



Sustainability Committee

Regular Meeting

~ Agenda ~

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

Jane Shook
828-268-6960

Thursday, July 9, 2020

5:30 PM

WebEx

This meeting will be held using WebEx, a video conferencing software. Information is provided below on how to either watch or participate in the meeting.

Watch the Meeting: Anyone can view the Sustainability Committee meeting live at: <https://townofboone.viebit.com/?folder=ALL>

Participate in Meeting: Individuals who wish to speak during public comment can do so through WebEx either online or by phone. To do so, please email Jane Shook, Director of Planning & Inspections at jane.shook@townofboone.net or call in at 828-268-6989 by the start of the meeting and you will be provided with an invite.

Staff will moderate the WebEx session to ensure all participants have an opportunity to speak. Individuals who require user assistance registering or joining the WebEx event on the day of the meeting can call 828-268-6960 for support. Note: to preserve bandwidth and to ensure an orderly meeting, only individuals who wish to speak should use the WebEx link. Anyone who wants to watch the meeting, but not speak, should view the livestream at the link above.

- I. Call to Order**
- II. Board Training**
- III. Adoption of Agenda**
- IV. Approval of Minutes**

June 11, 2020 Meeting Minutes

- V. Toolkit Discussion**

March 12, 2020 Draft Toolkit

VI. Informal Discussion/Other Matters

VII. Public Comment

VIII. Adjournment

**TOWN OF BOONE
SUSTAINABILITY COMMITTEE
MEETING MINUTES
THURSDAY, JUNE 11, 2020
5:30 P.M.**

Members Present: Acting-Chairperson Quint David, John Prickett, Joan Brook, Brook Kornegay, Margie Mansure and Lee Ball

Town Council Liaisons Present: Dustin Hicks, Nancy LaPlaca

Staff Members Present: Christy Turner - Senior Planner and Marlene Crosby-Committee Secretary

Others Present: John Ward – Boone Town Manager, Anna Twigg – Boone Town Intern, Ella Jennings and Chase Scott – Two Rivers School and Rebecca Nenow – Intern for Council Liaison Nancy LaPlaca

Call to Order

The Boone Sustainability Committee, held a virtual meeting via WebEx a video conferencing software at 5:36 p.m.

Discussion ensued on the acting-Chairperson for this meeting. As a result of Chairperson Harvard Ayers and Vice-Chairperson Benjamin Scarboro not being present at this virtual meeting, Member Quint David offered to be the acting-Chairperson for the meeting.

Motion and Vote:

Council Member LaPlaca made a motion, seconded by Member Ball to allow Member David to be the acting-Chairperson for this virtual meeting.

Aye – (Ball, Brook, Kornegay, Prickett, Mansure)

Nay – None

Abstain - (David)

The motion passed.

Acting-Chairperson David welcomed New Members, Brooke Kornegay and Margie Mansure to their first Sustainability Committee meeting.

Adoption of Agenda

Member Prickett made a motion, seconded by Member Ball to adopt the agenda as written.

Vote:

Aye – All

Nay – None

The motion passed.

Communication: June 11, 2020 Meeting Minutes (Approval of Minutes)

Approval of Minutes

Member Ball made a motion, seconded by Member Prickett to approve the February 13, 2020 meeting minutes as written.

Vote:

Aye – All

Nay – None

The motion passed.

Discussion ensued on the Toolkit

Acting-Chairperson David began discussion on the draft toolkit information dated March 12, 2020 located on page 22 of the meeting packet. In a brief overview of the draft toolkit document, Acting-Chairperson David talked about the background and process of the stated Town Goals for each Town Department. He further explained that the Sustainability Committee had taken proposed recommendations from each Town Department and included them into the draft toolkit.

Acting-Chairperson David opened the floor for questions regarding the draft toolkit. He noted that the framework from the STAR Community Rating system was used, when the proposed recommendations were being made for each Town Department.

Acting-Chairperson David reviewed some of the highlights in the draft toolkit. He talked about logging employee miles to gather data to help measure the impact on greenhouse gases and completing a greenhouse emissions study. He said the Sustainability Committee has discussed the possibility of restricting the use of plastic bags and initiating a program for re-usable bags in the Town.

