



TOWN OF CORTLANDT GREEN UPDATE
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Sustainable Cortlandt Mission Statement -

To protect and enhance the quality of life of our residents and the unique environment of our area by establishing programs and policies which integrate sustainability into Town governance and planning, at the same time we want to encourage and enable Town residents and businesses to adopt sustainable practices.

- 1. 25 x 12 Energy Reduction Goals – Progress**
- 2. Department/Division survey results**
- 3. Green Team**
- 4. Website**
- 5. Policies**
- 6. NWEAC grant**
- 7. Next Steps**

1. 25 x 12 Energy Reduction Goals – Progress

An energy reduction goal was set 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.

ToC Energy Consumption	Dec-08*	equivalent BTU'S	Dec-09	equivalent BTU'S	+/- %	Dec-11
Unleaded Gasoline - gallons	46,322	4,632,200,000	36,718.62	3,671,862,000	- 20.7%	
Diesel Fuel - gallons	87,415	12,150,685,000	76,203.20	10,592,244,800	- 13%	
Natural Gas - therms	29,430	2,943,000,000	25,532.00	2,553,200,000	- 13.2%	
Electric – kilowatthours NYPA only*	2,095,689	7,150,490,868	2,097,062	7,155,175,544	0%	
Heating Oil - gallons	29,836	4,147,204,000	30,541.20	4,245,226,800	+ 2.3%	
*baseline	Total BTU's	25,729,899,400			GOAL	19,297,424,550

**ConEd kilowatthours not included in this report. Comparisons that include the new Youth Center which began reporting in Summer 2009 will be reflected in the 2010 data.*

Energy audits suggest that replacement of the HVAC system in Town Hall and lighting retrofits to Town Hall and the Community/Senior Center would be helpful to achieve 25 x 12 reduction goals. The Town has been seeking ways to achieve this goal in a responsible and cost efficient manner. Systems were professionally evaluated and proposals for government funding have been issued. To date, these projects have not been accepted for funding, however we continue to seek these opportunities as they become available.

2. Department/Division survey results

A survey (using Survey Monkey software) was conducted in April-May 2010 to follow up on progress made by Town of Cortlandt departments and divisions toward energy and sustainability goals. The prior survey was conducted one year earlier.

Key Findings:

Energy Conservation –

- As stated above, replacement of the Town Hall HVAC system and implementation of lighting retrofits would account for a significant reduction in energy usage.
- Turning off lights when not in use and shutting off computers, printers and monitors at night is now standard operating procedure for all departments.
- Some reported using “daylighting” or not turning on lights when there is sufficient sunlight.
- DOTS is replacing 5 copiers with 2 energy efficient copiers.

Paper –

- Paper consumption is down by 66% in all departments.
- There has been a dramatic reduction in paper use and increase in electronic alternatives such as PDF’s, document scanning, email correspondence & solicitations.
- 9 out of 12 department surveys reported 2-sided copying practices.
- All Planning Board minutes, which can run to 100 pages, are now double sided.
- DES now scans time cards instead of copying, facilitated by the new copier with scanning capability.
- Aging - schedules, calendars, handouts, have been reduced due to signed monitoring.
- Recreation/Sanitation – combined winter/spring brochure, saving a great deal of paper.
- Purchasing – electronic storage of records, electronic communications, document storage on centralized server, use of Procurement Card – minimizes requisitioning.

Waste, Recycling & Green Products –

- Almost all departments report that they have and are using recycling bins for paper, plastic, bottles and cans.
- No longer access paper plates and cups due to new Town-wide policy with the exception of the Community/Senior Center. Prior to the new policy, compostable service ware was purchased through the Purchasing Department. Many report bringing in their own mugs and service ware.
- High awareness of the use of green (non-toxic) cleaning products throughout Town buildings.
- Purchasing Department orders recycled print cartridges. Copier toner, used cartridges are recycled.
- The Green Purchasing policy is now in place. Always have in mind to conserve costs, energy and protect the environment. There is a need to increase staff education on products and services that are environmentally friendly.
- Organic turf maintenance used on Town ball fields. Added more trash/recycling cans in the parks.
- Need to step up efforts in fields and parks to make sure they are cleaner and have less garbage and pollutants. To try and make sure our fields are not over used so we have to possibly shut a field

down thus costing more money and pushing the issue to use more fertilizers to get the field back in playing condition.

- Green products (including fuel filters) have been purchased for use in many DES vehicles and green cold patch was used by the Highway department on a trial basis.
- The sanitation department no longer picks up organic waste unless it is placed in biodegradable bags. This rule has been strictly enforced since May 1, 2010. There is a plan to install a concrete pad at sanitation for additional organic waste recycling as per NYSDEC guidelines.

Vehicles/Transportation –

- Driving route consolidation is standard practice. DES (garbage collection, snow plowing, blacktop, landscaping, street sweeping are strictly scheduled on a geographical basis); Aging (nutrition vehicles & service pickups); Recreation (Cook Park & Schools); Court (deposits given to Comptroller's Office).
- DES - The fleet is maintained on a regular basis to ensure that vehicles as fuel efficient as possible.
- Use of hybrid vehicles (DOTS, Recreation) has resulted in greater fuel efficiency.

