

TOWN OF CORTLANDT 25% BY YEAR 2012 DEPARTMENT INTERVIEWS

PHASE 1 INTERIM REPORT AUGUST 10, 2009 EXECUTIVE SUMMARY

The Cortlandt Town Board passed Resolution # 64-09 on February 10, 2009 at the regular Town Board Meeting held at Town Hall. This important Resolution provided two important actions;

1. The establishment of a Cortlandt Energy Conservation Committee of selected staff to further coordinate with the on-going efforts of the Global Warming Climate Change Citizen Advisory Committee and,
2. The setting of a specific energy reduction goal to reduce energy consumption of electricity, unleaded gasoline, diesel fuel, heating oil, copy paper and natural gas twenty-five percent by the end of the 2012. This action of specific goal setting is consistent with other local municipal governments, Westchester County and New York State.

The methodology employed to this goal, simply known as “25 x 12” was a multifaceted approach that included all of the following;

- A. Eleven 1-hour interviews of 18 department heads and deputies conducted by Dani Glaser, John Sloan, Sue McDonnell and Jeff Tkacs.
- B. Development of a Survey Monkey instrument of various questions related to current department operations, past, current and future inputs on energy conservation and some sustainability issues. The focus of the survey instrument was 25 x 12.
- C. Review of department regulatory requirements as they currently impact the use of paper and office supply products and equipment and energy usage that may not be able to be reduced.
- D. Open ended conversations to seek new, creative thoughts on across the board energy reductions and recommendations of finding new and more energy efficient ways of doing the Town’s business.

All departments are eager and are sincerely interested in furthering the implementation of green initiatives in the delivery of individual department services and operations. Even without a Town-wide “sustainability policy”, many individuals, divisions and departments have embarked on green initiatives on their own. Many acknowledged that aspects of the green program would require a degree of change in their current way of doing business that would necessitate action by the Town government where they could not simply decide to implement the change on their own. Example, elimination of the current mailing of multi-season recreation program brochures to all Cortlandt households.

OVERARCHING FINDINGS

As a result of these interviews there were numerous consistent inputs; and these are NOT new. As stand alones, these are problematic, but in aggregate they represent significant across-the-department spectrum energy waste, inefficiency and unnecessary greenhouse gas emissions.

- The Town Hall HVAC is extremely inefficient and is causing excessive maintenance /repair costs. There is a concern over the quantity of wasteful use of potable water coming from a garden hose being used to “band-aid” the AC equipment.
 - ✓ The use of a garden hose has been stopped and equipment has been repaired.
 - ✓ A consultant was hired to evaluate the efficiency of the HVAC system as well as the cost vs. benefit of geothermal. A proposal for a geothermal system was submitted to NYSERDA and denied. We are seeking other funding opportunities. (The old HVAC system is still operational and inefficient.)
 - ✓ The community center has installed a tigerloop and an additive to the boiler to make it more efficient.

- Lighting audits identified the need to retrofit

- There are many departments that consume great quantities of copy paper, related toner cartridges, and electricity to run the copiers and fax machine. Centralized printers, copiers, and fax machines have been identified as potential energy saving measures. The cost benefit analysis and daily office/work task processes need to be further analyzed.
 - ✓ The Community Center has consolidated two printers and moved to two sided printing.
 - ✓ Other departments are using electronic data and email in stead of paper.

- Toner cartridges; a local service has been identified to re-fill existing copier toner units rather than purchasing new cartridges. This is being investigated for expansion into other departments.
 - ✓ Most toner cartridges are recycled.
 - ✓ More electronic memory has been added to servers for electronic storage of data versus paper.

- Kitchen appliances such as refrigerators, microwave ovens, toaster ovens, coffee makers and water coolers are in almost every office contributing to wasted electricity in Town Hall.
 - ✓ Planning and Code enforcement consolidated their kitchen appliances.

