



# Town of Carrboro

Town Hall  
301 W. Main St.  
Carrboro, NC 27510

## Meeting Agenda Board of Aldermen



---

Tuesday, March 20, 2018

7:30 PM

Board Chambers - Room 110

---

### 7:30-7:35

#### A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

### 7:35 -7:40

#### B. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:40-7:45

#### C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

#### D. CONSENT AGENDA

### 7:45-7:55

1. [17-445](#) Approval of Previous Meeting Minutes of February 20, 2017

#### **PURPOSE:**

### 7:55-8:05

2. [17-439](#) A Resolution in Support of Continued Participation in Watch for Me NC 2018

**PURPOSE:** The purpose of this agenda item is for the Board to consider adopting a resolution in support of continued participation in this year's Watch for Me NC program conducted by the North Carolina Department of Transportation and UNC's Highway Safety Research Center.

**Attachments:** [ATT A - RES - Watch for Me NC 2018](#)  
[ATT B - 2018 WFM Prior Partners Application](#)

#### E. OTHER MATTERS

### 8:05-8:30

1. [17-448](#) Update from OWASA Staff on the Agua Vista Advanced Metering Infrastructure Initiative

**PURPOSE:** The purpose of this item is for the Board of Aldermen to receive an update from OWASA staff on their Agua Vista Advanced Metering Infrastructure initiative.

**Attachments:** [Attachment A - OWASA Agua Vista Update to BOA.pdf](#)

### 8:30-8:45

2. [17-446](#) Update of Communications Plan

**PURPOSE:** To update the board on the progress of the communication plan.

### 8:45-9:15

3. [17-437](#) Update on Policing Equity

**PURPOSE:** To provide an update on the Carrboro Police Department's efforts toward Bias-free policing.

F. **MATTERS BY BOARD MEMBERS**

G. **MATTERS BY TOWN MANAGER**

H. **MATTERS BY TOWN ATTORNEY**

I. **CLOSED SESSION - PURSUANT TO NCGS 143-318.11(a)(5)**



# Town of Carrboro

Town Hall  
301 W. Main St.  
Carrboro, NC 27510

## Agenda Item Abstract

**File Number:**17-445

---

**Agenda Date:** 3/20/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

**TITLE:**

Approval of Previous Meeting Minutes of February 20, 2017

**PURPOSE:**

**DEPARTMENT:**

**CONTACT INFORMATION:**

**INFORMATION:**

**FISCAL & STAFF IMPACT:**

**RECOMMENDATION:**





# Town of Carrboro

Town Hall  
301 W. Main St.  
Carrboro, NC 27510

## Agenda Item Abstract

**File Number:**17-439

---

**Agenda Date:** 3/20/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

A Resolution in Support of Continued Participation in Watch for Me NC 2018

**PURPOSE:** The purpose of this agenda item is for the Board to consider adopting a resolution in support of continued participation in this year's Watch for Me NC program conducted by the North Carolina Department of Transportation and UNC's Highway Safety Research Center.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Zachary Hallock, 919-918-7329; Sergeant Ron Trombley, 919-918-7402; Tina Moon, 919-918-2341

**INFORMATION:** Every year since 2015, when the Board of Aldermen adopted a resolution supporting participation in the Watch for Me NC program, the Planning Department in conjunction with the Police Department, have coordinated in preparing an application for the program. The program encourages local communities to 1) present safety and education messages to drivers, pedestrians and cyclists and 2) conduct high visibility enforcement efforts by local law enforcement to reduce violations of safety laws. Member communities will receive additional, specialized training from the North Carolina Department of Transportation. (Additional information about this program can be found at the following link: <http://www.watchformenc.org/about/>)

Participation in the program is consistent with the Board's goals expressed in the Town's Comprehensive Bicycle Transportation Plan adopted in 2009, which identified education and enforcement as key components of a robust bicycle program; and the Carrboro Vision 2020 Plan, which states that "The safe and adequate flow of bus, auto, bicycle, and pedestrian traffic within and around Carrboro is essential." (Links to the Town webpage on Bicycling and other Transportation topics may be found here: <http://www.townofcarrboro.org/721/Biking> and <http://www.townofcarrboro.org/719/Transportation>)

The draft application for the 2018 Watch for Me NC program, which outlines efforts the staff anticipates undertaking in the upcoming year, has been prepared by staff can be found as an attachment. (*Attachment B*)

A resolution has been prepared for the Board's use.

**FISCAL & STAFF IMPACT:** There are no fiscal or staff impacts associated with this item.

---

**Agenda Date:** 3/20/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

**RECOMMENDATION:** Staff recommends that the Board consider adopting the resolution (*Attachment A*) in support of continued participation in Watch for Me NC 2018.

