



## MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

**SUBJECT: Updates**

DATE: January 11, 2016

**Background:** Below please find updates on the more significant projects. Full history of longer-term projects can be found at the public Evernote link (<https://www.evernote.com/l/ADsPhZLSmH9J4LCgI01wJleKyIQasdeEcw>).

**Affordable Housing Committee** – During the Joint Elected Officials meeting held on November 12, there appeared to be a consensus to allow the County Manager and the Town Managers to discuss the formation of a “working committee” and guide next steps based on the Chatham County Board retreat (held on October 1). During my meeting with the County Manager and Siler City’s Town Manager, we agreed to contact the Triangle J Council of Government and to ascertain possible technical support from a 3<sup>rd</sup> party consultant for next steps. The County Manager and the Town Managers will be meeting with staff from Triangle J on January 22, 2016 to determine the feasibility of working with Triangle J to help assemble a task force to oversee an Affordable Housing Plan for Chatham County.

**Chatham Park PDD Master Plan: Additional Elements** – Preston Development continues to work on the Additional Elements component of the Chatham Park Planned Development District Master Plan and may be submitting them within the next two weeks. Town Staff will provide an overview of review process for the Additional Elements when it receives them.

**Unified Development Ordinance (UDO)** – “Module 1” representing new regulations of the UDO was presented to the Planning Board on January 4, 2016. Meetings with the Technical Advisory Committee and a joint meeting between the Town Board of Commissioners and Planning Board is anticipated in the near future to discuss the document. Updates should be provided through the Town website or directly at [www.pittsboroudo.com](http://www.pittsboroudo.com).

**Northside Water System Improvements/Elevated Storage Tank** – Fred Royal, Town Engineer, met with McKim & Creed (engineers for Preston Development). They are incorporating control valves, as requested, in order to bypass water from the “Million Gallon Tank” near Hillsboro St. directly to the existing elevated water tank near Horton Middle School. This will have the benefit of improving water age and quality in the existing distribution system. Staff and

engineers (including Hydrostructures) will be reviewing hydrological models to examine water pressure throughout the entire system that will occur as a result of the water system improvements and new elevated tank. Final review of construction plans will be made with other stakeholders (Fire, NCDOT, Town Utilities, Town Planner and Town Manager). Review of the plans and the hydrological model should be complete within a month.

**Wastewater Inflow and Infiltration (I&I)** – Hydrostructures installed ten (10) meters on Monday, December 14 to measure the possible flow of storm water into sanitary sewer manholes. Fortunately, the Town experienced a significant amount of rainfall over the holidays. Staff and Hydrostructures are currently analyzing data from the installed meters. Once analysis is complete, Hydrostructures will be smoke testing to determine the location of defects in the lines and manholes. Following smoke testing, Hydrostructures will send robot cameras through defective lines to learn the nature and extent of the storm water infiltration. Once the location of the defects is identified, repair plans and specifications will be developed and submitted DENR by February 1, 2016. These plans will propose fixes within the scope and limits of the project budget. DENR will review the plans and provide final approval before the Town is able to begin repairs. Construction could begin as early as May 2016.

**Salisbury Street Storm Drain Improvements** – The aged and defective storm drain structure that runs under Salisbury Street near the Episcopal Church Cemetery is collapsing. Contractors are digging around the old “box” to determine the extent of the necessary repairs. A new concrete box (aka, Drop Inlet or Junction Box) will be installed in its place.

**Engineering/Planning/Parks/Utilities Office Space** – The owner of the building is willing to remove the Town from any responsibility for maintenance or replacement of the HVAC and/or roof of the building. He is also willing to reduce the term of the lease to two (2) years, with an option to extend the lease of the term, if necessary. The Town will arrange minor repairs to the parking lot and recover expenses through credits to the lease.

**Staff Reviews** – I have been conducting performance evaluations covering 2015 and making developmental plans for 2016 with department heads over the course of the past week. These conversations are critical first steps for our upcoming fiscal year budget and they provide excellent feedback as we start a new calendar year.

**Board Retreat Date** – I received three (3) responses on the Doodle poll. Based on these responses, I would propose to hold the retreat on *Wednesday, February 3, 2016 from 4-8pm*. David Long would facilitate the event – some of you may remember him from previous sessions. Please let me know if this date works.

**Action Requested:** Receive the information.