



Agenda

Board of Commissioners Fiscal Year 2027-29 Budget Retreat

7:00 PM January 26, 2026

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

1. Opening of the work session

2. Agenda changes and approval

3. Items for decision - consent agenda

A. Proclamation – Black History Month 2026

B. Miscellaneous budget amendments and transfers

4. Budget Retreat: In-depth discussion and topics

A. Fiscal Year 2027-29 Budget and Financial Plan – Framing and Overview

B. Fiscal Year 2027-33 Capital Improvement Plan

C. Fiscal Year 2027-29 Budget and Financial Plan (noteworthy requests, issues, challenges, and opportunities)

D. Information Technology Operations Overview, Updates

E. Nonprofit Funding Process Review

F. Working Together (Board and Staff): Guides for requests, direction, lines of succession, and communications process – Annual Review and Discussion

a. Board-staff (key guidelines)

b. Communications

G. Verify Board Direction on Key Decision Points and Review Parking Lot Items

H. Other

5. Adjournment

Interpreter services or special sound equipment for compliance with the American with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of two business days in advance of the meeting.

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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Jan. 26, 2026
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Black History Month 2026

Attachments:

Proclamation in Honor of Black History Month 2026

Summary:

Black History Month is an annual celebration of achievements by African Americans and a time for recognizing their central role in U.S. history. Also known as African American History Month, the event grew out of “Negro History Week,” the brainchild of noted historian Carter G. Woodson and other prominent African Americans. Since 1976, every U.S. president has officially designated the month of February as Black History Month.

The theme for Black History Month 2026, designated by the Association for the Study of African American Life and History (ASALH), is “A Century of Black History Commemoration,” marking the 100th anniversary of the first “Negro History Week,” established by Dr. Carter G. Woodson in 1926.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt a proclamation in honor of Black History Month 2026.



PROCLAMATION

In Honor of Black History Month 2026

WHEREAS, the Hillsborough Board of Commissioners takes pride in recognizing February 2026 as Black History Month, celebrating the many notable contributions that people of African descent have made to our community, state, and country; and

WHEREAS, African Americans have played significant roles in the history of North Carolina's economic, cultural, spiritual, and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black history throughout our American experience and includes some of the greatest, most advanced and innovative societies that we can all draw inspiration from; and

WHEREAS, since 1976, every American president has designated February as Black History Month; and

WHEREAS, the theme for the 2026 Black History Month, designated by the Association for the Study of African American Life and History (ASALH), is "A Century of Black History Commemoration"; and

WHEREAS, this theme marks the 100th anniversary of the first "Negro History Week," established by Dr. Carter G. Woodson in 1926; and

WHEREAS, African Americans living and working in Hillsborough — from the time of legalized slavery to the present day — have shown a steadfast determination to live freely and equally and to press the town and the community to make manifest an equitable Hillsborough where race is not a determining factor of outcomes; and

WHEREAS, this observance presents a special opportunity to become more knowledgeable about black heritage and to honor the many black leaders who have played a part in the progress of our community;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim February 2026 as Black History Month in Hillsborough and encourage all residents of the town to celebrate the collective ingenuity, creativity, culture, traditions, and achievements of African Americans and to participate in community events honoring their lasting contributions.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 26th day of January in the year 2026.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 26, 2026
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

To adjust budget revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report

Adjustment Detail

For Date Range: 01/26/2026 - 01/30/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3800 - NON-DEPARTMENTAL						
10-00-3800-3800350	MISCELLANEOUS			-20,000.00	-250.00	-20,250.00
BA0000252	Allocate donation -Tractor Supply Co Founda...	GLPKT02355	01/26/2026		-250.00	
Department 3800 Total:				-20,000.00	-250.00	-20,250.00
Department: 3870 - TRANSFER FROM						
10-71-3870-3870150	TRANSFER FROM GENERAL CRF			-20,500.00	-7,118.00	-27,618.00
BA0000246	Waterstone Station Contribution	GLPKT02339	01/26/2026		-7,118.00	
Department 3870 Total:				-20,500.00	-7,118.00	-27,618.00
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	-21,000.00	-228,819.00
BA0000253	HPD Generator Replacement - gas piping	GLPKT02383	01/26/2026		-15,000.00	
BA0000254	Contracted SW bulk hauling due to truck los...	GLPKT02384	01/26/2026		-6,000.00	
Department 3900 Total:				-207,819.00	-21,000.00	-228,819.00
Department: 4400 - ACCOUNTING						
10-10-4400-5300459	CS - ACCOUNTING ASSISTANCE			41,000.00	-12,000.00	29,000.00
BA0000256	Cover Orange County tax collection service	GLPKT02389	01/26/2026		-12,000.00	
10-10-4400-5300487	TAX COLLECTION			45,000.00	12,000.00	57,000.00
BA0000256	Cover Orange County tax collection service	GLPKT02389	01/26/2026		12,000.00	
Department 4400 Total:				86,000.00	0.00	86,000.00
Department: 5100 - POLICE						
10-20-5100-5300321	SUPPLIES - COMMUNITY POLICING			2,500.00	250.00	2,750.00
BA0000252	Allocate donation -Tractor Supply Co Founda...	GLPKT02355	01/26/2026		250.00	
10-20-5100-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	15,000.00	15,000.00
BA0000253	HPD Generator Replacement - gas piping	GLPKT02383	01/26/2026		15,000.00	
Department 5100 Total:				2,500.00	15,250.00	17,750.00
Department: 5350 - FIRE PROTECTION						
10-20-5350-5300482	CS - ORANGE RURAL FIRE			1,972,155.00	7,118.00	1,979,273.00
BA0000246	Waterstone Station Contribution	GLPKT02339	01/26/2026		7,118.00	
Department 5350 Total:				1,972,155.00	7,118.00	1,979,273.00
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5300130	UTILITIES			12,150.00	-230.00	11,920.00
BA0000244	Cover alarm invoice	GLPKT02335	01/26/2026		-230.00	
10-30-5550-5300490	CS - ALARM			3,027.00	230.00	3,257.00
BA0000244	Cover alarm invoice	GLPKT02335	01/26/2026		230.00	
Department 5550 Total:				15,177.00	0.00	15,177.00
Department: 5800 - SOLID WASTE						
10-30-5800-5300421	CS - BULK CONTAINERS RENTAL & HAULI			8,500.00	6,000.00	14,500.00
BA0000254	Contracted SW bulk hauling due to truck los...	GLPKT02384	01/26/2026		6,000.00	
Department 5800 Total:				8,500.00	6,000.00	14,500.00
Fund 10 Total:				1,836,013.00	0.00	1,836,013.00

Budget Adjustment Report

For Date Range: 01/26/2026 - 01/30/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Fund: 30 - WATER/SEWER						
Department: 3900 - FUND BALANCE APPROPRIATION						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	-120,000.00	-795,666.00
BA0000241	Lift Station Abandonment Study	GLPKT02327	01/26/2026		-10,000.00	
BA0000242	Distribution System Modeling	GLPKT02328	01/26/2026		-60,000.00	
BA0000243	Bellevue Mill Interceptor	GLPKT02329	01/26/2026		-50,000.00	
Department 3900 Total:				-675,666.00	-120,000.00	-795,666.00
Department: 7220 - UTILITIES ADMINISTRATION						
30-80-7220-5300441	CS - ENGINEERING			150,000.00	70,000.00	220,000.00
BA0000241	Lift Station Abandonment Study	GLPKT02327	01/26/2026		10,000.00	
BA0000242	Distribution System Modeling	GLPKT02328	01/26/2026		60,000.00	
Department 7220 Total:				150,000.00	70,000.00	220,000.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300505	CS - PLUMBING			45,000.00	20,000.00	65,000.00
BA0000255	Cover on-call plumbing services	GLPKT02388	01/26/2026		20,000.00	
Department 8140 Total:				45,000.00	20,000.00	65,000.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300330	SUPPLIES - DEPARTMENTAL			70,000.00	-1,500.00	68,500.00
BA0000251	Upfit new F-350 truck	GLPKT02346	01/26/2026		-1,500.00	
30-80-8200-5300505	CS - PLUMBING			45,000.00	-20,000.00	25,000.00
BA0000255	Cover on-call plumbing services	GLPKT02388	01/26/2026		-20,000.00	
30-80-8200-5700729	CAPITAL - INFRASTRUCTURE			0.00	50,000.00	50,000.00
BA0000243	Bellevue Mill Interceptor	GLPKT02329	01/26/2026		50,000.00	
30-80-8200-5700740	CAPITAL - VEHICLES			85,000.00	1,500.00	86,500.00
BA0000251	Upfit new F-350 truck	GLPKT02346	01/26/2026		1,500.00	
Department 8200 Total:				200,000.00	30,000.00	230,000.00
Fund 30 Total:				-280,666.00	0.00	-280,666.00
Fund: 35 - STORMWATER						
Department: 5900 - STORMWATER						
35-30-5900-5300112	POSTAGE			100.00	120.00	220.00
BA0000258	To cover postage	GLPKT02435	01/26/2026		120.00	
35-30-5900-5300165	MAINT - INFRASTRUCTURE			187,000.00	-120.00	186,880.00
BA0000258	To cover postage	GLPKT02435	01/26/2026		-120.00	
35-30-5900-5300320	SUPPLIES - OFFICE			300.00	1,000.00	1,300.00
BA0000245	Office Chairs	GLPKT02338	01/26/2026		1,000.00	
35-30-5900-5300570	MISCELLANEOUS			12,000.00	-1,000.00	11,000.00
BA0000245	Office Chairs	GLPKT02338	01/26/2026		-1,000.00	
Department 5900 Total:				199,400.00	0.00	199,400.00
Fund 35 Total:				199,400.00	0.00	199,400.00
Fund: 60 - GENERAL CAPITAL IMPROVEMENTS						
Department: 6300 - PUBLIC SPACE						
60-03-6300-5700728	CONNECTIVITY INFRASTRUCTURE			40,102.96	-40,102.96	0.00
BA0000257	Project Closeout	GLPKT02434	01/26/2026		-40,102.96	
60-03-6300-5970910	TRANSFER TO FUND 10 - GENERAL FUND			0.00	40,102.96	40,102.96
BA0000257	Project Closeout	GLPKT02434	01/26/2026		40,102.96	
Department 6300 Total:				40,102.96	0.00	40,102.96
Fund 60 Total:				40,102.96	0.00	40,102.96
Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND						
Department: 6300 - PUBLIC SPACE						
71-10-6300-5700851	SUSTAINABILITY			565,000.00	-20,500.00	544,500.00
BA0000250	Energy Mgmt Software	GLPKT02345	01/26/2026		-20,500.00	
Department 6300 Total:				565,000.00	-20,500.00	544,500.00

Budget Adjustment Report

For Date Range: 01/26/2026 - 01/30/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Department: 6900 - SPECIAL APPROPRIATIONS						
71-20-6900-5700750	WATERSTONE POLICE			115,128.00	-7,118.00	108,010.00
BA0000247	Waterstone Station Contribution	GLPKT02340	01/26/2026		-7,118.00	
71-71-6900-5970910	TRANSFER TO FUND 10 - GENERAL FUND			397,322.00	27,618.00	424,940.00
BA0000247	Waterstone Station Contribution	GLPKT02340	01/26/2026		7,118.00	
BA0000250	Energy Mgmt Software	GLPKT02345	01/26/2026		20,500.00	
Department 6900 Total:				512,450.00	20,500.00	532,950.00
Fund 71 Total:				1,077,450.00	0.00	1,077,450.00
Budget Code 2025-2026 Total:				2,872,299.96	0.00	2,872,299.96

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	1,836,013.00	0.00	1,836,013.00
	30	-280,666.00	0.00	-280,666.00
	35	199,400.00	0.00	199,400.00
	60	40,102.96	0.00	40,102.96
	71	1,077,450.00	0.00	1,077,450.00
Budget Code 2025-2026 Total:		2,872,299.96	0.00	2,872,299.96



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 26, 2026
Department: Administration
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2027-29 Budget and Financial Plan – Framing and Overview

Attachments:

None

Summary:

Presentation from the town manager to include general information and observations about key projects, needs, opportunities, issues, and the town's overall finances.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

N/A



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Jan. 26, 2026
Department:	Administration
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2027-33 Capital Improvement Plan

Attachments:

FY27-33 Capital Improvement Plan Requests

Summary:

This is a preview of the various capital needs that have been identified and submitted by departments. At this time, staff have reviewed the requests but have not yet had an opportunity to develop a plan for which requests the town may be able to fund and when.

Since we are early in the budget process, this is a good time to hear from the board, including whether there are any other capital requests that are not reflected on the list that need to be, and receive any feedback related to the requests that are included. The board can also use this time to ask any questions about any of the projects or request additional information that may be helpful in making budget decisions moving forward.

Financial impacts:

We are still early in the budget development process. Staff is working on a funding strategy and will provide additional information as the budget starts to take shape.

Staff recommendation and comments:

Review requested capital projects.

Action requested:

- Do you have any questions or feedback related to the requested projects and identified needs?
- Are there any capital projects that are not reflected in the list that should be?

Town of Hillsborough Capital Improvement Plan FY27-33

Budget Retreat #1

January 26, 2026

CIP Summary

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General CIP

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Stormwater CIP

Elizabeth Brady Road Culvert Rehabilitation.....	68
JetVac Truck	70

General CIP Summary

Expenditure	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Cates Creek Park Basketball Court	-	-	-	-	-	30,000	-	300,000
Parks Play Equipment Replacement	-	-	75,000	-	40,000	-	125,000	-
Rainey Avenue Sidewalk	-	30,000	-	125,000	-	-	-	-
Ridgewalk Greenway - North Segment	791,003	333,000	333,000	5,501,000	-	-	-	-
Ridgewalk Greenway - South Segment	-	-	-	800,000	-	6,000,000	-	-
Engine Truck	-	-	-	-	802,006	-	-	-
Ladder Truck	-	-	-	-	-	-	2,002,006	-
N. Churton Street Fire Station	1,050,000	300,000	8,650,000	15,000	15,000	15,000	15,000	15,000
S. Churton Street Improvements Cost Share	-	-	-	100,000	-	-	-	-
Garbage Truck Replacements	-	422,006	-	-	-	-	-	469,092
Knuckleboom Truck Replacement	-	-	-	-	-	-	-	-
Leaf Truck Replacement	-	-	-	-	-	-	436,734	-
Passenger Rail Multi-Modal Station	10,439,000	-	-	35,000	35,000	35,000	35,000	35,000
Total	12,280,003	1,085,006	9,058,000	6,576,000	892,006	6,080,000	2,613,740	819,092

Revenue	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer from General Fund	1,914,713	663,000	708,000	1,358,000	40,000	30,000	125,000	300,000
Operating Revenue	-	2,006	-	50,000	52,006	50,000	54,012	52,006
Debt Issuance	2,110,000	-	8,350,000	5,168,000	800,000	6,000,000	2,000,000	-
Transfer from Committed Funds	-	420,000	-	-	-	-	434,728	467,086
State TIP	6,914,000	-	-	-	-	-	-	-
Transit Tax	452,000	-	-	-	-	-	-	-
NCDOT Rail (TIP)	870,000	-	-	-	-	-	-	-
Transfer from Fund 43	19,290	-	-	-	-	-	-	-
Total	12,280,003	1,085,006	9,058,000	6,576,000	892,006	6,080,000	2,613,740	819,092

Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to General CIP	1,914,713	663,000	708,000	1,358,000	40,000	30,000	125,000	300,000
Non-Debt Operations	-	2,006	-	50,000	52,006	50,000	54,012	52,006
Solid Waste Annual Contribution in GF	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Debt Service - Currently Approved by Ordinance	-	169,312	169,312	169,312	169,312	169,312	169,312	169,312
Debt Service - Proposed	-	-	-	-	-	-	-	-
Ridgewalk Greenway - North Segment	-	-	-	-	669,280	669,280	669,280	669,280
Ridgewalk Greenway - South Segment	-	-	-	-	-	-	777,027	777,027
Engine Truck	-	-	-	-	-	184,780	184,780	184,780
Ladder Truck	-	-	-	-	-	-	-	461,950
N. Churton Street Fire Station	-	-	-	670,026	670,026	670,026	670,026	670,026
Total	2,189,713	1,109,318	1,152,312	2,522,337	1,875,623	2,048,397	2,924,436	3,559,380