Ms. Jane Shook, Director of Planning and Inspections Department explained that the Planning Staff had expected to receive feedback from each individual member of the Sustainability Committee regarding proposed changes for the draft toolkit. Ms. Shook noted that the Planning Staff had not received proposed changes or feedback for the draft toolkit. Ms. Shook asked if the Sustainability Committee wanted the Planning Staff to review and complete the draft toolkit document. Acting-Chairperson David suggested giving the Sustainability Committee one more month to provide feedback on the draft toolkit and consider approving the draft toolkit at next month's meeting. Member Prickett and Member Ball noted that they had previously submitted their recommendations to the Planning Staff. Member Ball agreed that the Sustainability Committee should review the draft toolkit one more time before submitting it to Council for approval.

Member Brook asked for specific clarification on the best way to provide feedback for each of the seven categories: built environment, equity and empowerment, climate and energy, health and safety, economy and jobs, natural systems and education, arts and community. Acting-Chairperson David explained that the seven categories are from the STAR Community Rating System. He suggested reviewing the whole STAR Community Rating System and look for things

that the Town is not already doing and include those items for discussion by the Sustainability Committee.

Ms. Shook explained that at this time, Ms. Christy Turner, Senior Planner is the Planning Staff liaison to the Sustainability Committee. Ms. Shook explained that she wants to make sure that the Sustainability Committee is taking this time to review the draft toolkit and make any proposed changes. She asked would the Sustainability Committee be sending their proposed changes to the Planning Staff before the next meeting or discuss their proposed changes at the next meeting. Ms. Shook suggested a deadline of July 2, 2020 for all of the feedback to be submitted to Ms. Turner. The Sustainability Committee agreed on the July 2, 2020 date. Acting-Chairperson David asked the Ms. Turner said that she would send out her email address to the Sustainability Committee members. Acting-Chairperson David suggested that the Planning Staff not revise the draft toolkit document before the next meeting; but to provide a compiled list of the feedback that they receive from the Sustainability Committee to be discussed at the next meeting. The Sustainability Committee agreed on the Planning Staff providing a compiled list of feedback at their next meeting.

Council Liaison Nancy LaPlaca told the Sustainability Committee that she would like to invite Mr. Cole from the Watauga County Solid Waste Department to a future Sustainability Committee meeting to talk about composting. Member Ball said the key to composting is having a place to take it too. He also said that Watauga County is working on a composting facility.

Discussion ensued on adding the topic of composting to the draft toolkit. Acting-Chairperson David agreed that composting should be discussed and possibly added to the draft toolkit for Town events held by all the Town Departments. Ms. Turner said the Planning Staff would add the topic of composting to the next Sustainability Committee meeting agenda. Member Ball talked about discussing the education of backyard composting and noted that there are various designs for composting one of which includes wire fencing. Council Liaison LaPlaca noted that in Orange County, North Carolina, they are subsidizing the cost of composting and the residents only pay half of the cost for composting. She said the composter cost is \$100.00 and they are sold to residents for \$50.00. Member Mansure said in the past the Watauga County Cooperative Extension has offered workshops on different types of composting. She said this is an available resource for the Town of Boone.

Discussion ensued on residential neighborhood waste drop off areas. Member Ball suggested that residential curbside waste pickup be discussed and possibly worked into the draft toolkit document. Council Liaison LaPlaca talked about the conflicting information regarding where the waste goes in North Carolina. Member Ball said that Ms. Jennifer Maxwell from the Appalachian State University Office of Sustainability is a good source for the topic of waste in North Carolina.

