



Town of Carrboro

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

Meeting Minutes

Board of Aldermen

Sunday, February 2, 2014

11:00 AM

Carrboro High School Media Center

Present: Mayor Lydia Lavelle, Alderman Randee Haven-O'Donnell, Alderman Jacquelyn Gist
Alderman Michelle Johnson Alderman Sammy Slade, and Alderman Damon Seils

Also Present: David Andrews, Town Manager, Cathy Wilson, Town Clerk, Mike Brough, Town Attorney, Matt Efird, Assistant to the Town Manager, Anita Jones-McNair, Recreation and Parks Director, Arche McAdoo, Finance Director, Walter Horton, Police Chief, Travis Crabtree, Fire Chief, Andy Vogel, IT Director, Annette Stone, Community and Economic Development Director, Andrew Sachs, Retreat Facilitator

RESOLUTION ON NCUC DUKE ENERGY LED RATE – DOCKET E-7, SUB 1026

MOTION WAS MADE BY ALDERMAN SLADE , SECONDED BY ALDERMAN SEILS TO APPROVE THE RESOLUTION BELOW:

Resolution Requesting Customer Owned LED Street Light Rates for Replacement of HPS and Mercury Vapor Street Lights

WHEREAS, the Town of Carrboro has in interest in lowering the Town's Greenhouse Gas Emissions; and,

WHEREAS, many local governments are looking to use LED street lights to save taxpayer money; and,

WHEREAS, the City of Asheville is in the process of upgrading 7,400 street light fixtures to the energy efficient LED technology resulting in an expected savings of \$450,000 annually and 1,294 tons of avoided carbon which is equal to the emissions from burning 7 rail cars of coal; and,

WHEREAS, The implementation of the LED program in Asheville was made possible by Progress Energy's implementation of a new rate structure in April 2010 for customer-owned LED street lights that allowed the City to own the LED fixtures installed on the utility owned arm and pole; and,
WHEREAS, the monthly rate for the customer –owned LED option is about half that of the company owned LED option because it does not include the capital cost of purchasing the fixture, and reflects the lower energy usage of LEDs; and,

WHEREAS, All cities and towns in North Carolina could greatly benefit from converting streetlights to LED technology; and,

WHEREAS, Duke filed for a rate increase on February 4, 2013 Docket E-7 Sub 1026; and,

WHEREAS, Carrboro joined with other municipalities and the NCLM intervened in the rate case and advocated Duke Energy Carolina's offer an LED customer-owned street light rate similar to that enjoyed by DEP customers; and,

WHEREAS the NCUC filed on September 24, 2013 an order that includes a request for a tariff for LED street lights that is feasible for municipal customers; and,

WHEREAS, on December 31, 2013, Duke Energy filed a proposed LED rate schedule that include utility-owned options only; the tariffs do not include customer-owned LED rate options and limit replacement for municipal street lights to Mercury Vapor only and not HPS street lights; and,

WHEREAS only 10% of Carrboro's Duke Energy street lights are Mercury Vapor; and,

WHEREAS savings for municipalities from dramatic drops in LED fixture prices will be less through a utility owned option; and,

WHEREAS Duke Energy is not being responsive to the League's intervention in this E-7, Sub 1026 rate case; and,

WHEREAS the public staff will recommend to the NCUC that it order Duke Energy Carolinas to provide a customer owned LED street light rate by July 1, 2014 or an explanation for why it can't; and,

WHEREAS rate cases should be determined on the merits of arguments; not on whether arguments are provided or not; and,

WHEREAS, the LED rate schedule has been placed on the agenda for the NCUC/Public Staff meeting on January 27, 2014; and,

WHEREAS the Duke Energy and Progress merger was explained to the NC Utility Commission to be in the best interest of North Carolina ratepayers, because the merged company intended to "leverage the companies' best practices in all aspects of [their] operations which would result in additional efficiencies and improvements over time that would result in ratepayer savings." [1] ; and,

WHEREAS the NCUC is responsible to both the public and the utilities and, by law (G. S. 62-2), must regulate in a manner designed to implement the policy of the state of North Carolina to: Provide fair regulation of public utilities in the interest of the public; promote adequate, reliable, and economical utility service; promote least cost energy planning; Provide just and reasonable rates and charges for public utility services and promote conservation of energy.