Operating Impact - Debt Only	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Debt Service - Currently Approved by Ordinance	-	169,312	169,312	169,312	169,312	169,312	169,312	169,312
Ridgewalk Greenway - North Segment	-	-	-	-	669,280	669,280	669,280	669,280
Ridgewalk Greenway - South Segment	-	-	-	-	-	-	777,027	777,027
Engine Truck	-	-	-	-	-	184,780	184,780	184,780
Ladder Truck	-	-	-	-	-	-	-	461,950
N. Churton Street Fire Station	-	-	-	670,026	670,026	670,026	670,026	670,026
Total	-	169,312	169,312	839,337	1,508,617	1,693,397	2,470,424	2,932,374

Debt Assumptions

	Rate	Term
Buildings	5%	20
Infrastructure	5%	10
Vehicles	5%	5

Water and Sewer CIP Summary

Expenditure	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Relocated Process Controls to SCADA	-	300,000	-	-	-	-	-	-
Sodium Hypochlorite Conversion	375,000	1,590,600	-	-	-	-	-	-
WFER Repairs	-	3,000,000	-	-	-	-	-	-
Galvanized Water Main and Lead Galvanized Service Replacement	160,000	300,000	-	-	200,000	200,000	-	-
Hasell Water Tank Replacement	210,000	190,000	285,000	5,160,000	-	-	-	-
Hydrant and Valve Project	487,647	-	270,000	275,000	-	-	-	-
US-70 Business Water Improvement	305,000	-	50,000	5,320,000	-	-	-	-
- Vacuum Excavator	-	-	155,000	-	-	-	-	-
Water Distribution Master Plan Improvements	-	-	400,000	400,000	500,000	500,000	500,000	-
Bellevue Mill Interceptor Upgrade	-	50,000	-	-	140,000	40,000	1,320,000	-
Cates Creek Outfall Upgrade	75,000	2,825,000	225,000	5,175,000	100,000	4,520,000	-	-
Elizabeth Brady Pump Station Force Main Upgrade	750,000	1,050,000	-	3,500,000	-	-	-	-
Eno River Interceptor Upgrade - East	750,000	2,080,000	-	3,120,000	-	-	-	-
Eno River Interceptor Upgrade - West	-	-	-	350,000	1,790,000	-	-	-
Exchange Club Interceptors	380,000	-	-	-	2,500,000	-	-	-
Sewer Jetter Flush Truck	-	222,006	-	-	-	-	-	-
Undersized Sewer Main Replacements	-	500,000	-	-	500,000	-	-	-
Tertiary Filter Flocculators	-	-	-	10,000	180,000	-	-	-
Total	3,492,647	12,107,606	1,385,000	23,310,000	5,910,000	5,260,000	1,820,000	-

Revenue	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to Water-Sewer CIP	1,627,647	769,453	1,180,000	2,027,661	1,620,000	940,000	500,000	-
Federal Award	-	1,000,000	-	-	-	-	-	-
Debt Issuance	-	7,980,000	-	18,150,000	-	4,320,000	1,320,000	-
Grant - AIA	70,000	-	-	-	-	-	-	-
Transfer from Water SDF	275,000	511,147	50,000	1,704,234	-	-	-	-
Transfer from Cap Fees	1,050,000	500,000	-	953,105	-	-	-	-
Operating Revenue	-	522,006	155,000	-	-	-	-	-
Transfer from Sewer SDF	470,000	50,000	-	300,000	2,500,000	-	-	-
Special Assessment District	-	775,000	-	175,000	-	-	-	-
State Revolving Loan	-	-	-	-	1,790,000	-	-	-
Total	3,492,647	12,107,606	1,385,000	23,310,000	5,910,000	5,260,000	1,820,000	-

Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer from Water-Sewer Fund	1,627,647	769,453	1,180,000	2,027,661	1,620,000	940,000	500,000	-
Operating Budget Capital Outlay	-	522,006	155,000	-	-	-	-	-
Debt Service - Proposed								
WFER Repairs	-	-	388,514	388,514	388,514	388,514	388,514	388,514
Hasell Water Tank Replacement	-	-	-	-	619,032	619,032	619,032	619,032
US-70 Business Water Improvements	-	-	-	-	304,336	304,336	304,336	304,336
Bellevue Mill Interceptor Upgrade	-	-	-	-	-	-	-	170,946
Cates Creek Outfall Upgrade	-	-	246,059	246,059	815,879	815,879	1,375,339	1,375,339
Elizabeth Brady Pump Station Force Main Upgrade	-	-	129,505	129,505	582,771	582,771	582,771	582,771
Eno River Interceptor Upgrade - East	-	-	269,370	269,370	673,424	673,424	673,424	673,424
Eno River Interceptor Upgrade - West	-	-	-	-	-	109,471	109,471	109,471
Total	1,627,647	1,291,459	2,368,447	3,061,108	5,003,955	4,433,425	4,952,885	4,223,831

Operating Impact - Debt Only	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
WFER Repairs	-	-	388,514	388,514	388,514	388,514	388,514	388,514
Hasell Water Tank Replacement	-	-	-	-	619,032	619,032	619,032	619,032
US-70 Business Water Improvements	-	-	-	-	304,336	304,336	304,336	304,336
Bellevue Mill Interceptor Upgrade	-	-	-	-	-	-	-	170,946
Cates Creek Outfall Upgrade	-	-	246,059	246,059	815,879	815,879	1,375,339	1,375,339
Elizabeth Brady Pump Station Force Main Upgrade	-	-	129,505	129,505	582,771	582,771	582,771	582,771
Eno River Interceptor Upgrade - East	-	-	269,370	269,370	673,424	673,424	673,424	673,424
Eno River Interceptor Upgrade - West	-	-	-	-	-	109,471	109,471	109,471
Total	-	-	1,033,447	1,033,447	3,383,955	3,493,425	4,052,885	4,223,831

Debt Assumptions			
	Rate	Term	
Buildings	5%	20	
Infrastructure	5%	10	
SRLF	2%	20	
Vehicles	5%	5	

Stormwater CIP Summary

Expenditure	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Elizabeth Brady Road Culvert Rehabilitation	175,000	-	-	175,000	-	-	-	-
JetVac Truck	-	608,020	1,000	1,000	1,000	1,000	1,000	1,000
Total	175,000	608,020	1,000	176,000	1,000	1,000	1,000	1,000

Revenue	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer from Stormwater Fund	175,000	-	-	175,000	-	-	-	-
Debt Issuance	-	605,014	-	-	-	-	-	-
Operating Revenue	-	3,006	1,000	1,000	1,000	1,000	1,000	1,000
Total	175,000	608,020	1,000	176,000	1,000	1,000	1,000	1,000

Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer from Stormwater Fund	175,000	-	-	175,000	-	-	-	-
Operating Revenue	-	3,006	1,000	1,000	1,000	1,000	1,000	1,000
Debt Service - Proposed								
JetVac Truck	-	-	139,743	139,743	139,743	139,743	139,743	139,743
Total	175,000	3,006	140,743	315,743	140,743	140,743	140,743	140,743

Debt Assumptions			
	Rate	Term	
Buildings	5%	20	
Infrastructure	5%	10	
Vehicles	5%	5	

Town of Hillsborough CIP Summary

Project Totals	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
General Fund	12,280,003	1,085,006	9,058,000	6,576,000	892,006	6,080,000	2,613,740	819,092
Water and Sewer Fund	3,492,647	12,107,606	1,385,000	23,310,000	5,910,000	5,260,000	1,820,000	-
Stormwater Fund	175,000	608,020	1,000	176,000	1,000	1,000	1,000	1,000
Total	15,947,650	13,800,632	10,444,000	30,062,000	6,803,006	11,341,000	4,434,740	820,092

Operating Impact Totals	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
General Fund	2,189,713	1,109,318	1,152,312	2,522,337	1,875,623	2,048,397	2,924,436	3,559,380
Water and Sewer Fund	1,627,647	1,291,459	2,368,447	3,061,108	5,003,955	4,433,425	4,552,885	4,223,831
Stormwater Fund	175,000	3,006	140,743	315,743	140,743	140,743	140,743	140,743
Total	3,992,360	2,403,783	3,661,501	5,899,188	7,020,321	6,622,565	7,618,064	7,923,954

10-10-6300 - Cates Creek Park Basketball Court

Priority Rank	5
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

This project include the design, engineering, and construction of outdoor basketball courts at Cates Creek Park.

Capital Project Justification

The Parks and Recreation Board adopted an update to the Cates Creek Park Master Plan in August 2024. The update includes a recommendation for the construction of basketball courts on one end of the existing multi-use field. The Parks and Recreation Board recognizes the field is over-sized for the type of play the town allows and, as a result, is underutilized recreation space. There are very few public outdoor basketball courts in Hillsborough and none in town-owned parks. The Parks and Recreation Board has identified basketball courts as a priority for many years, trying to incentivize the construction of courts as part of new developments by increasing the value of points allotted for courts in the Unified Development Ordinance. Recent developments have not included basketball courts as a recreation resource. There is a lack of available basketball courts in town.

The addition of the Hillsborough Skate Spot has brought a lot of welcome activity to Cates Creek Park. The skatepark appeals to all ages of skaters but was built with teenagers in mind. Teens are an underserved population in Hillsborough parks. The Cates Creek Park Master Plan recommends additional investment in teen resources. The Parks and Recreation Board believes the addition of basketball courts will further attract teenagers to the park, providing valuable outdoor recreational opportunities for underserved population.

Capital Project Highlights

Initial estimates for basketball courts:

Design/Engineering: \$30,000

Construction: \$300,000

Construction cost estimates are likely to change once design and engineering is completed.

There is no specific project timeline identified in the Cates Creek Park Master Plan but it is recommended as a top priority.

10-10-6300 - Cates Creek Park Basketball Court									
		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Design/Engineering	-	-	-	-	-	30,000	-	-
	Construction	-	-	-	-	-	-	-	300,000
	Total	-	-	-	-	-	30,000	-	300,000
Revenue									
	Transfer from General Fund	-	-	-	-	-	30,000	-	300,000
	Total	-	-	-	-	-	30,000	-	300,000
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact									
Depts - Ignore	Transfer to General ClF	-	-	-	-	-	30,000	-	300,000
	Total	-	-	-	-	-	30,000	-	300,000

10-10-6300 - Parks Play Equipment Replacement

Priority Rank	4
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

This project includes the design, acquisition, and installation of new play equipment at Murray Street Park, Hillsborough Heights Park, and Turnip Patch Park

Capital Project Justification

The Parks and Recreation Board adopted master plans for each of the town's parks. The master plans recommend maintaining the existing playground equipment and park amenities in safe and working order. The play equipment at Murray Street Park, Hillsborough Heights Park, and Turnip Patch Park is more than 15 years old. Though the equipment is being maintained, it is starting to deteriorate and will need to be replaced in the coming years. Also, older equipment does not meet current safety standards.

Capital Project Highlights

Initial estimates for play equipment:

Murray Street Park: \$75,000

Hillsborough Heights Park: \$40,000

Turnip Patch Park: \$125,000

There is no specific project timeline identified in the park's master plans but equipment needs to be replaced before it present a safety hazard.

10-10-6300 - Parks Play Equipment Replacement								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Murray Street Park	-	-	75,000	-	-	-	-	-
Hillsborough Heights Park	-	-	-	-	40,000	-	-	-
Turnip Patch Park	-	-	-	-	-	-	125,000	-
Total	-	-	75,000	-	40,000	-	125,000	-
Revenue								
Transfer from General Fund	-	-	75,000	-	40,000	-	125,000	-
Total	-	-	75,000	-	40,000	-	125,000	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to General CIF	-	-	75,000	-	40,000	-	125,000	-
Total	-	-	75,000	-	40,000	-	125,000	-

10-10-6300 - Rainey Avenue Sidewalk

Priority Rank	3
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

This project includes the design, engineering, and construction of a sidewalk along Rainey Avenue between Torain Street and the Dorothy N. Johnson Community Center.

Capital Project Justification

This project has been identified in the Comprehensive Sustainability Plan as a connectivity recommendation. It has also been recommended in the Fairview Activate Plan, endorsed by the Fairview Community Watch.

Capital Project Highlights

Rainey Avenue is a primary corridor for vehicular and pedestrian traffic in Fairview. There has been increasing activity on this corridor over the past few years, especially since the Dorothy N. Johnson Community Center opened. The roadway is narrow and pedestrians have no place to walk safely. The town has invested in traffic-calming devices (speed humps) along this stretch of road after it was deemed warranted by traffic studies. Fairview Community Watch has requested additional safety measures including a sidewalk along the route. The Comprehensive Sustainability Plan also recommends this pedestrian improvement. This project aligns with the town's Vision Zero and Complete Streets policies. It may be possible to leverage funds from the Orange County Transit Tax for this project because there are existing transit stations in Fairview Community Park and at the community center and this project improves accessibility, connectivity, and safety for transit riders.

10-10-6300 - Rainey Avenue Sidewalk								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Design/Engineering		-	30,000	-	-	-	-	-
Construction		-	-	-	125,000	-	-	-
Total		-	30,000	-	125,000	-	-	-
Revenue								
Transfer from General Fund		-	30,000	-	125,000	-	-	-
Total		-	30,000	-	125,000	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Current Project Budget								
FY27								
FY28								
FY29								
FY30								
FY31								
FY32								
FY33								
Depts - Ignore	Transfer to General CIF	-	30,000	-	125,000	-	-	-
	Total	-	30,000	-	125,000	-	-	-

10-10-6300 - Ridgewalk Greenway - North Segment

Priority Rank	1
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

Design and construct a greenway connecting downtown to the new train station and the Collins Ridge Greenway.

Capital Project Justification

The Ridgewalk greenway is included in the Comprehensive Sustainability Plan as a transportation priority. It is a paved, urban, accessible greenway that provides pedestrian and bicycle access between downtown Hillsborough to Cates Creek Park. Ridgewalk may be implemented in phases. The north segment of Ridgewalk connects downtown Hillsborough and Riverwalk to the Collins Ridge greenway via the future train station site. The alignment is shown as Alternative 1 in the Ridgewalk Feasibility Study Phase II. The conditions of the approval for Collins Ridge require the developer to build and dedicate to the town a segment of greenway and to work with the town to determine the location and specific design details for pedestrian and bicycle connectivity between the parcel south of I-85 and the public rights-of-way, sidewalks, greenways, and trails in Collins Ridge. The Collins Ridge greenway is required to be complete by December 2027.

The train station is scheduled for completion in February 2027 but permitting delays may cause the schedule to shift.

Capital Project Highlights

Ridgewalk was identified by the Board of Commissioners as a transportation priority in September 2021 and included as a priority in the Comprehensive Sustainability Plan.

An initial feasibility study and schematic design of the greenway system between downtown Hillsborough and Cates Creek Park was completed in FY24. The engineer cost estimates were higher than anticipated, so additional feasibility work was completed in FY25. A Benefits Analysis was also developed. The Ridgewalk Feasibility Study Phase II shows alternative alignments for the trails which result in cost savings. The Benefits Analysis shows great support for the greenway by community groups and members. The initial feasibility study was funded via a Surface Transportation Block Grant through the Metropolitan Planning Organization and 20% local match. It is uncertain though if Ridgewalk will compete well for funding through the Transportation Improvement Plan. Additional funding options, including grants, will be pursued once the feasibility of the project is determined.

North Segment: Downtown to Collins Ridge Greenway (via train station site)

South Segment: Collins Ridge Greenway to Cates Creek Park

This project will be funded with cash transfers from the General Fund for design/engineering work and installment financing for the construction portion estimated in Fiscal Year 2029.

10-10-6300 - Ridgewalk Greenway - North Segment

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Design/Construction	333,000	333,000	333,000	5,501,000	-	-	-	-
Engineering	458,003	-	-	-	-	-	-	-
Total	791,003	333,000	333,000	5,501,000	-	-	-	-
Revenue								
Transfer from General Fund	791,003	333,000	333,000	333,000				
Debt Issuance				5,168,000				
Total	791,003	333,000	333,000	5,501,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General CIF	791,003	333,000	333,000	333,000	-	-	-	-
	Debt Service	-	-	-	-	669,280	669,280	669,280	669,280
	Total	791,003	333,000	333,000	333,000	669,280	669,280	669,280	669,280

10-10-6300 - Ridgewalk Greenway - South Segment

Priority Rank	2
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

Design and construct a greenway connecting the Collins Ridge Greenway to Cates Creek Park.

Capital Project Justification

The Ridgewalk greenway is included in the Comprehensive Sustainability Plan as a transportation priority. It is a paved, urban, accessible greenway that provides pedestrian and bicycle access between downtown Hillsborough to Cates Creek Park. Ridgewalk may be implemented in phases. The south segment of Ridgewalk connects the Collins Ridge greenway to Cates Creek Park. The alignment is shown as Alternative 4 in the Ridgewalk Feasibility Study Phase II. The conditions of the approval for Collins Ridge require the developer to build and dedicate to the town a segment of greenway and to work with the town to determine the location and specific design details for pedestrian and bicycle connectivity between the parcel south of I-85 and the public rights-of-way, sidewalks, greenways, and trails in Collins Ridge. The Collins Ridge greenway is required to be complete by December 2027.