A RESOLUTION SUPPORTING CONTINUED PARTICIPATION IN THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION'S PEDESTRIAN AND BICYCLE SAFETY CAMPAIGN WATCH FOR ME NC FOR 2018

WHEREAS, *Carrboro Vision 2020* states that the “safe and adequate flow of bus, auto, bicycle and pedestrian traffic within and around Carrboro is essential” (Policy 4.0); and

WHEREAS, the Comprehensive Bicycle Transportation Plan recommends, among other educational and enforcement activities, developing bicycle safety educational materials, enforcing unsafe behavior, producing education messages in distributions and media, and developing training sessions for local law enforcement (Ch. 4); and

WHEREAS, the Town of Carrboro acknowledges the need to better educate pedestrians, bicyclists and drivers on how to share the road safely; and

WHEREAS, the North Carolina Department of Transportation and UNC's Highway Safety Research Center are continuing to lead a statewide pedestrian and bicycle safety campaign, known as Watch for Me NC; and

WHEREAS, the North Carolina Department of Transportation and the Highway Safety Research Center are seeking commitments from North Carolina communities for continued involvement in the Watch for Me NC 2018 campaign; and

WHEREAS, the Town of Carrboro has participated in the Watch for Me NC campaign every year since 2015; and

WHEREAS, the Watch for Me NC campaign would provide safety education for pedestrians, cyclists and drivers through various strategies; and provide training to local law enforcement officers to support educational outreach activities and provide information for campaign evaluation.

NOW THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board of Aldermen pledges, in cooperation with the North Carolina Department of Transportation, to participate in the 2018 Watch for Me NC campaign.

BE IT FURTHER RESOLVED that the Planning Department, Police Department, and other departments if directed by the Town Manager, are directed to coordinate with staff from other municipalities and stakeholders involved in the Watch for Me NC campaign as necessary to ensure successful participation.

This is the 20<sup>th</sup> day of March in the year 2018.



**Statewide Safety Education and Enforcement Program**  
**2018 Application for Prior Participants**  
 North Carolina Department of Transportation  
 Division of Bicycle & Pedestrian Transportation

## Application Instructions

---

Combine the application and support letters in one file attachment (PDF is preferred) and email it to Kristin Blank, UNC Highway Safety Research Center at [blank@hsrc.unc.edu](mailto:blank@hsrc.unc.edu).

If email is not possible, mail the application and support letters in one envelope to:

Kristin Blank  
 UNC HSRC  
 730 Martin Luther King Jr. Blvd.  
 CB # 3430  
 Chapel Hill, NC 27599-3430

The application preparer will receive an email confirming receipt of the application.

**Applications must be received by 5:00 pm, March 23, 2018.**

**If you have any questions about the application, please contact Kristin Blank at [blank@hsrc.unc.edu](mailto:blank@hsrc.unc.edu) or (919) 843-7007.**

## Lead and Supporting Agency Information

---

Communities typically involve several local organizations to conduct the Watch for Me NC program. Because of the program's goals and activities, the active involvement of local law enforcement is vital, often along with a partner who can lead education and outreach activities if the police department does not have the capacity to fill that role. The education/outreach program components can be led by law enforcement (especially Public Information Officers), a planning department, a public health department, or some other organization with experience in public education campaigns. Below, please indicate your primary enforcement and education/outreach leads that will manage these aspects of the program and report activities to NCDOT/HSRC.

### 1. Law Enforcement Point of Contact:

Name: Ron Trombley  
 Title: Police Officer I  
 Agency: Carrboro Police Department  
 Email: [rtrombley@townofcarrboro.org](mailto:rtrombley@townofcarrboro.org)  
 Work Phone: 919-918-7402  
 Alternate Phone: 919-918-7410  
 Mailing Address: 100 N. Greensboro St., Carrboro, NC 27510

### 2. Education/Outreach Point of Contact:

*Must be a local government or college/university; can be the same as the law enforcement POC.*

Name: Ron Trombley  
 Title: Police Office I  
 Agency: Carrboro Police Department  
 Email: [rtrombley@townofcarrboro.org](mailto:rtrombley@townofcarrboro.org)  
 Work Phone: 919-918-7402  
 Alternate Phone: 919-918-7410  
 Mailing Address: 100 N. Greensboro St., Carrboro, NC 27510

**3. Region served / Reached (city/cities and/or county/counties):**

Town of Carrboro

**4. University Point of Contact (OPTIONAL):**

*If a college/university is supporting your effort but is NOT leading it, please list a university contact below so that they can continue to receive information about the program directly.*

Name:

Title:

College/University:

Email:

Work Phone:

Alternate Phone:

Mailing Address:

**5. Please list any other partnering organizations that will help support the program. These could include local governments, colleges/universities, police departments, health departments, hospitals, schools or school districts, neighborhood groups, advocacy groups, or others (OPTIONAL):**

*For each organization, include the agency name and contact person's name and title:*

Carrboro Bicycle Coalition – Colleen Barclay, Chair

Go Chapel Hill – Len Cone, Community Manager

Safe Routes to School Implementation Committee – Eric Allman, Chair

**Application Preparer Information (if different than above):**

*Please provide information about the person who prepared this application if different than the person named in Lead and Supporting Agency Information section.*

Name:

Title:

Agency:

Email:

Work phone:

## 2018 Program Description

---

**Describe your plans for participating in the 2018 Watch for Me NC program, including any changes you will make in comparison to what your community has done in years past. In your response, you may want to include:**

1. Any new partners or members of your local coalition
2. Education/outreach strategies and ways you will distribute Watch for Me NC materials
3. Specific law enforcement operation plans
4. Plans to engage with public works/engineering staff
5. Plans to coordinate with schools or implement school-based programs
6. Any changes to the way you will manage the program or coordinate with new or prior partners

## 7. Any new funding sources to leverage or supplement what is provided by NCDOT

*(Approx. 1000 words; please use space on following page)*

The Town of Carrboro will continue its Watch for Me NC bicycle and pedestrian activities in much the same manner as previous years. The Police Department will continue to conduct crosswalk enforcement operations at unsignalized crosswalks throughout Town and promote safe bicycling by handing out lights to unlit cyclists. The Carrboro Police Department will also provide educational material to the public at area events and through area schools. The Town, as well as the police department, will continue to promote pedestrian and bicycle safety messages through social media and distribute Watch for Me NC materials at community events – Open Streets in April, Carrboro Day in May, Mayor’s Bicycle Ride, Bike to Work Week, Walk/Bike to School Days, Bike Breakfast, Halloween, pedestrian operations, bicycle rodeos, and others. Through community partners, such as the Carrboro Bicycle Coalition, Go Chapel Hill, Safe Kids Orange County, and the Safe Routes to School Implementation Committee, the Town of Carrboro will be able to reach a broad cross-section of the population and a large number of residents of all ages.

The Town is undertaking a comprehensive approach to pedestrian safety, which will be continued into the next year. Efforts will include painting new crosswalks at currently unmarked locations, installing several ‘artistic/colorful crosswalks’ to increase visibility, lowering speed limits in the downtown, installing several sidewalks to fill in gaps in the pedestrian network, and conducting regular crosswalk enforcement operations. The Transportation Planner will engage with the Public Works staff to examine the roads on the repaving schedule for candidates for bicycle and pedestrian improvements through restriping.

In the last year the Safe Routes to School Implementation Committee members were appointed and the group held four meetings. There are representatives from three of the elementary schools, the North Carolina Department of Transportation, the Chapel Hill Carrboro City School District, and the Carrboro Board of Aldermen, as well as students, parents and community members. Through this committee the Town will have a more consistent and open relationship with the schools and the students. The hope is to not only increase participation in and events related to the Bike/Walk to School Days, but also to implement more regular Watch for Me NC activities into the school curriculum and calendar. Specific plans for this are forthcoming.

The Town has a number of federally-funded infrastructure projects that will begin or be completed this year. Several major intersection improvement projects, including two roundabouts and an NCDOT funded downtown bike/ped project will begin this year and will include elements to enhance bicycle and pedestrian safety. Additionally, funding through the Orange County Transit Plan will be used for several bicycle and pedestrian projects in Carrboro, including sidewalk, greenway and intersection improvements. The Town is also working with the NCDOT repaving schedule to address bicycle transportation connectivity through downtown by modifying the pavement markings and travel lanes to provide dedicated bicycle lanes through a heavily traveled corridor.



# Town of Carrboro

Town Hall  
301 W. Main St.  
Carrboro, NC 27510

## Agenda Item Abstract

**File Number:**17-448

---

**Agenda Date:** 3/20/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

Update from OWASA Staff on the Agua Vista Advanced Metering Infrastructure Initiative

**PURPOSE:** The purpose of this item is for the Board of Aldermen to receive an update from OWASA staff on their Agua Vista Advanced Metering Infrastructure initiative.

**DEPARTMENT:**

**CONTACT INFORMATION:** Todd Taylor, P.E., OWASA General Manager of Operations

**INFORMATION:**

**FISCAL & STAFF IMPACT:**

**RECOMMENDATION:**



# ORANGE WATER AND SEWER AUTHORITY

*A public, non-profit agency providing water, sewer and reclaimed water services to the Carrboro-Chapel Hill community.*

## MEMORANDUM

**TO:** Carrboro Board of Aldermen

**THROUGH:** Robert Morgan, OWASA Board Chair

**FROM:** Todd Taylor, P.E., OWASA General Manager of Operations

**DATE:** March 13, 2018

**SUBJECT:** Agua Vista Update

Thank you for the opportunity to speak at your March 20, 2018 meeting about this very important initiative.

