

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, JUNE 13, 2011
7:00 PM

Mayor Randy Voller called the meeting to order at 7:05 p.m. and called for a brief moment of silence.

ATTENDANCE

Members Present: Mayor Randy Voller, Commissioners Pamela Baldwin, Gene T. Brooks, Clinton E. Bryan, III, Michael Fiocco, and Hugh Harrington.

Staff: Town Manager Bill Terry, Town Clerk Alice F. Lloyd, Town Attorney Paul S. Messick, Finance Officer Mandy Cartrette, Planner Stuart Bass, and Assistant Planner Paul Horne.

AGENDA

Motion made by Commissioner Harrington seconded by Commissioner Bryan to approve the Agenda as submitted.

Vote Aye-5 Nay-0

CONSENT AGENDA

The Consent Agenda contains the following items:

1. Approve minutes of the May 16, 2011 budget work session.
2. Approve minutes of the May 23, 2011 regular meeting.
3. Approve a Resolution Declaring June 2011 to be Lyme Disease Awareness Month.

Commissioner Harrington said that in the May 23, 2011 minutes, page 21, 8th paragraph, it said “Commissioner Harrington said that revenue neutral would have been to collect what they were projected to collect based on the budget He said had they not been able to reach that goal that would have resulted in a substantial tax increase.” He said what would be more accurate would be for that to read “Commissioner Harrington said revenue neutral would have collected revenue based on projected growth. He said without that growth it would have been a substantial tax increase.”

Commissioner Fiocco stated in the May 23, 2011 minutes, page 24, 3rd paragraph, that statement was attributed to him but Mayor Voller had made the statement.

Motion made by Commissioner Baldwin seconded by Commissioner Fiocco to approve the Consent Agenda as amended.

Vote Aye-5 Nay-0

A RESOLUTION DECLARING JUNE 2011 AS LYME DISEASE AWARENESS MONTH IN THE TOWN OF PITTSBORO IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 56

REGULAR MEETING AGENDA

Citizens Matters

The Mayor indicated that no one had signed up to speak.

OLD BUSINESS

1. Comprehensive Transportation Plan Update (Will Letchworth, PE, Director of Traffic Engineering and Transportation Planning, Wilbur Smith Associates).

Will Letchworth stated he would be providing the Board with information regarding the Transportation Plan itself and what had been done since the last time he had appeared before the Board. He also wanted to talk about the recommended alternative which was different from some of the alternatives brought forward before in some respects but very similar in others, and to ask that the Board review the alternative mapping and project list. Mr. Letchworth said they wanted to come back to the first meeting in July and ask the Board for approval of those maps and recommendations, but indicated there was still time to make some changes if necessary. He said he had wanted to give the Board the opportunity to ask questions and to present some information to them before asking for that approval.

Mr. Letchworth provided the following PowerPoint presentation on Pittsboro's Comprehensive Transportation Plan:

What is a CTP?

- A long-range, multi-modal transportation plan
- Developed cooperatively with NCDOT, the local planning organizations, and representatives from the municipality and County
- Emphasizes incorporating local land use plans and community goals
- Adopted at three levels – local (municipality/County), regional (MPO/RPO), and State (NCDOT)

Components of a CIP:

- Map set and written report
- Recommendations – existing, needs improvement, recommended
- Highway categories – freeways, expressways, boulevards, other major thoroughfares, minor thoroughfares

Typical sequence of NCDOT project development:

- Planning (2-3 years)
 - CTP study
 - RPO project prioritization
 - Projects presented to NCDOT Board for STIP consideration
- Programming (up to 7 years)
 - STIP PDEA evaluation
 - Environmental documents
 - Alternative studies
 - Public involvement
- Design (1-2 years)
 - Data collection
 - Alignment selection
 - Transportation facility design
 - Estimates and quantities
- Right-of-Way
 - Lane procurement
 - Easement attainment
 - Public assistance
 - Legal action
- Construction (1-2 years)
 - Bidding process
 - NCDOT Board awards contract
 - Contract administration
 - Completed project

How did we get here?

- Establish Steering Committee
- Develop a Website and survey
- Determine future land use projections
 - Developed a TAZ level
 - Significant interaction with Town staff, developers, and RPO
 - Sewer plan formed the basis
- Data collection
- Project future no-build traffic volumes
- Establish roadway concepts
 - Scenario modeling
 - Environmental considerations

Process

- Six steering committee meetings
- Two public meetings
- Refine roadway solutions (18 meetings)
- Developed recommended alternatives

Vision and Goals

- Encourage planned and strategic development

- Right-of-way preservation
- Identify transportation system needs
- Promote roadways that encourage alternative modes
- Improve safety and congestion
- Link the Town with surrounding areas
- Educate the public
- Provide alternative truck routes
- Minimize need for roadway expansion downtown

Recommendations

- Three major components
 - US 15-501 bypass west of Town – meets NCDOT’s needs for an expressway
 - “High level” boulevard east of Town – will serve as 15-501 bypass for many years
 - Grid street network east of Town – essential to accommodate future traffic; some are four-lane boulevards, others are two-lane minor thoroughfares

Expressway Facility

- High mobility, low access
- 45 to 60 mph
- Cross section: minimum 4 lanes with median
- Connections at interchanges (major cross streets) and at-grade intersections (minor cross streets)
- Driveways limited in location and number, right-in/right-out only
- Traffic signals not allowed
- Examples: US 117 north of I-40; US 74 just east of I-277 in Charlotte

15-501 Bypass – Divided with median; full or limited control of access

- Four lanes
- No signals or driveways
- Interchanges at 15-501 and US 64
- Possible interchange at 906

Boulevard Facility

- Moderate mobility, moderate access
- 30 to 55 mph
- Cross section: minimum 2 lanes with median
- Connections are at-grade intersections for most major and minor cross streets
- Driveways allowed – primarily right-in/right-out; consolidation and sharing access is encouraged
- Traffic signals allowed
- Examples: US 1 in Raleigh, NC 55 (Holly Springs Bypass), US 70 from Clayton to Garner

High Level Boulevard – raised median; curb and gutter with wide outside lanes and sidewalks

- Four lanes initially, expandable to six eventually
- No driveways
- Limitation on signals

Next Steps

- Review of map and recommendations by the Town Board; prefer comments by June 20, 2011
- Adoption of map and recommendations at July 11, 2011 meeting
- County adoption – late July 2011
- RPO endorsement – August 18, 2011
- Board of Transportation adoption – September 2011

Summary

- Extensive modeling of potential roadway alternatives
- Recommended alternative meets goals and objectives of the Steering Committee while still meeting NCDOT's criteria
- Proposed roadway system should meet Pittsboro's needs well into the future
- Remember that these recommendations are concepts; future alignments will depend on further analysis

Commissioner Brooks stated that the map provided was not readable due to its reduced size. Mr. Letchworth stated he would be happy to provide enlarged maps. He said the most important thing to focus on was the locations and the colors of the facilities. Commissioner Brooks asked where the boulevards would start and where they would stop. Mr. Letchworth stated they would be located in the general vicinity of where they were shown on the maps. But, he said, those roads would begin at the local level, in that if someone came in with a development plan and a roadway was shown on that map, then it was up to the Town to make sure the developer planned for that roadway in their development plan. Mr. Letchworth said as well, if some sections got built and there were some missing sections, then it was up to the Town and the RPO to move that project through and complete those connections.

Mayor Voller stated that the Board would not be meeting on July 11, 2011 but would be meeting on July 25, 2011. He said the County would be meeting on July 18, 2011, so they would have to come to them the first meeting in August.

Scott Walston, NCDOT representative stated that the numbers on the map associated with the first column of numbers on the project list, would give them the name of the facility, where it began and ended, and a description of what kind of project it was.

Mr. Letchworth posted a larger copy of the map so that the Board members could take a closer look.

Mayor Voller said he assumed the list was not in any order of importance but were just numbered around the map. Mr. Letchworth stated that was correct.

Mayor Voller said once they went through the entire process and it got to the RPO, what happened with the draft project list as far as the STIP. Scott Walston stated it was certainly a part of the prioritization process, but they would still have to work through the RPO to get those prioritizations.

Mr. Letchworth said there were a couple of ways of doing that, one of which was going through the State's priority list and working with the RPO. He said the other way was when a development plan came in that covered an area shown on the map as having a facility, it would be up to the Town to work with that developer to get an agreeable site plan. Mr. Letchworth said when NCDOT got that plan for review to issue driveway permits they would look at that map at the district and the division level to make sure that development accommodated that facility.

