

# STEERING COMMITTEE ON STATE SUSTAINABILITY

NOVEMBER 8, 2019

GINA MCCARTHY AUDITORIUM



**greenergovCT**

A Lead by Example Initiative

# AGENDA



**greenergovCT**

A Lead by Example Initiative

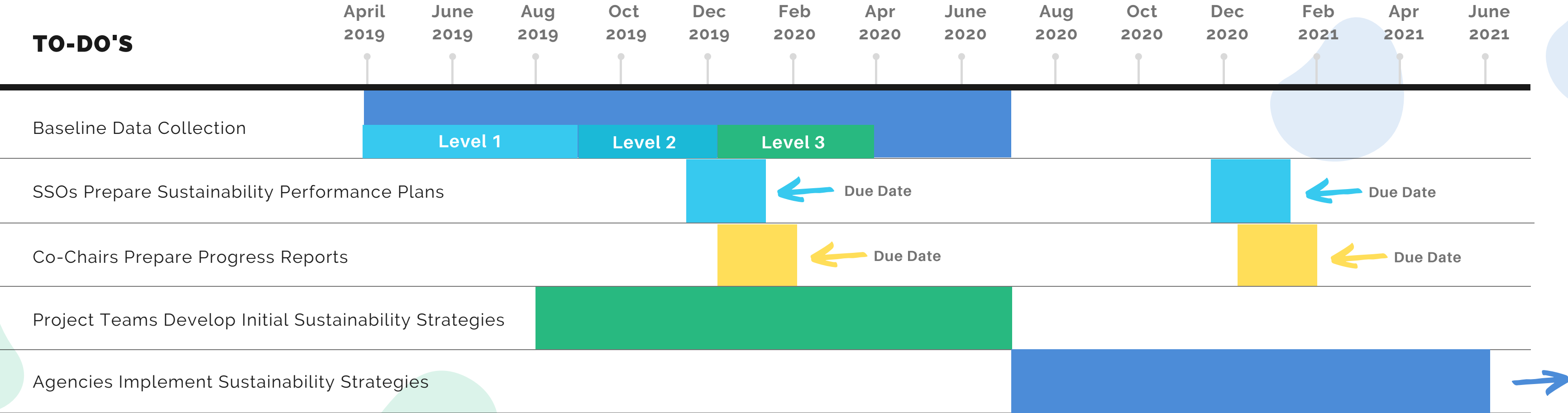
- Welcome and Timeline Review (10 mins)
- Sustainability Performance Plans (25 mins)
- State Materials Management Overview (25 mins)
- Report back from Project Teams (20 mins)
- Next Steps Before December (5 mins)



# **TIMELINE REVIEW**

# greenergovCT

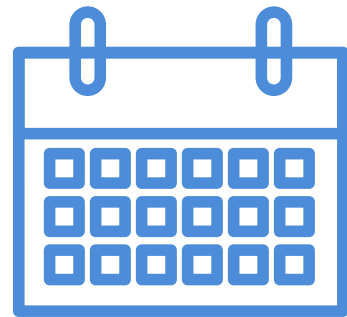
## Timeline





# **SUSTAINABILITY PERFORMANCE PLANS**

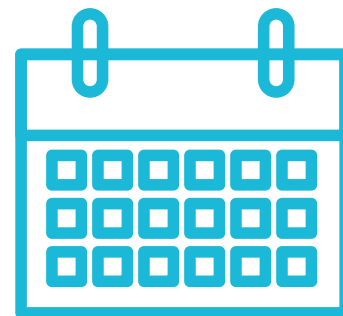
# SPP TIMELINE



## November 8 Meeting

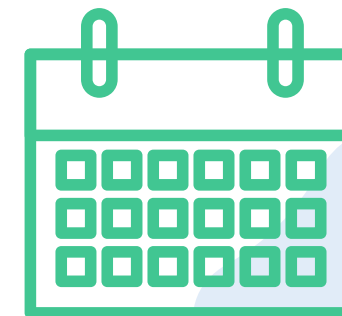
Sustainability Performance Plan drafts are introduced and walked through.

SSOs begin brainstorming future planning section and delegate report preparation as needed.



## December 6 Meeting

Sustainability Performance Plans are released to SSOs with fillable sections to complete.



## January 24 Deadline

Completed and signed Sustainability Performance Plans are submitted to [leadbyexample@ct.gov](mailto:leadbyexample@ct.gov).

# OVERVIEW



*A plan that "lists the necessary actions, milestones, and responsible parties to achieve the sustainability goals and targets established by this Order, as well as the progress on achieving such goals and targets."*

## 7 Sections

Approvals

EO 1 Background

Intro to Your Agency

Data Collection Progress

Performance Data

Sustainability Projects

Future Planning

## 11 Pages

1 Signature Page

5 Pages for SSO to fill out

5 Pages are pre-populated

# REPORT SHARING



## What will this report be used for?

- Contribute to the statewide annual report created by the Steering Committee
- Serve as tool for Commissioner to assess an agency's progress and needs
- Be published on the GreenerGovCT website to educate the public on the state's sustainability efforts.