Other Matters/Informal Discussion

Plastics Proposal Presentation

Council Liaison Nancy LaPlaca noted that Ms. Ella Jennings had recently contacted her regarding giving a presentation which talks about the possibility of reducing the waste stream as it relates

to trash, recycling and composting. Ms. Shook loaded the presentation electronically into the WebEx video conferencing software. Ms. Chase Scott and Ms. Ella Jennings presented information on the North Carolina Environmental Waste Act of 2019 (permanently on file.) Ms. Scott explained that the North Carolina Environmental Waste Act of 2019 is an act that is trying to get governmental agencies or institutions throughout the State of North Carolina to purchase and use items that are not single-use plastic but have been previously recycled. Ms. Scott confirmed that if this Environmental Waste Act of 2019 is passed, it would allow the Town of Boone to set policies regarding waste.

Acting-Chairperson David asked Ms. Scott if the cafeteria at Appalachian State University counts as a State agency. Ms. Scott said she would get back to him with the answer to his question.

Mr. John Ward, Boone Town Manager informed the Sustainability Committee that the Town of Boone Public Works Department has been working with New River Light and Power Company and the Town has received a new rate for LED lighting. He said that he has also has been working with Mr. Ed Miller at NRLP on a credit to the Town. He said the credit was not taken from past paid electric bills; but a check for the credit amount was given to the Town. He explained that the credit came from the LED lights that the Town had installed without the LED rate. He said the Town used the credited amount of money they received and installed 100 LED street lights in the Town of Boone. He also informed the Sustainability Committee that the Town has planted 125 trees during the last few months. He noted that the Town is moving forward with the Bolick property site plan and it may be ready to be presented in July. He noted that a lot of streambank restoration is being done along the river frontage in the area of the Bolick property and Brookshire Park. He also explained that the Town has been replacing a lot of the annual plantings in the Downtown area with edible plants.

Discussion ensued on the additional information to send to the new members of the Sustainability Committee. Ms. Shook noted that there are draft toolkit minutes available to send out. Member Ball suggested including the document with the historical information. Acting-Chairperson David noted that he would contact the Planning Staff and discuss which documents that should be sent out to the new members for them to review regarding the draft toolkit.

Public Comment

Council Liaison LaPlaca introduced Ms. Rebecca Nenow and asked her to explain what she is doing in the Town of Boone. Ms. Nenow explained that is pursuing a refillery business and that will include a drop off for compost. Ms. Nenow explained that a refillery business is selling reusable containers for household use.

Adjournment

Member Ball made a motion, seconded by Member Kornegay, to adjourn the meeting at 6:39 p.m.

Vote:

Aye – All

Nay – None
The motion passed.

Quint David, Acting-Chairperson

Marlene Crosby, Committee Secretary

North Carolina Environmental Waste Act of 2019

Representatives Warren, McGrady, Grange and
Harrison

AN ACT TO ESTABLISH THE "NC MANAGING ENVIRONMENTAL WASTE ACT OF 2019"

TO ADDRESS THE ISSUE OF SINGLE-USE PLASTICS BY, AMONG OTHER MEASURES,

INCREASING REVENUE DISTRIBUTED TO CITIES AND COUNTIES WITH PROGRAMS TO REDUCE PLASTIC WASTE,

ESTABLISHING A PILOT PROGRAM TO REDUCE THE USE OF SINGLE-USE PLASTICS AT STATE-OPERATED FOOD SERVICE FACILITIES,

AND DIRECTING THE ENVIRONMENTAL REVIEW COMMISSION TO STUDY THE ISSUE OF SINGLE-USE PLASTICS.

Section 1. Use of tax proceeds.

Using no more \$225,000...

- 50% to the Interactive Hazardous Sites Cleanup Fund
- 32.5% to cities and counties in the State. Half of which goes to counties, half goes to cities.
- 5% to cities and counties in the State that provide plastic recycling services within their jurisdictions.
- 12.5% to the General Fund.

The Department of Environmental Quality must adopt a rule establishing criteria for eligibility under the subdivision, and provide the Secretary with a list of cities and counties eligible under this subdivision.

Section 2.(a)

-The Department of Administration in cooperation with the Division of Environmental Assistance and Customer Service will identify recycled materials and supplies within:

- State Departments
- Institutions
- Agencies
- Community Colleges
- Local Schools

Guidelines will be proposed by the Department of Administration

Section 2.(b)

The summary reports will include authorized purchases of materials and supplies with recycled content that were purchased during the previous fiscal years.

