



Sustainability Committee

Regular Meeting

~ Agenda ~

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

Jane Shook
828-268-6960

Thursday, June 13, 2019

5:30 PM Planning and Inspections Conference Room

I. Call to Order

II. Adoption of Agenda

III. Approval of Minutes

May 16, 2019 Meeting Minutes

Cultural Resources Handout

IV. Discussion of Toolkit

Toolkit Information

V. Consideration of Recommendation to Amend Charge

VI. Other Matters by Committee Members or Staff

VII. Adjournment

**TOWN OF BOONE
SUSTAINABILITY COMMITTEE
MEETING MINUTES
THURSDAY, MAY 16, 2019
5:30 P.M.**

Members Present:	Chairperson Quint David, Vice-Chairperson Harvard Ayers, Ben Scarboro, John Prickett and Nancy LaPlaca
Town Council Liaisons Present:	Sam Furguele and Marshall Ashcraft
Staff Members Present:	Marty Little – Senior Planner and Marlene Crosby-Committee Secretary
Others Present:	Pilar Fotta, Director of Cultural Resources

Call to Order

Chairperson Quint David called to order the Boone Sustainability 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 Vice-Chairperson Ayers to adopt the agenda as amended with the addition of the topics of Greenhouse Gas Reduction Solutions and inviting Blue Ridge Electric Membership Corporation (BREMCO) and New River Light and Power Company (NRLP) to give presentations on their companies.

Vote:

Aye – All

Nay – None

The motion passed.

Approval of Minutes

Member Scarboro made a motion, seconded by Member LaPlaca to approve the April 11, 2019 meeting minutes as presented.

Vote:

Aye – All

Nay – None

The motion passed.

Planning and Inspections Update

Communication: May 16, 2019 Meeting Minutes (Approval of Minutes)

Mr. Marty Little, Senior Planner, began the update by stating that the Earth First Friday Event occurred on Friday April 26, 2019. He said the event went well except for some rainy weather at the time of the event. He said the Town plans on continuing this event in the future.

Mr. Little informed the committee that Boone Town Hall had received a new Ford Fusion hybrid vehicle. He also noted that the Boone Police Department has not received the new police vehicle because it is still being outfitted with the necessary police gear. He further noted that the Police bicycles have already been received and are in use and they are helping the Police officers do a better job at patrolling the Downtown area.

Vice-Chairperson Ayers asked Mr. Little if the bicycle lanes will be improved in the Town. Mr. Little noted that the Town has a Bicycle-Pedestrian Plan that has been adopted by Council. Mr. Little explained that the Town-maintained streets can be updated and the Town does install bicycle lanes where possible.

Mr. Little informed the committee that he had recently attended a "Complete Streets" workshop in Marion, North Carolina and some of the things discussed in the workshop were: access to transit stops, bike lanes, and road diets. Mr. Little further explained that "Complete Streets" incorporates "multi-modal" transportation.

Mr. Little gave a Council meeting update. He said there was a request for discussion regarding the Waste Water Treatment Plant and a system that can capture green-house gases admitted by this plant. Council Liaison Furguele explained that after the discussion on green-house gases at this meeting, Mr. John Ward, Town Manager, may be coordinating an analysis of the Waste Water Treatment Plant, as well as researching a DEQ grant.

Mr. Little said there is no update on the contract on the NRLP solar project at this time.

Mr. Little said at the Council meeting, Council approved three large trees to be planted along Queen Street and the planting of 100 seedlings in the Town.

Overview of Town Department Operations

Ms. Pilar Fotta, Director of Cultural Resources, began a presentation on the Jones House and Town of Boone Cultural Resources Department, which included a handout (permanently attached). She explained that the Jones House is open seven days a week. She explained that the electricity costs were reduced by converting over to natural gas.

Member Scarboro reviewed the handout and suggested that the number of dollars per square meter of carbon offset be added to the handout.

Discussion ensued on dog waste stations in the Town. Ms. Fotta talked about the dog waste stations that the Town provides for the public to use. She said that she provides supplies for two of the stations near the Jones House. In her experience of purchasing dog station bags, it has

been difficult to locate a commercial-grade bag that is biodegradable or made of a sustainable material.

Discussion ensued on the disposing of dog waste bags at the landfill. Council Liaison Ashcraft noted that the landfill will accept any type of bag but it would be better to have compostable bags. Ms. Fotta said the used dog waste bags are usually taken away by the public. She explained there are two waste containers near the Jones House for the public to dispose of the dog waste bags.

