



CITY OF HENDERSONVILLE
ENVIRONMENTAL SUSTAINABILITY BOARD
Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC
28792



Thursday, October 21, 2021 – 3:00 PM

AGENDA

1. CALL TO ORDER

A. Roll Call - *Mary Ellen Kustin, Chairperson*

2. CONSIDERATION OF AGENDA

A. Consideration of Agenda

3. AGENDA ITEMS

A. Adoption of ESB minutes from September 16th, 2021 -*Gracie Erwin, Staff Liaison*

B. Boones Tool Kit- *Lyndsey Simpson, Council Woman*

C. Vote on overage amount for Working to Be Plastic Free Decals - Estimate \$203.00, which does not include tax. Previously voted on \$200.00 - *Beth Stang, Board Member, Mary Ellen Kustin, Chairperson*

4. SUB-COMMITTEE UPDATES

A. Bee City Update - Kim Bailey, Board Member 5 minutes

B. Plastic and Recycling Update - *Gray Jernigan, Board Member* 5 minutes

C. City Council Update - *Lyndsey Simpson, Councilwoman* 5 minutes

5. PUBLIC COMMENT

A. Public Comment - *Allotted time 15 minutes*

6. DISCUSSION ITEMS

A. Solar Panel Splash Pad Memo Follow up- *Ann Twiggs, Board member*

B. Old Business - Sub-Committees

At the August meeting ESB called for voting on the suggestions for Sub-Committees and recruiting members to oversee Sub-Committees
Sub-Committee Suggestions:

Sustainability Planning
Climate Resolution
Will Garvey

Bee City Sub- Committee

Recycling and Plastic Reduction Sub- Committee

Energy Sub Committee?

Others?

*** Determine which committee oversees climate change work

7. NEW BUSINESS

- A. Trash Clean up at MLK park and Sullivan Park in upcoming months - *Beth Stang, Board member*

8. ADJOURNMENT

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.



CITY OF HENDERSONVILLE
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Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC
28792



Thursday, September 16, 2021 – 3:00 PM

MINUTES

1. CALL TO ORDER

Roll Call - *Beth Stang, Chairperson*

CONSIDERATION OF AGENDA ITEMS

AGENDA ITEMS

1. Review and approve minutes from August meeting

Add a G to Ann Twiggs name- it has two G's

2. Elections- New Chair and Vice Chair

Nominations of board members for Chair and Vice Chair. Vote to follow nominations -*Beth Stang, Chair person*

Nominations for the Environmental Sustainability Board Chair are as follows:

Board Member ? nominated Mary Ellen Kustin

The rest were not voted on as the committee was filled

Board Member Francis Rundlett nominated Ann Twiggs

Board Member ? nominated Caroline Beamer

Board Member Beth Stang moved that ESB appoint Mary Ellen Kustin as Board Chair. A unanimous vote of the Board Members followed. Motion carried.

Nominations for the Environmental Sustainability Board Vice-Chair are as follows:

Board Member Mary Ellen Kustin nominated Caroline Beamer

Board Member Beth Stang moved that ESB appoint Caroline Beamer as Board Chair. A unanimous vote of the Board Member followed. Motion carried.

These appointments will take their roles beginning in the October meeting.

3. Monarch Pledge Presentation

Presentation from Connie Knight- <https://www.nwf.org/mayorsmonarchpledge>

4. Nature Connections - Caregivers of Mother Earth

Presentation to be given by Elle Travis

AGENDA ITEMS

5. Update on Plastics and Recycling, Working to be Plastic Free update- *Grey Jerigan, Board Member, Katie Breckheimer*

Big problem is cost for non plastics...

static decal is ready to go to printers and then be distributed

ESB and mountain tru -press release, content needs to be gathered and sent to Alison Justice.

6. Bee City Update - *Kim Bailey, Board Member*

Bee Bold was great- Big thanks to those who came and helped

No presence at Apple Festival and no planned presence at farm city day

Standing invitation to have exhibit at Mills River Farmers Market through end of October

Migration project is fully underway - 30 classrooms have committed to participating, still have 20 classrooms still available. Cap of each school having 5 classrooms will be lifted now that all schools have had an opportunity to participate.