Section 3

The Environmental Review Commission shall study the following...

- The environmental impacts of plastic pollution.
- The States current requirements for plastics recycling.
- Estimates of the amount of plastic recycled vs. plastic disposed in landfills.
- Recycling markets and available information on plastics collected for recycling in the State.
- Legislation in other states to regulate single-use plastics, especially bans.
- Private sector initiatives to reduce single-use plastics.
- Alternatives to single-use plastics.
- Any other issue that the commission may deem relevant.

Section 4.(a) & 4.(b)

Measures include:

- Does not result in disposal, prior to use of single use plastics already procured on the dated this act becomes law
- Does not impair contracts of purchase already in effect on the date this act becomes law

Section 4.(b)

The Department shall issue a preliminary report on implementation of the requirements of this section to the Environmental Review Commission no later than September 1, 2019, and shall provide a final report to the Commission no later than March 1, 2020.

Draft Departmental Sustainability Toolkit

Town of Boone

Sustainability Committee

March 12, 2020

Stated Town Goals

- Climate neutrality for Town of Boone municipal operations by 2030
- 100% renewable energy for municipal operations by 2040
- 100% renewable energy for the Town of Boone community by 2050

Background

At the April 18, 2019 Boone Town Council meeting, the Town Council adopted the sustainability goals listed above in an effort to address climate change at the local level. The three goals are focused on two tiers of scope: municipal operations, which includes day-to-day functions of the Town of Boone as an organization and its employees, and the community as a whole. In order to address the first goal, climate neutrality for municipal operations by 2030, the Town Council charged the Boone Sustainability Committee with learning about the Town's daily tasks and recommending steps each department could take in order to move closer to achieving climate neutrality in the specified timeframe. These recommendations, as Council directed, should take the form of a toolkit, where each department could access a menu of opportunities in pursuit of neutrality.

Town of Boone Municipal Operations

The Town of Boone is comprised of nine departments, which serve in a wide range of capacities. These departments are made up of Administration, Finance, Fire, GIS, Human Resources, Planning & Inspections, Police, Public Works, and Cultural Resources. The energy needs of the Town of Boone vary greatly between several departments, as they perform unique functions for the community (for example: Public Works, which includes streets/sidewalk maintenance crews and the Wastewater Treatment Plant, has different needs than the Police Department, just as the Fire Department differs in needs from Planning & Inspections, and so on). While some recommendations apply to a broad range of municipal services, the Sustainability Committee recognized that others must be tailored to certain departments specifically.

Process

In learning about the functions of each department, the Sustainability Committee hosted several meetings with the Town Manager and each department head individually over the course of 2019. The departments housed in Town Hall were combined, as their energy needs are very similar. The framework for each meeting consisted of a presentation by the Town Manager and/or department head, discussion and questions from the Sustainability Committee, and finally a discussion of potential recommendations for the presented department as well as Town operations on a larger scale.

Intended Results

This toolkit aims to address, at least partly, Town Council's goals of climate neutrality for municipal operations by 2030 by presenting the Council with a list of recommendations for implementation through Town-wide and department-specific policy. This toolkit is not intended to be a cure-all for Boone's climate needs, but may serve as a first step towards policy and behavioral changes that increase the Town and its employees' awareness of climate change, and how daily tasks impact the bigger picture. This toolkit is meant to be a catalyst for greater sustainability practices in the Town of Boone.

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Executive Summary

This document addresses each Town Department through the lens of the STAR Communal Rating System framework. This framework -which provides evaluation measures for community-scale sustainability- can be found noted under the heading of each department. While these recommendations are largely geared toward the Built Environment and Climate and Energy categories in order to address the specific goal of municipal climate neutrality, the Sustainability Committee feels it is important to keep the other aspects of sustainability available as a reference. Each recommendation included in this document, like any and all other sustainability policies the Town Council should investigate, affects more than one subdiscipline of the topic of sustainability. That said, the recommendations included herein are tailored so as to provide either a first- or second-order impact on municipal climate neutrality.