Commissioner Brooks said on the draft project list were roads that were dead end roads, and there were quite a few that dead ended into Robeson Creek. He asked how many bridges they planned to build. Mr. Letchworth stated he could not give an exact number, but when this project list was developed it was looked at in terms of assistance. Commissioner Brooks stated those roads could not connect if they were dead ends. Mr. Letchworth stated they would eventually connect. He said the purpose of this plan at this level of planning was to look at the entire system, although everyone realized that those roads would take a very long time to be built. But, he said, if you did not have a system-wide view you could not make intelligent decisions on individual projects as the opportunities came up.

Commissioner Brooks said he had noticed at least one place where a private driveway was noted as a road. Mr. Letchworth stated there were several facilities that were not now roads, obviously, but they were looking at the potential for future development in an area, and some of the roadway alignments would absolutely change. Commissioner Brooks said then what he was saying was that unless a private owner wanted to sell their land then they would have to use eminent domain to acquire the property. Mr. Letchworth replied that that was certainly a potential option for getting a roadway constructed.

Commissioner Brooks asked where the Lorax Extension was located.

Mayor Voller stated that was the old Goodwin property right by the ethanol plant.

Commissioner Brooks stated that dead ended at Robeson Creek and the road coming down from Bill Thomas Road would come down to the creek at that point. He said he assumed if you went as far as you could go on Bill Thomas Road and then went straight across, you would be in the industrial park area. Mr. Letchworth said that was correct. Commissioner Brooks said then 64 Business was actually referred to on the map as US 64 Bypass, and they were indicating that that might become a boulevard at some point from the Courthouse to Eubanks Road. Mr. Letchworth said what Commissioner Brooks was referring to was a High Level Boulevard which was a major boulevard, and essentially what it would do would be to bypass the downtown area on the east side approximately halfway between existing 15-501 and the existing interchange with US 64 Business. Commissioner Brooks noted that in that area was an old cemetery. Mr. Letchworth said he had seen that indicated on one of the environmental maps.

Commissioner Brooks asked if he was calling the Charlie Brooks Extension the road between the current 15-501 and the old 15-501 area where the Town's new park was located. Mr. Letchworth pointed out the Charlie Brooks Extension which was the outermost loop and noted it was a two-lane facility and would cross over and provide some north-south connectivity on the far eastern side of the planning area. Commissioner Brooks stated he was talking about between

the Moncure Road and 15-501. Mr. Letchworth said it would actually tie in to Moncure Road where Charlie Brooks ended now, and would continue on around. He said that was mostly an undeveloped area except in the vicinity of the interchange. Commissioner Brooks said then it would be north of Charlie Brooks Road and part of or near property owned by Townsend. Mr. Letchworth stated that much of that property was held by Chatham Park Investors.

Commissioner Brooks remarked that he wanted to have enough of an idea of what was planned so that when citizens questioned him he could respond intelligently. Mr. Letchworth stated if a citizen asked a question that the Board could not answer then he would be happy to have the citizen contact him directly. He said to remember that this was the very beginning or starting point of the Town moving forward and NCDOT moving forward to get projects built, so they wanted those projects on the list and on the map, even if it was something that may not happen for 25 years.

Mayor Voller said that ultimately this would be the Board's decision and they did not have to approve it but could make suggestions to revise it. Mr. Letchworth said if there was something that the Board or citizens did not like or agree with then they wanted to accommodate that as much as possible.

Mayor Voller said from NCDOT's perspective, they had had maps approved in the past with the last one in 1992. He said some of those facilities were never built and were only projected. Mayor Voller asked what the Town's role would be if in the future NCDOT wanted to amend the map. Scott Walston stated that the Comprehensive Transportation Plan was what they envisioned and was updated every couple of years. He said in the next year they would be coming back with an entire County Plan to incorporate biked and ped, transit, and other needs besides just the highway element that was on the map at present. He said if there were some minor tweaks to the Plan they would be happy to try to accommodate that with the County-wide adoption, noting the Plan was a living document that had to be kept up-to-date.

Mr. Letchworth stated one product of this Plan was the trial demand model, and it was very easy to go in and make changes and adjust the impacts of those. He said they now had an up-to-date model, and if six months from now they wanted to change some of the parameters and try another road, that would be easy to accomplish.

Commissioner Fiocco asked about the corridor study aspect of the Plan. Mr. Letchworth stated one of the next steps in terms of getting a project constructed particularly by NCDOT was to start to add more detail in terms of where a specific roadway would go. He said the beginning point for that next step was to get environmental data, land use data, and traffic data and take a hard look to see, given roadway design criteria, where a roadway could feasible go and what alignment would minimize impacts to the environment and still meet the roadway design criteria. Mr. Letchworth said as part of what they had been asked to do and separate from the Comprehensive Transportation Plan but perhaps added as an appendix to that Plan, was to take the 15-501 Bypass noted as the green line on the map and lay out all of the environmental features and to draw lines that made sense from a roadway design standpoint. He said they were now in the middle of that process and had some lines on the map where they had put in areas of potential interchanges. Mr. Letchworth said what they were actually doing was mapping the

center of the roadway and then the extent of the right-of-way. He said they would be looking at where they could go where they would not take houses and where could they cross streams at 90 degrees or minimize stream crossings and wetlands impact. Mr. Letchworth stated that was something the Board would be seeing in the very near future, but they did not want to necessarily bog down the approval of the Plan by getting into very fine grained details. But, he said, the Board would have the opportunity to comment on where that road would go.

Mr. Letchworth stated the next step was where you really got into much more detail in terms of specific traffic analysis, really quantifying environmental impact and that sort of thing. He said they were really limiting themselves at this point to the centerline and the right-of-way limits of that potential future roadway.

Commissioner Fiocco asked was that for all the roadways shown on the map or just some of them. Mr. Letchworth stated it was just for this specific facility.

Commissioner Harrington asked about the west side shown on the map. Mr. Letchworth stated they had focused primarily on the east side of the map because they just did not have enough information now to make decisions about the west side. He said the grid system was what made the Plan work, in that it split out traffic and gave it multiple ways to go in more detail than what the map looked at. Mr. Letchworth said keeping that grid system in mind made sense on a lot of different levels, particularly as you started to think about the west side.

Commissioner Fiocco said as far as the west side, one of the things the Planning Board had been looking at and thinking about was if there were interconnective roadways that wanted to be shown on the west side. He said at their last meeting the Chair had indicated they would be studying that more. Planning Board Chair Ken Hoyle agreed and said that had been put on the Agenda for their next meeting. Commissioner Fiocco said there may be a suggestion coming from the Planning Board as to how to manage the west side.

Sarah Lee, NCDOT Transportation Engineer, stated they would make sure that everything was placed on the Web site, noting that right now everything was listed by its alternative letter. She said they would make sure they posted the draft alternative so that it was easy to find.

Mayor Voller asked Mr. Hoyle for his thoughts. Mr. Hoyle said he believed they were almost at the point that the Plan could be adopted by the Town Board. He said it would be his recommendation that each of them study it and make their comments and then let the Planning Board look at it again and then the Planning Board could come back to the Town Board with its recommendation. Mr. Hoyle said that connectivity on the west side became extremely difficult although they could do some internal connectivity to address that, reiterating that the Planning Board would be looking at that at its next meeting.

Mr. Letchworth stated they did need to bring this to a close, noting they had gone through more alternatives than they had originally envisioned. But, he said, he was pleased with where they had ended up.

Town Manager Bill Terry stated that July 25, 2011 was six weeks away, so he did not believe they were being rushed.

Commissioner Fiocco stated that as a member of the Steering Committee he agreed that it had been a good process and a dynamic process, noting there had been a lot of input from a lot of different perspectives. He said that scheme S spoke to the volume and quality of work that had occurred in that Committee, and believed it was a much improved plan from where they had started and through its several iterations. Commissioner Fiocco stated that he was pleased to see the interconnectivity and staying with the goals of trying to preserve a pedestrian and bicycle friendly environment by making those connections. He said he was also pleased about the fact that many of the maps showed the western interchange much closer to Town which he had a real issue about, because much of that land naturally drained by gravity to the sewer treatment plant which made it very developable and high quality land. Commissioner Fiocco said that the alignment of that western track limited the bisection of that property and preserved the majority of that land within what he would call the inter-beltway. He said with all the interconnectivity on the east side with the proposed development that was sure to come and with the bypass on the west he believed it was a good plan.

Mr. Letchworth said he would also say that they did a lot of plans in a lot of places, and he believed that everyone involved including NCDOT had shown an amazing amount of flexibility in the kinds of facilities, where those facilities would go, and how far they were willing to get away from the model and put roads where they made the most sense. He said while it had taken much iteration the Steering Committee had done a very good job of striking a balance.