The train station is scheduled for completion in February 2027 but permitting delays may cause the schedule to shift.

North Segment: Downtown to Collins Ridge Greenway (via train station site)

South Segment: Collins Ridge Greenway to Cates Creek Park

Capital Project Highlights

Ridgewalk was identified by the Board of Commissioners as a transportation priority in September 2021 and included as a priority in the Comprehensive Sustainability Plan.

Initial feasibility study and schematic design of the greenway system between downtown Hillsborough and Cates Creek Park was completed in FY24. The engineer cost estimates were higher than anticipated, so additional feasibility work was completed in FY25. A Benefits Analysis was also developed.

Feasibility Study Phase II shows alternative alignments for the trails which result in cost savings.

Benefits Analysis shows great support for the greenway by community groups and members.

It is uncertain if Ridgewalk will compete well for funding through the Transportation Improvement Plan. Additional funding options, including grants, will be pursued once the feasibility of the project is determined.

10-10-6300 - Ridgewalk Greenway - South Segment								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Engineering	-	-	-	800,000	-	-	-	-
Construction	-	-	-	-	-	6,000,000	-	-
Total	-	-	-	800,000	-	6,000,000	-	-
Revenue								
Transfer from General Fund	-	-	-	800,000	-	-	-	-
Debt Issuance	-	-	-	-	-	6,000,000	-	-
Total	-	-	-	800,000	-	6,000,000	-	-
Exp Vs. Rev Surplus (Deficit)								
	-	-	-	-	-	-	-	-
Operating Impact								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General C/F	-	-	800,000	-	-	-	-
	Debt Service	-	-	-	-	-	777,027	777,027
	Total	-	-	800,000	-	-	777,027	777,027

10-20-5350 - Engine Truck

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace the 2015 engine truck used by Orange Rural Fire Department (ORFD).

Capital Project Justification

The truck is expected to run for 15 years as a front-line vehicle, followed by an additional 5 years as a backup.

Capital Project Highlights

Lead times on trucks can often be extensive and may necessitate ordering earlier than anticipated. The town will monitor lead times as truck nears replacement.

The town plans to issue debt in the amount of \$800,000 in Fiscal Year 2030 to finance this vehicle.

10-20-5350 - Engine Truck								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Misc. - Tax, Tags, Etc.</i>	-	-	-	-	2,006	-	-	-
<i>Capital - Vehicles</i>	-	-	-	-	800,000	-	-	-
Total	-	-	-	-	802,006	-	-	-
Revenue								
<i>Operating Revenue</i>	-	-	-	-	2,006	-	-	-
<i>Debt Issuance</i>	-	-	-	-	800,000	-	-	-
Total	-	-	-	-	802,006	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Operating Revenue	-	-	-	2,006	-	-	-
Ignore	Debt Service	-	-	-	-	184,780	184,780	184,780
	Total	-	-	-	2,006	184,780	184,780	184,780

10-20-5350 - Ladder Truck

Priority Rank	3
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace the 2012 ladder truck used by Orange Rural Fire Department (ORFD).

Capital Project Justification

The truck is expected to run for 20 years as a front-line vehicle, followed by an additional 5 years as a backup.

Capital Project Highlights

Lead times on trucks can often be extensive and may necessitate ordering earlier than anticipated. The town will monitor lead times as truck nears replacement.

The town plans to issue debt in the amount of \$2,000,000 in Fiscal Year 2032 to finance this vehicle.

10-20-5350 - Ladder Truck

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Misc. - Tax, Tags, Etc.</i>	-	-	-	-	-	-	2,006	-
<i>Capital - Vehicles</i>	-	-	-	-	-	-	2,000,000	-
Total	-	-	-	-	-	-	2,002,006	-
Revenue								
<i>Operating Revenue</i>	-	-	-	-	-	-	2,006	-
<i>Debt Issuance</i>	-	-	-	-	-	-	2,000,000	-
Total	-	-	-	-	-	-	2,002,006	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Operating Revenue	-	-	-	-	-	-	2,006	-
	Debt Service	-	-	-	-	-	-	-	461,950
	Total	-	-	-	-	-	-	2,006	461,950

10-20-5350 - N. Churton Street Fire Station

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	60 - General Capital Improvements

Capital Project Description

Build a new station north of town to replace the downtown station.

Capital Project Justification

The current station lacks sufficient space for staff and modern fire vehicles. The new station will serve as the Orange Rural Fire Department's (ORFD) headquarters. The new station will be located at 604 N. Churton St, near the intersection of N. Churton Street and Corbin St.

Capital Project Highlights

The town began setting aside funds in FY22 to fund design and offset construction costs.

Anticipated Station Timeline:

FY26 - Feasibility Study

FY27 - Design

FY28 - Construction

FY29 - First Debt Payment (\$7.9M @ 5.0% for 20 years = \$634k/yr)

10-20-5350 - N. Churton Street Fire Station

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Preliminary Study</i>	75,000	-	-	-	-	-	-	-
<i>Design</i>	750,000	-	-	-	-	-	-	-
<i>Construction</i>	225,000	300,000	6,975,000	-	-	-	-	-
<i>Furniture, Fixtures, Equipment</i>	-	-	175,000	-	-	-	-	-
<i>Contingency</i>	-	-	1,500,000	-	-	-	-	-
<i>Utilities</i>	-	-	-	15,000	15,000	15,000	15,000	15,000
Total	1,050,000	300,000	8,650,000	15,000	15,000	15,000	15,000	15,000

Revenue								
<i>Transfer from General Fund</i>	1,050,000	300,000	300,000	-	-	-	-	-
<i>Debt Issuance</i>	-	-	8,350,000	-	-	-	-	-
<i>Operating Revenue</i>	-	-	-	15,000	15,000	15,000	15,000	15,000
Total	1,050,000	300,000	8,650,000	15,000	15,000	15,000	15,000	15,000

Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
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	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General CIF	1,050,000	300,000	300,000	-	-	-	-	-
	Debt Service	-	-	-	670,026	670,026	670,026	670,026	670,026
	Utilities	-	-	-	15,000	15,000	15,000	15,000	15,000
	Total	1,050,000	300,000	300,000	685,026	685,026	685,026	685,026	685,026

10-30-5600 - S. Churton Street Improvements Cost Share

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	60 - General Capital Improvements

Capital Project Description

Pedestrian improvements in the S. Churton Street corridor, from the Eno River to the Interstate 40 interchange.

Capital Project Justification

This project is funded in the NCDOT Transportation Improvement Plan and is listed as a widening, but will also allow for the construction of bicycle and pedestrian improvements in the entire corridor.

Current NCDOT policy would require the town to financially participate in the provision of pedestrian improvements where they do not already exist in the corridor. In FY19, the town's participation was estimated at \$68,000 (20% of actual sidewalk construction cost). Given the passage of time and escalation of prices, staff is estimating the town's participation at \$100,000. Changes in design and NCDOT policy may impact whether and how much the town must participate in this project. The FY29 funds are placeholder funds.

It is possible the town will not have to participate in this project if NCDOT amends their policies to robustly implement their Complete Streets policy. At this time, the town should plan on participating. Missing this opportunity to install pedestrian improvements in this corridor would commit the town to fully funding any future sidewalk improvements in the corridor. Such a project would be in the millions of dollars rather than the modest amount estimated by participating at the time of widening.

Capital Project Highlights

FY23 & FY24 - The town is funding a feasibility study with Surface Transportation Block Grant funds passed through from the Metropolitan Planning Organization. The town approved a \$50,000 contribution of local funds in FY23 to pair with \$150,000 of block grant funding to complete the feasibility study. This effort will include detailed outreach to ensure the final design is fully acceptable to the community as a whole and matches the town's long-term interests.

FY26 - NCDOT is anticipated to start right-of-way acquisition.

FY29 - NCDOT is anticipated to start construction, but this is subject to adjustment as the schedules of other state projects becomes clearer. The town's funding portion is planned as a cash transfer from the General Fund in Fiscal Year 2029.

10-30-5600 - S. Churton Street Improvements Cost Share

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Miscellaneous	-	-	-	100,000	-	-	-	-
	Total	-	-	-	100,000	-	-	-	-
Revenue									
	Transfer from General Fund	-	-	-	100,000	-	-	-	-
	Total	-	-	-	100,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General CIF	-	-	-	100,000	-	-	-	-
	Total	-	-	-	100,000	-	-	-	-

10-30-5800 - Garbage Truck Replacements

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace garbage trucks on a 7-year replacement cycle.

Capital Project Justification

Solid Waste vehicles are replaced on a 7-year replacement cycle to ensure reliability, and reduce downtime and maintenance costs. Replaced trucks move into reserve status for several years before being retired.

#229, a 2015 Mack automated garbage truck - The truck is already 9 years old with 56k+ miles, and is now being used as a backup.

#437

Capital Project Highlights

Truck replacements will be paid for with set-aside funding committed for solid waste vehicles.

#229: Order in FY27

#437: Order in FY33

10-30-5800 - Garbage Truck Replacements								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Misc. - Tax, Tags, Etc.</i>	-	2,006	-	-	-	-	-	2,006
<i>Capital - Vehicles</i>	-	420,000	-	-	-	-	-	467,086
Total	-	422,006	-	-	-	-	-	469,092
Revenue								
<i>Operating Revenue</i>	-	2,006	-	-	-	-	-	2,006
<i>Transfer from Committed Funds</i>	-	420,000	-	-	-	-	-	467,086
Total	-	422,006	-	-	-	-	-	469,092
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	2,006
Ignore Capital - Vehicles	-	420,000	-	-	-	-	-	467,086
Transfer from Committed Funds	-	(420,000)	-	-	-	-	-	(467,086)
Total	-	2,006	-	-	-	-	-	2,006

10-30-5800 - Knuckleboom Truck Replacements

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace Knuckleboom trucks on a 7-year replacement cycle.

Capital Project Justification

Solid Waste vehicles are replaced on a 7-year replacement cycle to ensure reliability and reduce downtime and maintenance costs. Replaced trucks move into reserve status for several years before being retired.

None on current schedule

Capital Project Highlights

The purchase of knuckleboom trucks will be paid for with set-aside funding committed for solid waste vehicles.

None on current schedule

10-30-5800 - Knuckleboom Truck Replacements									
		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Misc. - Tax, Tags, Etc.	-	-	-	-	-	-	-	-
	Capital - Vehicles	-	-	-	-	-	-	-	-
	Total	-	-	-	-	-	-	-	-
Revenue									
	Operating Revenue	-	-	-	-	-	-	-	-
	Transfer from Committed Funds	-	-	-	-	-	-	-	-
	Total	-	-	-	-	-	-	-	-
	Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
	Misc. - Tax, Tags, Etc.	-	-	-	-	-	-	-	-
	Capital - Vehicles	-	-	-	-	-	-	-	-
	Transfer from Committed Funds	-	-	-	-	-	-	-	-
	Total	-	-	-	-	-	-	-	-

10-30-5800 - Leaf Truck Replacements

Priority Rank	3
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace leaf trucks on a 7-year replacement cycle.

Capital Project Justification

Solid Waste vehicles are replaced on a 7-year replacement cycle to ensure reliability, and reduce downtime and maintenance costs. Replaced trucks move into reserve status for several years before being retired.

#833, a 2022 Freightliner.

Capital Project Highlights

The purchase of these trucks will be paid for with set-aside funding committed for solid waste vehicles.

#833 - Order in FY32 for delivery in FY33.

10-30-5800 - Leaf Truck Replacements								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Misc. - Tax, Tags, Etc.		-	-	-	-	-	2,006	-
Capital - Vehicles		-	-	-	-	-	434,728	-
Total		-	-	-	-	-	436,734	-
Revenue								
Operating Revenue		-	-	-	-	-	2,006	-
Transfer from Committed Funds		-	-	-	-	-	434,728	-
Total		-	-	-	-	-	436,734	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Depts - Ignore	Misc. - Tax, Tags, Etc.	-	-	-	-	-	2,006	-
	Capital - Vehicles	-	-	-	-	-	434,728	-
	Transfer from Committed Funds	-	-	-	-	-	(434,728)	-
	Total	-	-	-	-	-	2,006	-

10-60-6900 - Passenger Rail Multi-Modal Station

Priority Rank	1
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

Construct a train station building and parking to facilitate passenger rail service in Hillsborough.

Capital Project Justification

The station will include a ticket office and waiting room, as well as a town board meeting room and a few permanent town offices (approximately 18% of the overall building). This facility is largely funded by the state and regional transit partners, excluding the cost of town offices, up-fitting the facility, and any expense that exceeds the allotted allocation. The town will accept long-term maintenance and ownership responsibility for the building.

Site improvements will include an access road from Orange Grove Street, two parking lots with a combined 100 parking spaces, some of which could be used as a local transit park-and-ride facility, stormwater treatment and bringing utilities to the site. Regional transit partners will be asked to modify routes to provide connected service from the Hillsborough Circulator, 420 route and other bus service to the train station. Feasibility of pedestrian connectivity to the station from downtown Hillsborough was included in the design of this project, but the construction of those improvements is considered outside the scope of this project and will be requested separately.

Station design includes several sustainability initiatives with the goal of eventually providing a net zero building, including a green roof, green stormwater infrastructure, and photo-voltaic rooftop solar arrays. The project also advances the town's sustainability goals by providing a transit connection for regular commuting and travel not currently available to town residents. The station and expected surrounding development will also provide enhanced connectivity and walkability to a new area of town and is expected to serve as a bridge to connect downtown to activity areas south of the river. The creation of a station that serves as a transit hub and public gathering place represents a significant investment in the town's physical and social infrastructure.

Capital Project Highlights

The town, NCDOT and Go Triangle have approved an interlocal agreement for the project, committing the state and local tax funding to the project. The project must be completed within 7 years of the funding agreement date, or the town will be expected to reimburse the outside funding to the partners. Project costs will be run through the town's budget and reimbursed later.

FY15 - Conceptual station plan was completed
FY23 - Station design completed
FY24 - Design submitted to NC Railroad for approval
FY26 & FY27 - Design
FY28 - Construction (spring '28 is earliest possible date)

NOTE: Budget does not currently include \$600k for solar panels or EV charging infrastructure.

10-60-6900 - Passenger Rail Multi-Modal Station

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Design	891,000	-	-	-	-	-	-	-
Legal	42,500	-	-	-	-	-	-	-
Miscellaneous	505,500	-	-	-	-	-	-	-
Construction	8,200,000	-	-	-	-	-	-	-
Contingency	800,000	-	-	-	-	-	-	-
Maintenance - Grounds	-	-	-	2,500	2,500	2,500	2,500	2,500
Utilities	-	-	-	2,500	2,500	2,500	2,500	2,500
Maintenance - Buildings	-	-	-	30,000	30,000	30,000	30,000	30,000
Total	10,439,000	-	-	35,000	35,000	35,000	35,000	35,000

Revenue								
State TIP	6,914,000	-	-	-	-	-	-	-
Transit Tax	452,000	-	-	-	-	-	-	-
NCDOT Rail (TIP)	870,000	-	-	-	-	-	-	-
Transfer from Fund 43	19,290	-	-	-	-	-	-	-
Transfer from General Fund	73,710	-	-	-	-	-	-	-
Debt Issuance	2,110,000	-	-	-	-	-	-	-
Operating Revenue	-	-	-	35,000	35,000	35,000	35,000	35,000
Total	10,439,000	-	-	35,000	35,000	35,000	35,000	35,000

Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
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	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General CIF	73,710	-	-	-	-	-	-	-
	Debt Service	-	169,312	169,312	169,312	169,312	169,312	169,312	169,312
	Maintenance - Grounds	-	-	-	2,500	2,500	2,500	2,500	2,500
	Utilities	-	-	-	2,500	2,500	2,500	2,500	2,500
	Maintenance - Buildings	-	-	-	30,000	30,000	30,000	30,000	30,000
	Total	73,710	169,312	169,312	204,312	204,312	204,312	204,312	204,312

30-80-8120 - Relocated Process Controls to SCADA

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	30 - Water and Sewer Fund Operating

Capital Project Description

Relocate all equipment currently controled and/or monitored through the old main control console into the new control console.

Capital Project Justification

In FY26, a new control panel was installed to replace the antiquated old control panel. This year staff would like to relocate all critical chemical pumps, mixers, flocculators, flow meters, and analyzers to the new panel. This will provide monitoring, control, and data acquisition on the SCADA computer.