# APPROVALS

## SIGNATURE PAGE



## Update your commissioner

The SPP is an opportunity to update your commissioner on your agency's progress towards meeting the goals outlined in Executive Order 1. The SSO and commissioner should sign off on the completed report.

# EO 1 BACKGROUND

PRE-POPULATED PAGE

03

## Brief EO 1 Background

Since Ned Lamont released Executive Order 1 (EO 1) on April 24, 2019, which directed state agencies to reduce their environmental footprint, immense planning, mobilization, and planning has taken place.

Currently, we are just over halfway to completing the complete data collection process. In addition, project teams are underway developing the suite of sustainability strategies and guidance to help state agencies achieve the three environmental targets set forth in EO 1.

GHG	WATER	WASTE
45% reduction in GHG emissions below 2001 levels	10% reduction in water consumption from a FY20 baseline	25% reduction in waste disposal from a FY20 baseline

These Sustainability Performance Plans will be developed and released annually by SSOs and will detail agency progress and necessary goals, actions, and responsible parties to achieve the targets set in EO 1. This plan will evolve next year once all baseline data has been collected and agencies are encouraged to begin implementing sustainability strategies.

**TO-DO'S**

	April 2019	June 2019	Aug 2019	Oct 2019	Dec 2019	Feb 2020	Apr 2020	June 2020	Aug 2020	Oct 2020	Dec 2020	Feb 2021
Baseline Development	Level 1			Level 2			Level 3					
SSOs Prepare Sustainability Performance Plans						← Due Date						← Due Date
Co-Chairs Prepare Progress Reports						← Due Date						← Due Date
Project Teams Develop Initial Sustainability Strategies												
Agencies Implement Sustainability Strategies												

DOC SUSTAINABILITY PERFORMANCE PLAN

## Introducing Executive Order 1

This page provides a high-level overview of EO 1 and where we are in the timeline. Use this page to introduce EO 1 to your commissioner.

# AGENCY INTRO

FILLABLE PAGE

04

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## Intro to DEEP and EO 1

**In this section, please describe your agency's mission.**

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At sed dicit dolore consulatu, in vero vivendum nec. Est malis partiendo dissentiunt eu, animal oporteat suscipiantur eu vel. Ex cum tibi que delentit invidunt. Altera repudiandae ex eos, ex paulo scripta ius. At has modo delicata, in nec commune liberavisse.

**Please briefly describe how your agency has been participating in the joint EO 1 and Greener Gov CT initiative.**

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**Please list any key staff involved in EO 1.**

Dennis Thibodeau, SSO	Eric Ott, Building Inventory Contact
Mary Sotos	Paula McDowell, Invoice Uploader
Jenn Weymouth	Doug Hoskins,
Connie Mendolia	Nicole Lugli
Kyle Ellsworth	Keri Enright-Kato
Rose Croog	Nancy Dittes
	Gabrielle Frigon

DEEP SUSTAINABILITY PERFORMANCE PLAN

## Introduce your agency

Provide a summary of your agency's mission, and give a brief overview of how your agency was involved with Executive Order 1 in FY19.

# DATA COLLECTION PROGRESS

PRE-POPULATED PAGE

06

Energy CAP agencies ONLY

## Data Collection Progress

*This section summarizes your agency's progress in meeting the data collection milestones for Executive Order 1. Levels 1, 2, and 3 refer to progress in reporting utility data through the state utility tracking software, EnergyCAP. Agencies that do not report utility bills via EnergyCAP are not included in Level 1, 2, or 3.*

*Since EO 1 was released this past April 2019, utility data collection has been ongoing in order to establish baselines. This makes the data collection an important piece of this years reporting. In future years, data collection will not be as emphasized.*

**LEVEL 1**  
DUE SEP 2019

- Designate an individual (via survey) to serve as the accounts contact at your agency responsible for scanning and uploading invoices into EnergyCAP/BillCapture
- Initiate contact with your personal EnergyCAP liaison
- Review invoice scanning guidelines and instructional materials and request in-person EnergyCAP training session(s), as needed
- Upload new invoices into EnergyCAP/BillCAPture as your agency receives them

**LEVEL 2**  
DUE DEC 2019

- Designate an individual (via survey) to serve as the facilities contact at your agency responsible for updating your agency's Building Inventory Sheet
- Confirm the accuracy of the Building Inventory Sheet based on your agency's inventory of accounts, buildings, and meters
- Update the Building Inventory Sheet to reflect accurate building name, address, square footage, building type, and space-use attributes
- Match all utility meters to their proper buildings, verify all meters have been documented for each building, and identify unmetered accounts

**LEVEL 3**  
DUE APR 2019

- Upload historical invoices for building utilities including electricity, gas, propane, fuel oil, water, and sewer into EnergyCAP/BillCAPture starting with January 1, 2018

DOC SUSTAINABILITY PERFORMANCE PLAN

## Gathering the baseline data

Much work has been done to collect the data necessary to benchmark progress towards the EO 1 goals. This page will summarize your agency's progress in meeting the data collection milestones.