Mayor Voller said he was a lot happier that NCDOT had done the second input session and taken the necessary time with the Steering Committee. He said he agreed with Commissioner Fiocco that the current plan was a much better plan. Mayor Voller said he understood that NCDOT's funding was tight, but he did not want to be pushed into a corner and have decisions made at the point of a gun. He said when the Town decided to do this it would be because it was the right plan and not because of someone's budget shortfall. Scott Walston said they were not inferring that the Town had to make a decision based on a budget, so that needed to be clarified. Mayor Voller said he was glad that was clarified, because it had sounded like they needed to rush to get to a point, but he now believed they would be able to make a good decision.

Mayor Voller asked had the RPO replaced the representative the Town had on that committee (Paul Black). Mr. Letchworth stated that Director John Hodges-Coppell had been attending the meetings and had looked over the maps and provided some feedback.

2. Fiscal Year 2011-2012 Budget.

Mr. Terry stated that the cover memo was self-explanatory and it reiterated the amendments made to the proposed budget based on feedback during the budget work sessions or discussions during regular meetings. He said the memo detailed how the changes affected the contribution from Fund Balance, noting a chart had been included to detail those changes.

Mayor Voller asked had they gotten any further feedback in regards to the Enterprise Fund and the correction to the billing amount for Northwood High School. Mr. Terry said they had worked that up and believed Ms. Cartrette was getting a letter ready to be mailed.

Finance Director Mandy Cartrette stated she had worked the amount up and would be drafting a letter explaining why the Town was requesting that Northwood reimburse the Town for what it should have been billed over the last three years.

Mayor Voller asked if she had an estimate of what that amount would be. Ms. Cartrette stated it was around \$98,000.

Commissioner Baldwin said in reference to the letter to the County about purchasing water from the Town, had anything been done in addition to that. Mr. Terry said that was possibly still on the table, noting that John Poteat had talked with David Hughes with the County. He said that Mr. Hughes had asked that the Town make the County an offer, so they were working now to determine some marginal costs for producing additional amounts of water. Mr. Terry said that work was largely done and he had reviewed it late last week. He said he had intended to do a briefing today but they did not yet have enough confidence in their numbers to bring them to the Board. Mr. Terry said the rough numbers he had seen was that to produce 1,000 gallons of water the marginal cost over and above fixed costs was about \$1.15. He said they had determined that Siler City was selling water to the County for \$2.51 and Sanford was selling it to them at \$3.29, so based on the numbers he had seen the Town's baseline cost would perhaps be another \$1.25 or \$1.30. Mr. Terry said based on that, he believed they could offer a competitive rate to the County something on the order of \$2.50 or so, which was substantially lower than what they charged other bulk customers but they wanted to be able to bargain with the County. He said they should be ready to bring a more detailed briefing back to the Board at its next meeting about what the marginal costs were to produce the additional water and what price should be charged to the County while still being profitable.

Commissioner Brooks stated he felt very strongly that the Board needed to send a letter to the individual County Commissioners, not just to County Manager Charlie Horne, to tell them what the Town could do for the County. He said he personally believed they needed to move forward by offering to spend the \$15,000 to fix the meter if the County would commit to purchasing the water from the Town. Mr. Terry stated that \$15,000 was already in the budget to repair that meter. Commissioner Brooks said he believed the letter should also detail what the Town was willing to offer them compared to what the County was paying other entities as Mr. Terry had described. In any case, he said, the County Commissioners needed to hear that directly from the Town Board and they needed to hear it individually.

Mayor Voller suggested they put together a letter that the entire Board would sign and would be sent to each individual County Commissioner. The Board agreed by consensus.

Mayor Voller stated that Commissioner Harrington had done some good work in the past in looking at marginal costs, and asked if they still had those numbers. Commissioner Harrington responded he had not broken down any of the costs, but had only done projections of water. He

said that had not included a cost analysis. Mayor Voller said it was his feeling that the Town should try to sell water to the County, noting the more they sold the better it was for the Town.

Commissioner Harrington said he wanted to remind the Board that if necessary they could adjust the rates anytime during the year. He said the only thing they had to be stuck with was probably the property tax rate, but other rates could be adjusted if it proved necessary. Commissioner Harrington said they certainly needed to keep an eye on where their revenues were, because they had already taken a lot from Fund Balance and did not believe they wanted to take any more.

Mr. Terry said he believed there was some reason for optimism about growth, noting that as he drove around Town it appeared that more and more construction was taking place. He said in his neighborhood alone in Powell Place two houses had been built in the last 120 days across from his house and both were already sold. Mr. Terry said that was a good sign, noting that at least four other lots in his neighborhood were under construction. He said perhaps they could now be cautiously optimistic.

Motion made by Commissioner Harrington seconded by Commissioner Brooks to adopt the budget ordinance approving the FY 2011-2012 operating budget for the General Fund and the Enterprise Fund as presented.

Vote Aye-5 Nay-0

FY 2011-2012 BUDGET ORDINANCE IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE PAGES 59-66

Mayor Voller thanked staff and the Board for going through the many, many meetings necessary to get to this point, and asked the Manager to pass those comments along to staff. He said he believed they had ended up with a budget that really worked for the Town. Mayor Voller said the Board had worked very hard not to raise water rates, which was quite significant considering losing Townsend as a water customer. He thanked the Board members for their work on that, particularly Commissioner Brooks for his input and ideas.

Mayor Voller stated that Commissioner Fiocco had pointed out a typo that referenced item 21 on page 41 of the CIP list, noting it referred to a ghost item and needed to be struck. He said it referred to an alternative that did not exist so he did not want anyone to be confused that there was some alternative in place. Mr. Terry said at one time they had had two projects that would have accomplished the same goal and now they had only the one project, so that would be struck. He said that the resolution approving the CIP did not carry the force of the budget ordinance, noting that the Board would not be obligating any money but were only agreeing that the projects were those they would like to do. He said only when the Board was brought a project budget ordinance would they actually be obligating money to one of those projects.

Mayor Voller stated that there were possible funding sources listed in many cases, with some even coming from Powell Bill funds. Mr. Terry said that was correct, noting that even when a project ordinance budget was brought forward the Board had the ability to defer them. Mayor Voller said an example would be that they had no funding for the new plant but bonds were listed as the funding source. But, he said, they had not done a bond issue as yet, so there really

was no source of funding at this point. Mr. Terry agreed, noting at present they had no idea how they would fund construction of that plant. But, he said, they knew it would likely require that a bond issue or a borrowing be attached to it.

Motion made by Commissioner Harrington seconded by Commissioner Fiocco to adopt the resolution approving the FY 2011-2016 Capital Improvement Plan.

Vote Aye-5 Nay-0

A RESOLUTION APPROVING THE FY 2011-2016 CAPITAL IMPROVEMENT PLAN IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 57

Commissioner Harrington stated that staff had put forward a very good effort on both the budget document and the CIP, and specifically mentioned Ms. Cartrette, Mr. Poteat, Mr. Jewell, Mr. Heard, and Mr. Horne. He said he was pleased to work with the Town Board, and though they did not always agree they had all tried to be responsible with the money they had. Commissioner Harrington said they were all a little nervous about dipping into Fund Balance, but was glad to work with people who he considered to be very financially responsible. He said he believed they had done a very good job with what they had to work with, and hoped that they would now see some growth and be able to build their Fund Balance back up.

Mr. Terry said on behalf of the staff he appreciated those comments, adding that this had been the toughest budget year he had had with the Town. He said they were struck a fairly serious blow with the Townsend issue but they had responded as best they could and they would now move forward.

Mayor Voller added that they should thank all those Board members who had served in the past who had worked to build up that Fund Balance, including Commissioner Brooks who had served for six terms. He said the Board had tried to make the best use of Fund Balance to invest and also grow the Town, but they were now in a new era where they were facing slow growth. Mayor Voller said they were not in a position where they were having to be onerous to the citizens but were able to provide good services and had done some good work in rebidding projects. He said he felt very good about the budget and what had been accomplished.

Commissioner Harrington said the Mayor had made a good point about those Board members who had come before them who had given this Board the latitude to deal with the shortcomings they had faced.

NEW BUSINESS

1. Contract Award: Hillsboro Street Transmission Line Community Development Block Grant (CDBG) Grant Administration Contract.

Mr. Terry stated this had been a long, drawn out process but the good news was they had been notified in December 2010 that they received a grant for \$650,000 from the Commerce Department. He said at that time the Town had entered into a contract with The Wooten Company for grant administration. Mr. Terry said at the initial meeting with the grant

administrator from Commerce they had been told that in order for the Town to be reimbursed for the grant administration piece that was budgeted at \$75,000 the Town would need to go out and do a competitive selection of a grant administrator based on qualifications and not on fee proposal. He said they did an initial advertisement and got one respondent which was the Wooten Company, but the Commerce Department had required that they readvertise to try to get more respondents. Mr. Terry said they had done so and had gotten a second proposal.