Documents are written describing the projects needed to be completed if Hendersonville recertifies as a Bee City

List of 10 items that need to be addressed

Recommendation from Kim (or entire board if we vote) - To change board members to be allowed to make recommendations to council for those we wish to see on the board. Currently the ESB is prohibited from making recommendations. Lyndsey said as a public member you can make recommendation based on x and y after a person has applied. However, this recommendation would come from you as a general member, NOT as an ESB member. Lyndsey is offering to discuss at council and report back if ESB and other boards can at least give written recommendation's on what the board needs going forward (i.e. new chair, new Bee City Coordinator ect). and get general clarification on this subject.

7. City Council Update- *Lyndsey Simpson, Councilwoman*

Lyndsey asked ESB to make an official recommendation for council to sign up for Monarch Pledge.

ESB advocates the City Mayor to make a Monarch Pledge

AGENDA ITEMS

8. Discussion on a resolution for climate change with monitoring - *Frances Rundlett, Board Member*

9. Updated Splash Pad Memo for City Council- *Ann Twiggs- Board member*

Positive feed back.

Fran made a motion to use the memo to send to John Connet.

Move remaining agenda items to next meeting in October.

AGENDA ITEMS

10. Discussion on article and climate change "Can one small city make an impact on global climate change" -*Beth Stang, Chairperson*

Bigger discussion to follow - Sub committee and sustainability plan

11. Committee Discussion - *Beth Stang, Chairperson*

AGENDA ITEMS

12. Plan a trash clean up in the coming months at MLK park and Sullivan Park - *Beth Stang, Chairperson*

Move to October

13. Call to Vote on Sub Committees

At the August meeting ESB called for voting on the suggestions for Sub-Committees and recruiting members to oversee sub committees

Suggestions:

Sustainability Planning Sub Committee

Bee City Sub Committee

Recycling and Plastic Reduction Sub Committee

Others?

Move to October

ADJOURNMENT

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Town of Boone

Department Sustainability Toolkit



Administration • Cultural Resources • Finance • Fire • Human Resources • Planning and Inspections • Police • Public Works

ADOPTED AUGUST 2020

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BACKGROUND

At the April 18, 2019 Boone Town Council meeting, the Town Council adopted the following sustainability goals in an effort to address climate change at the local level.

- 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

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, Cultural Resources, Finance, Fire, Human Resources, Planning and Inspections, Police, and Public Works.

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 needs differs 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. Minutes from these meetings have been included for reference in Appendix A.

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.

EXECUTIVE SUMMARY-STAR COMMUNITY RATING SYSTEM

This document addresses each Town Department through the lens of the STAR Communal Rating System framework which is described in detail in the STAR Community Rating System Version 2.0 report published by STAR Communities in 2016 (full version of this document has been included in Appendix B).

In summary, STAR or **Sustainability Tools for Assessing and Rating Communities** is a system in which the framework “integrates economic, environmental, and social aspects of sustainability, provides communities with a menu-based system to customize their approach based on local conditions and priorities. The system is organized by goals, objectives, and evaluation measures; and is intended to align with local government processes and standard practice” (“Star Community Rating System”, 6).

The goals and objectives of the STAR Community Rating System are as follows:

Built Environment: *Achieve livability, choice, and access for all where people live, work, and play*

Climate & Energy: *Reduce climate impacts through adaption and mitigation efforts and increase resource efficiency*

Economy & Jobs: *Create equitably shared prosperity and access to quality jobs*

Education, Arts & Community: *Empower vibrant, educated, connected, and diverse communities*

Equity & Empowerment: *Ensure equity, inclusion, and access to opportunity for all community members*

Health & Safety: *Strengthen communities to be healthy, resilient, and safe places for residents and businesses*

Natural Systems: *Protect and restore the natural resource base upon which life depends*

Innovation & Process: *Supports the evolution of sustainability practice by recognizing best practices and processes, exemplary performance, local innovation and good governance*

(“Star Community Rating System”, 7)

Each of the rating system’s 7 goal areas is supported by 6-7 Objectives. Objectives are the clear and desired achievement intended to move the community toward the broader sustainability goal. Below are the system’s 45 objectives, organized by goal area (“Star Community Rating System, 7).

