



Sustainability Committee

Regular Meeting

~ Agenda ~

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

Jane Shook
828-268-6960

Thursday, July 11, 2019

5:30 PM Planning and Inspections Conference Room

I. Call to Order

II. Adoption of Agenda

III. Approval of Minutes

June 13, 2019 Meeting Minutes

Committee Charge

IV. Town Department Operations: Public Works Department

V. Other Matters by Board Members or Staff

VI. Adjournment

**TOWN OF BOONE
SUSTAINABILITY COMMITTEE
MEETING MINUTES
THURSDAY, JUNE 13, 2019
5:30 P.M.**

Members Present:	Chairperson Quint David, Vice-Chairperson Harvard Ayers, Ben Scarboro, and John Prickett.
Town Council Liaisons Present:	Sam Furguele and Marshall Ashcraft
Staff Members Present:	Marty Little – Senior Planner and Marlene Crosby-Committee Secretary
Others Present:	None

Call to Order

Chairperson Quint David called to order the Boone Sustainability Committee, held in the Planning and Inspections Department – Upstairs Conference Room located at 680 W. King Street at 5:50 p.m.

Adoption of Agenda

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

Vote:

Aye – All

Nay – None

The motion passed.

Approval of Minutes

Member Prickett made a motion, seconded by Member Scarboro to approve the May 16, 2019 meeting minutes as written.

Vote:

Aye – All

Nay – None

The motion passed.

Discussion of Toolkit

Chairperson David began discussion on the toolkits for Town Departments. He pointed out that he had provided two handouts to be discussed at this meeting for the toolkits. The handouts were the 12 Tenets of Sustainability and the Sustainability Program from Newport News, Virginia (permanently attached). He reviewed the differences in both of the handouts. He suggested that the Sustainability Committee review this information in preparation for reviewing the operations of the Town Departments. Council Liaison Furguele noted that it was the expectation

of the Council for the Sustainability Committee to gather information regarding the operations of the Town Departments and then make recommendations on items for the toolkit and the Town Manager would be responsible for implementing the recommendations approved by Council.

Chairperson David explained that the internal and external items in the handout should be discussed and included in the toolkit. He talked about the Sustainability Committee discussing the revising of current parking requirements for additional greenspace for greater density, promoting a bike friendly community, supporting sustainable transportation practices and promoting mass transit.

Discussion ensued on recycling. Member Prickett talked about potential department budget constraints and more funding needed to complete some of the Sustainability goals of the Town. He talked about the substantial costs involved with recycling in the Town. He talked about a glass processing plant being needed in the Town to improve the recycling program. Chairperson David talked about adding the educational component regarding the recycling program to encourage the public to recycle properly.

Mr. Marty Little, Senior Planner confirmed that the Sustainability Committee is discussing the information in the Newport News, Virginia and the 12 Tenets of Sustainability handouts to provide a framework or mission statement for recommendations for the Town Departments. Mr. Little further explained that the Council is looking for Town Department buy-in on the proposed Sustainable goals of the Town. Chairperson David said that a broader picture that envisions the Town of Boone realizing that water is a valuable source and we need to implement procedures that maximize water efficiency and minimizing environmental impacts.

Consideration of Recommendation to Amend Charge

Chairperson David explained that the current Town of Boone Sustainability Committee Charge is focused on the internal department operations for Town Sustainability goals (permanently attached). He said it is important to discuss the external department operations issues as well. He said that he suggests discussing the internal and external measures in separate conversations. He suggested recommending to Council that the external measures be added to their Committee charge.

Council Liaison Furguiele explained that the Council directed the Sustainability Committee to work with the Town Manager and each Town Department Head to review departmental operations and identify issues and make recommendations to Council. He noted that the Sustainability Committee has heard from three departments of the Town thus far. He further noted that the other departments of the Town still need to be heard to help identify their issues. He confirmed that the Council directed the Sustainability Committee to focus on the internal town operations first and that the Sustainability Committee may be directed by Council to review other topics in the future. He pointed out that the Sustainability Committee should look at the internal issues that we have most control of and then look at ways to address the external issues. He said some things have been discussed and identified by the Town like the conversion of all Town vehicles to hybrids but it will take time to make it happen.

Council Liaison Furguiele talked about the future opportunity for the Town to be more sustainable with the building of the new Municipal Complex which will have no climate impact. He noted that the new complex will include three departments of the Town.

Council Liaison Furguiele talked about the New River Light & Power agreement reviewing the proposed agreement before it goes to Council for their review. He explained that if the New River Light & Power agreement does not materialize the Town may need to look into building a solar field.

Council Liaison Furguiele talked about the possibility of the personnel policy including sustainable requirements for the employees to follow.

Council Liaison Furguiele suggested that the Sustainability Committee have a joint meeting with the Water Use Committee to discuss the use of water distribution. He noted that the Water Use Committee is not looking specifically at the sustainable goals as it relates to water usage. He further noted that the Town has more control with its water than with the control of its buildings because of the state building code but the Town does control the Unified Development Ordinance.

Chairperson David asked the Sustainability Committee members research mandatory recycling for the next meeting. Member Scarboro said, he would review the Newport News information to look for shortcuts that will apply to the Town of Boone and help build the proposed toolkit.

Other Matters by Committee Members or Staff

Discussion ensued on the meeting location of future Sustainability Committee meetings. It was the consensus of the Sustainability Committee to continue having the meetings in the Planning and Inspections Department – Upstairs Conference Room located at 680 W. King Street; unless the Committee knows that a future agenda item might create a need for a larger meeting space to hold the attendees of the meeting.

Adjournment

Member Scarboro made a motion, seconded by Member Prickett to adjourn the meeting at 7:13 p.m.

Vote:

Aye – All

Nay – None

The motion passed.

Quint David, Sustainability Committee Chairperson

Marlene Crosby, Committee Secretary

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

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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

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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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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