

Notes from January 2013 Kick-off Breakfast – reviewing impacts and new actions by department:

Comptroller – Patty, Glenn, Andrea, Betty

- 2 sided printing
- reusing all paper
- reports emailed
- from 4 forms to 1
- did away with department copies
- scanning as much as possible
 - W2's
 - Highway will have a swipe card
 - Look into electronic pay stubs – Andrea to call Marcus in DF

Supervisors Office – Judi, Laura, Claudia

- think about it more – become a way of life
- don't print as much
- email/scan more
- lights off!
- Double sided printing the norm
- No paper plates
- Scraps
- Single copy of personnel docs – scan rest
- Recycling old file cartons after box materials are shredded (with Joe)

Newsletter/Communications

- Weekly email
- Green tips
- Green calendar
- Links
- Share/forward
- Post on:
 - TOC website – latest news
 - Renew Cortlandt
 - TOC Facebook
 - Energize Facebook

Facilities – Joe

- Light sensors – need more, can move some, will inventory

Recreation – Lesley

- Recycling at all fields and town pool – working great. Plastic bag recycling bins.
- Rec brochure – great success

- Earth Day hike
- Eaglefest – post all flyers – leaves, energize, etc.

Engineering – Sharon

- Office not 2-sided
- Promote more recycling in office (Claudia sent staff email)
- Scanning more
- Timesheets/payroll online
- All check registers now pdf

Tax – Michelle

- Cutting back on bills and multi copies
- Email more, fax less
- Receipts increasingly emailed (can we find out what percent?)

Department? Jane

- Looking into scanning all property cards
- 15,000 cards – cutting down on printing them for realtors
- scrap paper
- save and reuse binders

Carol (not present)

- Saves office supplies/bubble wrap for reuse
- No Styrofoam!

Court – Audrey and Margaret

- State agencies have gone green
- All files now electronically transmitted since beginning of 2012
- Saved thousands of copies of paper and postage
- Have light sensor in office
- Recycle all bottles

Kitchen

- byo dishes
- sink handy
- small dishwasher?

Transportation

- Judi and Sharon carpool
- Incentivize others to do the same? Carpool contest – 1 week?

Ideas

- Office recycling contest

- Carpool to work challenge

Events – help needed

- 2/9/13, Eaglefest – 8a – 3p, Steamboat Dock
 - Tent, bring flyers (leaves, energize, etc.)
- 4/13 – Earth Day event - hike
- 4/20 – EnergizeCortlandt – need staff volunteers to go through Energize audit and speak at library event
- 9/7 – Family Fun Day – green team table
- 9/21 – Community Swap