Mr. Terry said on May 24, 2011 a panel of four staff members comprised of him, Ms. Cartrette, Scott Jewell, and John Poteat had interviewed the two candidates and had come to the conclusion that based on their depth of experience and length of time they had been working with CDBG grants that the Wooten Company was the most highly qualified. He said they were therefore recommending that the Wooten Company be awarded the contract for grant administration for the Hillsboro Street Transmission Line project, even though their fee proposal was slightly higher.

Mr. Terry said he had vetted that recommendation through Dennis Branch who was the Town's representative with the Commerce Department to determine if he was comfortable with the Town taking the fee proposal that was the higher of the two, and Mr. Branch had responded he was okay with that in that the decision was based on best qualified and not low bid.

Motion made by Commissioner Brooks seconded by Commissioner Fiocco to award the contract for grant administration for the Hillsboro Street Transmission Line project in the amount of \$62,400 to the Wooten Company.

Vote Aye-5 Nay-0

RESOLUTION AUTHORIZING THE TOWN MANAGER TO AWARD THE CONTRACT FOR GRANT ADMINISTRATION FOR THE HILLSBORO STREET TRANSMISSION LINE PROJECT IN THE AMOUNT OF \$62,400 TO THE WOOTEN COMPANY IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 58

Commissioner Fiocco asked about the status of Hydrostructures' design. Mr. Terry responded he had not talked to Mr. Johnston but believed it was either done or very close to being done. He said he would be meeting with Mr. Johnston tomorrow so he would inquire about that and let the Board know the response.

Mayor Voller said he would like to strongly advise and believed the Board felt the same way that now that the project was approved that the grant administrator, the Town, and the engineers really needed to communicate with the downtown property owners and businesses. He said they needed to be very clear about what would take place and when so that they were not in a situation where someone could not open their business. Mayor Voller said everyone needed to know what the schedule was and they needed to hold the contractors accountable.

Commissioner Fiocco said one thing they wanted to be very careful about was that they did not want to upset or interfere in any way with the year end sales that the retail establishments relied on for their annual revenue. He said if construction was scheduled for November 15, 2011 he

believed it should be delayed until after the holidays. Commissioner Fiocco said if the contractors could not finish the project prior to the holiday season then he believed they needed to look very carefully at the schedule.

Mayor Voller said he believed that things were working well with the Credle Street rehabilitation project, noting that a lot of work was going on and would be finished soon.

2. Chatham County Bicycle Plan Presentation (Melissa Guilbeau, Chatham County Transportation Planner).

Melissa Guilbeau provided the following PowerPoint presentation on the Chatham County Bicycle Plan:

Background

- First official bike plan for Chatham County
 - bike map developed late 1990's
- Purpose: identify facility, program, and policy recommendations to improve bicycling conditions
- Covers the entire County, including incorporated towns
- Plan developed fall 2010 to summer 2011
 - UNC planning grad student for Master's project; worked as County intern
- Public and stakeholder involvement *early and continuous*
 - electronic survey with 463 responses; Nov.-Dec. 2010
 - presentations to advisory boards; Dec. 2010 – Jan. 2011 (Transportation Advisory Board, Recreation Advisory Board, Active Chatham
 - frequent communication with staff
 - public comments on final draft, May 2012

Why a Bicycle Plan?

- Timing is right – will become Bicycle Element of the County's Comprehensive Transportation Plan (CTP)
- Makes it easier to get funds for bike facilities and programs – NCDOT awards points for projects in an adopted plan
- Benefits of a good bicycling environment include the economy (tourism), public health, and road safety

Highlights – Vision

- A viable part of the transportation system
 - for riders of all experience levels
 - safe and accessible
 - for a healthier, more active population
 - an alternative to driving
 - to improve the environment
 - to reduce congestion
 - for the local economy
 - for quality of life

Highlights – Survey Results

- Most trips for recreation/exercise
- Willing to ride at least 1 to 5 miles
- Would ride more if there were more bike paths, lanes or routes; and, more driver and bicyclist education and enforcement

	Advanced	Intermediate	Beginner	Don't Ride	Total
Siler City	4	10	2	10	25
Other Chatham	67	89	14	30	200
Not Chatham	146	42	7	12	207
Did Not Answer	11	8	1	11	31
Total	227	149	24	63	463

Highlights – Existing Facilities

- Signed routes – 131 miles
- Shared use paths – 4.6 miles

Highlights – Recommended Network

Facility Type	Existing (miles)	Future Miles Short-term	Future Miles Long-term	Total (miles)
Shared Roads	0	93.4	52.5	145.9
Signed Routes on Shared Roads	131.3	0	0	131.3
Bike Lanes	0	2.5	36.2	38.7
<i>Total On-Street</i>	131.3	95.9	88.7	308.7
Shared Use Paths	4.6	2.0	105.2	111.8
Total Facilities (miles)	135.9	97.9	193.9	420.5

- Short-term (5 years)
 - Hillsboro Street and Sanford Road bike lanes
 - Salisbury, Thompson and Credle Street “share the road” signs
- Long-term (30 years)
 - US 15-501 N, US 64 W, and NC 87 bike lanes

Highlights – Programs and Policies

- Education, encouragement and enforcement programs
- Safety materials, training programs and events
- School encouragement, awareness days, bike tours, and updated bicycle map
- Enforcement of driving, bicycling and leash laws
- Recommended policy changes: Pittsboro – add requirement for development of bike facilities in Major Transportation Corridor district

Highlights – Implementation

- Recommends a Bicycle and Pedestrian Subcommittee of the County TAB
 - to coordinate and help implement action steps
 - encourages participation by local groups

- Directs County and local staff to pursue project construction and make recommended policy changes

Steps for Adoption

- Public review – April 26 to May 24, 2011 (received 23 comments)
- TAB approval – recommended on May 24, 2011
- Introductory presentations
 - Siler City – May 2, 2011
 - Pittsboro – June 13, 2011
 - County – July 18, 2011
- County approval – July 18 or August 15, 2011
- Pittsboro and Siler City approval – August 2011

Mayor Voller asked why the public hearing was not held at the last County meeting, noting it had been scheduled but had been delayed. Ms. Guilbeau stated it was not actually supposed to be a public hearing, noting that was an agenda error. She said as far as the presentation, she had not been feeling well and had asked that the presentation be rescheduled for July.

Mayor Voller asked how many of these items need to be added to the RPO list. Ms. Guilbeau replied she did not believe they had had any projects go through the process with the RPO, so none of those noted were in there now. She said they were proposing to add a project in the next round, which were the bike lanes on US 15-501 northbound at the Orange County line. Mayor Voller asked would that be submitted at this week's meeting. Ms. Guilbeau said it was actually going to the MPO. Mayor Voller asked was there anything on the map that she wanted to have submitted to the RPO this week. Ms. Guilbeau said she had asked that of their Transportation Advisory Board and they had not indicated any projects in the RPO area that they wanted to submit at this time. She said that Pittsboro could certainly submit projects. Mayor Voller said most of what he saw on the map was in the RPO.

Commissioner Fiocco said he thought it would be a good idea for the Board to take some the routes shown in the Pittsboro jurisdiction and add them to the RPO list. He said but, as he recalled, the Transportation Advisory Board had been talking about pedestrian crossings as things they wanted to get on the two-year STIP, which was Lowe's, Powell Place, West Street and Salisbury, and Town Hall. Ms. Guilbeau said she believed the bike lanes were in the MPO area, noting she did not believe the Transportation Advisory Board was saying they did not want to see any of the projects, particularly in the unincorporated area of the County which was where there were short term projects for "share the road" signs which were not high dollar amounts. She said perhaps they had just not wanted to put that through the process.

Mayor Voller said they likely believed that could be done another way. Ms. Guilbeau said for the other projects, the Town was certainly welcomed to take those to the RPO for inclusion on the list. Mayor Voller said the Board would be discussing that later on in the meeting so the Board could then decide whether or not to put them on the RPO list.

Commissioner Brooks said he was in favor of doing that but he had never grasped how those routes were chosen. He said Salisbury Street had been mentioned, and there were very few places where you could get out of the road if there was a problem, meaning that bicyclists would

be forced up a bank in many places. Commissioner Brooks stated it was even difficult if you were meeting a truck on Old NC 87 in your car, in that there were no shoulders to speak of and ditches were fairly deep, and then there were all the woods. He said conditions in that area were essentially exactly the same as they had been in the 1950's, and it did not appear to him to be a safe road for bicyclists.