Due to the reliability issues of the old control panel, getting all the water plant equipment onto the new control panel is critical. Failure to make a successful transition in a timely manner could result in the plant not being able to successfully treat the drinking water.

Capital Project Highlights

- Provides equipment status, control, alarms, and historical data
- Provides historical data trending
- Provides automation of processes
- Increases operations efficiency
- Reduces the chance of operational errors
- Greatly increases reliability of processes and monitoring

30-80-8120 - Relocated Process Controls to SCADA

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Capital - Equipment		300,000						
	Total	-	300,000	-	-	-	-	-	-
Revenue									
	Operating Revenue		300,000						
	Total	-	300,000	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Capital - Equipment	-	300,000	-	-	-	-	-	-
	Total	-	300,000	-	-	-	-	-	-

30-80-8120 - Sodium Hypochlorite Conversion

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	30 - Water and Sewer Fund Operating

Capital Project Description

The water treatment plant currently utilizes chlorine gas for primary disinfection and to form chloramines for secondary disinfection. Due to the extreme toxic and corrosive nature of chlorine, and the large quantities of chlorine stored at the plant, the USEPA Risk Management Program Rule requires that a hazard assessment be completed. The hazard assessment for the water treatment plant (attached) estimates that in a worst-case scenario, a major chlorine leak at the water plant could be toxic to a population of 13,365.

A disinfection process analysis was completed in FY25 (attached). This was a comprehensive review of the existing disinfection system and considerations for conversion from chlorine gas to sodium hypochlorite. Utilizing sodium hypochlorite will eliminate the potential hazards of chlorine gas.

This project is for the engineering, management, and construction of new facilities needed to convert our existing chlorine gas feed system to sodium hypochlorite.

Capital Project Justification

Chlorine is stored and shipped by the chemical supplier as a liquefied gas under pressure in one-ton cylinders. These are unloaded and stored in a covered outdoor area adjacent to the treatment plant administrative area. There are typically two one-ton cylinders at the water plant.

Chlorine gas is highly toxic and corrosive and has been placed in Toxicity Category I (indicating the highest degree of acute toxicity) for oral, dermal, eye and inhalation effects. When chlorine liquid converts to gas, it expands 457 times. Additionally, chlorine gas is 2.5 times heavier than air. In the event of a catastrophic chlorine leak at the water plant, a significant amount of the town will need to be evacuated. However, the Raleigh regional HAZMAT team is the dedicated responder, and it would take some time for them to arrive given the distance. Significant impacts are unlikely to be avoided.

The disinfection process analysis included recommendations to improve the safety, accuracy and efficiency of the existing chlorine system. The existing procedures for delivery drivers to unload the cylinders is not in accordance with standard practices. Improvements to the loading dock and cylinder handling devices are needed. Additionally, only having a sliding steel door in front of the cylinders to keep them from public view is a vulnerability.

The analysis also included recommendations to convert from a chlorine disinfection process to a sodium hypochlorite disinfection process. Conversion to a sodium hypochlorite disinfection system eliminates the safety concerns of using chlorine gas. This is likely the reason most water treatment facilities now use sodium hypochlorite for disinfection. Additionally, since the demand for chlorine gas is now so low, there is only one chlorine gas supplier in North Carolina. With only one supplier, the cost and availability are of concern. We have received several force majeure notices of shortages and price hikes during and since the COVID-19 pandemic.

The Hillsborough water treatment plant has been using chlorine gas for disinfection since the early 1970s and has had no major chlorine leaks. Major chlorine leaks that cause widespread injuries are rare. However, it can and does happen. Since utilizing sodium hypochlorite will eliminate the public health risk, staff is recommending conversion of the disinfection process to sodium hypochlorite.

Capital Project Highlights

Conversion to sodium hypochlorite for disinfection:

- Safety concerns of using chlorine is eliminated
- Regulations are much less stringent
- Eliminates the need for a Risk Management Plan (\$4,200 per year for compliance management)
- Eliminates the need for a Hazard Assessment
- Additional operational costs anticipated to be minimal
- Chemical costs estimated to increase between \$20,000 and \$30,000 /year
- Total Construction Cost (2024 Dollars) estimated at \$1,590,600
- Engineering and construction administration services estimated at \$375,000

30-80-8120 - Sodium Hypochlorite Conversion								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Engineering/Construction Admin</i>	375,000	-	-	-	-	-	-	-
<i>Construction</i>	-	1,590,600	-	-	-	-	-	-
Total	375,000	1,590,600	-	-	-	-	-	-
Revenue								
<i>Transfer from WSF</i>	375,000	79,453	-	-	-	-	-	-
<i>Federal Award</i>	-	1,000,000	-	-	-	-	-	-
<i>System Development Fees</i>	-	511,147	-	-	-	-	-	-
Total	375,000	1,590,600	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Transfer to Water-Sewer ClF	375,000	79,453	-	-	-	-	-
Ignore	Total	375,000	79,453	-	-	-	-	-

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

The West Fork on the Eno Reservoir, completed in 2000 and expanded in 2019, is inspected annually by a consultant specializing in dams as required for high hazard dams. The October 2025 inspection revealed damages from Tropical Storm Chantal and also some general maintenance issues that require immediate investigation to determine the exact extent of damages and remedy. The consultant in its inspection report details the recommendations and estimates the extent of the repairs to be around \$2,000,000 - \$3,000,000.

1) The auxiliary spillway chute, primarily downstream of the overlay installed in the 2019 dam modifications, is in generally fair to poor condition. The high flows through the spillway resulting from Tropical Storm Chantal in July 2025 likely caused the damage to the spillway downstream of the overlay. The observed offsets in the chute spillway slab joints, the water observed entering and exiting the chute slab joints, and the damage that appears to be from lifting of the furthest downstream chutes lab section, indicate that undermining of the slab sections could have occurred. 2) The wet area on the downstream slope of the earth embankment adjacent to the left auxiliary spillway sidewall and the seepage through the left spillway sidewall indicates that the drainage system behind the left spillway sidewall is no longer functional. It is likely that the existing wall drain is clogged, potentially by iron ochre. It is possible that the drain has been clogged but is more evident now with the increased driving head from the Phase 2 reservoir normal pool elevation.

Capital Project Justification

As a high hazard dam, the town is required to maintain its integrity. Further investigation is required to determine the extent of damage and identify appropriate remedies.

Capital Project Highlights

- 1) The existing drainage system behind the left auxiliary spillway sidewall should be observed via video inspection for obstructions, crushed pipe sections, or other deficiencies. The design for any modifications to the drainage system will need to be submitted to NC Dam Safety for their review and approval prior to construction.
- 2) The chute spillway downstream of the overlayed section should be further evaluated by a Professional Engineer for undermining and chute slab delamination. Nondestructive evaluation methods can be used to identify potentially undermined areas beneath the slab, delamination within the slab, and areas of concentrated leakage flow below the chute slab. It is recommended to confirm the nondestructive evaluation results with concrete coring for visual inspection of the slab and foundation conditions. If undermining of the chute spillway slab or delamination of the chute slab is confirmed, repairs will be needed that will potentially include re-construction of the chute spillway slab joints, repair to the damage slab sections, and overlaying the existing slab. The design for any repairs to the chute spillway will need to be submitted to NC Dam Safety for their review and approval prior to construction.
- 3) The damaged Tideflex check valves at the embankment closure section drainage system outlet, and the right control section drainage system outlet should be replaced.
- 4) The exposed/broken waterstop within the conduit should be repaired. If this joint continues to deteriorate, it could allow for the soil materials in the embankment to wash into the conduit. The other joints in between segments of the conduit and previously grouted cracks should continue to be monitored at least annually. Repair plans for the exposed/broken water stop would need to be submitted to NC Dam Safety for their review and approval prior to construction.

30-80-8130 - WFER Repairs								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Design, Permitting of Repairs		200,000						
Construction of Repairs		2,800,000						
Total	-	3,000,000	-	-	-	-	-	-
Revenue								
Debt Issuance	-	3,000,000	-	-	-	-	-	-
Total	-	3,000,000	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Debt Service	-	-	388,514	388,514	388,514	388,514	388,514	388,514
Total	-	-	388,514	388,514	388,514	388,514	388,514	388,514

30-80-8140 - Galvanized Waterline Replacement Replacement

Priority Rank	7
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace galvanized water mains, upsize to 6" and provide fire protection.

Capital Project Justification

Several old, galvanized 2" waterlines remain in service throughout Hillsborough. These lines are undersized, are not capable of providing fire flow protection, and corrode in the Hillsborough's soils. Galvanized pipes are not used in today's water main construction. The proposed project replaces existing galvanized lines with new, larger diameter mains capable of providing fire protection. Town records indicate that there are approximately 1.45 miles of identified galvanized mains. Design to begin in FY26, allocation of recent SDF revenue is requested to fund construction sooner than previous CIP schedule. Compliance with the EPA's lead and copper rule will take place under a separate CIP item

Capital Project Highlights

If the project is not completed, the affected waterlines will continue to deteriorate. Adequate fire protection will not be available in the areas served by the current galvanized system.

30-80-8140 - Galvanized Waterline Replacement Replacement								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
	Engineering	160,000	-	-	-	-	-	-
	Construction	-	300,000	-	-	200,000	200,000	-
	Total	160,000	300,000	-	-	200,000	200,000	-
Revenue								
	Transfer from WSF	160,000	300,000	-	-	200,000	200,000	-
	Total	160,000	300,000	-	-	200,000	200,000	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Depts - Ignore	Transfer to Water-Sewer CIF	160,000	300,000	-	-	200,000	200,000	-
	Total	160,000	300,000	-	-	200,000	200,000	-

30-80-8140 - Hasell Water Tank Replacement

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace Hasell Street Water Tank with a new elevated water tank.

Capital Project Justification

The existing Hasell Street Water Tank was constructed in the mid-1930s and it is the oldest tank in the town system. It holds 200,000 gallons and is constructed of riveted steel. It is the controlling tank in the Central Pressure Zone (CPZ), where water is initially pumped from the Water Treatment Plant and then distributed to CPZ customers, as well as to the North Tank in the North Pressure Zone (NPZ) through a pumping station beside the tank. The small volume of the tank makes it difficult to manage water distribution, with customers near the tank experiencing more pressure fluctuations due to the quickly varying water levels of this tank style.

Development within the Central Pressure Zone (CPZ) has created additional water volume needs, and an elevated tank will enable use of the entire tank volume. The existing tank is a standpipe, with only about 40 percent usable volume. as the tank cannot drop more than about 30 feet of its 72 feet height. The proposed tank will be the same height, but the design will allow use of the entire tank volume.

The new tank size will be a 500,000 gallon tank and located near the same site as the existing tank. If possible, the existing Hassell Pump Station should be replaced with newer equipment as part of this project. An additional \$500,000 was included in construction costs to cover this replacement. The existing pumps and motors are out of date, new equipment is needed to ensure parts and spares availability. The existing pump building is undersized, leaving limited space to work. New pumps, motors, and buildings are needed to facilitate efficient operations of the pumping station

Capital Project Highlights

The tank structure is sound, and inspections are performed annually, so this project is slated for later in the CIP. Costs are based on the final estimate prepared as part of the AIA grant report. This project is semi-related but not codependent to the US-70 Business Water Main Improvements project as water from Hasell tank must get to the US-70A tank.

The costs of this project will be funded by a combination of leftover funds from completed projects, system development fees, and transfers from the Water & Sewer Operating Fund.

Funding Timeline

FY27 - \$25k - land acquisition

FY28 - \$450k - design

FY29 - \$240k - construction admin, \$15k - permitting & bidding, \$5.0M - construction

***Project is development driven and must be completed per the budgeted timeline.

30-80-8140 - Hasell Water Tank Replacement

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Preliminary Engineering	40,000	-	-	-	-	-	-	-
Design, Permitting, Bidding	70,000	190,000	190,000	15,000	-	-	-	-
Land Acquisition	100,000	-	-	-	-	-	-	-
Construction Administration	-	-	95,000	145,000	-	-	-	-
Construction	-	-	-	5,000,000	-	-	-	-
Total	210,000	190,000	285,000	5,160,000	-	-	-	-
Revenue								
Grant - AIA	40,000	-	-	-	-	-	-	-
Transfer from WSF	170,000	190,000	285,000	380,000	-	-	-	-
Debt Issuance	-	-	-	4,780,000	-	-	-	-
Total	210,000	190,000	285,000	5,160,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer Clf	170,000	190,000	285,000	380,000	-	-	-	-
	Debt Service	-	-	-	-	619,032	619,032	619,032	619,032
	Total	170,000	190,000	285,000	380,000	619,032	619,032	619,032	619,032

30-80-8140 - Hydrant & Valve Project

Priority Rank	3
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace old, obsolete fire hydrants and install valves on the hydrant legs where needed. Install new valves and piping where redundancy study recommends.

Capital Project Justification

There are currently a large number of fire hydrants in the central pressure zone that were installed without a watch valve on the hydrant leg (valve on the pipe connecting the water main and the hydrant assembly). These cannot be turned off without turning off the water. Some of these hydrants date back to the 1930s and need to be replaced since parts are hard to find and they are sometimes difficult or impossible to disassemble. There are approximately 150 hydrants without watch valves. Additionally, in FY21, a consultant studied how many customers would be out of water if a pipe broke in various locations. The affected customers were prioritized based on the estimated demand of the outage area. This budget would include adding valves where needed to minimize impacts in four groups over the next several years.

If the town does not perform this work, it risks having these hydrants not work properly in the event of a fire, which could be catastrophic. Customers would also experience service disruptions or other impacts when ad-hoc repairs or replacements are needed. Additionally, there is an opportunity to reduce the risk of customers being out of service under certain main break scenarios by providing additional valves and piping in the system.

Capital Project Highlights

This project has been funded with ARPA-enabled funds up to this point. Future allocations will come from Water & Sewer Operating Fund transfers in future years. This project is underway and is expected to take several years. Future allocations will ensure the project is completed in its entirety.

30-80-8140 - Hydrant & Valve Project

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Design	15,000	-	-	-	-	-	-	-
	Permitting	10,000	-	-	-	-	-	-	-
	Construction	462,647	-	270,000	275,000	-	-	-	-
	Total	487,647	-	270,000	275,000	-	-	-	-
Revenue									
	Transfer from WSF	487,647	-	270,000	275,000	-	-	-	-
	Total	487,647	-	270,000	275,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-

Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIP	487,647	-	270,000	275,000	-	-	-	-
	Total	487,647	-	270,000	275,000	-	-	-	-

30-80-8140 - US-70 Business Water Improvements

Priority Rank	4
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace over 8,000 linear feet of asbestos cement water main along US-70 with 16" ductile iron water main.

Capital Project Justification

The main transmission line along Highway 70-A is only 12 inches in diameter and is made out of asbestos-cement. This pipe is no longer manufactured, is a hazard to repair due to the asbestos content and is more prone to breakage. Ductile iron pipe or plastic pressure pipe is the current standard for water mains. This project will provide long-term stability for this section of the water system. The increase in pipe size was recommended through system modeling to handle more flow to the US-70 tank, prevent the US-70 tank from emptying too much when the Forest Ridge Booster Pump Station is operating, and to better meet the town's needs when we need to transfer water from Durham in an emergency situation. Modeling has confirmed that upsizing from 12" to 16" between Churton Street and the US 70-A tank should help with pressure and ability to receive a target flow of 2 MGD from Durham. The report also recommended a new express main from Valley Forge to US 70-A tank, however that is not under consideration at this time.

Some sections of this pipeline are the only way to move water along 70-A east of Elizabeth Brady Road. The town has been fortunate to avoid major breaks thus far along this pipeline, due to its age (built in 1973) and the substandard material. If a main break occurs in the area between Hwy 86 and Forest Ridge on US 70-A, water cannot get to the US-70 tank. When the town has to make repairs, it typically has to cut the pipe with a saw, which releases asbestos fibers, thus requiring a respirator. If the town does not perform this work, it risks this line deteriorating further and draining the US-70 Tank. The town can currently receive 1.6 MGD from Durham.

Capital Project Highlights

This project is related to the Hasell Street Tank Replacement project to help move water to other parts of the central zone, but the projects are not codependent.

Phase I: Replace approximately 4,900 linear feet of 12-inch Asbestos-Cement (AC) water main along Highway 70-A between Highway 86/Elizabeth Brady Road to the Highway 70-A Water Tank with a new 16" ductile iron water main.

Phase II: Replace approximately 4,320 linear feet of 12" AC water main along Highway 70-A between Churton Street and Highway 86 with a new 16" ductile iron water main.