STAR Framework of Sustainability Goals & Objectives

Built Environment	Climate & Energy	Economy & Jobs	Education, Arts & Community	Equity & Empowerment	Health & Safety	Natural Systems	Innovation & Process
Ambient Noise & Light	Climate Adaptation	Business Retention & Development	Arts & Culture	Civic Engagement	Active Living	Green Infrastructure	Best Practices & Processes
Community Water Systems	Greenhouse Gas Mitigation	Green Market Development	Community Cohesion	Civil & Human Rights	Community Health	Biodiversity & Invasive Species	Exemplary Performance
Compact & Complete Communities	Greening the Energy Supply	Local Economy	Educational Opportunity & Attainment	Environmental Justice	Emergency Management & Response	Natural Resource Protection	Local Innovation
Housing Affordability	Energy Efficiency	Quality Jobs & Living Wages	Historic Preservation	Equitable Services & Access	Food Access & Nutrition	Outdoor Air Quality	Good Governance
Infill & Redevelopment	Water Efficiency	Targeted Industry Development	Social & Cultural Diversity	Human Services	Health Systems	Water in the Environment	
Public Parkland	Local Government GHG & Resource Footprint	Workforce Readiness	Aging in the Community	Poverty Prevention & Alleviation	Hazard Mitigation	Working Lands	
Transportation Choices	Waste Minimization				Safe Communities		

Though, the recommendations contained in this toolkit are largely geared toward the Built Environment and Climate and Energy objectives, the Sustainability Committee feels it is important to keep the other objectives and goals 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 objective of sustainability.

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

- Either reclassify a staff position within current Town employment opportunities or create a staff position that is funded and dedicated to implementing the Town’s sustainability vision
 - Assign a staff liaison in each department to keep track of department sustainability efforts; ideally liaisons would report to the position identified in the recommendation above
 - Establish a best practices committee in town/each department to collect ideas from departments, town, county, and surrounding areas
 - Establish a yearly energy reduction goal for the Town.
- Quantify, reduce, offset:
 - Quantify emissions and address through reduction
 - Reduce wherever possible
 - Offset the rest
- Greenhouse Gas Inventory: Establish official Boone greenhouse gas inventory (not completed by committee or staff)
 - Include which energy provider serves each building
 - Track employee commuting miles in greenhouse gas (GHG) calculations
- Existing Town-Owned Buildings – Energy Star Rating
 - Score each existing town-owned building based on the energy star rating system to determine how each building scores and analyze room for improvement
 - Retrofit existing buildings to at least 50% more efficient (energy star rating) Every new appliance should be energy star certified
 - Convert to all LED lighting in buildings
 - Replace traditional hot-water tank systems with on-demand water heaters
 - 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
 - Do an energy audit of town buildings to identify leak, gaps in insulation
- New Town-Owned Buildings
 - All future building construction undertaken by the Town will be designed, constructed and utilized with a goal of carbon neutrality, the avoidance of any and all methane emissions, with the express expectation that the utilization of such buildings will have a net zero negative impact on the climate (Town Resolution, Adopted July 17, 2018)
- Restrict use of plastic and non-reusable bags in town, and initiate a program to give suitable reusable bags to public
- Set guidance for town events that follow the standards recommend by the Watauga County Food Council (portions adopted by Town Council in November 2019)
- Establish a transportation plan for fleet which focuses on minimizing fossil fuel usage. Investigate and support efforts for alternative transportation (walk/bike) between town-owned buildings.
- Place recycling containers and composting containers at all Town buildings

- Develop a Department wide zero waste plan
 - Replace town vehicles as needed first with hybrids and ultimately electric vehicles when the technology and maintenance records prove feasible
- Switch to electric vehicles or minimum 40+ miles per gallon (MPG) wherever possible
- Replace paperwork (forms, records, etc) with electronic copies after having established proper cyber security. Potentially, petition state to modify records retention policies requiring paper
- Town Energy Consumption
- Establish energy plan for purchase of electricity
 - Negotiate with power companies as to the cost assigned based on reduced energy demand
 - 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