[1] See Joint Testimony of James E. Rogers and William D. Johnson, N.C.U.C. Docket Nos. E-7, Sub 986, and E-2, Sub 998, filed May 20, 2011, p. 12,11 18-20 through p. 13,1. 1. See also Order Approving Merger Subject to Regulatory Conditions and Code of Conduct, N.C.U.C. Docket Nos. E-7, Sub 986, and E-2, Sub 998, issued June 29, 2012, Finding of Fact 18

THEREFORE, BY IT RESOLVED BY THE CARRBORO BOARD OF ALDERMEN, THAT:

Section 1. In the matter of the NCLM intervention in the Duke Energy rate case, the North Carolina Utilities Commission require:

1. That Docket E-7, Sub 1026 not be considered resolved until the following points are addressed; and
 - a. A Customer owned LED street light option:
 - i. Included for the LP schedule by at the latest July 1, 2014
 - ii. For replacement of all existing types of street light fixtures (not just mercury vapor) ; and
 - b. A utility owned rate schedule:
 - i. For making outdoor lighting rates available for replacement of all existing types of fixtures (not just mercury vapor) by July 1, 2014; and
 - ii. A schedule for the timing of replacement of outdoor lighting with LEDs for lights owned by Duke for all types of lights and interested customers, and commit to completing all replacements by 2016; and
 - iii. A requirement for revising/reducing rates annually in consideration of the rapid decline in upfront costs for LED fixtures; and
2. Complete financial transparency in outdoor lighting rate establishment, meaning public disclosure of all cost assumptions, including profit margin and return on investment. The NCUC should reject the rates if it deems the profits to be unreasonable and not in the public interest; and
3. A commitment to municipal and NCLM review prior to any additional filings in response to the above comments by April 1, 2014, allowing for time before the July 1st deadline.

Section 2. The Town of Carrboro requests that the League of Municipalities, the NCUC Public Staff and the NCUC Oppose DEP 2013 Rate Case Docket E-7 Sub 1025 filings that allow Duke Energy Carolina to postpone already tested and proven customer-owned LED street light rates for replacement of both HPS and Mercury Vapor street lights

Section 3. The Town of Carrboro requests the help of the League of Municipalities to hold the North Carolina Utility Commission accountable to the public per the NCUC's stated mission "to regulate in a manner designed to implement the policy of the state of North Carolina by law (G. S. 62-2) to provide just and reasonable rates and charges for public utility services and promote conservation of energy."

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

**A RESOLUTION ENDORSING ORANGE COUNTY JUSTICE UNITED'S EFFORTS
TO INFORM TENANTS OF THEIR RIGHTS AND OBLIGATIONS**

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN SLADE TO APPROVE THE RESOLUTION BELOW:

**A RESOLUTION ENDORSING ORANGE COUNTY JUSTICE UNITED'S EFFORTS
TO INFORM TENANTS OF THEIR RIGHTS AND OBLIGATIONS**

WHEREAS, according to the 2008-2012 American Community Survey 5-Year Estimates, approximately 65 percent of occupied housing units in Carrboro are occupied by renters; and

WHEREAS, tenants and potential tenants of rental housing may face unfair treatment, including disparate assessment of rent and fees; poor maintenance; improper eviction procedures; and discriminatory acts; and

WHEREAS, Orange County Justice United has worked previously with the Town of Carrboro, property owners and managers, and a variety of community partners to address instances of unfair treatment of tenants; and

WHEREAS, federal fair housing law and Chapter 42 of the North Carolina General Statutes define the rights and obligations of tenants and landlords; and

WHEREAS, Orange County Justice United, EmPOWERment, Inc, and the Orange County Human Relations Commission recently worked with students from the UNC Civil Legal Assistance Clinic to draft a "Declaration of Tenants Rights and Obligations"; and

WHEREAS, Orange County Justice United and EmPOWERment, Inc, held three fair housing workshops in 2013 to present information about tenants' rights and to solicit public comment on the Declaration; and

WHEREAS, the Declaration summarizes the rights and obligations of tenants in Orange County, North Carolina, and provides a list of resources for tenants and potential tenants who are seeking additional information and assistance; and

WHEREAS, the Orange County Board of Commissioners, the Chapel Hill Town Council, and the Greater Chapel Hill Association of Realtors have endorsed the Declaration;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. The Board of Aldermen endorses the efforts of Orange County Justice United to inform tenants of their rights and responsibilities.