30-80-8140 - US-70 Business Water Improvements

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Preliminary Engineering	30,000	-	-	-	-	-	-	-
Design, Permitting & Bidding	275,000	-	20,000	-	-	-	-	-
Land Acquisition	-	-	30,000	-	-	-	-	-
Construction Admin	-	-	-	220,000	-	-	-	-
Construction	-	-	-	5,100,000	-	-	-	-
Total	305,000	-	50,000	5,320,000	-	-	-	-
Revenue								
Grant - AIA	30,000	-	-	-	-	-	-	-
Transfer from WSF	-	-	-	312,661	-	-	-	-
Transfer from Water SDF	275,000	-	50,000	1,704,234	-	-	-	-
Transfer from Cap Fees	-	-	-	953,105	-	-	-	-
Debt Issuance	-	-	-	2,350,000	-	-	-	-
Total	305,000	-	50,000	5,320,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIF	-	-	-	312,661	-	-	-	-
	Debt Service	-	-	-	-	304,336	304,336	304,336	304,336
	Total	-	-	-	312,661	304,336	304,336	304,336	304,336

30-80-8140 - Vacuum Excavator

Priority Rank	5
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	30 - Water and Sewer Fund Operating

Capital Project Description

Purchase a Pacific Tek PV500 Vacuum Excavator equipped with the Pacific Tek Valve Exerciser for use by the Water Distribution crew.

Capital Project Justification

Pacific Tek Power Vac Vacuum Excavators are manufactured for potholing/"vacuum excavation." Every Pacific Tek Vacuum Excavator can non-destructively find utility lines and pipelines, clean out catch basins, and work with Pacific Tek Valve Exercisers. To aid in digging, water or air is used under low pressure to loosen up the dirt so that the Vacuum Excavator can vacuum the dirt into the Vacuum Excavator's debris tank.

These units are offered as a skid mounted vacuum or can be built onto a flatbed or trailer. Pacific Tek offers eight basic tank sizes with over 100 different configurations and options, depending on the customer's needs. The larger tanks have a reverse flow option where, at the flip of a lever, flow is reversed in the system which allows you to either pump liquid or slurry out of the tank to a higher place, or, to free up clogging in the pickup hose by having air blow the reverse direction. The specific model we are looking at is the PV500 with the optional PT1000 valve exerciser/valve operator mounted on the trailer.

Vacuum Excavating:

Vacuum Excavation, also known as "Potholing" is the process of using vacuum and sometimes an assisting process such as high pressure water jetting and high velocity air jetting to "suck" a hole in the ground. The hole size can be from 4 to 12 inches in diameter and can be from 1 to 20 feet deep. This process replaces manual or machine digging when there is the possibility of damage to anything in the underground vicinity of the area being uncovered.

With the number of utilities being run underground and the use of plastic pipe and conduit instead of heavier steel the risk of damage once a line is found by either a shovel or a backhoe is greatly increased. Vacuum excavation greatly reduces this risk and is referred to as a "non-destructive" digging method. Once on top of a line or cable the vacuum tube simply cannot continue down and the line being sought is safely found. This process is being used by gas companies, water and wastewater utilities, telephone companies, and underground contractors doing work for all of the above. Past interest in the process of vacuum excavation was not what it is today because at the time there were not as many delicate underground utilities such as fiber-optic cable and small plastic lines that we now have.

Valve Exercising:

Water distribution valves of all sizes are installed underground and mostly kept open so that water is available to everyone on the system. If left unattended those valves will rust, suffer cathodic damage, get stuck in place, become covered in dirt and silt from the street above, get paved over, or even shift with freezing and thawing conditions. The act of valve exercising / valve operating begins with locating the valve. Once located chances are that the valve box will need to be cleaned just to give access to the top of the valve nut. Then, the act of operating the valve to ensure that it will work if necessary completes the task. In the act of operating the valve you sometimes find valves that were supposed to be open were somehow left closed by someone working on the system resulting in lower water pressure or flow. This is another benefit of the program. There are an enormous number of valves in any distribution system and the act of exercising needs to be documented to ensure that all of the valves get attention that need it and that inoperable valves are documented and scheduled for replacement.

Doing this project by hand is a chore that requires some muscle and some twisting motion that could leave your valve exerciser / valve operator at risk for lower back pain or injury. That is why most cities and towns have employed valve operating machines to assist with the task. Machines are equipped with revolution counters and torque read-out gauges or meters and some are connected to a computer with a GPS that confirms the location. Those computers capture data about the valve and can have other useful bits of information logged and documented as well. Machines can operate many more valves in a day than a person can manually and they can do it day after day after day.

Capital Project Highlights

Purchasing the new Pacific Tek Vacuum Excavator w/Valve Exerciser would help tremendously with routine tasks such as valve/valve box maintenance, valve exercising, hydro excavating smaller service repairs, cleaning out meter boxes, potholing utilities and is a much more maneuverable unit for our crews to operate. The PV500 can be used dry to allow the excavated soil to be re-used as backfill or can be used with the attached water jetting system to "hydro" excavate. It will also have a class 2 hydraulic tool circuit kit installed to allow the use of our existing hydraulic tools in conjunction with the unit to complete tasks. The optional PT1000 valve exerciser has the option to add GIS management via the addition of their data logger.

30-80-8140 - Vacuum Excavator								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
	Capital - Equipment	-	155,000	-	-	-	-	-
	Total	-	155,000	-	-	-	-	-
Revenue								
	Operating Revenue	-	155,000	-	-	-	-	-
	Total	-	155,000	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Depts - Ignore	Capital - Equipment	-	155,000	-	-	-	-	-
	Total	-	155,000	-	-	-	-	-

30-80-8140 - Water Distribution Master Plan Improvements

Priority Rank	6
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Implement the recommendations of the Water Distribution Master Plan.

Capital Project Justification

The Town is preparing a Water Distribution System Master Plan using a hydraulic model of the water distribution system. This master plan will provide recommendations on where improvements are needed to provide adequate fire flow to current and future customers, as well as improve drinking water quality and redundancy throughout the distribution system. The Master Plan recommendations may include waterline extensions, replacements, and installation of new appurtenances. The request is a placeholder until specific projects are identified.

Capital Project Highlights

The staff recommend implementing the recommendations of the Water Distribution Master Plan once complete. These projects will be facilitated by a cash transfer from the Water and Sewer Operating Fund.

30-80-8140 - Water Distribution Master Plan Improvements

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Capital - Infrastructure	-	-	400,000	400,000	500,000	500,000	500,000	-
	Total	-	-	400,000	400,000	500,000	500,000	500,000	-
Revenue									
	Transfer from WSF	-	-	400,000	400,000	500,000	500,000	500,000	-
	Total	-	-	400,000	400,000	500,000	500,000	500,000	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIP	-	-	400,000	400,000	500,000	500,000	500,000	-
	Total	-	-	400,000	400,000	500,000	500,000	500,000	-

30-80-8200 - Bellevue Mill Interceptor Upgrade

Priority Rank	8
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace 2,700 linear feet of 8" sewers with 12" sewers and 15 manholes, from near the end of Forrest St southward to Eno St. Abandon the currently unused branch.

Capital Project Justification

This Bellevue Mill interceptor was in existence prior to the town having a wastewater treatment plant, and possibly as early as the 1920s per mill maps. Portions of the are located in brownfield sites, so additional costs will be incurred for extra permitting and to identify and properly dispose of contaminated soils. Hydraulic modeling has shown this interceptor is undersized for 2040 growth scenarios and is significant contributor of inflow/infiltration. Regardless, it is well beyond its useful life and likely contributing to inflow and infiltration in the basin.

This interceptor is also paralleled by a 12" sewer. The parallel 12" interceptor was constructed to take flow from the Efland force main, which has since been abandoned. CCTV footage collected by Town staff indicates it is possible to reconfigure existing connections to this line to allow its abandonment. Abandonment of this line is recommended in the first phase to reduce inflow/infiltration, the upsizing of this line is proposed only after the Eno Outfall projects are complete (seperate project).

Capital Project Highlights

Upgrading this main is required to enable higher density redevelopment and development in the western part of Hillsborough.

\$1.2M - Construction (FY32)

\$120k - Construction Administration (FY32)

This project will be paid for with cash transfers from the Water & Sewer Operating Fund and a FY32 debt issuance.

30-80-8200 - Bellevue Mill Interceptor Upgrade								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Survey/Geotech/Design/Bid</i>	-	-	-	-	120,000	-	-	-
<i>Land Acquisition/Hazard Waste</i>	-	-	-	-	20,000	40,000	-	-
<i>Construction Administration</i>	-	-	-	-	-	-	320,000	-
<i>Construction</i>	-	50,000	-	-	-	-	1,000,000	-
Total	-	50,000	-	-	140,000	40,000	1,320,000	-
Revenue								
<i>Transfer from WSF</i>	-	50,000	-	-	140,000	40,000	-	-
<i>Debt Issuance</i>	-	-	-	-	-	-	1,320,000	-
Total	-	50,000	-	-	140,000	40,000	1,320,000	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Transfer to Water-Sewer CIF	-	50,000	-	-	140,000	40,000	-
Ignore	Debt Service	-	-	-	-	-	-	170,946
	Total	-	50,000	-	-	140,000	40,000	170,946

30-80-8200 - Cates Creek Outfall Upgrade

Priority Rank	4
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Upsize the Cates Creek Outfall to address anticipated demand from current and anticipated growth.

Capital Project Justification

The Cates Creek Outfall is 3.4 miles long and was built in two phases. The upper reach, which discharges into the Elizabeth Brady Pumping Station was built in the mid-1990s. The lower portion, which is called Phase 2, was built in the early to mid-2000s when Waterstone began to develop. The entire line is the main pipeline in the Elizabeth Brady sewer basin.

Collection system modeling shows in the next ten years that the outfall will need to be monitored and upsized appropriately. While much newer than the River Pumping Station Eno River Interceptors, there is evidence of a wet weather response in the system. This schedule may need to be escalated however due to a recent inquiry about a significant development south of Waterstone Drive that was not accounted for in modeling, as well as the underestimation of demand proposals of sites that were accounted for. The scope and extent of the upsizing is currently unknown, but the proposed development, if it proceeds, would exceed the pipe capacity in some areas. Developers will

Capital Project Highlights

This request relates to the Elizabeth Brady Pumping Station and Force Main project as both will need to be investigated and upsized accordingly, either sooner or later depending on development pacing. If the project is not approved, development will be limited, and sanitary sewer overflows may occur as the system ages and starts to leak more.

Funding Timeline:

Preliminary Engineering: FY27 - \$200k & FY28 - \$200k

Design/Permitting/Bidding: FY27 - \$800k & FY29 - \$800k

Construction Administration: FY-27 - \$1.9 million, FY29 - \$400k & FY31 - \$320k

Construction: FY29 - \$4.0M & FY31 - \$4.2M

***Project is development driven and must be completed per the budgeted timeline. Developer proffers to be applied directly to design and construction costs.

30-80-8200 - Cates Creek Outfall Upgrade

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Preliminary Engineering & Survey	75,000	125,000	200,000	-	-	-	-	-
Design/Permit/Bid	-	800,000	25,000	775,000	-	-	-	-
Construction Administration	-	-	-	400,000	100,000	320,000	-	-
Construction	-	1,900,000	-	4,000,000	-	4,200,000	-	-
Total	75,000	2,825,000	225,000	5,175,000	100,000	4,520,000	-	-
Revenue								
Transfer from Sewer SDF	-	-	-	300,000	-	-	-	-
Transfer from WSF	75,000	150,000	225,000	300,000	100,000	200,000	-	-
Debt Issuance	-	1,900,000	-	4,400,000	-	4,320,000	-	-
Special Assessment District	-	775,000	-	175,000	-	-	-	-
Total	75,000	2,825,000	225,000	5,175,000	100,000	4,520,000	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to Water-Sewer CIF	75,000	150,000	225,000	300,000	100,000	200,000	-	-
Debt Service	-	-	246,059	246,059	815,879	815,879	1,375,339	1,375,339
Total	75,000	150,000	471,059	546,059	915,879	1,015,879	1,375,339	1,375,339

Depts -
Ignore

30-80-8200 - Elizabeth Brady Pump Station Force Main Upgrade

Priority Rank	3
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Design, bid and construct a public sanitary sewer pumping station upgrade at the existing Elizabeth Brady Pumping Station site. DEVELOPMENT RELATED - DO NOT MOVE

Capital Project Justification

The station upgrades would enable new development in the Elizabeth Brady basin, as well as denser redevelopment of existing sites. The station was rebuilt in 2012 and sized for a quick upgrade of pump capacity, which is currently being implemented. Unfortunately, the level of development discharging to this station is much greater than this quick upgrade option can handle, extending the useful life only a few years at best.

A developer is proposing consolidation of two to three existing sanitary sewer pumping stations (Woods Edge Front, Woods Edge Back, and Nazarene) into a new, larger pumping station. The larger pumping station would be sized to handle the three existing station that would be abandoned, as well future buildout within the basin, including the new, proposed development. The new station would likely discharge into the existing Cates Creek interceptor that drains to the Elizabeth Brady station.

The new, larger pumping station's operating point is significant when compared to Elizabeth Brady's operating point, and even a phased approach to the buildout of the basin served by the new pumping station would require upgrades at Elizabeth Brady. The developer is working with town staff to provide funding, either with an advance of system development fees or a proffer of future funds, to enable this upgrade to serve the proposed development. The developer would also be required to build the new station and force main that enables the future abandonment of Wood Edge Front, Woods Edge Back, and Nazarene Pumping Stations to town standards with no cost participation by the town. The upgrade to the Elizabeth Brady station will require an upgrade of the existing force main to the wastewater treatment plant to ensure efficient pumping station operations.

Capital Project Highlights

This project relates to the Cates Creek interceptor. If the decision is made to control the amount of development discharging to this station, then this project and the related Cates Creek outfall project scope can be minimized.

30-80-8200 - Elizabeth Brady Pump Station Force Main Upgrade

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	<i>Design</i>	750,000	-	-	-	-	-	-	-
	<i>Construction Administration</i>	-	50,000	-	-	-	-	-	-
	<i>Construction</i>	-	1,000,000	-	3,500,000	-	-	-	-
	Total	750,000	1,050,000	-	3,500,000	-	-	-	-
Revenue									
	<i>Transfer from Cap Fees</i>	300,000	-	-	-	-	-	-	-
	<i>Transfer from Sewer SDF</i>	450,000	50,000	-	-	-	-	-	-
	<i>Debt Issuance</i>	-	1,000,000	-	3,500,000	-	-	-	-
	Total	750,000	1,050,000	-	3,500,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Debt Service	-	-	129,505	129,505	582,771	582,771	582,771	582,771
Ignore	Total	-	-	129,505	129,505	582,771	582,771	582,771	582,771

30-80-8200 - Eno River Interceptor Upgrade - East

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace approximately 1 mile of 18" and 21" pipes with at least 30" and 36" pipes from the current River Pumping Station location to Churton Street, along with several manholes.

Capital Project Justification

The Eno River Interceptors were constructed with the wastewater plant in the mid-70s, thus they are over 40 years old. They are concrete and subject to corrosion from hydrogen sulfide. The original interceptors were installed very shallow – in places less than 4 feet deep, making them susceptible to damage by excavation or directional drilling of communications lines. There is also corrosion from hydrogen sulfide.

No significant rehabilitation or replacement of the collection system in this area has ever occurred. Over the years, the interceptor manholes were raised to prevent sanitary sewer overflows due to wet weather surcharging (water other than wastewater entering the system) and because they were not protected from the floodplain and some lining has been performed. The original manholes are constructed of brick material and subject to groundwater intrusion. Hydraulic modeling shows that due to the shallowness and some flat sloped pipes, the pipes are exceeding their capacity during wet weather events and TS Debby verified this concern with multiple sanitary sewer overflows along this portion of pipe. The town has committed and projected growth. These and other similar projects will exacerbate the collection system's hydraulic capacity which is already restricted in wet weather, resulting in sanitary sewer overflows and violations, and possibly even a moratorium on growth until upsizing can occur. To support current needs and future growth through 2040, these pipes need to be upsized.

Since these interceptor pipes carry flow from areas that are the focus of growth, the Board has already agreed to defer large projects contributing wastewater into the River pumping station basin due to wet weather concerns as we investigate our most leaky basin, Lawndale, and secure funding for this replacement. These pipes are some of the oldest in town. This project intertwines with the River Pump Station project for which a federal grant award was received.

Capital Project Highlights

Further development, as planned for the town, will exacerbate any hydraulically limited sewer pipes and cause overflows that result in noncompliance. This request supports the growth the town has worked hard to attract and approve. The money budgeted is what was submitted for funding to the state revolving fund (but not selected to date) and is reflective of 2040 projected flows. The current construction climate may result in an increase in costs. Much of the pipe need to be upsized to handle the projected 2025 growth. This cannot be deferred much longer.