Discussion ensued on municipal composting. Member Scarboro suggested the Town starting a composting program, and to add composting bins alongside regular garbage receptacles. Member Scarboro further stated that the waste bags could be placed in the composting bins.

Member LaPlaca asked Ms. Fotta about the cost to use compostable service materials. Ms. Fotta said the cost for paper is about 20 to 25 percent and the utensils cost around 25 to 30 percent more, but she tries to purchase these items in bulk to receive a discount to help offset the increase in cost. Ms. Fotta suggested that each Town department research and decide which products they want to purchase that fits within the department budgets.

Council Liaison Furguele pointed out that Ms. Fotta is the point of contact for all of the use of the Dan'l Boone Park. He asked her if there has been any discussion on mandating the products that are used by the groups that use Town property. She said there has not been any discussion on this topic but she felt it was a great suggestion. He said he thought the license agreements should be reviewed to mandate the use of more sustainable products. Council Liaison Furguele also talked about the Town using a certain percentage of local foods from Farmers Markets.

Discussion ensued on the www.drawdown.org website. Chairperson David explained things like wind power and reducing food waste from this website and suggested that each Sustainability Committee member review the website.

Discussion ensued on the reduction of electricity. Member Scarboro asked Ms. Fotta about how she achieved the reduction in electricity. She said she had motion sensors installed and she turns the lights off when they do not have any visitors in the house viewing the galleries. She also explained that she invested in the Ecobee system, which includes monitors in all of the rooms that regulate the temperature throughout the house.

Discussion ensued on the windows of the Jones House. Ms. Fotta explained that because of the historic designation of the house that applying window film on the front of the house is not allowed. She explained that she has checked on changing out the windows so they can be opened during warmer weather.

With no other updates or questions, Ms. Fotta left the meeting at 6:34 p.m.

Greenhouse Gas Reduction Solutions

Discussion ensued on greenhouse gas reduction solutions. Chairperson David referred to www.drawdown.org and explained the report. Member LaPlaca pointed out that www.drawdown.org has global information. She suggested using the www.rockymountaininstitute.com website. She further explained that the United States is different from the global area because of its impact of electricity and food. Chairperson David suggested looking at both websites to look for ideas to help reduce the carbon footprint in the Town of Boone.

NRLP and BREMCO Invitations to Present

Discussion ensued on inviting representatives from Blue Ridge Electric Membership Corporation and New River Light and Power Company to give a presentation to the Sustainability Committee. Member LaPlaca suggested providing a list of questions to ask these power companies to learn what they do for their customers.

Discussion ensued on developing a business model. Member LaPlaca talked about a co-op named Roanoke Electric located in eastern North Carolina. She said the co-op has been participating in a program called E-Clip, which is a federal efficiency program that has helped around 400 low-income households to get personal loans and save money.

Discussion ensued on the committee charge. Chairperson David asked the Council Liaisons about committee recommendations outside of the new committee charge. Member LaPlaca talked about the committee needing to discuss the obstacles and opportunities of moving towards clean energy. Chairperson David suggested making a recommendation for every Town Department to install enough solar to achieve the zero energy goal in the next 20 years. Member LaPlaca explained that if there is no net-metering, it will never work and it will cost twice as much as it needs to. Council Liaison Furgieuele responded to Chairperson David's question regarding the recommendations outside of the new committee charge. He explained that Council asked the Sustainability Committee to work on forming recommendations for Town Department operations, which includes the creation of the toolkit. He suggested that the Sustainability Committee make a recommendation to Council to have a joint meeting with Town Council and the power companies, if the Council as a whole is interested in it. He further suggested the Sustainability Committee making a recommendation to ask Council to have a joint-meeting with Council and the Sustainability Committee, and inviting elected representatives from Raleigh, North Carolina to attend. He explained that if the Sustainability Committee is suggesting the State taking over the regulation of co-op's, or changing the configuration of the way that electricity is distributed in the State, these concerns will have to be taken to the General Assembly.