### Background

Agua Vista is OWASA's new Advanced Metering Infrastructure (AMI) initiative. We are making this investment in our infrastructure to enhance our services in the Chapel Hill-Carrboro area by improving the efficiency and accuracy of water metering and billing. The system will use a radio network to very briefly transmit customer usage data to OWASA on a daily basis, eliminating the need for visual reading of customer meters. The technology is proven, reliable, secure, and safe.

There are several benefits to an AMI system:

- Water conservation from early leak detection, helping to prevent high water bills and property damage.
- Operational efficiency and increased meter reading accuracy. Our current meter reading staff will transition to other functions.
- A web-portal where customers can monitor their water use and request consumption alerts (Coming in late 2018).
- Less vehicle miles for meter reading means less carbon emissions and traffic in our community.

The project will take about two years, with an estimated completion date of June 2019. We will hold our contractor, Mueller Systems, and their sub-contractors to the same high standards for the work which we hold ourselves. The project logo (shown below) will be prominent on correspondence, vehicles, and door tags to make them readily identifiable.



### System Infrastructure

We have installed over half of the infrastructure necessary to relay meter reading data from the new meters. This infrastructure includes data collectors on tall buildings and water towers and signal repeaters on street signs.

### Meter Upgrades and Billing

In late 2017 and early 2018, we successfully completed two readiness tests (i.e. pilots) during which we upgraded about 500 residential and commercial water meters and processed and mailed bills for those customers.

### Community Engagement

In October 2017, we mailed every OWASA customer an informational flyer letting them know what to expect in terms of timeline.

As we move through the community upgrading meters, individual customers will be notified by letter of their upcoming meter upgrade about four weeks in advance. We are also actively posting information in affected neighborhoods on Next Door in advance. Once upgraded, customers will receive a door hanger with information and link to the follow-up survey.

After approximately 75% of the meters have been upgraded, we expect to roll out a web portal for customers to access their own hourly water use data. Currently, OWASA is analyzing the data on upgraded meters and proactively reaching out to customers if their water use trends suggest a leak.

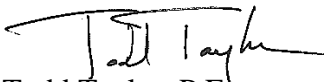
### Moving Forward

We are committed to making this project a successful and positive one for our community.

For more information about Agua Vista please visit our project webpage at <http://owasa.org/metering-initiative> which contains an informative video, answers to frequently asked questions and more.

I look forward to discussing this important initiative with you at your upcoming Board meeting.

Best regards,



Todd Taylor, P.E.  
OWASA General Manager of Operations





# Town of Carrboro

Town Hall  
301 W. Main St.  
Carrboro, NC 27510

## Agenda Item Abstract

**File Number:**17-446

---

**Agenda Date:** 3/20/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

Update of Communications Plan

**PURPOSE:** To update the board on the progress of the communication plan.

**DEPARTMENT:** Town Manager

**CONTACT INFORMATION:** Rachel Heggen 919-918-7314

**INFORMATION:** Create an external and internal newsletter to communicate Town News and information to citizens and employees using MailChimp.

Having an electronic newsletter will be cost effective.

[www.mailchip.com](http://www.mailchip.com) <<http://www.mailchip.com>> to see examples

- External Newsletter will be titled “The Carrboro Connection”
- Internal Newsletter “The Carrboro Staff Connection”
- Update on creating video content for online use.
- Update the website and include more diversity.
- Update on increasing our social media presence.
- Update on working relationship with Emergency Services when dealing with the public and media.
- Update on networking with neighboring towns and building relationships with PIOs and Department Staff.
- Update on how to reach citizens who are not connected online.

### **FISCAL & STAFF IMPACT:**

**RECOMMENDATION:** Provide Communications Manager with suggestions/guidance.





# Town of Carrboro

Town Hall  
301 W. Main St.  
Carrboro, NC 27510

## Agenda Item Abstract

**File Number:**17-437

---

**Agenda Date:** 3/20/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

Update on Policing Equity

**PURPOSE:** To provide an update on the Carrboro Police Department's efforts toward Bias-free policing.

**DEPARTMENT:** Police

**CONTACT INFORMATION:** Chief Walter Horton, 919-918-7397

**INFORMATION:** The purpose of this presentation is to update the Board of Alderman on the Carrboro Police Department's efforts toward bias-free policing and our commitment to treat all fair and equitable.

**FISCAL & STAFF IMPACT:** None at this time.

**RECOMMENDATION:** Staff recommends Board receive and accept report.