# PERFORMANCE DATA

PRE-POPULATED PAGE

05

## Performance Data

The following data was captured based on your agency's profile in the state utility tracking software: EnergyCAP. Future reports will compare data from the previous year.

Category	Use	Cost
FY 19 Building Energy Use	54,555 kWh	\$100,000
FY 19 Vehicle Gasoline Use	17,000 Gallons	\$173,000
FY 19 Vehicle Diesel Use	500 Gallons	\$17,000
<b>FY 19 Total GHG Emissions</b>	<b>4,039 mtCO2e</b>	
FY 19 Building Water Use	490 kGallons	\$93,990
<b>FY 19 Total Utility Costs</b>		<b>\$383,990</b>

**DEEP**

**A NOTE ABOUT THIS DATA**

This data was pulled from EnergyCAP on November 15, 2019. It is consistently improving in accuracy as historical data is populated and aimed to be completed in April 2020.

EnergyCAP is a utility bill accounting & energy management software and service that allows the state to track its complex array of buildings, accounts and meters. Individual accounts can be set up for agencies to gain access to this tool and take control of how their buildings are performing.

EnergyCAP

DEEP SUSTAINABILITY PERFORMANCE PLAN

05

## Performance Data

At this time, utility data is not available to agencies utilizing state owned space from another state agency or agencies leasing non-state owned space where the landlord pays the utilities. Future reporting aims to link utility data to agencies in these scenarios.

**Building Energy Use by Commodity**

Commodity	Percentage
Chilled Water	7.3%
Propane	1.8%
Electric	4.8%
Steam	14.9%
Oil	31.5%
Natural Gas	34.8%
<b>Total</b>	<b>83.3%</b>

**Share of Utility Costs**

Category	Percentage
DEEP	16.7%
<b>Total</b>	<b>83.3%</b>

**Share of GHG Emissions**

Category	Percentage
DEEP	9.6%
<b>Total</b>	<b>90.4%</b>

DEEP SUSTAINABILITY PERFORMANCE PLAN

## Summarizing the data collected so far

For agencies with data in EnergyCAP, a summary of energy, fuel, and water use will be provided based on the data collected so far.

# SUSTAINABILITY PROJECTS

FILLABLE PAGE

09

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## Sustainability Projects

How many projects has your agency implemented that had a positive impact on sustainability and were either in progress or completed in FY2019? Include projects relating to infrastructure improvements as well as behavioral change that took place in owned, leased, or occupied space.

5

Please provide more detail on up to **three** of your agency's FY2019 projects below and on the next page.

**1** Project Location/Leasing Structure: Hammonasset State Park  
Type of project: Energy Use  
Agencies Involved: DEEP

**Brief description:** DEEP is strategically electrifying 80% of its park equipment  
**Implementation Status and Timeline**  
In progress, scheduled for completion Feb 2020  
**Realized or Anticipated Benefits**  
Will divert roughly 100 gallons of fuel annually and save \$33,000.

**2** Project Location/Leasing Structure: 79 Elm St  
Type of project: Waste Reduction  
Agencies Involved: DEEP

**Brief description**  
DEEP implemented an IT solution that automatically sets printers to double-sided as a default  
**Implementation Status and Timeline**  
Complete February 2019  
**Realized or Anticipated Benefits**  
DEEP has saved roughly 400 reams of paper

DEEP SUSTAINABILITY PERFORMANCE PLAN

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## Sustainability Projects cont.

**3** Project Location/Leasing Structure: 79 Elm Street  
Type of project: Fleet  
Agencies Involved: DEEP

**Brief description**  
DEEP recently installed electric vehicle charging stations at 79 elm after conducting an employee survey on electric vehicle use and charging needs  
**Implementation Status and Timeline**  
Complete May 2019  
**Realized or Anticipated Benefits**  
DEEP has encouraged employee electric vehicle use and begun to build out infrastructure for a broader EV fleet.

**What barriers has your agency encountered while making progress on EO 1 in FY2019?**

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Quidam graecis democritum ius no, usu convenire democritum ea, usu iusto vocent comprehensam ex. Cu atqui inimicus vim, quo id case falli aliquam, nec mollis melius mediocritatem in.

DEEP SUSTAINABILITY PERFORMANCE PLAN

Describe any projects your agency participated in that had a positive impact on sustainability. Include projects relating to infrastructure improvements and behavioral change.

# FUTURE PLANNING

FILLABLE PAGE

11

## Future Planning

**GHG Reduction  
(energy/fleet related)**

What GHG-reducing structural or behavioral project(s) is your agency hoping to undertake in 2020?

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What water-reducing structural or behavioral project(s) is your agency hoping to undertake in 2020?

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What waste-reducing structural or behavioral project(s) is your agency hoping to undertake in 2020?

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DEEP SUSTAINABILITY PERFORMANCE PLAN

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## Future Planning cont.

**What general support and/or resources would you need to make progress on this project(s) beyond this reporting period?**

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**Are there any areas in which your agency's broader mission and day-to-day activities will be shifted to incorporate sustainability?**

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DEEP SUSTAINABILITY PERFORMANCE PLAN

## Highlight future plans

Describe any planned projects at your agency to reduce GHG emissions, water use, and waste.

