

Clean Energy Advisory Committee
Meeting Minutes
April 13, 2026

Call to order at 1:00 pm

Attendance:

Present In-person: Richard Smith, Jeff Zuba

Present via Zoom: Andrea Bennett, Sean Sullivan, Valjeanne Estes, Matt Massarelli

Not Present: Phyllis Goodson, PJ Klein

City Staff Present: David Ingram, Rachel Schuler

Approval of March minutes: Chair Richard Smith called for any comments or edits to the March minutes. None were offered. All ayes, and approval of the minutes passed.

Item #1: Clean Energy Advisory Committee Roadplan Dashboard

David I shared the draft of the Roadplan dashboard for discussion and comments from the Committee. Richard Smith discussed being able to share the Roadplan with City leadership / Council to provide information on the Committee's actions.

David I discussed being able to develop the Roadplan dashboard into a website landing page for the public and city leadership to refer to for the Clean Energy Committee is working on.

- Ongoing discussion on enhanced opportunities with the Communications Dept for highlighting actions of the Committee.

Valjeanne commented on the need to add a baseline metric for Item #1 – Energy Efficiency

Andrea provided some organizational comments on the dashboard. Add a new column on the left listing the goal the initiative aims to achieve.

Rich commented to add a row for Social Equity / Community Outreach efforts, such as using EECBG funds for LMI household energy efficiency retrofits, and the Joint Comment Letter to the NCUC.

Comments to add timeline and cost (\$, \$\$, \$\$\$)

- Ongoing discussion on metrics, ROI, and timeline reporting of initiatives on the dashboard

Item #2: Committee Meeting Day & Time Discussion

David I. reviewed the responses from Committee members on their availability to move the monthly meeting to a different day of the week and/or time.

A consensus that works for all committee members has not been reached.

Matt M suggested polling all members on day/time that “do not” work.

David I will reach out with another request to the membership

Item #3: Updates

- David I provided the final Public Comment Letter the NCUC that was signed by thirteen other local governments.
- David I provided information on the NC State Energy Office reaching to Wilmington about CPRG funds that are available. A proposal has been provided back the State Energy Office to provide technical assistance for a Community Wide GHG Inventory and drafting a Climate Action Plan. Currently waiting on a response back.
- The Fleet EV Transition Study will be completed by the end of April.

Adjourn Meeting

Meeting was adjourned at 2:30 pm

Next meeting is Monday, May 11, 2026, at 1:00 p.m.