The town currently plans to pursue the State of North Carolina's revolving loan program to finance the \$5.2M construction portion of this project. However, the loan program is based upon priority points for various categories. As such, an award is NOT guaranteed. However, recent sanitary sewer overflows in this interceptor will add priority to future applications.

30-80-8200 - Eno River Interceptor Upgrade - East

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
Engineering/Design/Survey	500,000	-	-	-	-	-	-	-	-
Land Acquisition	200,000	-	-	-	-	-	-	-	-
Permitting & Bidding	50,000	-	-	-	-	-	-	-	-
Construction Administration	-	80,000	-	120,000	-	-	-	-	-
Construction	-	2,000,000	-	3,000,000	-	-	-	-	-
Total	750,000	2,080,000	-	3,120,000	-	-	-	-	-
Revenue									
Transfer from Cap Fees	750,000	-	-	-	-	-	-	-	-
Debt Issuance	-	2,080,000	-	3,120,000	-	-	-	-	-
Total	750,000	2,080,000	-	3,120,000	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Debt Service	-	-	269,370	269,370	673,424	673,424	673,424	673,424
Ignore	Total	-	-	269,370	269,370	673,424	673,424	673,424	673,424

30-80-8200 - Eno River Interceptor Upgrade - West

Priority Rank	6
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace approximately 2,900 linear feet of 18" sewers with 24" sewers and 12 manholes.

Capital Project Justification

This sewer interceptor is one of the oldest in town, built in the 1970s. The modeling report recommendation has shown that the sewer experiences wet weather capacity issues (leaks) and is undersized for potential 2040 growth. It will need to be upsized to meet future demands and due to general condition deterioration. The general vicinity of the work is west of Churton Street to Occonechee Street on the south side of the river.

Capital Project Highlights

With the high-density redevelopment and new development expected in the downtown and west Hillsborough area west of Churton Street, it is recommended to upsize this interceptor.

This project is planned for financing from the State of North Carolina's revolving loan program to pay for the \$1.8M construction costs in Fiscal Year 2030.

30-80-8200 - Eno River Interceptor Upgrade - West

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Survey/Design/Bid</i>	-	-	-	250,000	-	-	-	-
<i>Land Acquisition</i>	-	-	-	100,000	-	-	-	-
<i>Construction Administration</i>	-	-	-	-	160,000	-	-	-
<i>Construction</i>	-	-	-	-	1,630,000	-	-	-
Total	-	-	-	350,000	1,790,000	-	-	-

Revenue								
<i>Transfer from WSF</i>	-	-	-	350,000	-	-	-	-
<i>State Revolving Loan</i>	-	-	-	-	1,790,000	-	-	-
Total	-	-	-	350,000	1,790,000	-	-	-

Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
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	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIF	-	-	-	350,000	-	-	-	-
	Debt Service	-	-	-	-	-	109,471	109,471	109,471
	Total	-	-	-	350,000	-	109,471	109,471	109,471

30-80-8200 - Exchange Club Interceptors

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace 2,250 linear feet of gravity sewer with 15-inch (2040 committed) or 18-inch diameter (2040 committed + potential flows) between Orange Grove Road and Riverwalk.

Capital Project Justification

This gravity sewer was installed in the early 1970s. Recent hydraulic modeling of the collection system revealed a capacity deficiency for existing and proposed growth conditions. There is also some configuration of the mains that may contribute to hydraulic flow restrictions (i.e., there are zig zags that do not provide smooth transitions and allow buildup of corrosive gases). The current brick manholes along this segment are in disrepair. The town has paid to rehabilitate the manholes to keep them from crumbling, leaking or allowing infiltration. This segment of sewers goes through Exchange Club Park and is generally between Orange Grove Road and the Riverwalk.

Capital Project Highlights

Upsize this infrastructure with possible realignments to address current and future growth, and to improve its condition.

The construction portion of this project is scheduled for Fiscal Year 2030 and is anticipated to be paid for with a combination of System Development Fees (SDFs) and cash transfers from the Water & Sewer Operating Fund.

30-80-8200 - Exchange Club Interceptors								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Survey & Engineering	140,000	-	-	-	-	-	-	-
Easements	50,000	-	-	-	-	-	-	-
Permits & Bidding	20,000	-	-	-	-	-	-	-
Construction Administration	170,000	-	-	-	-	-	-	-
Construction	-	-	-	-	2,500,000	-	-	-
Total	380,000	-	-	-	2,500,000	-	-	-
Revenue								
Transfer from WSF	360,000	-	-	-	-	-	-	-
Transfer from Sewer SDF	20,000	-	-	-	2,500,000	-	-	-
Total	380,000	-	-	-	2,500,000	-	-	-
Exp Vs. Rev Surplus (Deficit)								
	-	-	-	-	-	-	-	-
Operating Impact								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Transfer to Water-Sewer ClF	360,000	-	-	-	-	-	-
Ignore	Total	360,000	-	-	-	-	-	-

30-80-8200 - Sewer Jetter Flush Truck

Priority Rank	7
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	30 - Water and Sewer Fund Operating

Capital Project Description

Sewer Jetter/Flush Truck - This truck incorporates a jet machine mounted to the chassis of a single axle truck, providing easy maneuverability for use in sewer line cleaning and flushing, clearing sewer blockages, and pressure washing. This truck would be an upgrade to our trailer mounted jet machine for everyday jetting/cleaning needs.

Capital Project Justification

Our current jet machine is a trailer mounted unit that has to be pulled by a larger utility truck in order to be used. It was purchased in 2008 (16 yrs old) and has been a vital asset to provide quality service to our customers in cleaning sewer lines, customers sewer laterals, and keeping the river walk clean by our Public Works Department. With our current machine, not all of our Collections crew staff is able to pull it due to vehicle size needed to tow. Having a truck mounted jet machine would allow all staff to respond to emergencies during and after operating hours, allow for quicker response times since trailer hookup is not needed and its size is more compact than the utility truck and trailer allowing for easier maneuverability around the narrower streets in Hillsborough and tighter sewer outfall easements.

Due to the age of our current jet machine and the amount of use it receives, this jet/flush truck would become a dependable and highly utilized piece of equipment with everyday tasks including sewer blockages and sewer line maintenance. Our state permit for the Collections system requires that we clean 10% of our sewer system each year which is growing exponentially. Having this truck would allow our team to operate 2 crews and 2 pieces of equipment to be more efficient with our state mandated cleaning which would free up the rest of the year to focus on other tasks/maintenance.

Capital Project Highlights

More compact for easier accessibility and maneuverability around town.

A vehicle that every crew member can operate.

Decrease trailer related incidents.

Provides redundancy to improve sewer line cleaning efficiency and a backup for emergency response situations if a machine is down for repair/maintenance.

30-80-8200 - Sewer Jetter Flush Truck

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	-
	Capital - Vehicles	-	220,000	-	-	-	-	-	-
	Total	-	222,006	-	-	-	-	-	-
Revenue									
	Operating Revenue	-	222,006	-	-	-	-	-	-
	Total	-	222,006	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact									
Depts - Ignore	Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	-
	Capital - Vehicles	-	220,000	-	-	-	-	-	-
	Total	-	222,006	-	-	-	-	-	-

30-80-8200 - Undersized Sewer Main Replacements

Priority Rank	5
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace 4" & 6" sewer mains.

Capital Project Justification

The town installed or allowed to be installed sewer mains less than the state minimum design criteria of 8" diameter. Several parcels are served by 4" and 6" sewer mains where normally, one residential home or low demand non-residential home has its own dedicated 4" sewer main. Some of the undersized mains installed were extended without a permit, and have already demonstrated to be clogged and have several sags. These undersized sewer mains cause extra staff time to clean, have multiple sags which holds sewage and debris, cross properties without established easements, and are not serving customers to the level of service the town wants to provide. This project would replace such sewers with a proper design and established right of entry (easement) for future accessibility and maintenance.

Capital Project Highlights

Phase I: Mollies Ct., Hill St., and W. Corbin St.

Phase II: Lawndale Ave, Sherwood Ave and Waddell St.

30-80-8200 - Undersized Sewer Main Replacements								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Engineering, Design, Easements		-	100,000	-	-	-	-	-
Mollies, Hill, W Corbin		-	400,000	-	-	-	-	-
Lawndale, Sherwood, Waddell		-	-	-	500,000	-	-	-
Total		-	500,000	-	500,000	-	-	-
Revenue								
Transfer from WSF		-	-	-	500,000	-	-	-
Transfer from Cap Fees		-	500,000	-	-	-	-	-
Total		-	500,000	-	500,000	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Depts - Ignore	Transfer to Water-Sewer CIF	-	-	-	500,000	-	-	-
	Total	-	-	-	500,000	-	-	-

30-80-8220 - Tertiary Filter Flocculators

Priority Rank	1
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Install new flocculators ahead of tertiary filtration to maximize the total phosphorous removal needed to meet the Falls Lake Rules and reduce chemical usage.

Capital Project Justification

The 2014 Phase 1 Plant Expansion included new tertiary filtration. The structure was designed to have flocculators installed, but the installation was removed from the project to reduce costs. The pedestals and electrical conduit were however installed to provide for future needs.

Currently, a chemical called Polyaluminum Chloride (PAC) is used to precipitate Phosphorous out of a dissolved state to a solid form that can be removed by filtration. Currently, PAC is fed to the clarifier, which provides the mixing necessary to activate the chemical. This method currently works well but will be insufficient in the future to meet the removal efficiency needed to meet the Falls Lake Rules.

Feeding PAC directly to the filters is also much more efficient. Laboratory testing has shown that with the addition of flocculators, the town should be able to reduce its chemical feed by 28% or more. This equates to chemical savings of approximately \$4,500 per year.

Capital Project Highlights

This project can be delayed until the current Phosphorous removal efficiency is inadequate to meet permit requirements, which is estimated to be in FY29. However, the town will not realize the cost savings of reduced chemical usage or the reduction in its carbon footprint. The PAC is manufactured and then delivered from out-of-state locations. Flocculation will not only reduce the carbon emissions from the chemical manufacturing process but also the semi-truck deliveries from hundreds of miles away.

30-80-8220 - Tertiary Filter Flocculators								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Engineering	-	-	-	10,000	-	-	-	-
Construction	-	-	-	-	180,000	-	-	-
Total	-	-	-	10,000	180,000	-	-	-
Revenue								
Transfer from WSF	-	-	-	10,000	180,000	-	-	-
Total	-	-	-	10,000	180,000	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to Water-Sewer ClF	-	-	-	10,000	180,000	-	-	-
Total	-	-	-	10,000	180,000	-	-	-

35-30-5900 - Elizabeth Brady Rd Culvert Rehabilitation

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	61 - Stormwater Capital Improvements

Capital Project Description

Rehabilitate the existing culverts under Elizabeth Brady Road at Cates Creek using spincasting.

Capital Project Justification

The existing culverts are corrugated metal. Corrugated metal pipes have a functional age and the culverts are starting to deteriorate. Public Works staff has completed some maintenance work on the pipes to ensure they are clear and the downstream side (outlet side) is stabilized. This work has prolonged the life of the existing culverts, but within the next few years, the culvert pipes will need to be repaired. Rehabilitation through spincasting will reduce the risk of a failure similar to what occurred on Valley Forge Road and Cates Creek. The impact of a failure would be greater in that Elizabeth Brady Road serves more property owners, including the only ingress/egress to the town's wastewater plant.

Spincasting is a technique where the inside of existing pipes are sprayed with concrete. This process fixes damaged/aging pipes without having to replace them. This is a cost effective solution and has been utilized with smaller stormwater pipes in town. Based on the current status of the pipes, work already completed by Public Works, and recent discussions with Public Works staff, we believe the project can be pushed to FY29. Public Works will continue to monitor the culverts, and if necessary adjust project timing.

Capital Project Highlights

An alternative would be to replace the pipes with a bridge or bottomless culvert. This would most likely be more expensive, but would improve the aquatic ecosystem in the area. It is possible to combine replacement with additional riparian buffer enhancement, which would mean a portion of the project cost would qualify for the joint compliance program currently approved for the Falls Lake rules.

NuPipe is a unique contractor that provides spincasting services in our area. The NuPipe website gallery that shows before and after photos of various projects (<https://nu-pipe.webflow.io/gallery>).

35-30-5900 - Elizabeth Brady Rd Culvert Rehabilitation

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Capital - Infrastructure</i>	175,000	-	-	175,000	-	-	-	-
Total	175,000	-	-	175,000	-	-	-	-

Revenue								
<i>Transfer from SWF</i>	175,000	-	-	175,000	-	-	-	-
Total	175,000	-	-	175,000	-	-	-	-

Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
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	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Stormwater CIF	175,000	-	-	175,000	-	-	-	-
	Total	175,000	-	-	175,000	-	-	-	-

35-30-5900 - JetVac Truck

Priority Rank	2
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	35 - Stormwater Fund Operating

Capital Project Description

JetVac Truck for cleaning stormwater infrastructure such as catch basins and pipes.

Capital Project Justification

The town is required to have a stormwater infrastructure maintenance program pursuant to the town's NPDES Phase II MS4 stormwater permit. The JetVac would allow Public Works to clean, collect and dispose of sediment, debris, etc.

Currently, the town uses a contractor to do catch basin/pipe cleaning. This approach is workable for now, but having a JetVac truck would improve efficiency in maintaining the town's stormwater infrastructure and allow the town to respond to problems that arise in a more timely manner.

Capital Project Highlights

The Water & Sewer Department is considering replacing their JetVac truck with a larger capacity model. If this happens, it is possible that the existing JetVac truck could be utilized by Public Works for stormwater maintenance.

A quote has been included for a GapVax 2024 MC1007-3S3X Combination Jet/Vac. Currently the price of the truck is listed in FY27.

35-30-5900 - JetVac Truck

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Misc. - Tax, Tags, Etc.</i>	-	2,006	-	-	-	-	-	-
<i>Capital - Vehicles</i>	-	605,014	-	-	-	-	-	-
<i>Gasoline</i>	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total	-	608,020	1,000	1,000	1,000	1,000	1,000	1,000
Revenue								
<i>Debt Issuance</i>	-	605,014	-	-	-	-	-	-
<i>Operating Revenue</i>	-	3,006	1,000	1,000	1,000	1,000	1,000	1,000
Total	-	608,020	1,000	1,000	1,000	1,000	1,000	1,000
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	-
	Capital - Vehicles	-	605,014	-	-	-	-	-	-
	Debt Service	-	-	139,743	139,743	139,743	139,743	139,743	139,743
	Gasoline	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Debt Issuance Proceeds	-	(605,014)	-	-	-	-	-	-
	Total	-	3,006	140,743	140,743	140,743	140,743	140,743	140,743



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 26, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2027-29 Budget and Financial Plan (noteworthy requests, issues, challenges, and opportunities)

Attachments:

1. Noteworthy Requests – General Fund
2. Noteworthy Requests – Water and Sewer Fund
3. Medical Premium Rate Increase – Justification Form
4. Medical Premium Rate Increase – Additional Information

Summary:

This is a preview of the noteworthy needs, including capital, personnel and operating, that have been submitted by departments. At this time, staff have not yet had an opportunity to review or develop a plan for which requests the town may be able to fund and when.

Since we are early in the budget process, this is a good time to hear from the board, including whether there are any major requests that are not reflected on the list that need to be, and receive any feedback related to the requests that are included. The board can also use this time to ask any questions about any of the identified needs or request additional information that may be helpful in making budget decisions moving forward.

Financial impacts:

Large deficits are anticipated for all three major funds for FY27+. It is unlikely that we will be able to fund all of the needs as requested. Many will likely be unfunded, while others may be deferred to a future year.

Staff recommendation and comments:

Review noteworthy budget requests and provide feedback.

Action requested:

- Do you have any questions or feedback related to the operating requests?
- Are there any needs that were not reflected in the lists that should be?
- Medical Premium Rate Increase:
 - Do you have any questions or concerns about moving forward with the 9% premium increase option for health insurance that provides a \$200/month RxSaveCard subsidy for GLP-1 medication?
 - Premiums Coverage Options (we anticipate having more detailed information and potential cost share breakdowns for discussion at the retreat)

- Is the board okay to continue covering employee premiums at 100%, or should we explore cost-share options?
- How much of the dependent premium increase should the town cover?