# HOW FUTURE SPPs WILL DIFFER

## Occupancy Data Collected

Sufficient data will be collected allowing agencies to track environmental performance in buildings they occupy

## Strategies and Financing Mechanisms

Project teams will have a suite of sustainability strategies for agencies to implement along with adequate financing options

## Complete Baseline Data

Baseline data will be collected allowing measurement and tracking of progress towards reduction goals

## Interim Goals/Sub-targets Developed

Additional goals and sub-targets will be established to track progress beyond the three environmental targets in EO 1





**OTHER  
REPORTING  
PRODUCTS**

# 2020 PROGRESS REPORT



*A "report on progress in implementing this Order to the Governor and the... Environment Committee and Energy + Technology Committee"*

**In Draft Stage**

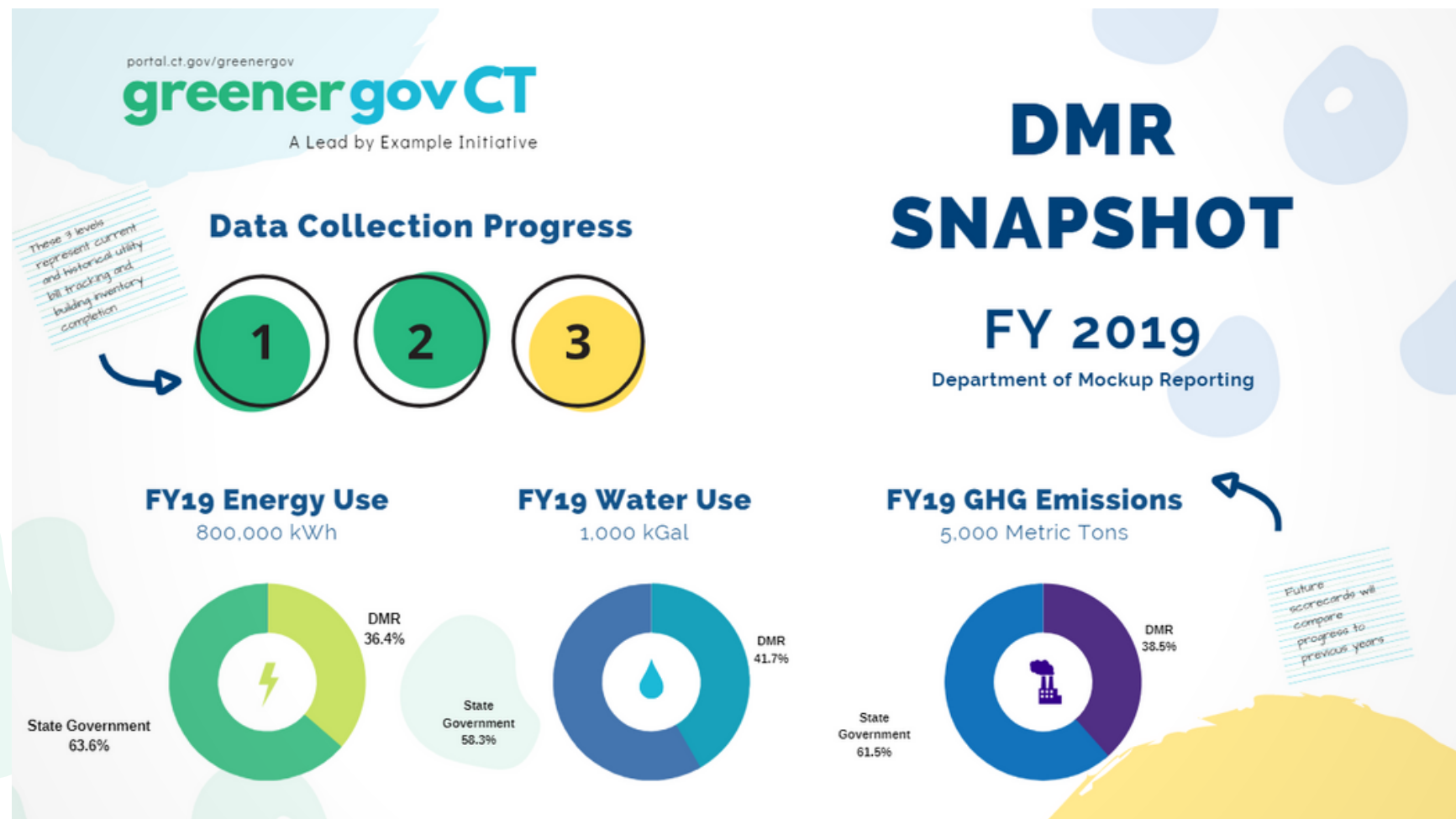
Due Feb 1, 2020, submitted by co-chairs

# SNAPSHOTS (FUTURE SCORECARDS)

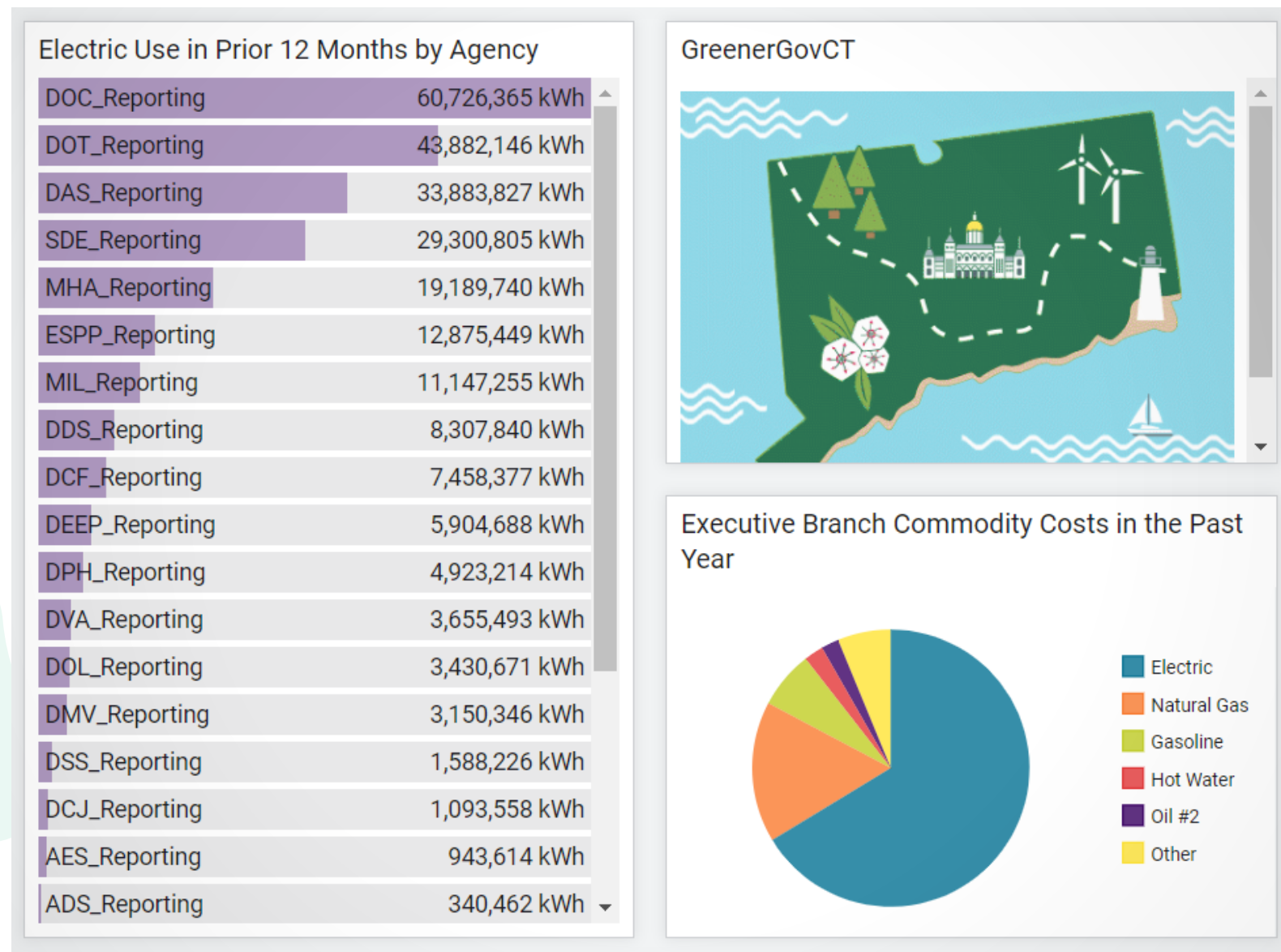
## Current Snapshot of Agencies

Snapshots will be created by the Reporting Team for each agency and will be released in Feb 2020. Agency scorecards in future years will look different.

Once sub-targets are developed in 2020, scorecards will illustrate agency progress compared to the baseline data.



# DATA VISUALIZATIONS



## Statewide EnergyCAP Dashboards

To encourage transparency, interactive and live data visualizations (searchable by agency) will be posted on the Greener Gov website to illustrate utility-related metrics across state buildings.



# **STATE MATERIALS MANAGEMENT OVERVIEW**



# Connecticut Department of Energy and Environmental Protection



# State Materials Management Overview

Chris Nelson

Sustainable Materials Management Planning and Implementation  
Waste Engineering and Enforcement Division

Steering Committee on State Sustainability  
November 8, 2019



Connecticut Department of Energy and Environmental Protection

# State government plays important role in CMMS goals

Connecticut must improve the performance of municipal recycling systems, **reduce waste**, and increase compliance with mandatory recycling provisions. To make progress, the CMMS calls for contributions across the materials management spectrum, including from:

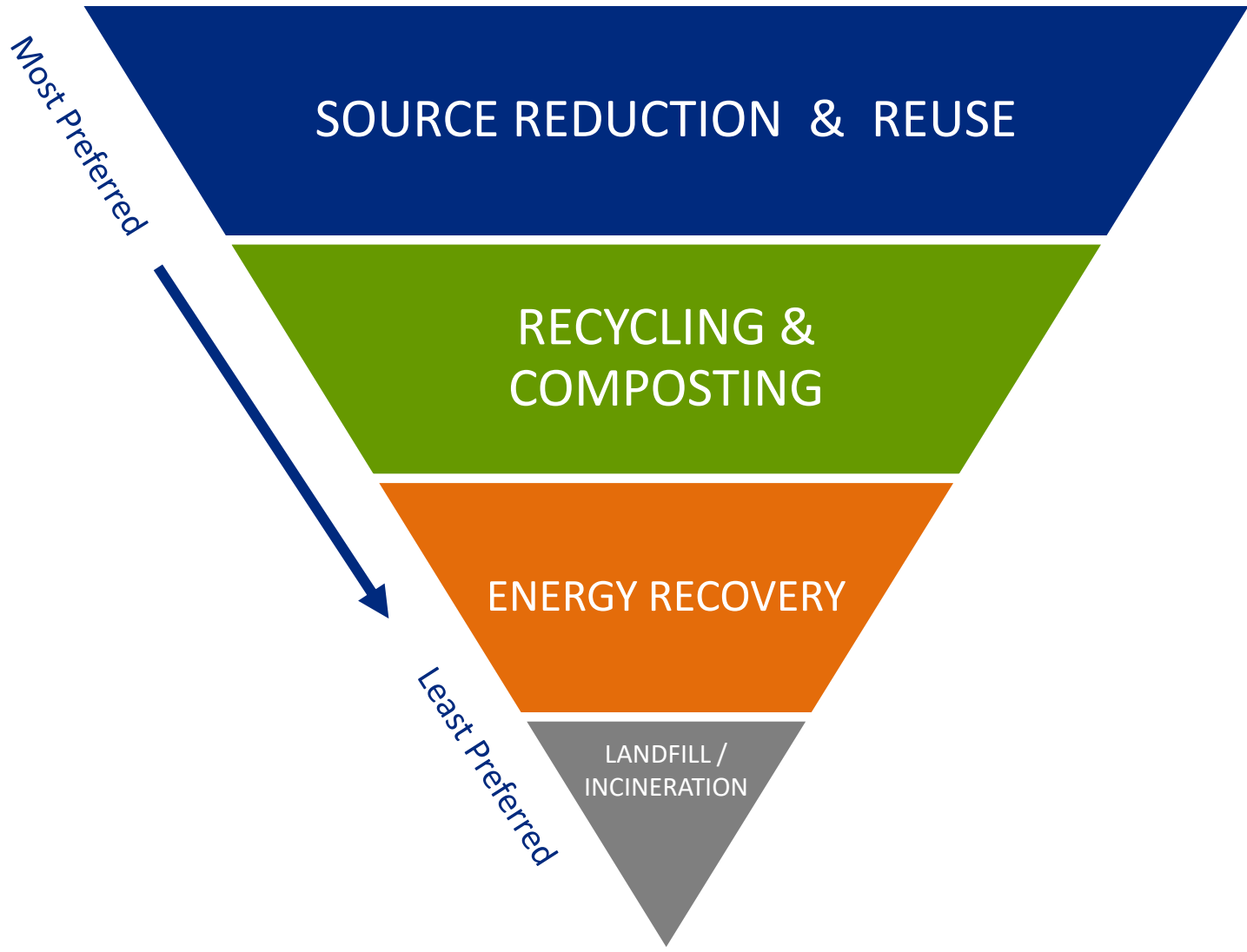
## Shared responsibility –

- Product manufacturers
- Consumers/residents
- Institutions/businesses
- Haulers/collectors
- Facilities/processers
- **State and local governments**





