



Sustainability Committee

Regular Meeting

~ Agenda ~

<http://www.townofboone.net/>

Jane Shook
828-268-6960

Thursday, May 16, 2019

5:30 PM

Council Chambers

- I. Call to Order**
- II. Adoption of Agenda**
- III. Approval of Meeting Minutes**
April 11, 2019 Meeting Minutes
- IV. Planning and Inspections Update**
- V. Overview of Town Department Operations**
Cultural Resources Department
- VI. Adjournment**

**TOWN OF BOONE
SUSTAINABILITY COMMITTEE
MEETING MINUTES
THURSDAY, APRIL 11, 2019
5:30 P.M.**

Members Present:	Chairperson Quint David, , Lee Ball, Benjamin Scarboro, John Prickett and Nancy LaPlaca
Town Council Liaisons Present:	Sam Furgiuele and Marshall Ashcraft
Staff Members Present:	Marty Little – Planner and Marlene Crosby-Committee Secretary
Others Present:	John Ward, Town Manager

Call to Order

Chairperson David called to order the Boone Sustainability, Economics and Environment Committee, held in the Town Council Chambers Room located at 1500 Blowing Rock Road at 5:30 p.m.

Adoption of Agenda

Member Scarboro made a motion, seconded by Member Ball to adopt the agenda as presented.

Vote:

Aye – All

Nay – None

The motion passed.

Approval of Minutes

Member Ball made a motion, seconded by Member Prickett to approve the March 14, 2019 meeting minutes as presented.

Vote:

Aye – All

Nay – None

The motion passed.

Planning and Inspections Update

Mr. Marty Little, Senior Planner began the update by stating that the Planning Staff met with the Council on April 10, 2019 in a Planning Retreat meeting.

Communication: April 11, 2019 Meeting Minutes (Approval of Meeting Minutes)

Mr. Little noted that the Council approved the name change of the Sustainability, Economics and Environment Committee to Sustainability Committee.

Mr. Little explained that the Council approved the changes to the charge of the Sustainability Committee as outlined in the attached handout (permanently attached).

Mr. Little explained that Council has directed Mr. John Ward, Town Manager to create a draft resiliency plan to get the process going and to coordinate with Appalachian State University on the resiliency plan. Member Ball noted that his office at ASU is working on their resiliency plan and he said that part of their charge is to work with the community.

Mr. Little explained that the Council discussed the target years of 2030, 2040 and 2050 for all of the Town of Boone Municipality becoming Climate Neutral. He also noted that because there was not an opportunity for public comment on this topic, it will be discussed further at the April 18, 2019 Council meeting to gather public input.

Mr. Little explained that the Council began a discussion on the possibility of considering incentives for Town departments regarding fossil fuels. He noted that this topic has been moved to June of 2019 Council meeting to allow for more research and discussion on this topic.

Mr. Little explained that the Council discussed the topic of the use of plastic bags and this topic will be discussed at a July 2019 Council meeting. Mr. Ward referred to a new NPR article that talks about paper versus plastic, he said that he anticipated that the article might be part of the discussion. Mr. Little said the Council discussed inviting grocery stores to be part of the discussion on the use of plastic bags. Council Liaison Ashcraft suggested using surveys as a way to receive feedback on this topic.

Mr. Little explained that the Council discussed having a press release policy regarding Town climate change actions, which could mean using different newspapers or social media. Mr. Ward said he will provide a list of the current press release contacts and he will extend that list to the Sustainability Committee. Mr. Ward noted that he needs help getting all of the groups like the Sierra Club on the press release list.

Mr. Little talked about the Town Attorney reviewing the draft bike sharing ordinances. Discussion ensued on various types of bike sharing services, specifically Gotcha E-Bikes and E-Trikes programs. Member Ball noted that these types of programs use hubs in various places and they would be mostly used by students. Member Ball said the University is most likely going to sign an agreement with this program and he noted that it will work best if the Town would be involved in it. Mr. Ward was interested in discussing these types of programs for a possible potential involvement. Mr. Ward pointed out that this type of E-Bike program will involve the bicycle-pedestrian plan and the possible need for more bicycle lanes. Mr. Ward asked Member Ball if infrastructure would be needed for the E-Bike program. Member Ball said the company will rent warehouse space to maintain the batteries for the bikes. Member Ball said the University does not pay for the E-Bike program because the user is paying for it.

Discussion ensued on bicycle helmets. Member Ball explained that the University would provide helmets on campus. Member Scarboro explained the possibility of the helmet law being waived or to give away helmets. Member Scarboro noted that newer helmets provide more protection.