- There are multiple departments that regularly communicate with the public in various brochures, pamphlets, and other paper driven documents that is often

- repetitive and could be done via the Town's website, reduced frequency of mailings, and possibly consolidated into fewer documents and department/division combined. Examples are; DOTS Water Division water quality reports, DES Recreation seasonal program brochures, DES Sanitation Recycling and Solid Waste booklet, and others.
- ✓ Recreation and DES have consolidated their brochures into one saving a great deal of paper.
 - ✓ Recreation has upgraded its copier and eliminated a fax machine.
 - ✓ Email is being used more in recreation to communicate with coaches and teams.
- There are various official boards that require informational back-up, supporting documents, maps and memorandum for review. Example, Planning Board, Town Board, Zoning Board of Appeals and others.
 - ✓ Planning Board minutes are now printed on double sided paper.
 - ✓ Engineering is scanning and emailing reports as much as possible.
 - There are some vehicle trips that can be eliminated or consolidated into more "car/truck pools" rather than one person equals one truck to site visits.
 - ✓ The court has eliminated a daily trip to the bank by including its banking deposits with the Comptroller's office.
 - ✓ Recreation has been making an effort to consolidate trips to the pools and parks.
 - Alternative fuels and alternative fueled vehicles can be expanded into all departments that have assigned vehicles.
 - ✓ The town has purchased hybrid vehicles in the past few years.
 - There are departments that are currently reducing paper consumption as result of doing business differently with requirements of various New York State agencies information systems. Departments are looking to investigate and increase these best practices. Example, reducing use of fax machines. Examples; Town Clerk and Town Justice Court Clerk and others.
 - Internal use of scanning documents into various electronic formats for filing and reference is being utilized in many departments. Examples; Comptroller, Town Clerk, Department of Technical Services, Purchasing and others.
 - ✓ The Comptroller's office is now receiving electronic copies of time cards from DES.
 - A Green Procurement Policy did not exist at the time of the interviews; however, one has been adopted by Town Board.
 - ✓ Green cleaning products are being used more and more.

- Food service paper supplies; there has already been a best practice purchase decision to eliminate much of the food plastic products used by employees.
 - ✓ A new policy was passed to disallow the ordering of food paper and plastic supplies.
 - ✓ The wash closet was renovated to provide a place to wash dishes.

- Energy Star electrical products, if available in the market, are being investigated when purchase decisions are made, but any additional costs are evaluated against conventional appliances.
 - ✓ The new Youth Center has energy star appliances and is a high performance “green” building.
 - ✓ DOTS is in the process of enacting energy star requirements for new and existing upgraded homes throughout the town.

- DOTS Code Enforcement staff have begun to investigate and analyze the actions necessary to incorporate green building code changes for both renovations and new construction.
 - ✓ The planning Board is requiring developers to investigate green infrastructure technologies, such as porous pavers, rain gardens, and shared parking.
 - ✓ Also the PB is strictly enforcing tree ordinances and using ISA certified arborists to review development plans and preserve trees.

- DES Planning Division staff is initiating a procedure where there will be a “green review” component to internal staff review of submittals.

- DES analysis of the routing of refuse collection trucks and snow/ice routes has been discussed to consider either rescheduling or rerouting to achieve fuel reduction. There are software applications that utilize technology to provide this truck routing analysis. Example: Pin Point GeoTech Systems.
 - ✓ For nutrition services and aging service pickups have been consolidated and bus routes have been streamlined.
 - ✓ Green fuel filters have been purchased and placed in the DES vehicles.

- The off-site facilities in DES, Morabito Center, Roa Hook, and 8th St Garage have also been considered for further 25 by 12 measures in addition to proactive approaches already taken by staff at these facilities. Significant energy conservation and related savings can be included in the potential design and construction of a central DES facility that has been discussed for many years.
 - ✓ An oil/water separator was installed in the parking area adjacent to the water garage, which helps to clean up and separate the floatables from the storm water runoff.
 - ✓ There has been an effort to increase recycling at the Sanitation and Highway buildings.

- ✓ All departments seem to be making an effort to turn off lights and computers when not in use. The assessor's office even keeps the lights off on bright days.

OVERALL RECOMMENDATIONS

The following summary recommendations basically apply to all Town departments and would, if implemented, require Town Board resolutions, directives and other supporting policy change of course measures to fundamentally change the way the Town conducts its business in delivery of municipal services.