Commissioner Brooks said he understood that bicyclists had the same right to use the road as everyone else, but you could not argue with an 18-wheeler. He said somehow there needed to be a safety component included that he was not seeing. Ms. Guilbeau said she understood the comments and hoped that it came across in the Plan that safety was a concern, but it was also a balance between the modes that were using that road space. She said she understood that Salisbury Street was narrow with some hills, but it was perhaps the best alternative for an east-west route. Ms. Guilbeau said as well, US 64 Business could be restriped for on-street parking, and that may well be a very viable alternative for bike lanes. Commissioner Brooks said he was not suggesting any changes at this point, but wanted only to express his concern for the safety of the routes chosen.

Commissioner Fiocco said he believed a lot of the projects talked about improvements being made to the roads to accommodate the bicycles by putting in bike lanes. Ms. Guilbeau said if a route was shown as a bike lane, then the answer was yes, in that it would either be restriping or widening the pavement. She said any of the routes that indicated it would have "share the road" signs was not necessarily suggesting that the pavement be widened or that anything be done except for the signs. Ms. Guilbeau said especially on the rural roads they needed to try to widen the shoulders on those roads, and that was included in the Plan. She said for example, Orange County had an agreement with NCDOT that whenever NCDOT was repaving one of their rural roads that was designated as a bike route that two to four feet of pavement was added during that repaving because it did not greatly increase the cost. Commissioner Fiocco said getting the signs out there might pay off in 20 years, depending on when the next resurfacing took place. Ms. Guilbeau said just having it on the Plan, even if the signs were not posted, would say to NCDOT that the intention was to have the road as a bike route and that the shoulders needed to be widened when the resurfacing was done.

Mayor Voller said getting the signs posted should not be a problem, noting that when NCDOT wanted to put up a sign they papered the Town with signs that they did not want. He said that on page 15 of the report it noted that there had been only 15 crashes from 1997 to 2008, with only two in Pittsboro involving a bike and a car. Mayor Voller said accidents on rural roads usually resulted by a bike being overtaken by a motorist, but in towns it usually occurred at intersections.

Mayor Voller asked what the next step would be. Ms. Guilbeau said she would like to come back to the Town after the County adopted the Plan, but in the meantime if there was anything the Board would like to have changed to let her know.

Mayor Voller asked if the Town's Recreation Board had looked at the Plan. Assistant Planner Paul Horne said they had been asked to comment on an earlier iteration, but had not seen this final draft. Mayor Voller suggested they refer the plan to the Planning Board and the Recreation Board for comment.

Motion made by Commissioner Fiocco seconded by Commissioner Bryan to refer the Chatham County Bicycle Plan to the Planning Board and the Recreation Board for review and provide any comments to Ms. Guilbeau and to the Town Board.

Vote Aye-5 Nay-0

3. Clark-Piper Site Plan Review: Proposed Bed and Breakfast at 219 East Street.

Planning Director Stuart Bass stated that this property was zoned C2, Highway Commercial General, and the use as a bed and breakfast was a permitted use in that zoning district. He stated that there was an existing home on the site currently undergoing rehabilitation, and the applicant was proposing to construct four separate structures in the rear of the property to accommodate guests. Mr. Bass said that there were existing curb cuts that could be utilized, one off of East Street and another off of Small Street. He said that water and sewer were both available to the site, and that the proposed parking was adequate and met the requirements of the ordinance. Mr. Bass stated that the majority of the existing landscaping would be retained and utilized, and the staff recommendation was for approval of the application. He stated that the Planning Board had recommended approval of the plan as well.

Jeff Gannon with Greendoor Design/Build and speaking for the applicant, stated that they were renovating the existing house and were proposing four additional buildings in the back that would be detached bedroom suites. He said the owners would live in the residence and operate the bed and breakfast, and the kitchen would serve as an eight-seat café to serve the guests breakfast and lunch. Mr. Gannon said they were taking great care to mitigate stormwater runoff and erosion using a great amount of pervious surface material for walkways and parking, and the only impervious surfaces added to the site would be the roof lines on the four buildings and the handicap parking space. He said the total percentage of impervious surface material on the site would be 13%, which was further mitigated by rain catchment barrels and a rain catchment system that would be built on site. Mr. Gannon said they would also extensively landscape the property, noting the site had already been improved with much of the overgrowth removed.

Commissioner Harrington said if this was a use by right, then what was the Board doing tonight. Town Attorney Paul Messick replied review of the site plan. Commissioner Harrington said the question he had heard raised was some problems with backing into a street which may or may not be permitted. He asked when that would be addressed. Mr. Messick said the site plan presumably had parking, and Mr. Bass had checked the parking spaces to make sure they met the standards of the ordinance as far as number and size. He said the curb cuts that were mentioned were the entrances onto Small Street and East Street, and those would be utilized by the driveway into this site. Mr. Messick said he knew of no ordinance that prevented backing out of a driveway.

Commissioner Fiocco stated that the ordinance said that any parking space could not back directly into the right-of-way as a maneuver. He said he had talked with Mr. Bass about this site plan, and he very much liked the idea and loved the concept. Commissioner Fiocco said he liked what they were doing on site as far as cleaning up and refurbishing the house, but this site plan

was insufficient to provide him with the information he needed to make a determination that it met the ordinance standards. He said for that reason alone, he would vote no. Commissioner Fiocco said he would implore the applicant, depending on how the vote went, to come back with a site plan that met the site plan requirements. For instance, he said, there was no grading plan, utility plan, or landscape plan, so he did not know what the applicant was proposing to plant and what was proposed to remain because there were no labels. Commissioner Fiocco said he did not know that the geometry for the parking worked, and it appeared that they would rely on backing into Small Street. He said there was just a lot of information that was not provided, and he was sure that with a site plan that met the standards and provided that information that they would have a great project. But, he said, he could not accept what had been presented because he could not make a determination that it met the standards.

Mr. Gannon stated that because they were adding less than 3,000 square feet to the site that they were not required to present formal engineering plans.

Commissioner Fiocco said that was correct, but it was his opinion that this plan fell within the requirement to have an engineer create a site plan because they were changing the use of the existing house from a single-family residence to a commercial business which he believed meant that that square footage had to be included in the calculation. He said including the residence he believed they were well over the 3,000 square foot limit, so he believed the ordinance would require that he submit a professionally engineered site plan.

Mr. Bass stated that his interpretation was that this proposal would not require that an engineered site plan be prepared, but he had based that interpretation on the new space not including the existing residence. He said it had been his determination that the site plan was not required to be prepared by a professional engineer or surveyor or architect. Mr. Bass said the existing house would be the residence of the owners who would operate the bed and breakfast, so it was only the square footage associated with the kitchen, or café, that would be included, but he had not gotten into that kind of detail. He said he also had tried to look at what had been done in the past to some extent, and had found what he thought were similar projects in Town where no site plan existed. Mr. Bass said he had tried to balance between having some detail but not going the full route of requiring a site plan be prepared by an engineer. He said in truth, the wording in the ordinance left some room for interpretation, because it used the 3,000 square foot benchmark in three different ways associated with nonresidential property.

Mayor Voller said he would like to say that he had been on the Board since December 2005 and he had seen a variety of site plans that may not have met the spirit of having an engineer. On the other hand, he said, Commissioner Fiocco who was a professional planner had made excellent points and he was correct that there was information the Board would need in order to make a decision. Mayor Voller said there had been cases where drawings were submitted as site plans that did not necessarily meet the threshold that Commissioner Fiocco had described, but he was familiar with the property and it had been sitting vacant for some time. He said it was zoned C2 and was pleased that someone would be taking care of it, because in the past there had been some plans to bulldoze the house and put a Jiffy Lube on that site which no one in the neighborhood wanted. Mayor Voller said the fact that the new owners were restoring the house was a definite positive for the community.

Mayor Voller said his question would be how the Board could help the owners succeed with their plans but also reconcile with the concerns that Commissioner Fiocco had expressed. He said they did not want to get in the way of something that would enhance the community but they were charged with making sure that some of the issues mentioned did not cause problems, such as backing into the road. Mr. Gannon said with the exception of the rehab of the existing structure which they were able to pull permits on because they had not stepped outside of the original footprint, this process was in many ways their first major step. He said they would go from this point to pulling permits for the new structures, and they were already working with an architect and an engineer on every facet of the construction details. Mr. Gannon said they would not be able to pull permits without those details, but they needed to have the Board's approval to move to that next step. He said he could definitely reassure the Board that every detail would be addressed before any actual material movement was made on site. Mr. Gannon said as well, the County would assure that that happened.