SECTION 2. The manager is directed to assist Orange County Justice United in identifying methods of disseminating the "Declaration of Tenants Rights and Obligations" to tenants, potential tenants, residential property managers, and landlords in Carrboro's planning jurisdiction.

SECTION 3. This resolution shall become effective upon adoption.

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

APPROVAL OF PREVIOUS MEETING MINUTES - JANUARY 14, 2014

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO APPROVE THE MINUTES OF JANUARY 14, 2014. VOTE: AFFIRMATIVE ALL

REQUEST-TO-SET A PUBLIC HEARING ON LAND USE ORDINANCE AMENDMENTS RELATING TO CONSTRUCTION MANAGEMENT PLANS

The purpose of this agenda item was for the Board of Aldermen to consider setting a public hearing on potential text amendments requiring Construction Management Plans for development projects meeting certain criteria.

Alderman Gist requested that this process be expedient as to not add to the cost of construction in Carrboro.

Alderman Haven-O'Donnell requested that the Economic Sustainability Commission also review the proposed ordinance. She also asked that businesses be kept in the loop throughout the entire construction project.

MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN HAVEN-O'DONNELL TO APPROVE THE RESOLUTION BELOW:

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE
CARRBORO LAND USE ORDINANCE TO REQUIRE TOWN APPROVAL OF A
CONSTRUCTION MANAGEMENT PLAN FOR DEVELOPMENT PROJECTS THAT,
DURING THE CONSTRUCTION PROCESS, MAY HAVE A SIGNIFICANT IMPACT ON
PUBLIC STREETS OR SIDEWALKS OR NEARBY PROPERTIES

WHEREAS, the Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on February 25, 2014, to consider adopting "An Ordinance Amending the Carrboro Land Use Ordinance to Require Town Approval of a Construction Management Plan for Development Projects that During the Construction Process, May Have a Significance Impact on Public Streets or Sidewalks or Nearby Properties."

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County, the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date:

- 1) Appearance Commission

- 2) Transportation Advisory Board
- 3) Environmental Advisory Board
- 4) Economic Sustainability Commission
- 5) Current permit and construction plan applicants.

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

ESTABLISHMENT OF STOP CONTROLS AND SPEED LIMIT ON BIKE ALLEY

The Board of Aldermen was asked to approve a resolution establishing stop conditions on Bike Alley, per Sec. 6-4 of the Town Code, and a speed limit, per Sec. 6-16 of the Town Code.

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN HAVEN-O'DONNELL TO REFER THIS ITEM TO STAFF TO DEVELOP A LOWER SPEED LIMIT FOR THE BIKE ALLEY AND TO REPORT BACK TO THE BOARD AT AN UPCOMING MEETING. VOTE: AFFIRMATIVE ALL

REQUEST-TO-SET A PUBLIC HEARING ON LAND USE ORDINANCE AMENDMENTS RELATING TO THE ENVIRONMENTAL ADVISORY BOARD

The purpose of this agenda item was for the Board of Aldermen to consider setting a public hearing on potential text amendments relating to the Environmental Advisory Board's charge and duties to ensure consistency within the review process.

MOTION WAS MADE BY ALDERMAN JOHNSON, SECONDED BY ALDERMAN SEILS TO APPROVE THE RESOLUTION BELOW:

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE
LAND USE ORDINANCE TO MODIFY PROVISIONS RELATED TO THE CHARGE AND
RESPONSIBILITIES OF THE ENVIRONMENTAL ADVISORY BOARD AND OTHER
ADVISORY BOARDS

WHEREAS, the Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on February 25, 2014, to consider adopting "An Ordinance Amending the Carrboro Land Use Ordinance to Modify Provisions related to the Charge and Responsibilities of the Environmental Advisory Board and other Advisory Boards."