General Fund			Requested		
Department	Request	Description	FY27	FY28	FY29
Administration	Public Records Request Software	Centralize, organize, and track public records requests through use of CivicPlus software.	-	12,288	-
Human Resources	Medical Insurance Premium Rate Increase	Renew medical insurance at 9% premium rate increase and cover GLP-1 for weight loss medications through RxSaveCard. [town-wide cost]	122,221	122,221	122,221
Communications	Community Kiosks	Build information kiosks in key locations around town.	10,500	10,500	10,500
Planning	Code Enforcement Abatement	Abatement funds are needed to have a contractor mow tall grass, clear junk piles, and in some cases, tear down or remove the remains of, abandoned and dilapidated houses or accessory structures, that are no longer occupied.	20,000	20,000	20,000
Planning	Welcome Sign Easement Plat	Survey and determine easement area around sign at Churton/Mayo St for future maintenance and upgrade access.	6,000	-	-
Facilities Management	Administration Building Interior Painting	Paint the first and second floor offices, halls and meeting rooms.	17,500	-	-
Facilities Management	Generator for Dorothy Johnson Community Center	Move the old generator from the HPD HQ to the community center.	35,000	-	-
Facilities Management	HVAC Replacements	Replace units at the end of their anticipated life cycle.	30,000	-	-
Facilities Management	Thermostat Upgrades	Replace old thermostats with programmable units.	9,000	-	-
Facilities Management	Generator and ATS Switch Replacement at Town Hall	Unit has reached end of its lifecycle and is showing signs of wear.	40,000	-	-
Facilities Management	Paint Exterior of Wastewater Treatment Plant	There are areas of peeling and faded paint on doors, windows and exposed steel beams.	20,000	-	-
Public Space	Picnic Shelter at Cates Creek Park	Add covered picnic shelter to existing concrete slab near playground and restroom building.	35,000	-	-
Public Space	Picnic Shelter at Riverwalk Entrance	Add a covered shelter over the picnic tables at the Nash and Kollack Street entrance to Riverwalk.	23,000	-	-
Public Space	Picnic Tables at Cates Creek Park	Add two picnic tables near the restroom building.	22,000	-	-
Public Space	Story Walk	16 aluminum frames placed along Gold Park walkways and four story inserts (changed quarterly). Preference for multicultural / multilingual stories. Requested by Parks and Recreation Advisory Board.	-	-	12,000
Public Space	Wayfinding Kiosks in West Hillsborough	Kiosks will have a town and trail map on one side and a corkboard for town event information.	6,000	-	-
Information Technology	Access Control Standardization	Standardize access control across town facilities (i.e. cameras, alarms, door access, etc.)	100,000	100,000	100,000
Information Technology	New Phone System	Migrate to cloud based system, bringing all facilities under one system.	-	100,000	100,000
Information Technology	Physical Security Standardization	Expand and upgrade key card access and cameras at town facilities and upgrade alarm system capabilities	120,000	120,000	120,000
Police	Crime Scene Barriers	Portable crime scene barriers with blackout curtains for use during homicide investigations, aggravated assaults, fatal traffic crashes, and other critical incidents.	2,500	-	-
Police	Handgun Lights	The department's duty weapon-mounted lights have been in service for approximately 15 years, with only limited replacements during that time. During training and qualification this year, five flashlight failures were documented, indicating the equipment has reached the end of its service life.	6,200	-	-
Police	Ballistic Helmets	Ballistic helmets for patrol officers and members of the Emergency Response Team (ERT) to replace expired, poorly fitting protective headgear currently in service.	12,800	-	-
Police	In-Car Camera Replacements	Current in-car cameras are out of date and causing maintenance and repair issues. Current camera video quality is also behind the current technology. The initiative to replace cameras are spread out over five years.	75,900	72,325	72,325
Police	Rifle Plates	Lightweight, rifle-rated armor plates for sworn personnel to be worn inside existing external body armor carriers.	15,000	-	-
Police	Speed Box	New traffic data collection device which will be utilized to monitor speeds, monitor citizen complaints, and collect data on traffic trends in a localized area.	2,500	-	-
Fire Protection	Fire Vehicle Ramp-Up	Start an annual ramp-up to fund debt service on large fire apparatus replacements, including the engine and ladder trucks.	50,000	100,000	150,000
Engineering Services	Truck #244 Replacement	Replace 2016 Ford F-150.	-	51,006	-
Special Appropriations	Affordable Housing Ramp-Up to 2-Cents	Last year of ramp-up towards town's commitment of \$320,000 for affordable housing efforts.	70,000	70,000	70,000
			1,122,775	1,131,799	1,148,665

Water and Sewer Fund			Requested		
Department	Request	Description	FY27	FY28	FY29
Water Treatment Plant	Existing Main Electrical Equipment Evaluation	Prepare a scope and schedule for a future electrical upgrade project.	45,000	-	-
Water Treatment Plant	Install New Effluent Filter Actuators	The three influent actuators are due to be rebuilt. However, the actuators are so old that they are now obsolete and cannot be rebuilt. New modern actuators are needed.	60,000	-	-
Water Treatment Plant	Replace Antiquated Pump Start Equipment	Replace the 3 remaining 1970s electrical equipment with modern soft start technology.	27,000	-	-
Water Treatment Plant	Replace Problematic Chlorine Meters	Replace the three reagentless Chlorine meters with reagent-based meters.	14,500	-	-
West Fork Eno Reservoir	Install Cameras at Reservoir	Installation of security/surveillance cameras at the West Fork Eno Reservoir (WFER).	71,000	51,000	1,000
Water Distribution	Chlorine Level Auto Flushers	Auto-flushers will actually measure and activate flushing based on the chlorine readings at the device.	50,000	50,000	50,000
Water Distribution	Truck #192 Replacement	Replace 2008 Toyota Tacoma with an F-150 pick-up truck.	62,006	-	-
Wastewater Collection	Pump Station Generator Replacements	Replace old generators at pump stations and add generators to pump stations currently without.	45,000	45,000	45,000
Wastewater Collection	Truck #210 Replacement	Replace Truck #210 with a new Ford F-350.	93,000	-	-
Wastewater Treatment Plant	Solids Storage Mixing Pump Replacement	Purchase new pump in FY26, allowing for old pump to be serviced and rebuilt in FY27, and allowing for one operating and one backup pump for the future. Current pump is approximately 10 years old and due for maintenance. Maintenance on old pump will take three months or more and cannot happen without another pump operating at the plant.	82,000	-	-
			549,506	146,000	96,000

10-10-4500 - Medical Premium Rate Increase

Priority Rank	1
Frequency	Recurring
Justification Type	"Taking Care of What We've Got"

Describe Request

Renew medical insurance at 9% premium rate increase and cover GLP-1 for weight loss medications through RxSaveCard. RxSaveCard is a program that offers GLP-1s at a lower rate by working directly with the drug manufacturers rather than through a pharmacy benefit manager that has increased fees. The town has an option to provide a subsidy to RxSaveCard to help employees with the cost of the medication. The recommended subsidy is \$200. For example, if an employee is prescribed Zepbound or Wegovy for \$300, \$200 from the town will be loaded into the employee's RxSaveCard and the employee would pay \$100 out of pocket. The town is expected to see around 68% savings by using RxSaveCard with a \$200 subsidy. Hillsborough's GLP-1 for weight loss usage is around 5% and is expected to increase. The average usage is 8-10%.

Link to Strategic Plan or Departmental Priorities

Raising insurance costs and declining coverage remains a concern for employees. Working with RxSaveCard will help employees access GLP-1 medications at a lower cost. This option supports service excellence in the strategic plan by supporting employees' health and wellbeing resulting in more engagement and employee satisfaction at work.

Alternatives & Operational Impact If Not Funded

If we continue to cover GLP-1s for weight loss without implementing the RxSaveCard, we will have a 12.5% premium rate increase. Employees and dependents on these medications would not have a disruption in access to the medications. However, the higher rate increase will impact all employees. If we stop covering GLP-1s for weight loss, the town will face a lower, 7.5%, premium rate increase. Removing coverage for GLP-1 weight loss medications would directly affect employees currently prescribed these medications, as well as those who may receive prescriptions before June 30, resulting in significantly higher out-of-pocket costs and making access more difficult.

Additional Information

Rising pharmacy costs, especially GLP-1 drugs like Zepbound and Wegovy, are driving renewal increases. The cost of GLP-1 drugs within the NCHIP have increased from \$3 million to \$10 million in 2 years. Other NCHIP members are seeing an average 6% rate increase without GLP-1 coverage and 12% if GLP-1 coverage is included. 24 out of 39 NCHIP members cover GLP-1s for weight loss (62%). If all 24 NCHIP members decide to implement Rx SaveCard for GLP-1 weight loss medications, this will reduce claims and save up to \$4 million across all members. Fully insured groups outside of NCHIP are seeing increases between 20-50%. Hillsborough has partnered with Vida, a program that prescribes GLP-1 medications for weight loss and ensures employees and their dependents on the plan meet all eligibility requirements before these drugs are prescribed. This program was implemented to establish safeguards ensuring that those covered on the health plan are not inappropriately prescribed high-cost weight loss medications. It's expected that RxSaveCard will work seamlessly with Vida as the GLP-1 prescriber. If we move forward with the 9% increase option, it's estimated to cost the town an additional \$122,221 per year if the town absorbs the full increase - meaning that employee payroll deductions would remain the same. We need guidance from the board regarding how much of the 9% increase the town is willing to absorb versus pass on to employees.



NCHIP Renewal FY27 | Projected Cost Comparison

Description (Monthly)	Current	Status Quo - GLP1 Coverage through BCBSNC	Option 2 - GLP1 Coverage through RxSaveCard	Option 3 - Exclude GLP1 Weight Loss Drugs
NCHIP Funding	\$113,168	\$127,314	\$121,655	\$121,655
RxSaveCard Funding	\$0.00	\$0.00	\$1,000	\$0
RxSaveCard/Vida Fees	\$0.00	\$0.00	\$150	\$0
Total Monthly Funding	\$113,168	\$127,314	\$122,805	\$121,655
Total Annual Funding	\$1,358,016	\$1,527,768	\$1,473,660	\$1,459,860
% change		12.5%	9.0%	7.5%
\$ difference		\$169,752	\$115,644	\$101,844



NCHIP Renewal FY27 | RxSaveCard Projected Savings for Hillsborough

This analysis compares your current pharmacy benefit manager (PBM) prescription costs against potential savings with RxSaveCard for Zepbound and Wegovy

Current with PBM:	ER Paid to Pharmacy	EE Paid Out of Pocket	PBM Rebate Per Rx	Total Net Drug Cost	Net ER Paid	Utilizers	Net ER Cost Monthly	Net ER Cost Annualized
Zepbound	\$940	\$246	\$313	\$873	\$627	5	\$3,135	\$37,620
Wegovy	\$0	\$0	\$0	\$0	\$0	0	\$0	\$0
Total with PBM							\$3,135	\$37,620

With RxSaveCard:	ER Subsidy Towards Rx	EE Paid out of Pocket	Rebate (N/A)	DTC Drug Cost (2026)	Net ER Paid	Utilizers	New ER Cost Monthly	New ER Cost Annualized
Zepbound	\$200	\$0	\$0	\$449	\$200	5	\$1,000	\$12,000
Wegovy	\$200	\$0	\$0	\$349	\$200	0	\$0	\$0
Total with RxSaveCard							\$1,000	\$12,000

Savings with RxSaveCard	ER Paid	EE Paid	Rebate (N/A)	Total Drug Cost	Net ER Paid	Utilizers	ER Cost Monthly	ER Cost Annualized
Zepbound	\$740	\$246		\$424	\$427	5	\$2,135	\$25,620
Wegovy	(\$200)	\$0		(\$349)	(\$200)	0	\$0	\$0
Total Savings with RxSaveCard (\$)							\$2,135	\$25,620
Total Savings with RxSaveCard (%)							68.10%	68.10%



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 26, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: None

PRESENTER/INFORMATION CONTACT

Information Technology Manager Chris Johnston

ITEM TO BE CONSIDERED

Subject: Information Technology Operations Overview, Updates

Attachments:

Presentation slides

Summary:

The IT manager will provide an update on the state of IT in Hillsborough and an overview of upcoming IT projects. This is an opportunity for the town board to ask questions about any of the projects on the horizon.

Financial impacts:

No financial impacts at this time.

Staff recommendation and comments:

None.

Action requested:

Receive presentation.

Information Technology Overview

Board Presentation



HILLSBOROUGH
NORTH CAROLINA

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Introduction

- Chris Johnston
 - IT Manager
 - Started in Mid-October (29 years and ~9 months to go!)
 - Town Resident for 14 years
 - Government 101 Graduate
 - Former Hillsborough Planning Board Member and Chair
 - Professional Amateur Sumo Wrestler



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State of Hillsborough IT

Strengths

- Managed Service Provider (MSP) provides redundancy on tickets

Weaknesses

- Spending / Licensing
- Digital Security Practices
- Physical Security Practices
- Server Closet Management

Opportunities

- Fiber Rollout
- Renovation Projects
- AI

Threats

- Security issues (Physical and Digital)
- Documentation Issues in a Crisis
- AI



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Upcoming Projects

- Trim the Fat
- Securing Tier 0 – Upgrades to Physical Infrastructure
- Physical Security Working Group
- Security Best Practices Implementations
- AI Framework
- Fiber Rollout
- New Construction



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Trim the Fat



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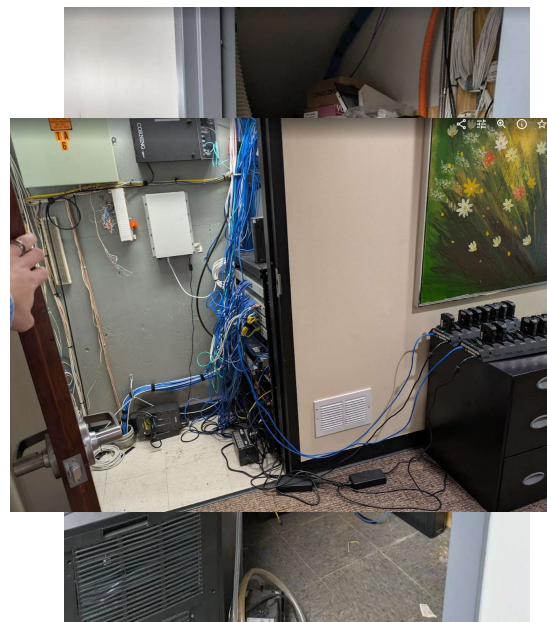
- Removing Waste – Where are our biggest costs
 - Phones
 - Internet
 - Software
- Buying in Bulk
 - Centralization and standardization of tech purchases
 - Buying all at once
- Use What We Have
 - Tools in place are not being fully utilized
 - Training on existing tools before purchasing new ones



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Server Room Renovations

- Town of Hillsborough has 10 physical Locations
 - 8 of the 10 have varying degrees of structural or security problems
- Locations with organization wide services are top priorities
- Tier 0 Security emphasis



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Physical Security Working Group



- Why is IT concerned with Physical Security?
- The focus of the Physical Security Working Group
 - Cross departmental collaboration (IT, Facilities, PD, Safety)
 - Ensuring employees are safe
 - Ensuring employees have the access they need
 - Ensuring Hillsborough equipment is safe and secured
 - Standardizing processes and procedures
 - Training, understanding, and awareness



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Security Best Practices Implementation

- Work with contracted support to implement security best practices
 - Audit logs
 - Clear processes for onboarding and offboarding
- Reconfigure Networking, Active Directory, Group Policies
 - Align with best practices, Least Privileges
 - Minimize administrative overhead
- Organization-Wide Training



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AI Framework

AI

- Hillsborough AI Framework
- Training for Town Employees
- AI Inventory
 - List of tools that have been approved by IT Manager for use (after training)
 - Guidance from NC Department of IT (NCDIT) AI Framework
 - CoPilot, GovAI, Other tools



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Fiber Rollout - Overview

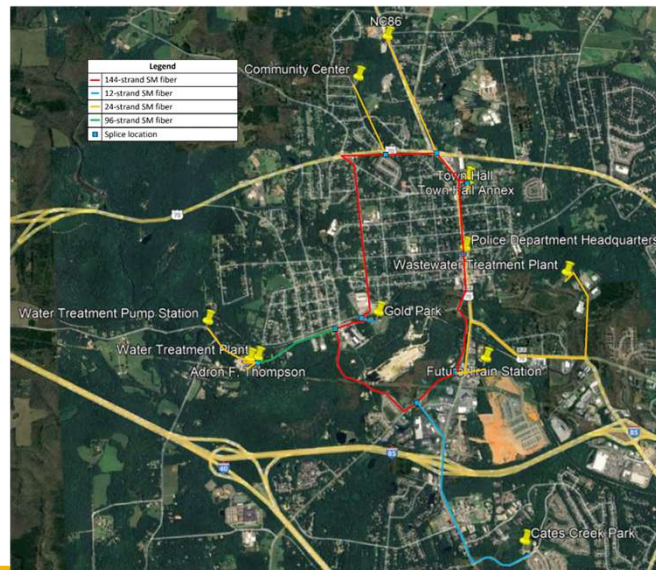
- What Fiber is
- Why we are interested
 - Speed
 - Price (Once installed)
 - Reliability / Redundancy
 - Latency
 - Scalability
 - Security
 - Connection with other projects
- What has changed since we started looking into Fiber
 - Availability
 - Costs
 - Vendor options



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Fiber Rollout

- Working with NCDIT on Fiber Project
 - NCDIT has worked with other organizations but...few Municipalities our size
- Orange County is Rolling Out Fiber...Above Ground
 - Above ground – Fiber that is run along telephone pole/power lines
 - Keeping abreast of OC progress and next steps
- Next Steps on the Self-Install Project
 - Phase 1 – Town Hall, Town Hall Annex, Police Department, Gold Park
 - Phase 2 – Other branches in order



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New Construction Projects



- NC Highway 86 Construction
 - Expanding Server Closet
 - Access Control Integration
- Adron Thompson
 - Pre-construction Work – Identifying Needs
 - Access Control Integration



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Questions?