Water Conservation –

- Stormwater Runoff - DOTS requiring developers to investigate green infrastructure technologies such as porous pavers, rain gardens, wet ponds, roadside swales, stormwater infiltrators, increased landscaping. Measures have resulted in a reduction of stormwater runoff from these sites and have improved the quality of the stormwater runoff. New Youth Center used many of these practices.
- An oil/water separator was installed in the parking area adjacent to the Water garage, which separates water and other floatables from stormwater runoff.
- DOTS issues water restriction notices during drought emergencies.
- Aging –installed new system that monitors the amount of water to sanitizer for kitchen washing (pot/pans, etc.) to save on water & product. Installed flushometers and necessary plumbing for shut offs.
- Recreation – fixed the main drains in Cook pool before the start of the 2009 season thus saving a large amount of water that was lost at the pool in 2008.
- As we move toward durable flatware in place of disposable, water conservation will be a consideration.

Land Use & Green Building –

- Certain land use code changes could be made to give staff the necessary back up to be able to do more than just suggest green land use technologies but actually mandate them.
- Strictly enforce the tree ordinance and use ISA-certified arborists to review development plans to preserve as many trees as possible.
- We are in the process of enacting Energy Star requirements for new and existing upgraded homes throughout Town. We have completed 2 energy audits for Town Hall, which identified measures that will enhance air quality and better insulate the building envelope. LEED building design standards and other green building technologies are encouraged.
- As part of the development application process we review sustainability features with builders and developers
- DOTS refers development applications to various Town conservation groups such as the Open Space Committee and the Conservation Advisory Council who provide valuable input leading to the preservation of trees, water bodies and open space.
- The new Youth Center is a High performance green building. Sustainable site development, site development to protect the existing wet land. Stormwater design through pervious paving in the parking lot and reducing water pollution. Open grid pavement system to reduce heat island effect

in the parking lot. Water reduction fixtures and water efficient landscaping. On site renewable energy, increased ventilation, low emitting material, controllability of lighting, thermal comfort and daylight views.

3. Green Team

- Established in June 2009, the Green Team has worked on many projects to create awareness, engage staff, and make positive changes that will help the Town of Cortlandt on its mission of sustainability.
- New Campaign Strategy – in an effort to engage more staff, stakeholders and the community at large, the Cortlandt Green Team is planning topical campaigns to be promoted on multiple levels:
 - Lunch & Learn – monthly “green bag lunches” open to staff and the community at large. An “expert” will focus on a specific green topic.
 - Staff awareness through email, printed flyers, bulletin board, Google Group.
 - Topic will be presented at Town Board meetings (5-minutes) and the public will be invited to attend Lunch & Learns.
 - Listing on the Town of Cortlandt website.
 - First scheduled L&L is June 10th for staff only until systems are set up.
- Measuring the Green ROI - Money, time and energy have been saved through increased efficiency, use of fewer resources, buying less and the consolidation and sharing of goods and services. To date, no formal measurements have been issued to show the “Green ROI”. It is a goal for the green team to establish such a measurement tool.

4. Website

- Provides information to the public about Town of Cortlandt “greening” activities. The usefulness of this tool will increase as we seek to involve the community on a larger scale.

5. Policies & Guidelines

- Green Purchasing Policy – the recently passed policy requires the consideration of price, performance and the environment when purchasing items for the Town. Although recently formalized, green purchasing practices have been in practice for well over a year. As noted in the survey results, green purchasing has far reaching benefits town-wide in reducing energy and pollution while saving money.
- Elimination of Paper Goods for staff use – this saves money and reduces waste. Many staff members report bringing in mugs and durable service ware. A wash closet was created to facilitate washing out these items.

6. NWEAC Grant

- \$279,800 was awarded to the Village of Croton-on-Hudson to hire a consulting firm to conduct a green house gas emissions inventory for 4 municipalities, to update a green house gas inventory for 1 municipality, and develop a Climate Action Plan for 6 municipalities. The partnering municipalities for these awards include the City of Peekskill, the Towns of Bedford, Cortlandt, North Salem, Pound Ridge, and Somers, and the Village of Croton-on-Hudson.
- The Town of Cortlandt will receive both the GHG inventory and Climate Action Plan.
- The GHG inventory will measure emissions for the government (plus schools), commercial and residential sectors. The government sector will be the most detailed, measuring all Town owned facilities. Aside from acquiring important information for our Climate Action Plan, the data will help secure needed funding when submitting future grant proposals. The methodology and level of detail for the commercial and residential sectors is in the planning stage.
- The goal of the Climate Action Plan is to create an “actionable” document that will guide sustainability measures for the Town of Cortlandt for all sectors (government, commercial,

institutional and residential). Upon completion, the plan will be submitted to the Town Board for approval and adoption.

7. Next Steps

- Engaging the Community – government, schools, businesses and residents. In order to achieve our mission for a sustainable Cortlandt, all stakeholders need to work together. Future planning will focus on how to make this happen.