Commissioner Harrington said to clarify Mr. Gannon said they were going through the engineering process. Mr. Gannon said that was correct. Commissioner Harrington said then they were obviously including the existing property in those plans. He asked how they would be holding him up if the Board were to say to continue to work on what they were doing but to come back with the drawing from the professional engineer for the Board to review at its next meeting. Mr. Gannon said without approval from the Town, they could not pull the necessary permits to begin the work. Commissioner Fiocco said but to get those permits, they would have to get those engineering drawings in any case. Mr. Gannon said that was correct. Commissioner Fiocco said then to get to the next step they would need those engineering drawings, so if the Board had those engineering drawings they would have everything they needed as well. Mr. Gannon said it would just be a time delay.

Commissioner Fiocco said this was the stage at which the applicant was asking the Town to agree with a site plan that was to comply with the Town's standards. He said the site plan drawing was not to scale and it did not contain a lot of the information that the Board would need to make a determination that it met the Town's standards. Commissioner Fiocco said the analysis said that the plan met or exceeded the landscape standards, but the diagram did not indicate what the new trees were and what were old trees or even what species of trees they were. He said he really liked the concept, but he needed to know if it really met the Town's standards. Commissioner Fiocco said looking at the drawing, there was not enough information there to say that it did. Commissioner Fiocco said the parking appeared to back out into the street, it did not show a single parking space, and it did not show the dimensions of those parking spaces or whether or not they met the Town's standards and provided for safe ingress and egress. He said he knew those questions would be answered, but he could not vote that the applicant had satisfied the Town's requirements based on the documents that were presented because there was not enough information to arrive at that conclusion.

Dave Clark, co-owner of the property, stated that he totally understood what Commissioner Fiocco was saying. He said in order to satisfy the Board and to facilitate safe ingress and egress from the parking area for their customers, he agreed that backing out was not optimal. Mr. Clark said that they wanted to provide the necessary space to make those movements as safe as

possible. He said the other piece of that was that they did have engineers working as well as a landscape designer, and what he was hearing the Board say was that they needed those more detailed plans in order to grant approval of the site plan.

Commissioner Fiocco said that was exactly right. Mr. Clark said they wanted to do this project right because they had fallen in love with Pittsboro. He said they were coming from Minneapolis which was huge and crazy and Pittsboro had called to him and his wife the last three or four years when they have traveled through here. Mr. Clark stated this residence was the old parsonage and his mother was a minister, so there were a lot of things about Pittsboro that were connecting with them. He asked the Board to tell them what they needed to do to make the project right for the Town and they would do it. Mr. Clark said this was where they would live and where he wanted to retire, and where he and his wife would grow old together. He said it had to be right and they were willing to come back with whatever the Board needed.

Commissioner Fiocco said he believed the easiest way to move forward would be to get their engineer and/or their landscape architect to prepare a set of site plans, noting they would know exactly how to do that and what to include. Mr. Clark stated the property had already been surveyed and they had all the base information. Commissioner Fiocco said he wanted to support the project and reiterated that he loved the concept and wanted to see it happen, so he asked that they please come back with the new site plan. Mr. Clark asked did that mean that they would need to come back before the Town Board with those plans. Commissioner Fiocco replied he believed they would need to go back before the Planning Board. Mr. Clark stated that the Planning Board had already recommended approval of the project.

Mr. Hoyle stated they had recommended approval on something that they really did not have all the information about, and as Chair he took full responsibility for that. He said it should not have been approved and they needed to address the issues that Commissioner Fiocco had raised.

Commissioner Fiocco asked if the Town Board could ask the applicant to resubmit and just come before the Town Board rather than going back to the Planning Board. Or, he said, could they pull the application and amend it before the Town Board took action. Mr. Messick said if the Board believed that it would be beneficial to have the Planning Board review it again, then they could certainly refer it back to them. He said if the applicant complied with the ordinance and brought back a professionally prepared site plan that included all the necessary details, then the Board could review it and it did not have to go back to the Planning Board.

Commissioner Bryan said he would prefer that it come back to the Town Board.

Mayor Voller agreed, noting he did not believe the public interest would be served by requiring the applicant to go back to the Planning Board.

Commissioner Fiocco suggested Mr. Clark work with Mr. Bass, and asked that Mr. Bass make sure that a complete package came back to the Board. Mr. Clark stated he appreciated the feedback.

Mayor Voller said to be clear he believed that everyone liked the project, and Commissioner Fiocco was correct that more detailed information was needed. He said the Board needed to make sure that the project complied with the ordinance before they moved forward. Mayor Voller said they did not want to create undue delays, but the details were necessary.

Mr. Terry said in the interest of keeping the applicant fully informed, the Town Board's next meeting was two weeks from today, but the next one after that would be in six weeks. Mr. Clark said he believed they would be ready to come back in two weeks, adding he was glad to get the remarks about the parking and they would be making that change.

Commissioner Fiocco said he wanted to make sure they included time for Mr. Bass to review the revised plans. Mr. Clark stated that was understood. Commissioner Fiocco stated that they had a very thorough checklist of what the plans needed to include, and Mr. Bass could provide that.

Motion made by Commissioner Harrington seconded by Commissioner Baldwin to table consideration of the site plan for a bed and breakfast at 219 East Street to the next Town Board meeting.

Vote Aye-5 Nay-0

4. Update on the NCDOT Transportation Improvement Program (Mayor Voller).

Mayor Voller stated that there was an RPO meeting scheduled for Thursday and if there was anything that the Board wanted added, such as suggestions that were made during the presentation on the Bicycle Plan, then now was the time to do that. He said the document provided in the packet laid out a schedule for the entire district, and there was a plan noted for Pittsboro that they had been notified that they really did not need to do. Mayor Voller said if you looked at fiscal year 2013 on page 2, at the top the second item, I.D. #R-5301, that was based on an east-west road going across Chatham Mill that was on the 1992 plan that should have been removed because there was no intersection cross there and therefore no signal was required. He said the cost was estimated at \$360,000, and at this point he had informed the district engineer that he saw no reason for that project to remain on the list and the funds should be reallocated towards some other project in Pittsboro or on that right-of-way such as sidewalks that had been approved but they had no funding for, or some other project. Mayor Voller said they could make suggestions to the RPO about that or any other project the Board might want to comment on.

Mayor Voller said there was a roundabout project on the list that was now completed, and they had had a question from a Board of Education member, Mr. Hamm, about mowing in that roundabout. He said that was an NCDOT road but he believed the Town needed to make sure that it did not become overgrown with weeds. Mr. Terry stated he and Mr. Poteat had visited the area and noted that it was mostly NCDOT's responsibility, and when the roundabout had been constructed the Town had asked that the center of the circle remain grass. Mr. Terry said because of that the Town had agreed to maintain the center of the roundabout but the shoulders were still all NCDOT property. He said what Mr. Hamm had been concerned about was coming into the circle from the north in that the grass was about three feet high, and they would call NCDOT and report that. Mr. Terry said that NCDOT was on a twice-a-year mowing cycle which certainly was not often enough to keep the grass at a level that would be attractive to the

community, and did not know with the Town's limited workforce that they would want to go and undertake to do something that was NCDOT's responsibility.

Mayor Voller said that roundabout was an entranceway into Town and it did look terrible.

Commissioner Bryan said he believed that Mr. Hamm had been referring to the roundabout. Mr. Terry said he had gone by there today, and everything right at the circle looked good, noting that the Community College had cut their grassed area.

Mayor Voller asked about the issue with the drainage, in that DOT had told them they would not need it but Mr. Terry had wisely said they did. He said he would be glad to go back to the RPO and say they should not consider that project closed, especially because the Town should be able to make use of the CMAQ funds. Mayor Voller said the Town had saved them \$100,000, and he believed they owed the Town something. Mr. Terry said he believed that was a reasonable thing to do, nothing they had argued about that initially but had lost the argument in that NCDOT had said they just were not going to do that piece of the work because they believed it to be unnecessary. He said that Hydrostructures had already done the design work on the culverts, so if they could convince NCDOT to come back and do the work that would be great.

Mayor Voller said if the Board wanted him to, he would go back to the RPO and pass that information along.

Commissioner Brooks stated he would like to do that, noting he believed that at one point he believed the Town's engineer had agreed with NCDOT that the drainage work was not necessary.

Commissioner Brooks said at the time he had brought up that there was a concern that water would be draining down towards the funeral home lot. He said they had believed that the culverts would not be able to carry the water, and the Town had been told their concerns were unnecessary.