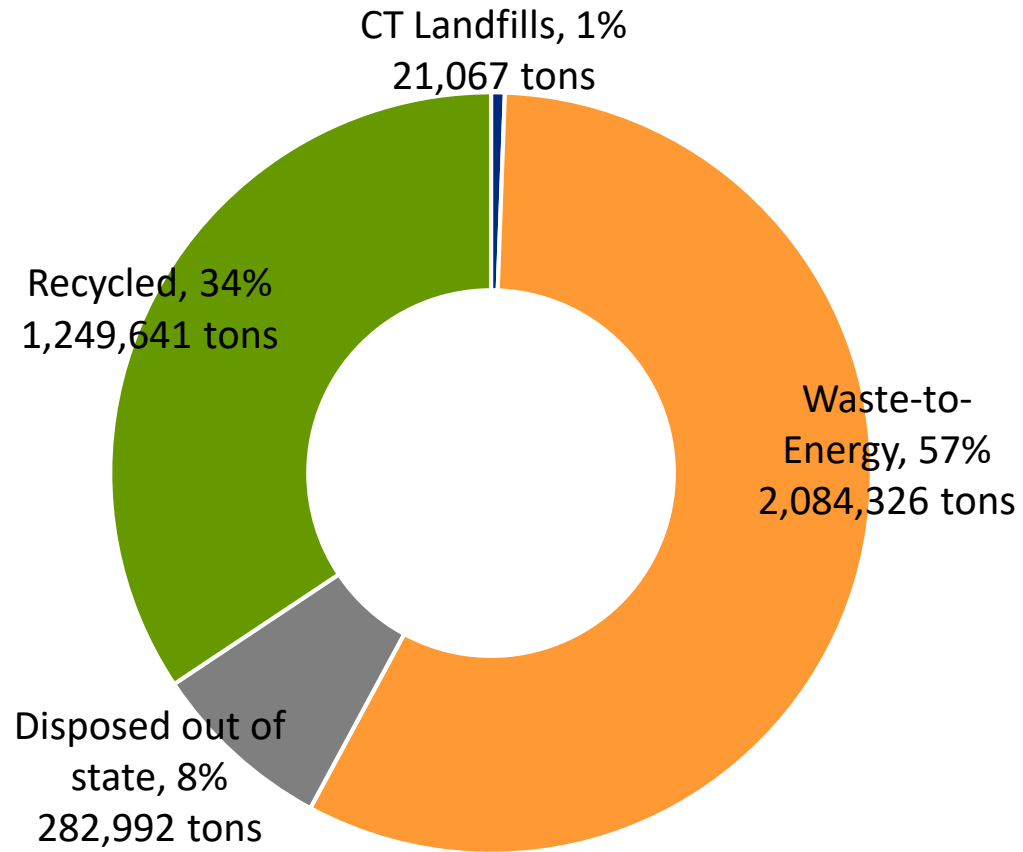
# Materials Management Management Hierarchy



Connecticut Department of Energy and Environmental Protection

# Connecticut's Materials Management System

## Tons Disposed & Recycled (FY2013)



# Connecticut's Vision for Sustainable Materials Management

## **Divert 60 percent of materials that would otherwise be disposed by:**

- **Improving** municipal recycling systems, reducing waste, and increasing compliance with mandatory recycling provisions.
- **Innovating** recycling, conversion, and disposal infrastructure.
- **Involving** corporations that design, produce, and market products in stewarding those materials in a circular economy.



# Why 60% Diversion?

Regional capacity for waste management is shrinking and becoming more expensive.

- 2.3 Million TPY MSW to Dispose
- - 2 Million TPY WtE Capacity
- 300,000 tons MSW must go out-of-state this year.

CT has an aggressive target of 45% reduction in GHG emissions by 2030. Over 40 percent of GHG emissions globally are associated with the extraction, production, transportation, and disposal of consumer goods.



# What is Diversion?

## **The CMMS defines diversion to include:**

- Reduction in annual MSW generation ( $\approx 10\%$ )
- Reuse, recycling, and composting ( $\approx 45\%$ )
- Use of newer waste conversion processes, including anaerobic digestion, to manage materials that would otherwise be disposed via traditional waste-to-energy or landfill ( $\geq 300\text{K tons}$ )



# Why Focus on Organics?

## Compostable Materials By Weight Overall Statewide Disposed

Source: 2015 Statewide Waste  
Characterization Study – Table 3-1

Material	Est. Percent	Est. Tons
Food Waste	22.3%	519,832
Compostable Paper	10.7%	249,829
Leaves & Grass	4.3%	100,548
Prunings & Trimmings	1.9%	44,819
Branches & Stumps	0.5%	11,722
<b>Total</b>	<b>39.7%</b>	<b>926,750</b>

