to Construct. Asking for it to be rescinded or modified may not be advisable at this time.
- The project that would be approved now does not include renovations or improvements to the current wastewater treatment facility. This may be of particular concern since the water delivered to 3M will not meet the technical definition of Reclaimed Water. Throughout the years of work on this project, 3M has repeatedly expressed concerns of water quality and will require consistent water quality to make successful use in their manufacturing process. Furthermore, the plant will continue to face increased difficulty to meet the Town's discharge permit limits as flows increase and permit limits tighten.
- Should the project go forward, a number of easements will be required. We have previously informed the Town of these requirements. This matter will require prompt attention should the Town find themselves ready to proceed with bidding and construction.

Chatham County Department of Social Services

- Engineer is in the process of submitting Final drawings for the Detention Pond. The engineer has experienced some delays in returning final drawings. Status of contractor is uncertain at this time.

Chatham Forest Subdivision

- Park Access Road: Run-off from end of road is causing erosion. Dissipator Pad at end of road, as shown on Plans, has not been installed. Contractor has been informed of this but no action has been taken. Slope stabilization requires general improvement along with various other punch list items.
- Bellemont Road (Phase 9): Settlement of Bellemont Road in Phase 9 continues to worsen, possibly resulting from increased traffic from home builders, but the root cause is almost certainly deficient

subgrade construction. There are also numerous areas where the curb/gutter has been damaged from construction activities. We are working with the engineer to prepare a report describing, quantifying and scheduling the required repairs. This information will be incorporated into a re-issued Letter of Credit. The current Letter of Credit expires December 15, 2007.

- Lot 23 Sewer Connection (Springdale Road/Fox Chapel Lane): We have previously reported on a problematic sewer connection requiring distinct attention. To our knowledge there has been no action to remedy this problem.
- Phase 9 New Sewer Line (late-stage project addition): Construction of the “unapproved” sewer line has been completed. The town attorney informed the developer that he could install the sewer at his own risk, pending proper plan review and the acquisition of the required DWQ permit. This is documented in Mr. Messick's email of September 7, 2007 to Morris Rowland via Randy Voller. Hydrostructures has reviewed a first and a second plan submittal and issued comments, the last of which were dated August 21, 2007. We have received no response since that time and, as such, considered this project's status to remain "unapproved".

Collection System Rehabilitation (Credle Basin)

- Contracts have been executed by the Town and Am-Liner East. A pre-construction meeting was held on Nov. 9 and Am-Liner intends to start the pre-construction CCTV inspection work in two weeks. CIPP materials have been submitted for Approval and returned to Am-Liner along with a list of additional submittals that are required.

Kensington Park Sewer Extension (Park Drive)

- Contractor has mobilized and is preparing to start sewer installation work next week.

Piedmont Biofuels

- The State reportedly has issued all fines. John Poteat has a summary of the fines and other Town costs that should be recovered from Piedmont Biofuels. The biofuel production train remains cut off from the Town sewer collection system. A padlocked gate valve (presumably) prevents flow from the production facility while domestic service remains active via typical gravity service lateral connections. Staff remains on alert for elicit discharges and reports none since the Town shut off the production train.

Pittsboro Christian Village

- Christian Village is currently installing some renovations and additions to their internal water distribution system. Initially they had sought to make an additional (unapproved) connection to the Town system. Hydrostructures recognized and remedied this situation. All work to be performed will be on the Christian Village side of the master meter and will not affect the Town's distribution permit.

Pittsboro Place

- A revised design for a sewer extension to serve the front portion (the area along East Street) of Pittsboro Place was presented by CE Group, reviewed and Approved For Construction. As we understand, a DWQ permit has not been applied for and therefore project construction cannot begin.
- The new State Employees Credit Union has begun construction. We have confirmed that the sewer connection will not be to the above reference un-permitted line but to an existing manhole located adjacent to their property. They propose an inside drop manhole connection, which does not satisfy Town requirements. We are informing the contractor of the proper requirements, which will constitute only a minor change and should not create any construction difficulties or delays.

Potterstone Village

- Project is stable. The finish paving remains to be done.

Powell Place

- Phase 2A: Project is stable. The finish paving remains to be done.
- Phase 2C: Project is stable. The finish paving remains to be done.
- Phase 2B: Curb and gutter has been poured and base course of asphalt applied.
- Phase 3: Plans prepared by Withers & Ravenel have been “Approved for Construction”. Proctor Grading has started the clearing and grading. Utility installation is scheduled to start next week.
- The paving over of MH #64 in Phase 1 has been corrected.

Powell Place – Millbrook Road

- The French drain has been installed by Dean Patterson Construction and the pavement on Millbrook Road which was removed when looking for a water main leak has been repaired. We will keep an eye on this arrangement to see if it is successful in preventing the ground water from seeping onto Millbrook Drive. Initial indications suggest the remedy is working.

Water Distribution Recommendation

- With the potential development of the Gaines property, the Town should consider the recommendations stemming from hydraulic modeling and water system planning dating as far back as 1999. Specifically, the Town should strongly consider closing the distribution loop along Old Graham Road.

Pilot Test of Enhanced Settling Module at WWTP

- The Town recently agreed to allow a process equipment manufacturer to pilot test a magnetic separator unit at the Town's WWTP. This unit has not yet arrived. We will update on the status of this project as it progresses.

Motion made by Commissioner Brooks seconded by Commissioner Bryan to adjourn the meeting at 8:50 p.m

Vote Aye-5 Nay-0