Mayor Voller said that Commissioner Brooks had brought up a very good point in that the Town's engineers may have said the drainage would not be a problem, so that needed to be verified. But, he said, the issue now was that water during a major rain event would back up, which had happened several weeks ago. Mr. Terry said the recent discussion he had had with Becky Smith at Hydrostructures was that it would have been nice had NCDOT built the project as designed, and in the course of that conversation it was mentioned that even if they had put the culverts in it may have conducted the water out faster but it would not have guaranteed depending on the size of the culverts that some storm of some duration and intensity would still have flooded the area.

Mayor Voller stated the problem was the elevation of the road and the size of the ditch. Mr. Terry said they did not want to raise the expectation of citizens, noting had the Town gone in and done the culvert work by putting in a 12-inch culvert and then a high intensity long duration storm had flooded the area even with the culverts there, the point the engineers were making was

that it would have been better to improve that but there was no guarantee that water would not still back up.

Commissioner Fiocco said the design of those pipes were for a 10-year storm, and what they had experienced recently far exceeded a 10-year storm. He said he would wager that the library project actually had reduced the amount of runoff that went to that point than the pre-existing conditions. Commissioner Fiocco said it sat at the top of the hill and a lot of the water that use to run off that area was now captured and piped out.

Mayor Voller stated it had been an ongoing issue. Mr. Terry said that cleaning up the drainage and installing an improved feature would certainly not hurt anything or make anything worse.

Commissioner Fiocco stated he believed the driveway immediately downstream was where the constriction occurred, in that the water could not get into the pipe so it bubbled up and went through Mr. Carr's yard. He said he believed it connected to another piece of pipe across the road and sent it down between two yards and then down to the creek. Commissioner Fiocco stated he believed that "L" was what was causing the problem. Mr. Terry said all of that had been addressed in the design work.

Mayor Voller asked what the protocol was for cleaning out those pipes. He asked if they were in the right-of-way, noting he believed the ditch was in the Town's right-of-way. Mr. Terry said that was correct. Mayor Voller asked if they had a program to go down those roads and clean out those pipes. Mr. Terry said that Mr. Poteat did have his staff on a maintenance cycle but there was so many he did not believe they were all visited every year. Mayor Voller said the ones in the drainage basin are the choke points that should be cleaned, noting he believed they should hard pipe that section because it was nasty and people threw stuff in it. He said if they hard piped it and grassed over it, then it would clean that up. Mayor Voller said that Powell Bill funds could be used to accomplish that.

Mayor Voller asked the Board if there were any additions they wanted him to take to the RPO meeting.

Commissioner Fiocco stated he wanted to add the pedestrian crossing, striping and detectors and pedestrians heads at the Lowe's/Powell Place intersection, at the Town Hall/Food Lion intersection, and at the West Street and NC 87 intersection. He said he also wanted to add the Park Drive improvements to correct the flooding, and bike lanes and sidewalks from Chatham Market to the High School.

Commissioner Baldwin said they would also need to address the flooding on 15-501 N.

Commissioner Harrington said those were all great ideas, but he would say that the one thing since it was not a State highway they should not include was the drainage on Park Drive. Commissioner Fiocco said he was exactly right.

Mayor Voller said they could request some funds from other agencies to get that work done, but that would require that the Town do some research on that.

Commissioner Harrington stated that that work could be done with Powell Bill funds as well.

Commissioner Brooks said for many years the Town had asked that old NC 87 be widened, and that needed to be put back on the list. He said as well, the bridge on the 87 bypass near the Town Park needed to be refurbished or replaced because it was narrow and getting feeble.

Mayor Voller asked if the Board wanted to make the suggestion that the money for the signal crossing be reallocated, noting they might be able to convince them to allocate it to another Town project. He said there was no cross street there so it was money that was allocated for nothing at this point.

Motion made by Commissioner Fiocco seconded by Commissioner Bryan to adopt the recommendations as discussed, which were the pedestrian crossing, striping and detectors and pedestrians heads at the Lowe's/Powell Place intersection, at the Town Hall/Food Lion intersection, and at the West Street and NC 87 intersection; bike lanes and sidewalks from Chatham Mill to the intersection with Northwood High School; widening of old NC 87, refurbishing or replacing the bridge on 87/902; and, reallocate funding for project R-5301 from NCDOT Division 8 project listing to some other Pittsboro project.

Vote Aye-5 Nay-0

5. Appointment of Members of the Town Of Pittsboro Board of Alcoholic Beverage Control.

Commissioner Fiocco stated they had identified three members of the community that were willing to serve to replace the outgoing members of the ABC Board, and those members were former Town Commissioner Chris Walker, Ned Kelly, and Mary DeMare. He said that each of those people had expressed a willingness to serve the outgoing terms of one, two, and three years respectively, with Ms. DeMare serving a three-year term, Mr. Kelly with a two-year term, and Mr. Walker with a one-year term. Commissioner Fiocco stated that Ms. DeMare had further agreed to take on the mantle of Chair of the ABC Board for the first year.

Commissioner Fiocco stated the believed these three members would make the ABC Board a very solid board, noting that Ms. DeMare was general manager at The Market Place and had lots of experience with inventory and employees of a similar retail nature as the ABC Store. He stated that Mr. Kelly was a former practicing medical doctor and remained a medical doctor and a former Vice President with Quintiles, an international group. Commissioner Fiocco stated of course Mr. Walker was a former Town Commissioner and a banker, and believed that these were all strong skill sets to have as new ABC Board members.

Commissioner Fiocco stated that all three new members had agreed to serve at a particularly difficult time, and he wanted to personally thank all three of them for taking on those responsibilities.

Motion made by Commissioner Fiocco seconded by Commissioner Harrington to appoint to the ABC Board Chris Walker for a one-year term, Ned Kelly for a two-year term, and Mary DeMare for a three-year term to include the first year as Chair.

Commissioner Baldwin indicated that there had been one other person who had expressed an interest in serving, noting that was Ms. Russell.

Ned Kelly asked if the motion was approved, would their service begin immediately.

Commissioner Fiocco replied yes, that those three individuals would be the ABC Board. Mr. Messick stated the new members would actually have to take an oath before beginning service.

Mr. Kelly asked what would that process involve. Mr. Messick said he was not sure what the exact process was or who would administer the oath. Mr. Kelly asked if any expenses he incurred as a result of his work on the ABC Board would be reimbursed. Mr. Messick stated that the ABC Board had a budget and paid the members a small salary, and it should cover any costs incurred.

Vote Aye-5 Nay-0

A RESOLUTION APPOINTING MEMBERS TO THE PITTSBORO ABC BOARD IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 59

Commissioner Harrington said that he and Commissioner Fiocco had discussed that they attended Transportation Board meetings, Recreation Board meetings, and TJCOG meetings, but they had never attended an ABC Board meeting. He said members of the Town Board needed to attend ABC Board meetings to offer their support and to understand that Board's work.

Commissioner Fiocco stated that in his conversations with outgoing Chair Sam Powell he was agreeable to the idea of providing an orientation to the new members and to show them the store and the systems, and he wanted to thank him for that. He said he would be in touch with Mr. Powell and the new members to coordinate that orientation.

Motion made by Commissioner Brooks seconded by Commissioner Bryan to approve the three resolutions of appreciation to the three outgoing ABC Board members: Harry Sugg, Henry Smith, and Sam Powell.

Vote Aye-5 Nay-0

A RESOLUTION OF APPRECIATION TO OUTGOING ABC BOARD MEMBERS: HARRY SUGG, HENRY SMITH AND SAM POWELL IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 60-62

Mayor Voller asked who would inform the three members of their appointment. Town Clerk Alice Lloyd stated she would be sending them a letter to confirm their appointments and arranging a time for them to take the oath. She said that the oath would need to be administered to each member before they began acting as the ABC Board. Mayor Voller said that needed to be done as soon as possible.

Commissioner Fiocco asked did all three have to take the oath at the same time. Ms. Lloyd replied no, that they could come in individually. She said when they had last sworn in new members, she had gone to the ABC Store just prior to their meeting and sworn in the new members at that time.

Commissioner Harrington said to be clear he believed the ABC Board meetings were open to the public just as any other board meetings would be. Mr. Messick said that was correct. Commissioner Harrington said that the three new members each had very valuable backgrounds and he believed that they should communicate to Mr. Herring with the State ABC Board exactly what the Town was doing and why. He asked should that be done with a letter that included some short bios of the new members. Mr. Messick stated he believed their primary responsibility was the Pittsboro ABC Board and its relationship with the ABC Commission. He said once the members were sworn in then perhaps they should take the lead, with the Town Board's support of course.

Commissioner Fiocco stated he would be calling Mr. Herring tomorrow to advise him of the Board's action.