HILLSBOROUGH

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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 26, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: None

PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

ITEM TO BE CONSIDERED

Subject: Nonprofit Funding Process Review

Attachments:

1. Updated Draft Policy
2. Draft scoring guide
3. Draft report template

Summary:

The town board provided feedback regarding the Community Reinvestment Program at the December 2024 board meeting. Staff recommended a phased approach for the remaining items to evaluate and this is an opportunity to check in on the program and potential updates.

Phase 1 – Spring 2025 (Completed)

- First round of updates to policy and application. Most of the modifications the town board proposed were able to be incorporated in this phase.
- Funding amount

Phase 2 – Fall 2025

- Audit/financial requirements – determine what the audit/financial requirements are for nonprofits that receive town funding. The board had discussed establishing tiers based on organization's budget size.
 - o Human Services/Outside Agencies Funding Program (Orange County/Chapel Hill/Carrboro) requires the completion of "Schedule of Receipts and Expenditures" worksheet for agencies with revenues less than \$500,000 that do not have a financial audit or a financial report. Agencies with receipts of \$500,000 or more must submit a CPA-certified financial audit.
 - o Recommend aligning with this standard for the FY28 funding cycle.
- Reporting requirements – determine what the reporting requirements will look like for nonprofit organizations that receive funding from the town.
 - o Draft reporting template attached.
 - o Recommend adding a requirement that all nonprofit partners submit a report to the town by September 1, following the conclusion of the fiscal year in which the organization received funding.
- 501 nonprofit designation specification
 - o Human Services/Outside Agencies Funding Program (Orange County/Chapel Hill/Carrboro) requires that proposals be from established 501c3 agencies.
 - o Recommend aligning with this standard and including 501c4 agencies as well. If the organization does not have a 501c3 or 501c4 designation, they must partner with one to serve as a fiscal agent.

Phase 3 – Winter 2025

- Reevaluate program based on FY26 process
 - o Made updates to the FY27 application to make it more user-friendly.
- Establish rubric/guiding questions/framework
 - o Drafted scoring guide for the board to discuss and modify.

Staff revised the program name from Community Reinvestment to Nonprofit Partnership this funding cycle so it could be more intuitive to organizations seeking town funding. The board can redirect staff on the name, if needed.

Financial impacts:

No additional financial impacts.

Staff recommendation and comments:

Review updated materials and provide feedback/direction to staff on the program. Approve policy revisions.

Action requested:

Discuss and provide feedback. Approve policy revisions.

Community ReinvestmentNonprofit Partnership Program Funding Policy

Commented [JF1]: No notes

Purpose

The purpose of this policy is to promote partnerships between the Town of Hillsborough and non-profit organizations for the benefit of Hillsborough residents, to equitably and efficiently allocate resources to strengthen organizations, and to provide sound and clear methods for decisions.

Policy

- Policy Statement

The Town of Hillsborough has no statutory requirement to fund non-profit organizations or other similar community organizations. Hillsborough, however, may elect to provide funding to non-profit organizations to carry out specific programs or services that serve a public purpose and are vital to the well-being of the town and its residents. When reviewing each application, the Board of Commissioners will carefully consider the circumstances surrounding the request and determine the urgency of needs and its value to Hillsborough. Requests for funding for direct staffing costs and/or requests for services that duplicate services that are already available to the public through other means will be given lower funding priority. Requests for funding from programs or services receiving monies from other town funding sources (e.g., Tourism Board, Tourism Development Authority, etc.) will also be given a lower funding priority, unless strong justification and unique circumstances apply.

- General Funding Assistance

The Community Reinvestment Program is intended to provide time-limited funding for qualified agencies that provide services the town is legally permitted to fund. A funding award in one year is not a guarantee of future funding. Agencies should refrain from requesting funding that primarily supports permanent personnel or other on-going expenses, and any overhead expenses should be in alignment with the town's strategic interests. Eligibility does not guarantee funding. The funding amount may differ from the amount requested. Priority will be given to applications that most closely align with the Board of Commissioner's priorities in a given funding cycle.

- Funding Amount

As part of budget planning, staff will reserve a portion of the General Fund's operating budget for **Community ReinvestmentsNonprofit Partnerships**. The Board of Commissioners will finalize funding amounts through the adoption of the budget ~~ordinance~~ prior to the start of the fiscal year.

- Eligibility

Organizations eligible to apply for funding are those that have a majority of Hillsborough residents in their service population and/or conduct a significant amount of their activities and programs within the town limits of Hillsborough. Services or programs for which town funding is being requested must further the town's strategic priorities and interests through alignment with the town's strategic plan and/or comprehensive sustainability plan.

- Application Process

Requests for funding will only be accepted during the town's annual budget preparation process. Applications will be available in January of each fiscal year and available on the Town of Hillsborough website.

The applications will collect information related to the following:

- ~~Submit an~~An IRS tax-exempt letter or other documentation confirming 501 (c)(3) non-profit status or documentation for that of a fiscal sponsor.
- ~~Submit a~~A list of all board members (name, term, and office).
- ~~Submit a~~A program or service description and copy of the proposed program budget.
- ~~Submit a~~A list of other sources of revenue that have been requested to support the project.
- ~~Identify t~~The number of Hillsborough residents that are expected to receive direct services from the program during the fiscal year as a result of town funding.
- Renewal requests shall indicate the ~~estimated~~actual number of Hillsborough residents who reside ~~in~~within the corporate limits and are serviced during the funded period.
- Proposals that request funding for programs that replicate services already available in the town must clearly demonstrate that they will address an unmet service demand, or that they will deliver comparable services at a significantly lower unit cost than the currently available services.

- Review and Funding Process

Applications that are received after the deadline or do not provide the required information as set forth herein may be deemed ineligible for funding. Requests will be presented to the Board of Commissioners for funding consideration during their annual budget process.

Organizations will be notified of the date the Board of Commissioners will discuss requests to provide an opportunity to be present during those discussions.

~~Subsequent to~~After board approval of the annual budget, organizations will be notified of the outcome of their request. Board-approved funding awards will be effective for one year, aligning with the town's fiscal year of July 1 through June 30, unless an exception is made by the Board of Commissioners.

- Distribution of Funds

An agency must enter into a contract with the town prior to receiving funding approved by the board. The contract will describe among other items, the program(s) or service(s) to be provided, the funding distribution schedule, and other terms and conditions. If or where performance measures, milestones, service levels, and/or other relevant metrics help

monitor the efficiency and effectiveness of funded programs, then they may also be included in the contract.

Funds distributed by the town may only be spent as indicated in the ~~Community Reinvestment~~ **Nonprofit Partnership** application for which the funds were awarded, or as otherwise approved by the board. The town reserves the right to recapture funds not ~~used~~ **utilized** according to this policy and nonperformance may impact future funding.



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Nonprofit Partnership Scoring Guide

Evaluation Criteria	Overall Score Numbers and Definitions					
	Weight	5 – Excellent	4 – Good	3 – Average	2 – Needs Improvement	1 – Insufficient
General Information and Description	10%	Description of the project is clear, concise and easy to understand.	Description of the project is clear, and most aspects can be understood.	Description does not fully explain or articulate the program or service.	Description is difficult to understand and hard to follow.	The applicant did not provide sufficient information.
Community Impact	30%	The program or service benefits Hillsborough residents. An unmet community need is identified, and the program or service clearly addresses it.	The program or service benefits Hillsborough residents. An unmet community need is identified, and the program or service generally addresses it or if duplicative service, clearly demonstrates an unmet service demand or lower cost of service.	The program or service benefits Hillsborough residents. An unmet community need is identified, and the project or service loosely addresses it or if duplicative service, generally demonstrates unmet service demand or lower cost of service.	The program or service benefits Hillsborough residents. A community need is not identified, and/or it is not clearly being met or if duplicative service, does not demonstrate an unmet service demand or lower cost of service.	The applicant did not provide sufficient information.
Budget and Financing	25%	The project budget has no mathematical mistakes and line items and dollar amounts are reasonable. The request leverages other funding sources.	The project budget has little to no mathematical mistakes and line items are reasonable. The request may or may not leverage	The project budget has a few mathematical mistakes and line items are not all reasonable. The request may or may not leverage	The project has numerous mathematical mistakes and line items are not reasonable. The request may or may not necessarily	The applicant did not provide sufficient information.

			other funding sources.	other funding sources.	leverage other funding sources.	
Town Objectives	20%	The project clearly achieves one or more documented town objectives.		The project partially achieves a documented town objective.		The project does not clearly explain how it's going to achieve a documented town objective.
Fiscal Sustainability	15%	The organization is sustainable beyond town funding, with diversified revenue streams.		The organization is primarily reliant on the town for its revenue source.	The organization's only source of revenue is from the town.	The applicant did not provide sufficient information.

Organization Name:

Reviewer Name:

Total Points:

Additional Comments:

—

Follow-Up Questions:

—



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Nonprofit Partnership Report Template

Applicant Information	
Organization Name:	
Contact Person Name and Title:	
Contact Person Email:	Contact Person Phone:

Project Information
Funded Project Name:
Amount of Town Funding: \$
Grant Period:
Overview of the Funded Project/Program:

Project Impact
Estimated number of town residents the project served:
Please describe how the number of residents served by the project was estimated:
For metrics that were included in the funding request, please update with final outcomes:

Project Reflection
What was the organization able to accomplish with the town funding?

Who benefited or was served by this funding?

What were some important outcomes or highlights of the project or program?

Final Project Budget versus Actuals Comparisons

Item	Budgeted Costs*	Actual Costs
<i>Ex. Supplies for small business workshop</i>	<i>\$200</i>	<i>\$175</i>

***Note:** Budgeted costs should align with the itemized costs outlined in the funding application.

Additional Comments or Feedback (Optional)

Is there anything else you'd like us to know or any feedback you'd like to share about the process?

Signatures

I hereby certify that the information contained in this report is true and accurate to the best of my knowledge. I understand that providing false or misleading information may disqualify this organization from receiving future funding from the Town of Hillsborough.

Signature:

Date:

Printed Name and Title:



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Jan. 26, 2026
Department:	Administrative Services
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	None

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson
Communications Manager Catherine Wright

ITEM TO BE CONSIDERED

Subject: Working Together (Board and Staff): Guides for requests, direction, lines of succession, and communications process – Annual Review and Discussion

Attachments:

Guide: Board-Staff Interactions and Requests

Summary:

The town manager and communications manager will provide a refresher on the following key guidelines:

1. Board-staff
 - a. 1-Hour Rule – review and purpose.
 - b. Direction(s) to staff – go through town manager/acting manager.
 - c. Individual requests, questions, and inquiries from town board member(s) to the manager.
 - i. What's the trigger point or threshold on the level of information that should be shared with the entire town board?
 - ii. Ideally, the mayor should be copied on requests that go to the manager to ensure they are in the loop on significant staff requests and important public-facing communications involving board members. What might be an exception to this practice?
 - d. Emergency operations.
 - i. Board-staff communications lead. When to switch from the town manager being the primary provider of information, updates, and responding to town board inquiries to the mayor (i.e., mayor or acting mayor serving as "bridge" between town manager or incident commander to manage communications, monitor gaps/progress/issues, and follow-up on key issues?
 - ii. Mayoral line of succession during emergencies beyond mayor pro tem?
 - iii. Town Manager line of succession.
 - iv. Other?
2. Communications
 - a. Email signatures
 - b. Information process
 - i. Social media
 - ii. Emergency events
 - iii. Media contacts and interviews
 - iv. VIP visit coordination

Financial impacts:

No additional financial impacts.

Staff recommendation and comments:

None.

Action requested:

Receive information and discuss, as needed.

Guide: Board-Staff Interactions & Requests

The Board as a Whole

The town manager (often through staff) strives to be responsive to individual board members' inquiries and requests. This is done so no one member or subset of the board is at an advantage or disadvantage when it comes to accessing information affecting their ability to govern, monitor, deliberate, make well-informed decisions, and lead. This is especially important when the board is not unanimous regarding their views on a topic. Please let the town manager know if you don't receive information that would have been helpful (e.g., update, event, issue, something another board member received, etc.).

"One Hour Rule"

- ✓ Requests from the mayor or commissioner(s) for information (e.g., data, research, policy or code amendments, etc.) estimated to take more than one hour to complete go to the town board for consideration and official direction.
- ✓ This allows the entire board to be aware of noteworthy interests, requests, and issues fellow commissioners may be dealing with or working on. It helps the manager/staff coordinate responses, schedule the work, and balance with daily work and priorities set in the Strategic Plan.
- ✓ If the request is estimated to take less than one hour the town manager will request staff to complete the request. If the information requested is likely to be of interest to other board members the results will be shared with the entire board.
- ✓ Requests involving the unplanned expenditure of funds should be placed on a town board meeting agenda for consideration.

Board Member Interactions with Staff

Some organizations restrict or prohibit direct interaction between elected officials and town staff. One advantage of being smaller is that Hillsborough is traditionally more informal and can often coordinate more quickly than larger units without being so formal or bureaucratic.

It's acceptable for town board members to meet with department or division heads to get information. This can be informal, such as crossing paths around town, or more intentional via a meeting, phone call, or email. Since staff are usually subject matter experts and in the best position to provide accurate information, this is often the most efficient and effective way to provide information to town board members. Still, the manager, assistant manager, acting manager, and ideally the mayor, should always be made aware of any noteworthy discussions/issues. Frequently, this is done via copying the manager and mayor on an email or a quick call from someone involved

in the discussion. This allows the manager or acting manager to determine if the topic or information should be relayed to the entire board and if follow-up or adjustments are required.

A division/department head explaining how an operation or process works (e.g., rezoning, bulk item pick-up, non-profit applies for budget funding, etc.) are examples of minor information or standard processes that likely would not warrant informing the entire board.

Personnel & Operational Concerns

If there is frustration with an issue, problem, individual employee, or department's performance, it is usually most effective to handle these matters via directly contacting the manager or acting manager in a private setting. If the manager is not effective or quick enough in resolving an issue, a board member may ask that the issue be discussed in a private meeting, during a closed session if the matter is personnel related, or during an open board meeting. As a reminder, due to NCGS 160A-168 (privacy of employee personnel records) there may be limited information that can be provided to board members regarding circumstances and actions.

Three important reminders:

- No orders to staff! If something needs to be addressed, those types of requests are directed to the town manager or acting manager. This is usually the #1 issue of concern in board-staff relations that causes confusion and tension.
- No reprimanding, venting, or expressing displeasure at staff one-on-one or small groups. Employees work for their supervisor, division, or department head, and ultimately the town manager, not the board.
- Many employees are intimidated by elected officials. Please be mindful that employees may feel uncomfortable and in a bad position in certain situations when engaging with board members.

Issues in these areas can cause a board member to lose access to staff. It's been a long time since restrictions have had to be put in place in Hillsborough. The informal approach has mostly worked well for the past 25+ years and matches the vibe and way we all prefer to work together. It's natural, especially with board and staff dealing with a high number of issues, sometimes during chaotic times, that oversights will occur. Thus, an occasional friendly reminder will be sent out in addition to the annual review.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 26, 2026
Department: Administration
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject: Verify Board Direction on Key Decision Points and Review Parking Lot Items

Attachments:

N/A

Summary:

Retreat wrap-up, including verifying direction from the board on key decision points and confirming parking lot items requiring additional information and/or discussion at a future meeting.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

N/A