- **Development of a Town of Cortlandt Sustainability Policy** that incorporates sustainability into the framework and philosophy of Town government. This, if developed and implemented as, many other municipal governments across the United States have, would:
 - Increase awareness of sustainability among staff and management and provide us with a common language to keep all of us thinking about the impact we have during the course of our daily tasks.
 - Take an inventory of current efforts that make progress toward sustainability and be frank about areas that need improvement.
 - Formulate a vision of what sustainability means for the Town and identify long-term goals necessary to achieve that vision.
 - Incorporate the awareness and terminology of sustainability into our budget decisions, program administration and project development.
- **Measure greenhouse gas consumption Town-wide** using the ICLEI software program provided with our membership. Benchmarking is a critical step for measuring future reduction. As part of this process, and achieving 25 x 12, each department is responsible for monitoring its energy consumption rates
- **Each department develops an internal plan** to alter its operations according to the elements of the New York State Department of Environmental Conservation Energy Smart Communities program.
- Replacement of the Town Hall HVAC system.
- Purchase readily available wind power, in incremental amounts, from existing wind farm sources in New York State. Further investigation should be initiated to complete economic and other feasibility studies for all forms of renewable energy for Town facilities. Examples; geo-thermal, solar, wind and others.
- Implement Town Hall lighting improvements, and lighting controls identified in various energy audits.

- Conduct energy audits in all off-site facilities.
- Continue to reduce paper consumption in all activities:
 - Consolidate mailings
 - Double sided printing
 - Increased use of electronic communications and systems
- **Enforce Green Procurement Policy** by requiring department evaluation of all green purchases and other green initiatives in a “cost benefit analysis” that makes the decision to purchase/initiate consistent with the current challenging economic environment and zero tax increase program budgets.
- Provide a central kitchen(s) for Town Hall and an area where staff can wash reusable utensils.
- Work with local school districts on increasing recycling efforts in shared service formats where facilities are shared.
- Develop, design, and assign webmaster status and access to a separate **Sustainable Cortlandt website** as a stand alone to www.townofcortlandt.com. This site will serve to educate and inform all sectors of the town (households, businesses and schools) about actions they can take to address the negative impacts of climate change.
- Develop other informational/educational vehicles for all Town sectors such as PSA announcements and inclusion in Town mailings.
- Expand use of green cleaning products in all Town buildings; pilot project is complete and results are favorable to support this expansion. Example; Youth Center.
- Develop pilot projects to purchase and monitor the performance of various bio-fuel products for both heating oil burners and selected diesel equipment.
- Look to identify and establish “green zones” as potential prerequisite for accessing various funding sources for green initiatives. Example; Verplanck, Cook Park, and other locations where green technologies can be applied in site development and site improvements.
- Seek, where appropriate various EPA and NYSERDA stimulus and other funding appropriations for green projects.
- Work with various businesses and multi-family residential units to increase recycling.

- Local enforcement of the Town's vehicle no-idling policy for its Town owned vehicles.

Link to on-line survey and results:

http://www.surveymonkey.com/sr.aspx?sm=W4BMLkgANwOfUCAiWHZErBpCxmA5ipbnBHnsJR_2brwzI_3d

DEPARTMENT INTERVIEW SCHEDULE COMPLETED

May 14, 2009 Department of Technical Services

May 21, 2009 Purchasing & Information Technology

June 1, 2009 Town Hall/Central Buildings Town Hall Maintenance

June 3, 2009 Morabito Center & Senior Services

June 9, 2009 DES Recreation Division

June 15, 2009 Comptroller

June 16, 2009 DES Highway, Sanitation and Parks Divisions

June 18, 2009 Town Justice Court Clerk

June 24, 2009 Town Clerk

July 7, 2009 DOTS Planning Division

July 8, 2009 DOTS Code Enforcement Division

DEPARTMENT INTERVIEWS TO BE SCHEDULED

Tax Assessor

Tax Receiver

DOTS Water Division

DES Homeland Safety