To be completed to include key findings at the end of the draft.

Town-wide Recommendations

Built Environment	Equity & Empowerment	Climate & Energy	Health & Safety	Economy & Jobs	Natural Systems	Education, Arts, & Community
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Sustainability Committee Recommendations

- Establish official Boone greenhouse gas inventory (not completed by committee or staff)
 - Include which energy provider serves each building
- Assign staff person in each department to serve as sustainability liaison to keep track of department efforts
- Have staff participate in energy star rating system to determine how their department building scores
- Switch to electric vehicles or minimum 40+ miles per gallon (MPG) wherever possible
- Track employee commuting miles in greenhouse gas (GHG) calculations
- Research benefits of a work from home day, or alternate employee four 10-hour work days per week
- Investigate housing and vehicle vouchers
- Establish official Boone GHG inventory (not completed by committee or staff)
- Retrofit existing buildings to at least 50% more efficient (energy star rating)
- Every new appliance should be energy star certified
- Quantify, reduce, offset:
 - Quantify emissions and address through reduction
 - Reduce wherever possible
 - Offset the rest
- Establish transportation plan for fleet
- Establish building plan for new buildings/maintenance of existing buildings
- Establish energy plan for purchase of electricity
- Have a goal of coal reduction between now and 2030; currently use 30%

Staff Recommendations

- Explore incentive programs for employees who live in town limits
- Analyze energy bills for each Town-maintained building; ask about viewing demand charges
- Prioritize non-gasoline or hybrid alternatives when purchasing new vehicles
- Convert interior lights to LED wherever possible
- Explore incentives for employees who live in city limits for within a certain distance to town
- Track employees' miles traveled and include in overall gas mileage inventory
- Purchase local food and beverages for Town events
- Ensure all supplies for Town events are recyclable or compostable and limit/remove plastic/Styrofoam

Planning & Inspections

Built
Environment

Equity &
Empowerment

Climate &
Energy

Health &
Safety

Economy &
Jobs

Natural
Systems

Education, Arts, &
Community

Sustainability Committee Recommendations

- Replace paperwork (forms, records, etc) with electronic copies after having established proper cyber security. May require lobbying with state
- Use geothermal heating/cooling for all new buildings
- Use ambient lighting as feasible
- Advocate/encourage the construction of townhomes to provide affordable housing for local families and town workers in particular
- Require sufficient drainage for all new construction to prevent local flooding. Advocate the use of water gardens for landscaping
- Require adequate parking for all new construction
- Install car charging stations
- Consider the possibility of solar farms in flood areas, around the water treatment plant and other restricted use land
- Promote walking and biking opportunities and safety as a way to reduce traffic
- Do an energy audit of town buildings to identify leak, gaps in insulation

Staff Recommendations

- Evaluate department mailings that are not required by law and determine other means of notifications beside mailings
- Explore digital alternatives to printing meeting agenda packets

Town Hall (Administration, Finance, Utility Billing, Human Resources, Downtown Coordinator, Downtown Police, & Parking)

Built Environment	Equity & Empowerment	Climate & Energy	Health & Safety	Economy & Jobs	Natural Systems	Education, Arts, & Community
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Sustainability Committee Recommendations

- Support the use of electric buses as soon as the technology becomes cost effective
- ace paperwork (forms, records, etc) with electronic copies after having established proper cyber security.
- Establish a bonus program for all town workers for providing actionable energy saving ideas
- Establish a yearly energy reduction goal for each department
- Restrict use of plastic and non-reusable bags in town, and initiate a program to give suitable reusable bags to public
- Establish a best practices committee in town/each department to collect ideas form departments, town, county, and surrounding areas
- Convert to all LED lighting in buildings
- Explore “work tax”, or other incentive program for getting employees to live in town limits
- Consider costs of replacing and training new employees, as well as cost of loss of institutional knowledge, when considering job retention strategies
- Explore work-from-home options
- Put instant-on hot water heater in town building in place of traditional tank systems
- Consider closing a street downtown during the summer to encourage walkability
- Replace town vehicles as needed first with hybrids and ultimately electric vehicles when the technology and maintenance records prove feasible
- Establish a Boone Safety Committee to inspect town buildings and practices on a regular basis to reduce the cost of unsafe practices
- Use heat exchangers in town buildings for air exchange to conserve energy
- Install “solar” shade window coatings to block excess radiant heat and/or to provide insulation