Mr. Little said the next step would be to make a recommendation to Council for Council to schedule a joint-meeting with the Sustainability Committee. Council Liaison Furgieuele noted that Mr. Ward, Town Manager, would need to be involved in the joint-meeting. Council Liaison Ashcraft said that he felt that the Sustainability Committee should work through the Town Departments first, before having a joint-meeting. Member LaPlaca said it will take six months to work through the Town Departments, which will take too long, in addition to waiting on the Council's decision regarding a joint meeting. She suggested starting the process because time is

of the essence and the obstacles are formidable. Council Liaison Furguele explained that the Council's direction for the Sustainability Committee to meet with the Town Department Heads and work on the toolkit be carried out.

Chairperson David said he would work with Member LaPlaca on a recommendation to discuss at the next Sustainability Committee meeting. Mr. Little said he would add this topic to the next meeting agenda.

Other Matters by Committee Members or Staff

Council Liaison Furguele asked if it was necessary for the committee members to meet in the Council Chambers for just the month of June, 2019. The Sustainability Committee agreed to meet in the Planning & Inspections Department Upstairs Conference Room located at 680 W. King Street for the June 13, 2019 Sustainability Committee 5:30 p.m. meeting.

Motion and Vote:

Member Prickett made a motion, seconded by Member Scarboro, for the Sustainability Committee meeting, scheduled for June 13, 2019 at 5:30 p.m., to be held in the Planning and Inspections Department Upstairs Conference Room located at 680 W. King Street.

Vote:

Aye – All

Nay – None

The motion passed.

Adjournment

With no other matters to discuss, Member Prickett made a motion, seconded by Member Scarboro, to adjourn the meeting at 7:15 p.m.

Vote:

Aye – All

Nay – None

The motion passed.

Quint David, Sustainability Committee Chairperson

Marlene Crosby, Committee Secretary

Town of Boone Jones House & Cultural Resources-Operations

Location: 604 West King Street; 2 story-building

Hours of Operation: 8 am – 5 pm M-F

11 am-4 pm Saturday and Sunday

Tuesday evening 5-9

Thursday evening 5-11

Additional weekend and evening hours for special events as requested

Staff: 3 FTE/3 PTE

Vehicles: 1

YEAR	MAKE/MODEL	Vehicle Mileage
2010	F-250	46,092

Note: Staff trades vehicles with Planning and Inspections for trips out of town. Our vehicle was “recycled” from the Fire Department and meets our needs for moving materials and towing our stage for events.

Maintenance Costs for past 12 months: \$ 429.55

Gallons of gas used in past 12 months: 86.218

Estimated miles driven in past 12 months: 840

Cost of vehicle related gas for past 12 months: \$ 267.65

Building-Electricity for past 12 months: *Please see graph for usage trends

Kilowatt Hours: 28,692

Cost: \$ 2,990.52

Building-Gas for past 12 months:

Therms: 151

Cost: \$ 303.31

Building-Water for past 12 months:

Gallons: 25,000

Current Events Promoting Sustainability:

Solar Christmas Tree

Earth First Friday

Initiatives we've taken to reduce carbon footprint:

- Switched to recycled paper for schedules and flyers (\$\$)
- Switched to compostable or recycled event supplies: cups, plates, and utensils, and towels (\$\$)
- Recycle event waste
- Over a two-year period made the conversion to LED light bulbs (\$)
- Put parade forms online (not paper)
- Plant pollinators in the yard at the Jones House
- Keep lights off when not needed (tried to install motion detectors but were not able to retrofit)
- Purchased Ecobee system to help regulate temperature and keep it static (\$)
- Use natural cleaning products (no aerosols) (\$\$)
- Eliminated the use of straws at events
- Use reusable grocery bags when we shop
- Large water dispenser instead of bottled water
- Regularly monitor replace threshold seals (\$)
- Eliminated use of helium balloons at events (\$)
- Switched to OXO-Bio dog waste bags for the two stations we supply (Made with 98% recycled plastic with 2% EPI additive to make them biodegrade with exposed to elements in landfill). Even though it's made with 98% recycled plastic, it is still plastic (please see below for suggestions on how we can continue to improve this) (\$\$)