Discussion ensued on the Downtown Historic Core and Interface Districts. Council Liaison Furgiuele noted that the Council discussed adding the bicycle charging stations as a permitted use in the B-1 zoning district.

Mr. Little informed the Committee that the Earth First Friday scheduled for Friday, April 5, 2019 has been rescheduled for Friday, April 26, 2019.

Overview of Town Department Operations

Mr. Ward gave a presentation of the Administrative and Finance Department Operations (permanently attached). He noted that there are about 20 employees working out of Town Hall. There is no gas usage; only electric usage. The largest energy usage is the cooling requirement for the computer server system. One of the largest expenses is the paper and copier cost.

Discussion ensued on cloud storage and data storage. Member Ball asked if the Town was permitted to have cloud storage for data storage. Mr. Ward said he would need to check on this topic. Member Prickett asked if this type of storage exposes the Town. Mr. Ward said he could contact the University to see what they do with their storage.

Discussion ensued on shredding paper. Member Ball asked Mr. Ward if the Town shredded their paper. Mr. Ward said the paper has to be shredded because of the confidentiality purposes.

Discussion ensued on ways to reduce costs. Council Liaison Furgiuele suggested that the Town use local vendors and local ingredients and caterers for Town events. Mr. Ward explained to reduce paper costs that the Town has purchased computer tablets for the Council, Board of Adjustment, Planning Commission, and the Planning Department to use. Council Liaison Furgiuele explained that he has trouble seeing the information on the tablets and he suggested that the agendas and packets could be provided on a flash drive for use on his own laptop that he is familiar with. Member Prickett showed concern for a thumb drive possibility carrying a virus into the Town computer system.

Discussion ensued on the monthly billing and receipts from the Town. Mr. Ward explained that the actual billing is outsourced and this is a cost savings by not having to purchase the equipment. Mr. Ward explained how the electronic billing and payment process works with the use of credit cards. Mr. Ward said he would check to see if the Town can streamline this process. Mr. Ward pointed out that electronic payments save on paper and postage stamps. Mr. Ward thought it was a great idea to have people opt out of a mailing notification and to receive their notifications electronically.

Discussion ensued on reducing costs at the Planning Department. Council Liaison Furgieuele talked about the multiple mailings that are required by law. He suggested looking at the Planning Department notification costs that are not mandated by State law and look at ways to send those notifications other than through mailings. Mr. Ward said that the notifications needed for transitional zones is one of the larger paper, printing and postage costs. Council Liaison Furgieuele suggested making this type of notification through the water department. Mr. Ward said he thought the legal requirement is to send the notification to the property owner.

Discussion ensued on departmental emission reports. Chairperson David talked about emission reports and that the City of Asheville, North Carolina compiles their emission reports for energy, electricity, gas and paper waste. He said the City of Asheville also tracks the miles that their employees drive to work and is counted as part of their emission goals. Council Liaison Furgieuele suggested that the Town compensate the employees that live in Town because they are not creating additional emissions by driving into Town. Member Scarboro suggested asking the Town accountant to review the costs that they see in the Town.

Discussion ensued on the Town employee compensation package. Mr. Ward explained that the compensation package breaks down the value of the benefits the employee is receiving. Mr. Ward said breaking down the value of the benefits on paper helps the employee understand what they are receiving from the Town.

Discussion ensued on carbon usage. Chairperson David said that the estimated miles driven by employees is included in this usage per capita. Mr. Ward confirmed that Chairperson David is suggesting that the Town track the miles over and above the employee take home vehicles. Member Ball said that the University tracks the mileage and they factor it into their overall gas inventory and the overall goal to reduce it.

Discussion ensued on incentives. Chairperson David said that some incentives are to purchase a more fuel efficient vehicle or to live in a more affordable area in Town. Council Liaison Furgieuele liked the idea to provide a stipend for a person purchasing a fuel efficient vehicle or living near Town. Chairperson David suggested possibly providing an annual \$200.00 bonus for an employee who drove their hybrid vehicle to work all year.