Mayor Voller agreed Commissioner Fiocco should make that contact, but also believed that once the new Board members were sworn in they should also send a letter to Mr. Herring. Mr. Terry stated that if the Mayor would come by in the morning and sign the resolution, then they could scan it and email it to Mr. Herring.

Ned Kelly asked about the current opening for the store manager and if there was any process in place to hire someone.

Commissioner Fiocco said he believed that had been put on hold, noting that an arrangement had been made to receive help from the Siler City store. But, he said, it would be up to the ABC Board to decide what the best way to proceed might be.

Commissioner Harrington stated it would be the ABC Board's responsibility to hire a new manager once the ABC Commission recognized the Town's authority.

Mr. Kelly said he would assume that the Town Board would want to know if there were other ideas put on the table by the State ABC Commission, such as combining with the County, but otherwise they would rebuild from this point.

Commissioner Harrington said the Town Board would also hope that the ABC Board would make recommendations to them about what might need to be done to address issues as they evaluated where they were and where they wanted to go.

Mayor Voller asked if the Town Board wanted to appoint a liaison to the ABC Board or would they rather that they attend meetings as their schedules allowed.

Commissioner Harrington said he would suggest that they appoint a liaison, noting he planned to attend depending on when their meetings were scheduled. Mr. Messick stated the ABC Board would meet once a month, but he was not sure what that date and time might be.

Commissioner Harrington stated he intended to go as often as possible depending on when the meetings were set. Commissioner Fiocco stated he would be happy to attend as well.

Motion made by Commissioner Brooks seconded by Commissioner Baldwin to appoint Commissioner Harrington as the Town Board's liaison to the ABC Board with Commissioner Fiocco as alternate.

Vote Aye-5 Nay-0

Commissioner Brooks said since they did not have an auditor at this time, would it be allowable legally if the Town's Finance Officer sat in on the meetings for a short while until the ABC Board appointed an auditor. He said the Finance Officer should be able to help the new members get started.

Commissioner Harrington said that would be up to the Town Manager, but he believed that was a great idea. Mr. Terry said he believed Ms. Cartrette would have the time to serve as a consultant for a short period of time. He said that the auditor had resigned so the ABC Board would have to hire another one, noting the last audit had been for the period ending June 30, 2010 and the next fiscal year would be ending in just a few weeks so another audit would soon be due.

CAPITAL PROJECTS REPORT

1. Manager's Update on Capital Projects.

Mr. Terry stated that the good news was that on June 2, 2011 they had signed the NPDES permit for the 3.22 MGD Wastewater Treatment Plant, and over the next few months they would moving forward to the next step which was to figure out how to pay for the design and construction of a plant they now had permission to build.

Mayor Voller stated he and Commissioner Fiocco had discussed this and believed that over the next couple of months they could schedule a meeting where they focused just on what they should do now that they have this permit. He said there were a lot of ideas floating around and the Board needed to have some serious discussion. Mr. Terry stated that would certainly be useful to him.

Commissioner Fiocco thanked Mr. Terry for his work in getting that permit.

Mayor Updates

Mayor Voller noted that the EDC would be meeting tomorrow with a joint meeting scheduled for July, so he asked that everyone put that on their calendars. He said that the Fairgrounds Association had been honored that the Town Board had including the paving of the road as a

capital project and were trying to work out the access because the owner of the cemetery across the street had the rights to that road.

Mayor Voller said with the good work that Commissioner Fiocco, the PMA, and the Town Board had done he believed they had a very good chance of receiving the Main Street grant. He said he had had a long talk with the Main Street program people and he was very encouraged.

Commissioner Concerns

Commissioner Fiocco stated they had an important transition getting ready to take place on July 1, 2011 which was the switch from Waste Management to Waste Industries, and anything that the Town could do to help smooth that transition they should do. Mr. Terry stated they had a transitional meeting with Waste Industries scheduled, noting Waste Industries had drafted a letter to go to all customers about the transition. He said the pick-up day would no longer be on Friday, but would be split between two days. Mr. Terry said the pick-up on the north end of Town would be on Tuesdays, and the south end of Town would be on Wednesdays. He said they had made an agreement for Waste Management and Waste Industries to work together to make sure the old cans were picked up and the new ones were delivered, and that no trash days were missed. Mr. Terry said that would mean a pick-up would occur on a Friday, and then the new schedule would be begin on that Tuesday and Wednesday so there likely would not be much trash that first week.

Mayor Voller asked why the change from Friday. Mr. Terry said that was the schedule that accommodated Waste Industries' needs. Mayor Voller said it would take a while for people to get use to that.

Commissioner Fiocco said that regarding the Credle Street project, he had received a letter from the contractor advising him that he would be on his street doing work starting Monday, June 13, 2011. He said that work had actually begun on Monday, June 6, 2011 and the contractor had worked all week and had not been back. Commissioner Fiocco said if that was the kind of advanced seven-day notice that was being provided, then they were not doing a very good job.

Commissioner Fiocco asked had the issues with the park grading been addressed. Mr. Terry said that had been sorted out, in that the grading was done and stone and paving would be added in just a few weeks.

Commissioner Brooks asked had they brought in dirt. Mr. Terry said there were unsuitable soils in many areas that had to be removed. Commissioner Brooks asked had the sedimentation issues been addressed in terms of standing water that Mr. Blackwelder had brought forward. Mr. Terry said he had not been aware of any sedimentation issues on Mr. Blackwelder's property. Commissioner Brooks said he was talking about on the actual park property. Mr. Terry said no sedimentation issues had been raised at the last construction meeting. He said in terms of Mr. Blackwelder's property, the paved trails were 95 feet from the property line and the bike trails had not yet been sited. Commissioner Brooks said he assumed they would not be placed close to Mr. Blackwelder's property. Mr. Terry said they had not been placed at all at this time, and would be a part of a subsequent phase.

Commissioner Brooks stated that he had thought that the sky was going to fall if they did not get the Land Use Plan completed, but he had not heard another word about it. He said since they had been given the draft plan he believed the Board needed to review it and discuss it so that it could be approved.

Mayor Voller said he believed the Board had determined that they would revisit it once the budget was completed.

Commissioner Brooks said that a very big deal had been made about getting the Land Use Plan completed, and that a lot of people had worked very hard to get that document completed but the Board had not done anything with it.

Mayor Voller said they did need to address it, and suggested that they could do that in July.

Commissioner Brooks said then they should send word to Mr. Hoyle and the Planning Board about when that discussion was scheduled. He said he believed the Planning Board would feel affirmation to know that the Land Use Plan had not disappeared and the Town Board appreciated their hard work and would be moving forward with it.

Mayor Voller asked that Mr. Bass as the Planning Director inform the Planning Board of the Town Board's intentions. Mr. Terry stated that had already been addressed, noting that Mr. Hoyle had asked him when it would be coming before the Board and he had informed him that it would be at the July meeting.

Mayor Voller said that Commissioner Brooks had asked that the Planning Board receive an affirmation of thanks to let them know how much the Town Board appreciated their work and that the Town Board would deal with the Land Use Plan in July.

Commissioner Brooks said that was sufficient for him.

Commissioner Baldwin said that Mr. Terry had said he would bring something forward about the part-time position at the front desk in Town Hall, which now was being filled by a temporary employee. She said the issue was whether to keep that temporary person and or whether it was necessary to hire someone permanent. Commissioner Baldwin said the Board had asked that the Manager bring back a comparison on the cost. Mr. Terry said in his discussions with the Finance Director and looking at the three positions she supervised, she had some restructuring in mind that would shift some duties around that would be more in line with the position descriptions that the Board had approved. He said it was Ms. Cartrette's intent to move forward to fill that position and to revise the position description so that the person would be undertaking payroll and other duties to allow some relief in that division.

Mayor Voller asked that Ms. Cartrette come back to the Board with information about her plans to shift responsibilities around.

FYI -

1. Town Financial Expenditure Statements for the Month Ending May 31, 2011.
2. Town Financial Revenue Statements for the Month Ending May 31, 2011.
3. Water and Sewer Revenues – Budget vs. Actual for FY 2010/2011.
4. NCDENR letter of June 2, 2011; RE: Issuance of Permit Modification and Renewal, NPDES Permit No. NC0023354, Town of Pittsboro WWTP, Chatham County, Facility Class III.
5. U. S. Census Bureau information.
6. Memorandum dated 4/27/11 from Hydrostructures.
7. Town Manager’s letter of June 8, 2011; RE: Letter of Appreciation to NCDOT staff.

ADJOURN

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to adjourn the meeting at 10:10 p.m.

Vote Aye-5 Nay-0

Randolph Voller, Mayor

ATTEST:

Alice F. Lloyd, CMC, Town Clerk