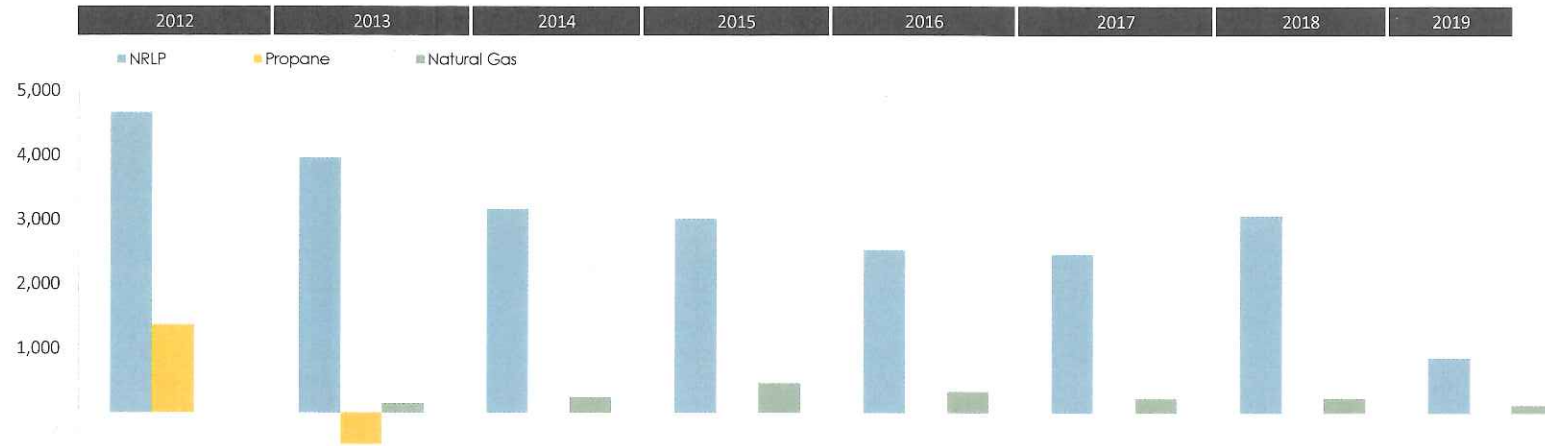
(\$) *Indicates a one-time increase in cost*

(\$\$) *Indicates an increase in budget for ongoing expense*

Suggestions moving forward:

- Upgrade toilets (will need to serve high use as we are a public facility)
- Replace windows with double pane windows (need to consider historic designation)
- Upgrade refrigerator to a more energy efficient model
- Continue to look for alternatives for dog waste disposal bags
 - Two new products are set to come out later this year and we will start using those products as soon as possible
 - June – Biobased bags (minimum of 38% plant matter)
 - August – 100% Compostable Bags are set to hit the market they are only available in rolls which would require us to replace two of our three stations
- Continue to look for ways to reduce packaging and waste for event giveaways

Jones House



Expenses	JH 2012	JH 2013	JH 2014	JH 2015	JH 2016	JH 2017	JH 2018	1st Q 2019
NRLP	4,666.00	3,960.43	3,168.00	3,016.00	2,530.12	2,466.55	3,057.46	860.84
Propane	1,372.00	-493.00	0.00	0.00	0.00	0.00	0.00	0.00
Natural Gas	0.00	150.42	242.71	461.30	331.34	232.00	234.00	121.73
Total	6,038.00	3,617.85	3,410.71	3,477.30	2,861.46	2,698.55	3,291.46	982.57

NOTE: There are several factors that caused the increase in 2018 and 2019.

1. Effective May 2018 Price for meter rates doubled from \$8 per month to \$16 per month.
2. In May 2018 charges started for Cole Ash Recovery started this averages around \$10 per month.
3. There was a slight increase in rates.
3. We started operating 7 days a week.

Our usage has increased slightly, but the increase in charges you see are related mostly to the increase in costs and fees.

* Total cost includes sales tax.

Marlene Crosby - Re: Sus. Committee Notes

From: Quint David
To: Marty Little <Marty.Little@townofboone.net>
Date: 6/11/2019 9:59 AM
Subject: Re: Sus. Committee Notes
Cc: Marlene Crosby <Marlene.Crosby@townofboone.net>

Marty, Marlene,

In the absence of a department to discuss directly we do need to have a public discussion about what measures we are actually asking them to look at, and better form the 'toolkit'. Having them just show up and do a data dump is interesting but it is creating some awkward feelings. I would assume these would be based on previously adopted goals, hence the tenets of sustainability there we do need to print.

The included short pdf of Newport News measures is relevant as it has some examples of what the town can do internally and externally. I think that is how we should set up the discussion~ internal and external measures. The council wants us to focus on internal but I see no reason we cant brush on external as well.