Discussion ensued on net metering. Member LaPlaca talked about the Town of Boone not having net metering. Council Liaison Ashcraft pointed out that the Town does not control the utility companies. Member LaPlaca suggested making a request to the utility companies or have a stakeholder meeting to discuss net metering. She said the Town of Boone will never have a residential solar market without net metering. Member Ball suggested inviting Mr. Ed Miller from New River Light and Power and a representative from Blue Ridge Electric Membership Corporation to attend a Sustainability Committee meeting to discuss net metering. Chairperson David explained that Appalcart is looking at installing 40 kilowatts of solar to offset their electricity usage but because they do not have net metering, they have to install 80 kilowatts of solar. He further explained that they have to install double of what they need to get the dollar value of it. Member LaPlaca confirmed that New River Light and Power does not have net

metering for residential areas. She said that Blue Ridge Electric Membership Corporation has wholesale net-metering but you have to buy twice as much of it. She further explained that Duke Power has retail net metering. It was the consensus of the Sustainability Committee members to invite both utility companies to a Sustainability Committee meeting.

Member Ball left the meeting at 7:15 p.m.

Council Liaison Furguele said he would make an action request for the Council's May 2019 agenda to add net metering and to expand the charge of the Sustainability Committee to ask lobbyist to research the tax increase on electric vehicles.

Member LaPlaca said she would make a request to Council regarding a presentation that she would like to make to Council on what is going on in other towns and cities and what does the Town of Boone need to change to move forward with their Sustainability goals. She confirmed that she would be presenting information to Council on her behalf and not on behalf of the Sustainability Committee.

Other Matters by Committee Members or Staff

Council Liaison Furguele encouraged the Sustainability Committee members to attend the May 9, 2019 Council meeting and speak as citizens under public comment on the clarification and adjustment of the Sustainability goals discussed in this meeting.

Adjournment

With no other matters to discuss, Member Prickett made a motion, seconded by Member Scarboro to adjourn the meeting at 7:36 p.m.

Vote:

Aye – All

Nay – None

The motion passed.

Quint David, Sustainability Committee Chairperson

Marlene Crosby, Committee Secretary

TOWN OF BOONE SUSTAINABILITY COMMITTEE CHARGE

Membership: eight (8) voting members and two (2) Town Council liaisons:

Town Council Appointments (8)

Appointment #1 – 3-year term

Appointment #2 – 3-year term

Appointment #3 – 3-year term

Appointment #4 – 3-year term

Appointment #5 – 3-year term

Appointment #6 – 3-year term

Appointment #7 – 3-year term

Appointment #8 – 3-year term

Town Council Liaisons (2)

Duties: Town Council specifically charges the Committee to:

- (1) work with the Town Manager and each Town Department Head to review departmental operations and make recommendations to Town Council on the creation of a list of options, or “toolkit”, for all Town Departments to meet Town sustainability goals; and
- (2) review and make recommendations on the proposed power purchase agreement between the Town and New River Light & Power prior to Town Council’s review; and
- (3) serve in an advisory role on projects as specifically assigned by the Town Council.

Meetings: Scheduled monthly

Quorum: Majority of the voting committee membership

Chair and Vice Chair: The Chair and Vice Chair shall be appointed as specified in the Town Code

Procedure: Where procedures are not specified by the Town Code or other Town policy, the committee shall proceed pursuant to Robert’s Rules of Order

Duration: Two years from adoption of this charge unless extended by Town Council

TOWN OF BOONE TOWN HALL

(Administration, Finance, Utility Billing, Human Resources, Downtown Coordinator, Downtown Police)

Location: 567 West King Street 2 story building with full basement

Hours of Operation: 8 am – 5 pm

Staff:

Utility Billing:	3
Finance:	4
GIS:	1
Police Officer:	1
Admin/HR :	6 FT 1 PT

Employees Full-time: 15

Part-time: 1

Vehicles: 3

YEAR	MAKE/MODEL	VEHICLE MILEAGE
2001	Chevy Impala	68,017 Est. 22 MPG
2007	Chevy Trail Blazer	28,582 Est. 17 MPG
2017	Chevy Equinox	14,379 Est.24 MPG

Maintenance Costs for 12 months: \$163.87

Gallons of gas used for 12 months: 285.16

Estimated miles driven in 12 months: 5,046

Cost of vehicle related gas in the last 12 months: \$589.25

Cost of Maintenance and gas per mile \$0.12

Building-Electricity for past 12 months:

Kilowatt Hours: 163,715

Cost: \$13,979

~\$1,165 per month

Communication: April 11, 2019 Meeting Minutes (Approval of Meeting Minutes)

Building-Gas for past 12 months:

NA

Building – Water for past 12 months:

41,000 gallons

~ 3,417 gallons per month

~ 155 gallons per day

On-line Educational Training Programs for Employees:

Safety Training

Risk Management Training

Human Resource Training