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County, the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date:

1) Environmental Advisory Board

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

REQUEST-TO-SET A PUBLIC HEARING ON LAND USE ORDINANCE AMENDMENTS TO CLARIFY REQUIREMENTS FOR EXEMPT AND ALLOWABLE ACTIVITIES RELATED TO UTILITIES IN WATER QUALITY BUFFERS

The purpose of this item was to set a public hearing date to receive public comment for a proposed amendment to the Land Use Ordinance clarifying requirements for exempt and allowable activities for disturbance associated with utilities in water quality buffers.

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO APPROVE THE RESOLUTION BELOW:

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO CLARIFY REQUIREMENTS FOR EXEMPT AND ALLOWABLE ACTIVITIES RELATED TO UTILITIES IN WATER QUALITY BUFFERS

WHEREAS, the Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on February 25, 2014, to consider adopting "An Ordinance Amending the Carrboro Land Use Ordinance to Clarify Requirements for Exempt and Allowable Activities Related to Utilities in Water Quality Buffers."

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County, the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date:

1) Environmental Advisory Board

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

REQUEST TO APPROVE A TOWN CODE AMENDMENT RELATING TO RESTRICTING PARKING ON WEST CARR STREET NEAR ITS INTERSECTION WITH SOUTH GREENSBORO STREET

The Board of Aldermen was asked to consider approving an ordinance amending the Town Code to prohibit parking on the north side of W. Carr St. within 80 ft. of the centerline of S. Greensboro St.

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO APPROVE THE ORDINANCE BELOW:

AN ORDINANCE AMENDING CHAPTER 6 OF THE CARRBORO TOWN CODE TO SPECIFY A PARKING RESTRICTION ALONG WEST CARR STREET

Ordinance No. 14/13-14

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Article V of Chapter 6, Section 6-19 (b)(1), of the Carrboro Town Code is amended by adding a new subsection as follows:

(oo) On the north side of West Carr Street from its intersection with South Greensboro Street to a point 80 feet west of the centerline of South Greensboro Street (Amend. 1/21/14)

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

REQUEST TO APPROVE A SUPPLEMENTAL AGREEMENT WITH NCDOT THE HOMESTEAD-CHAPEL HILL HIGH SCHOOL MULTI-USE PATH

The Board was asked to consider approval of a Supplemental Agreement with NCDOT to extend the milestone dates for completion of preliminary engineering and construction of the path and incorporate the additional funding allocated by DCHC-MPO for the project.

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO APPROVE THE RESOLUTION BELOW:

A RESOLUTION APPROVING A SUPPLEMENTAL AGREEMENT WITH THE

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR DESIGN AND
CONSTRUCTION OF THE HOMESTEAD-CHAPEL HILL HIGH SCHOOL MULTI- USE PATH
(BOLIN CREEK GREENWAY PHASE 1B)

WHEREAS, on March 1, 2011, the Board of Aldermen approved a Municipal Agreement between the Town of Carrboro and the North Carolina Department of Transportation (NCDOT) to design and construct the Homestead-Chapel Hill High School Multi-use Path, otherwise known as Bolin Creek Greenway Phase 1B and given Transportation Improvement Program (TIP) number U-4726 DE; and,

WHEREAS, on April 8, 2011, the Municipal Agreement was fully executed; and, WHEREAS, the milestone dates for completion of preliminary engineering and construction have passed, requiring a Supplemental Agreement to extend the dates; and,

WHEREAS, on January 22, 2013, the Board of Aldermen approved a request to the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) to allocate additional federal transportation funding for the Homestead-CHHS Multi-use Path; and,

WHEREAS, the MPO's steering committee, the Transportation Advisory Committee, approved the allocation on March 13, 2013; and,

WHEREAS, a draft Supplemental Agreement, which extends the aforementioned milestone dates and establishes the aforementioned additional funding, has been prepared;

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board of Aldermen approves the Supplemental Agreement for the Homestead-Chapel Hill High School Multi-use Path (Bolin Creek Greenway Phase 1B) project and authorizes the Town Manager to execute the agreement.