Lets include the email, and discuss our toolkit as item 1, and our new charge as item 2.

I do think it is appropriate we focus on some internal items, but at some point soon Boone needs a group that can discuss the climate neutrality goals that are very external. I do not think it is appropriate to rely on private groups to create this plan for the public.

Example: For the towns sustainability tenets of _Economics_, what can we do to internally promote, procure, and focus the economy locally, through implementing polices that support local businesses.

Internal/Department:

1. local purchasing for materials/food~ maybe prefer local first certified locations when possible.
2. employee bonus for use at farmers market/ food hub.
3. free employee parking area downtown to encourage eating/shopping locally.
4. Restaurant support program from public works to minimize water use and keep grease out of sewer.

External:

1. paid time for staff to participate in dbda and local chamber of commerce boards/committees and support local business.
2. Creation and mgmt of greater Boone EDC.
3. public parking and restrooms to support local businesses with limited parking.
4. stormwater tax district down 321/blowingrockrd to fix stormwater issues and create a new walking district.

etc etc

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Quint David

On Tue, Jun 11, 2019 at 8:32 AM Marty Little <Marty.Little@townofboone.net> wrote:
Quint,

We are working to post the agenda packet this morning. With your permission, and with it being so close to sending out the packet, may we just include your email with the packet?

Also, we have no Town department to review this month, but there was conversation last meeting of recommending that Town Council consider that the committee's charge be changed. Is that still going before the committee this Thursday and do you have any other items to discuss that you would want on the agenda?

Thanks,
Marty

Marty Little
Senior Planner
Town of Boone
Planning & Inspections Department
680 W. King Street, Suite C
Boone, NC 28607
(828)268-6960

Disclaimer: The information provided herein is only informal advice. This email is not a final decision, is not binding on the Town, and is not appealable. A binding decision or interpretation may only be provided upon proper written application. If you wish to obtain a final and binding decision or interpretation from the Town, you must specifically request such a decision or interpretation and submit the required written application and fee. Please contact the Planning Department for more information.

From: Quint David
To: Marlene Crosby <Marlene.Crosby@townofboone.net>, Marty Little <Marty.Little@townofboone.net>
Date: 6/10/2019 6:56 PM
Subject: Sus. Committee Notes

Marlene/Marty,
Can you forward this to our sustainability team?
Thanks,
-Q

Howdy folks,

In an attempt to keep our 'sustainability toolkit' moving forward for our discussions on departmental

Communication: Toolkit Information (Discussion of Toolkit)

sustainability, I am linking you towards two different documents.

The first is what the city of Newport News VA has done with their sustainability program.

They actually have a section on civic engagement that includes:

Goal 4: Advocate on behalf of environmentally sound public policies~ Support Green legislation at State and Federal levels

What Nancy mentioned in regards to solar policy of our local and state utilities would clearly fall into this category, as well as the energy efficiency category.

Newport News VA sustainability roadmap:

<https://www.nngov.com/DocumentCenter/View/1586/Roadmap-to-Sustainability-PDF?bidId=>

Quick Summary:



Energy Efficiency and Conservation



Resource Conservation



Open Space and Smart Development



Transportation



Sustainable Built Environment



Civic Engagement and Policy

Attached: matrix of initiatives for review.

Also linked:

EPA: supporting sustainable rural communities:

<https://www.epa.gov/smartgrowth/supporting-sustainable-rural-communities>

Quick Summary: Partnership for Sustainable Communities Guiding Livability Principles

Provide more transportation choices. Develop safe, reliable, and economical transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.

Promote equitable, affordable housing. Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.

Enhance economic competitiveness. Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers, as well as expanded business access to markets.

Support existing communities. Target federal funding toward existing communities—through strategies like transit-oriented, mixed-use development and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.

Coordinate and leverage federal policies and investment. Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of

government to plan for future growth, including making smart energy choices such as locally generated renewable energy.

Value communities and neighborhoods. Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.

These principles can be applied to the city at large, or to individual departments. How are employees getting to work? How affordable is their housing? How can federal or Boone funding enhance our departmental communities? The examples include everything from regional collaboration (could our planning dept implement sustainability items from what others have done around the state?) to encouraging private investment (could cultural resources look for donors/sponsors for the extra expense of local food+ compostable cups/plates?)