TOWN HALL

Administration, Finance, and Human Resources

Built
Environment

Equity &
Empowerment

Climate &
Energy

Health &
Safety

Economy &
Jobs

Natural
Systems

Education, Arts, &
Community

SUSTAINABILITY COMMITTEE RECOMMENDATIONS

- Human Resources
 - Research benefits of a work from home day, or alternate employee four 10-hour work days per week
 - Investigate housing and vehicle vouchers
 - Offer/gift town employee's vouchers to local food vendors (CSA, Food Hub, Farmers Market) etc.
Note: Insurance providers offer have incentive
 - Explore incentive programs to encourage employees to live in town
 - Consider costs of replacing and training new employees, as well as cost of loss of institutional knowledge, when considering job retention strategies
 - Establish a Boone Safety Committee to inspect town buildings and practices on a regular basis to reduce the cost of unsafe practices
 - Establish a bonus program for all town workers for providing actionable energy saving ideas
 - A Environmental/Climate Justice Diversity work group made up from all Town Departments (refer to STAR rating system for definition)

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

- Investigate permanent solar tree or solar music system to promote sustainability and solar year round

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

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

PLANNING & INSPECTIONS

Built
Environment

Equity &
Empowerment

Climate &
Energy

Health &
Safety

Economy &
Jobs

Natural
Systems

Education, Arts, &
Community

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

POLICE

Built
Environment

Equity &
Empowerment

Climate &
Energy

Health &
Safety

Economy &
Jobs

Natural
Systems

Education, Arts, &
Community

SUSTAINABILITY COMMITTEE RECOMMENDATIONS

- Gather and track data on work-day emissions, and identify which emissions can't be offset due to safety issues and address those separately
- 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

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
- 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 and create a zero-waste plan for all Town Departments. Investigate a plan for Town wide zero-waste plan.

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

CONCLUSION

In conclusion, at the end of the process to create this toolkit, the Sustainability Committee has offered recommendations to supplement many of the sustainable practices already enacted by Town Staff as related to meeting the Town's goal of climate neutrality by 2030.

The Sustainability Committee recognizes that funding will have to be dedicated to ensure these goals are met and highlights the very first recommendation offered on page 5 and encourages the Town to consider a dedicated staff position to coordinate and implement the Town's sustainability goals to ensure that funding is directed towards the greatest impact to meet stated goals.

As mentioned previously, 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.

During this process, the Sustainability Committee had an opportunity to learn about and discuss town operations which increased their understanding of how the different town departments play a vital and crucial role in creating and maintaining a sustainable and resilient community. In fact, this opportunity with each department served as a catalyst for additional recommendations not related to town climate neutrality but which the Sustainability Committee felt were important enough that they requested the recommendations to be preserved as topics for future discussion.

- Affordable Housing
 - Provide adequate and diverse housing options for families of all incomes
 - Advocate/encourage the construction of townhomes to provide affordable housing for local families and town workers in particular
- Development Related Recommendations
 - Investigate fast-tracking for green building project in compliance with NC General Statutes
 - Use geothermal heating/cooling for all new buildings
 - Use ambient lighting as feasible to protect public health and ecological systems
 - Require adequate parking for all new construction
 - Review environmental standards (grading, erosion control, resource conservation, stormwater, development in flood zones) in the Unified Development Ordinance to ensure regulations provide the community the greatest benefit possible (focus on natural resource protection and green infrastructure)
 - Consider the possibility of solar farms in flood areas, around the water treatment plant and other restricted use land
 - Have Department Heads review STAR Rating system
- Diversity and Community Engagement
 - Ensure town staff and town advisory boards reflect the gender, racial, and ethnic diversity of the area
 - Provide diversity and implicit bias training for staff and advisory boards
- Economic Development
 - 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

- Transportation
 - Support the use of electric buses as soon as the technology becomes cost effective
 - Consider closing a street downtown during the summer to encourage walkability
 - Promote walking and biking opportunities and safety as a way to reduce traffic
 - Install car charging stations
- Police
 - Encourage community integration strategies to connect with local diverse community issue (Coffee with a Cop, Pints with Police, etc.)
 - Explore a program to supply officers and their families with tickets and passes to events
 - 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
 - Identify retention issues, looking at workload, pay scales, and conducting exit interviews to determine why officers are choosing to leave
 - Have the Police Department refer to the STAR Rating system to assist with health and safety items

APPENDIX A MEETING MINUTES

APPENDIX B STAR COMMUNITY RATING SYSTEM VERSION 2.0 (OCTOBER 2016)