Staff Recommendations

- Explore possibility of cloud data storage
- Explore digital alternatives to printing Council agenda packets
- Combine other town notifications in utility bills
- Allow residents to opt out of mailings and receive notifications electronically

Cultural Resources

Built
Environment

Equity &
Empowerment

Climate &
Energy

Health &
Safety

Economy &
Jobs

Natural
Systems

Education, Arts, &
Community

Sustainability Committee Recommendations

- Preserve the traditional appearance of downtown in order to maintain tourism
- Promote the farmers market and the local food pantries as a way to improve quality of life in Boone

Staff Recommendations

- Upgrade toilets
- Replace windows with double-pane windows (within historic designation)
- Upgrade refrigerator to a more energy efficient model
- Continue to look for alternatives for dog waste disposal bags
- Continue to look for ways to reduce packaging and waste for event giveaways

Public Works

Built
Environment

Equity &
Empowerment

Climate &
Energy

Health &
Safety

Economy &
Jobs

Natural
Systems

Education, Arts, &
Community

Sustainability Committee Recommendations

- Complete replacement of streetlights with LEDs
- Negotiate with power companies as to the cost assigned based on the reduced energy demand
- Consider hiring a consultant for the water treatment plant to propose a more energy efficient process to avoid the cost of energy in drying solid waste
- Improve recycling education

Staff Recommendations

- Monitor when non-gasoline alternatives become available for specialized vehicles
- Explore alternative methods for drying solids at the wastewater treatment plant as expansion becomes necessary
- Explore other ways to advertise and provide education on toilet rebate program
- Consult engineer on developing technologies for raw water system

Police

Built Environment	Equity & Empowerment	Climate & Energy	Health & Safety	Economy & Jobs	Natural Systems	Education, Arts, & Community
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Sustainability Committee Recommendations

- Replace paperwork (forms, records, etc) with electronic copies after having established proper cybersecurity
- Gather and track data on work-day emissions, and identify which emissions cant be offset due to safety issues and address those separately
- Gather and track data on employee emissions (add actual employee miles to GHG inventory)
- Identify retention issues, looking at workload, pay scales, and conducting exit interviews to determine why officers are choosing to leave
- Explore a program to supply officers and their families with tickets and passes to events
- Explore more events like Coffee with A Cop for more community cohesion
- Ensure police officers are properly conducting or attending poverty, civil rights, and equity training. This department has the ability to make a big impact in this category of sustainability
- Establish and maintain a list of issues officers on the ground are noticing while on the job. Compile and compare issues to determine which issues need addressing the most
- Increase number of officers that are swift water certified for water rescues during flood events
- Increase the number of electric bicycles
- Add another hybrid police car

Staff Recommendations

- Continue purchasing electric assist bicycles when available
- Investigate and test non-gasoline patrol cars

Fire

Built
Environment

Equity &
Empowerment

Climate &
Energy

Health &
Safety

Economy &
Jobs

Natural
Systems

Education, Arts, &
Community

Sustainability Committee Recommendations

- Consider if it's possible to use some type of gray water system to replace the large amount of potable water used to clean equipment
- Explore the possibility of improving insulation on the old stations to save energy

Staff Recommendations

- Electric vehicle to conduct non-emergency uses, such as fire inspections and travel
- Increase preparedness and planning
- Video conference for stations to allow training to be conducted without movement of apparatus between stations
- Solar water heater for station #1 and #3
- Continue the upgrade of lighting to LED in apparatus storage areas
- Network recommendations:
 - Virtualization of servers
 - Improved connectivity between facilities
 - Centralized locations

Conclusion

To be completed at the end of the draft.

Appendix

Department summary materials and minutes of department meetings