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

ORDINANCE AMENDING TOWN CODE SECTION 7-19 (C)- ADDING THE OPEN STREETS EVENT TO THE LIST OF EXEMPT EVENTS

The purpose of this agenda item was for the Board of Aldermen to consider a request by the Open Streets Committee to add the Open Streets Event to the current exempt event list outlined in the Town Code Section 7 - 19 (c).

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO APPROVE THE ORDINANCE BELOW:

**AN ORDINANCE AMENDING TOWN CODE SECTION 7-19(c) TO ADD
THE OPEN STREETS EVENT TO THIS LIST OF EXEMPT EVENTS**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Town Code Section 7-19(c) is amended to read as follows:

() The Board finds that the annual Christmas parade sponsored by the Chapel Hill Chamber of Commerce, the Fourth of July Celebration sponsored by the Town of Carrboro, the Carrboro Day celebration sponsored by the Town of Carrboro, the Carrboro Music Festival sponsored by the Town of Carrboro, the Four on the Fourth Road Race, the Carrboro 10K Road Race, and the Gallop and Gorge Road Race sponsored by the Cardinal Track Club, the Frangelism in the Park event sponsored by St. Joseph AME Church, and the Open Streets Event have become established traditions that are expected and anticipated by those whose properties or businesses are affected by them and that are well publicized apart from the public hearing procedures set forth in this article. Therefore, the annual Christmas Parade, the Fourth of July celebration, the Carrboro Day celebration, the Carrboro Music Festival, the Four on the Fourth Road Race, Carrboro 10K Road Race, the Gallop and Gorge Road Race, and Frangelism in the Park, ~~and~~ the Kidney Kare 5K and the Open Streets Event are exempt from the requirements of this section. (Amend. 1/8/86, 1/9/90, 3/19/91, 4/4/95, 3/19/96, 6/6/2000, 9/6/2005, 9/2/08, 10/6/09, 2/ /14).

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

REQUEST TO APPROVE A SUPPLEMENTAL AGREEMENT WITH NCDOT FOR THE MORGAN CREEK GREENWAY

The Board was asked to approve a Supplemental Agreement with NCDOT to amend the current municipal Agreement to extend the milestone dates for completion of the greenway; add additional STP-DA funding; and amend the scope of the project based on the Board's previous direction.

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO APPROVE THE RESOLUTION BELOW:

A RESOLUTION APPROVING A SUPPLEMENTAL AGREEMENT WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR THE MORGAN CREEK GREENWAY

WHEREAS, the Town has contracted with a consultant to complete preliminary engineering for Phase 1 and 2 of the Morgan Creek Greenway (NCDOT TIP Project # EL-4828); and,

WHEREAS, additional time to complete the preliminary engineering will be needed beyond the current milestone date in the Municipal Agreement;

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board of Aldermen approves the Supplemental Agreement for the Morgan Creek Greenway and authorizes the Town Manager to execute the agreement.

This the 2nd day of February, 2014

The motion carried by the following vote:

Aye: Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Seils, Alderman Haven-O'Donnell, and Alderman Slade

AGENDA AND MEETING PROCEDURES

Mayor Lavelle provided an overview of the adopted procedures with the Board. She also mentioned that she has been working with the Manager on agenda management.

Alderman Gist suggested that the Board develop a procedure that if a Board member wishes to add an item to an agenda then they should bring it up during items from the Board on the agenda. Staff will work on amending the Town Code to add this requirement.

Mayor Lavelle suggested that time be allocated during the third Board meeting of the month for Board members to provide and update from their respective committees.

Alderman Haven-O'Donnell asked that any changes to the meeting agenda be shared with WCOM and WCHL.

UPDATES ON THE BRANDING AND MARKETING INITIATIVE

Annette Stone, the Community and Economic Development Director, provided the Board with an update on the branding and marketing initiative.

