



# *Town of New Lisbon*

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Town Supervisor  
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## MEMORANDUM

TO: Town of New Lisbon Department Heads

DATE: April 4, 2022

SUBJECT: Waste Reduction and Recycling

The Town of New Lisbon is doing its part to reduce waste and to recycle unneeded paper, glass, and metal whenever possible.

Towards that end, please ensure that you and your employees practice waste reduction through the following practices, whenever possible:

- Print and photocopy on both sides of a sheet of paper
- Use E-mail to exchange documents and post business announcements to avoid using paper.
- Share magazines, periodicals, trade publications and newspapers.
- Re-use all copy paper printed on one side from fax machines, copiers and printers.

Please also ensure that you have a recycle bin in your work area and please use it to recycle the following materials instead of putting them in the trash.

White paper	Junk mail <sup>1</sup>	Post-It notes	Empty cans and bottles, e.g., water, juice, and soda <sup>3</sup>
Colored paper	Magazines	Corrugated Cardboard <sup>2</sup>	
Newspapers	Catalogues	Folders	
All envelopes	Fax paper	Computer print outs	

1. Non-recyclable materials should be removed from junk mail before placing it in the recycle bin.

2. To the extent practicable, cardboard should be left out of recycling bin and recycled separately.

3. To the extent practicable, glass should be left out of recycling bin and recycled separately.

If you have any questions, please don't hesitate to contact Town Councilwoman & Deputy Supervisor Nancy Martin-Mathewson or me. Thank you.

Supervisor: Ed Lentz  
Deputy Supervisor: Nancy Martin-Mathewson  
Councilpersons: Flo Loomis, Brian Ryther, Bill Whitaker  
Highway Superintendent: Don Smith

Justice: Hon. Glen Noto  
Clerk/Collector: Charlene Wells  
Assessor: Pam Dyn-Gohde  
Land Use EO: Tom Riso