I would also like to bring us back to the 2011 or so tenets of sustainability Boone has already adopted. We can apply these to individual departments and come up with a quick list of 'toolkit' they can think about implementing.

Economic: We envision the Town of Boone as a community that utilizes tax dollars and various local resources in an efficient manner. The Town will promote, procure, and focus the economy locally, through implementing policies that support local businesses.

Transportation: We envision the Town of Boone as a community that is a regional leader in providing a full range of safe, clean, and user-friendly transportation options. The Town will discourage fossil fuel burning vehicle use and enhance other healthier forms of transportation such as walking, bicycling, and carpooling. The Town will continue to support and improve accessibility of public transportation efforts.

Water: We envision the Town of Boone as a community that acknowledges the precious and valuable resource that is water. The Town will implement policies and procedures that maximize water efficiency and minimize the environmental impacts of both, water extraction from and returning water to the natural environmental system.

Environment: We envision the Town of Boone as a community that celebrates its unique and extraordinary natural environment that benefits and sustains its citizens and attracts visitors. The Town of Boone will maximize environmental protection policies to ensure that the natural environment is maintained and enhanced for all future generations.

Resilience: We envision the Town of Boone as a community that recognizes the current economy is dependent upon global systems that are increasingly dynamic and volatile. The Town of Boone will promote self reliance by encouraging policies and practices that localize markets and resource use, better preparing the community for potential resource constraints.

Social: We envision the Town of Boone as a community free from discrimination and violence, where everyone has access to: adequate housing and food, meaningful work that pays a living wage, quality healthcare services, participatory civic opportunities, education, and everyone is free from discrimination and violence. The Town of Boone will favor policies that build community and increase quality of life for all of its citizens.

Recycling: We envision the Town of Boone as a community that promotes the reduced consumption of consumer goods and natural resources. The Town of Boone will be a regional leader in providing convenient opportunities for businesses, industries and households to recycle the goods and resources that must be discarded. (KD-H)

Food: We envision the Town of Boone to be a community where food is healthful, safe, and increasingly raised/produced locally, using sound environmental, humane & sustainable practices, available to and affordable for all.

Energy: We envision the Town of Boone to be a community whose innovative approaches to energy are upheld as leadership practices. Citizens will be aware of individual and aggregate energy use, engaged in methods for utilizing energy effectively, and educated on new and renewable means of energy production. These efforts will focus on operating our community infrastructure more sustainably while also enabling individuals to utilize these methods and knowledge in their own homes and businesses.

Education & Outreach: We envision the Town of Boone to be a community where our institutions and citizens share and promote sustainability freely, openly and collaboratively. The community's diverse sustainability resources will be documented and inventoried. The Town of Boone will partner with these resources to educate the community and support sustainable development activities.

My homework tomorrow is going to be to look at the timeline that newport news put together, and try to put one together for us. Then, I am going to look at each of our tenets and think of a 'toolkit' that our departments can use to help meet the direction.

For example:

Admin Department:

Economic: coordinate a yearly 'green business' roundtable discussion with the chamber and county economic development board.

Transportation:

1. offer a yearly employees bonus/credit for purchase and use of hybrid/electric vehicle.
2. add EV charging stations to department building. Figure some way to make them available to employees and public?
3. Have at least 1 department hybrid/ev available by 2025.

Water: expand toilet rebate program~ since commercial uses have nearly 2x water usage as residential in Boone, create program to reduce commercial water usage.

Environment: Allow employees paid time to participate in litter sweeps, river clean ups, tree plantings, and other sustainability initiatives.

Resilience: Prefer local options for materials/food purchasing when available.

Social: Living wage and HR policies that promote a safe living and working environment.

Recycling:

1. Ensure public recycling containers available at department location and available for all employees to use.
2. Minimize paper usage where possible.

Food:

1. Prefer purchasing of local food options when available.
2. Prefer compostible containers when available.

Energy:

1. Document energy usage of electricity, fuel, oil/gas, and fuel use of employees.
2. Investigate efficiency.
3. Size solar for taking department 100% renewable energy by 2040.

Education: List department sustainability measures on town website.

etc etc.

Most of this stuff requires a lot of conversation to get right at the departmental level, so I really really hate dropping it from above like this, but it seems like it is what we are being asked to do. Please let me know your questions/concerns and I look forward to seeing you all again.

Thanks,

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Quint David

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