

2009 DEPARTMENT REPORTS 25X12 & Sustainability February 2010

1. INTRODUCTION & REFERENCE

For your reference, a recap of points raised by each department/division during the interview process is provided below. Please address these points when filling out the survey.

Department & Division Recaps

DOTS

- Engineering
- Planning
- Water
- Code Enforcement

Recap of points raised: HVAC, geothermal, leaks, drips, roof repair/replacement, caulking, insulation, review all enforceable codes for "greening", new state/local legislation on green building codes, Energy Star/LEED standards for new construction & renovations, green asphalt, greener disposal of construction materials, Community Betterment Districts, green building technologies, environmentally sound site work (wetlands, drainage), reduced permit fees for green, energy audits for balance of town properties (including water sewers, pumps & lift stations), stormwater management, installation of water saving fixtures in Town buildings, involvement of CAC in green initiatives, paper reduction measures – reduced map sizes, increased use of scanning, fuel efficient vehicle replacements.

DES

- Highway & Parks
- Sanitation
- Homeland Security
- Office for the Aging*

Recap of points raised: Vehicles/fleet draft policy plan (replacement, retrofit), bio-fuels/diesel (truck & facility heating), Microgreen filters, NYPA energy audit of Roa Hook & Highway buildings (HVAC poor, non-potable water), Green Zones, composting, electric vehicles, improved measurement/tracking of fuel usage, GPS/GIS units in route trucks, computer software to monitor/reconfigure DPW routes for plowing & sanitation, no idling for standing diesel trucks, elimination of gas powered leaf blowers, expansion of organic lawn & turf maintenance programs, brochure consolidation, switch to 2-sided printing.

*Office for the Aging

Recap of points raised: Programming calendar for maximum energy efficiency, reduce lighting, motion detectors outside bldg., emergency signs to LEDs, add building insulation, greener food serviceware, green cleaning products, electronic TB packet, 4 vehicles/none fuel-efficient)

RECREATION

Recap of points raised: Brochure consolidation, future reduction of brochure mailings – shifting to electronic, recycle toner cartridges, cook park pool NYPA energy audit, town/school/camp/teams recycling and other community efforts, students/youth/scout involvement,(Town of Cortlandt Youth Recycling Program?), reduce trips, electric golf cart for Cook Pool, fleet replacement plan to greener/fuel efficient.

PURCHASING

Recap of points raised: "Begins with the end user", electronic bidding, replacement of triplicate/paper P.O.'s, green cleaning products, hybrid vehicles, reduction/elimination of Styrofoam; new compostable products; purchasing policy; Energy Star.

TOWN CLERK

Recap of points raised: Moving away from paper, prints double-sided, used 16 cases/paper in 2008 (2009?), board packets from paper to electronic,

COMPROLLER

Recap of points raised: Increase scanning & email, address 4-part voucher form & P.O.'s with "page intentionally left

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blank", eliminate direct deposit envelopes by folding statements, cut forms in half, eliminate department copies.

Thank you for participating in this effort. We will publish and distribute the results.

1. Department/Division

2. Your Name

3. ENERGY CONSERVATION

What current, pending and future actions are taking place in your department/division to conserve energy? (HVAC, lighting, electricity, appliances, clean energy alternatives, etc.) Are there measurable results? Obstacles? Other?

4. FOSSIL FUEL REDUCTION

What current, pending and future actions are taking place in your department/division to reduce the use of fossil fuels? (electricity, unleaded gasoline, diesel fuel, natural gas, heating fuel oil) Are there measurable results? Obstacles? Other?

5. TRANSPORTATION

What current, pending and future actions are taking place in your department/division related to transportation? (reduce mileage, fuel efficiency, fleet maintenance, etc.) Are there measurable results? Obstacles? Other?

6. PAPER

What current, pending and future actions are taking place in your department/division to reduce the use of paper? (forms, 2-sided printing, increased use of electronics) Are there measurable results? Obstacles? Other?

7. WASTE

What current, pending and future actions are taking place in your department/division to reduce waste and increase recycling? Are there measurable results? Obstacles? Other?

8. LAND USE

What current, pending and future actions are taking place in your department/division to protect and preserve the outdoor environment? Are there measurable results? Obstacles? Other?

9. GREEN BUILDINGS

What current, pending and future actions are taking place in your department/division to protect and preserve the indoor environment? Are there measurable results? Obstacles? Other?

10. POLLUTION PREVENTION

What current, pending and future actions are taking place in your department/division to request and use less/non-toxic products both indoors(green cleaners, low voc paints) and outdoors (organic turf maintenance, green asphalt) Are there measurable results? Obstacles? Other?

11. WATER CONSERVATION

What current, pending and future actions are taking place in your department/division to conserve water? Are there measurable results? Obstacles? Other?

12. SUSTAINABILITY

Do you incorporate sustainability into your daily operating decisions including those with whom you interact (public, vendors, builders, boards, etc.)?

13. GREEN TEAM

Is there a person in your department/division on the Cortlandt Green Team? If so, is their participation helpful in implementing improvements toward 25x12 and sustainability?

14. OTHER

Are there specific actions that your department/division is implementing that are not mentioned above? Do you have "best practices" to share? Are there code changes/laws that should be considered to make your work more sustainable in the future?