In response to a question from Alderman Seils, Annette Stone stated that the mark and the style guide will be available for downloading on the Town's website.

Alderman Gist suggested that the mark be used as the Town's free bus-wrap.

Alderman Slade suggested that the Town use non-traditional trademarking procedures. He also suggested promoting locally owned businesses and with the branding initiative.

Mayor Lavelle asked for staff to look into the Town's fee as a Transit Partner for wrapping a bus with Triangle Transit.

TOWN OF CARRBORO WEB SITE REDESIGN STATUS UPDATE

Andy Vogel, the Town's IT Director, updated the Board on the status of the website redesign.

Alderman Haven-O'Donnell requested that Carrboro HOAs have a dedicated page on the Town's website.

Alderman Gist asked that the advisory boards also have a dedicated page if they want one.

Mike Brough, the Town's attorney, asked that the website include an employee directory that is easily accessible.

In response to a request from Alderman Slade, Andy Vogel stated that the website will have an option to email all Aldermen at one address.

ADVISORY BOARDS

CHAIR AND VICE-CHAIR TRAINING

Alderman Haven-O'Donnell discussed the need for leadership training for chairs, vice chairs, and 2nd chairs on the Town's Advisory Boards. She expressed a need for:

- 1) Facilitation skills (moving a meeting along, communicating with the public as well as their board, welcoming the public)
- 2) An understanding of the letter and spirit of the law
- 3) How to engage members

Alderman Johnson suggested that advisory board chairs should be asked about what support they need.

Alderman Seils suggested an in-person orientation.

Alderman Johnson suggested having one meeting each year devoted to orientation, training, and watching the video.

Alderman Gist suggested a subcommittee of the Aldermen to develop training ideas and develop a survey for the advisory board chairs.

Mayor Lavelle also suggested that the group review the volunteer appreciation event.

Aldermen Johnson, Gist, and Haven-O'Donnell volunteered to be the advisory board subcommittee members.

LIAISON ROLE

Alderman Gist discussed the commitment involved with liaison roles and suggested scaling back the liaison role of the Board members.

Alderman Slade stated that he suggests leaving the communication and interaction up to the liaison.

The Board agreed that the liaison does not have to attend every single meeting and used the example of communicating with the chair with via phone. It was also suggested that the Board subcommittee ask the chairs about drafting the role for liaisons.

The Board members will talk with their current chairs and report the feedback to the subcommittee.

DIVERSITY

The Board agreed that diversity is needed in values, knowledge, geography, job status, culture, race, and ethnicity.

Alderman Seils stated that it is part of their role as elected officials to engage with the community and get them involved.

Alderman Haven-O'Donnell stated that some people view the Boards as monolithic.

The advisory board subcommittee will stress communicating diversity on the survey to chairs and tell them that the Board is looking for diversity of opinions on the boards.

Alderman Slade suggested adding real life scenarios to further describe advisory boards.

Alderman Seils stated that he is interested in seeing the advisory board appointment methods in other cities.

The Board may review the appointment process in the future.

After the February 2014 round of appointments, the Board may review the appointment process. The Town Clerk will obtain real-life projects from the staff liaisons to add to the description of the advisory board on the Town's website.

AFFORDABLE HOUSING, GOALS, STRATEGIES, AND TIMELINE

Alderman Johnson and Bethany Chaney, the Planning Board Chair updated the Board on the taskforce's work.

Alderman Gist asked for an update on affordable rental housing. She also asked that the Board consider an affordable housing fund, accessory dwelling units in appropriate places, and ways to promote this option.

Staff will use the timeline to assist in driving the process for the affordable housing taskforce.

Staff should schedule an update after the next affordable housing meeting.

Mike Brough will check with Orange County and OWASA about waiving impact fees.

FACILITATED BOARD PROCESS – USING PARKING AS AN EXAMPLE

The Board participated in a facilitated process using parking as an example.

Alderman Gist stated that she would like to have a future discussion on the Board's discussion protocols. A subcommittee of Aldermen Gist and Johnson will begin the process.

ADJOURNMENT

The meeting was adjourned at 4:00pm.