

**Elon Sustainability Committee
Special Called Meeting
Meeting Minutes – Dec. 13, 2023, at Elon Town Hall at 8:30 am**

Present: Lori Oakley, Planning Director, David Murphy, Asst. Public Works Director, Randy Orwig, Town Council Member, Dennis Pagano, Adam Shaw, Lamont Tyson, Chloe Stuart, and Kelly Harer, committee members. Guest: Rich Roedner, Town Manager. No members of the public were in attendance.

Item A- Chair Pagano called the meeting to order at 8:30am.

Item B- Minutes

The minutes from the November 29, 2023, meeting were unanimously approved (5-0). Shaw made the motion to approve the minutes, and Tyson seconded it.

Item C- Public Comment

There were no public comments.

Item D- Old Business

1. Energy Audit

Pagano discussed the outline of the energy audit. Orwig emphasized the internal versus external components of the audit and the committee discussed in depth what could be handled by the committee versus what would need to be handled by an outside entity.

Town Manager Roedner stated that any possible grants need to first be approved by the Town Council. He also discussed the amount of staff time needed to administer a grant.

The committee discussed what they need to assess so far as energy consumption and how the different departments compared so far as energy consumption. There was also a discussion about tracking fuel consumption for town vehicles.

Shaw stated that ASHRAE energy audit level 1 identifies no cost and low-cost energy saving opportunities. Perhaps the committee could start with Duke Energy bills to determine the highest energy user.

Harer stated that Hillsborough did an annual baseline audit from August until July of the following year. Triangle J Council of Governments drafted the energy audit for Hillsborough. Perhaps the town could contract with the PTRC (Piedmont Triad Regional Council) to do an audit.

Pagano discussed utilizing Elon University students for the project and Orwig said that might work best next fall and spring.

Shaw stated that an outline for the audit needs to be drafted depicting the phases and subphases. Once it is completed, it needs to be reviewed and the findings need to be presented to Council.

Roedner asked about the gathering of the baseline data. Is the committee looking for budgetary numbers or consumption data? Duke should be contacted about energy consumption and the town can track water usage.

Orwig asked about streetlights and if the town pays the bills for those. Roedner responded yes. Murphy followed up by stating that each streetlight is not metered. While data might be there, consumption data is not accurate.

Roedner asked if the town regulates the type of streetlight in a new development and Oakley stated that the LMO only regulates spacing between lights. Murphy offered to contact Duke to see if all new streetlights are LED.

Orwig asked if staff could handle some of the background work needed for the audit and Roedner responded that the town is currently short-staffed, and they could not currently handle it.

Orwig stated that committee needs to determine what needs to be presented to Council.

Shaw asked if the committee could analyze the data themselves and Roedner responder that could possibly be done. The committee could definitely play a role in it.

Pagano asked what amount of detail needs to be presented to Council and Harer stated the Hillsborough baseline audit was 16 pages in length.

Roedner reiterated that the committee can gather the data and analyze the data. If it is determined that money needs to be spent on something, the committee can always request funds from the Council. He also encouraged the committee to present to Council (at some point) to let them know they are embarking on and to also let them know if there will be any grants applications to assist with funding.

Orwig mentioned checking with PTRC to see what it would cost to have them perform the baseline audit.

Shaw stated that he will work on modifying the scope and collecting data. He requested the municipal support phone number for Duke and Murphy stated that he will check on that for him.

Item E- New Business

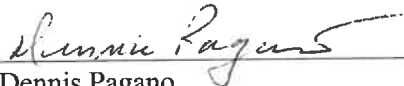
The committee decided to move the January meeting from Jan. 24th to Jan 31st since Stuart and Harer will be out of the country on the 24th. Shaw made the motion to move the January meeting to the 31st and Tyson seconded the motion. It passed unanimously (5-0).

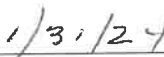
Item F- Other items and updates from Planning Director

Oakley stated that she is still trying to fill the Planner position and did not have any other updates.

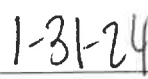
Shaw made a motion to adjourn the meeting and Tyson seconded the motion. Pagano adjourned the meeting at 9:35am.

Respectfully Submitted,


Chair Dennis Pagano


Date


Interim Recording Secretary, Lori Oakley


Date