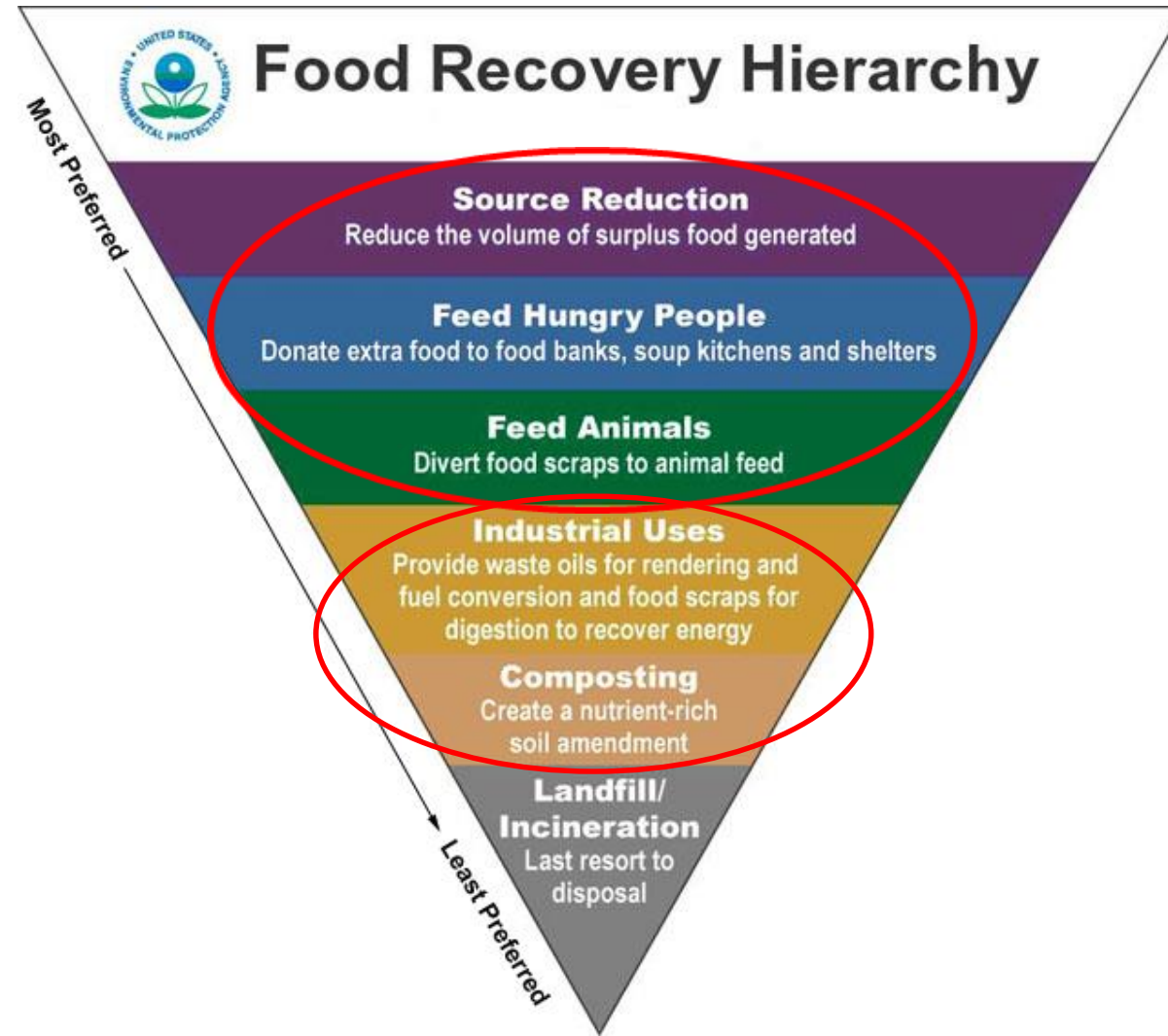


# Organics Recycling Law (CGS 22a-226e)

- Applies to food wholesalers, distributors, manufacturers, processors, supermarkets, resorts & conference centers that:
  - Generate an average projected volume of 104 tons/yr of source separated organics, and are
  - Within 20 miles of a SSOM processing facility.
- Must source separate and ensure recycling “at any authorized SSOM composting facility” that has available capacity and can accept food scrap.
- Generation volume threshold reduces to 52 tons/yr in 2020



# EPA's Food Recovery Hierarchy



Connecticut Department of Energy and Environmental Protection



# “If you can’t measure it, you can’t improve it.”

- Peter Drucker

Applicable to State’s EO1 efforts to reduce:

- Energy consumption
- Water consumption
- Waste generation



# Materials Management Data

- Unlike energy usage and water consumption, which are both accurately metered as the basis for payment for those services, waste & recycling management services are not based on precise measurements (on a ton or volumetric basis).
- Waste & recycling services are usually bundled.
- Customer often pays the same for collection regardless of whether the dumpster/bin is full to capacity or not.
  - Difficult to measure progress without tonnage or volume data
  - No financial savings typically recognized by customers for waste reduction improvements



# Materials Management Data (cont.)

- As part of EO1 planning process, options to improve data capture in this area are being explored.
- Implementation of Best Management Practices (BMPs) for management of waste & recyclables will go a long way to making progress, even if the results/improvements cannot be precisely measured.



# Questions?

Sustainable Materials Management Planning and Implementation  
Waste Engineering and Enforcement Division  
CT Department of Energy and Environmental Protection

Chris Nelson, Supervising Environmental Analyst

[Chris.Nelson@ct.gov](mailto:Chris.Nelson@ct.gov)

(860) 424-3454

Jennifer Weymouth, Environmental Analyst

[Jennifer.Weymouth@ct.gov](mailto:Jennifer.Weymouth@ct.gov)

(860) 424-3508



Connecticut Department of Energy and Environmental Protection



**NEW  
REPORTING  
REQUIREMENTS**

# Project Team Requirements

## Agendas

Must be sent within **2 business days** pre-meeting

Please **include meeting date, time and location**

**Send to** [Mildred.Melendez@ct.gov](mailto:Mildred.Melendez@ct.gov) and [Rose.Croog@ct.gov](mailto:Rose.Croog@ct.gov)

## Minutes

Must be sent within **5 business days post-meeting**

**Send to** [Mildred.Melendez@ct.gov](mailto:Mildred.Melendez@ct.gov) and [Rose.Croog@ct.gov](mailto:Rose.Croog@ct.gov)



# Project Team Report-Outs

## Even Months

- Renewable Energy
- Sustainable Materials Management
- Process Improvement
- Reporting

## Odd Months

- Public Engagement
- Sustainability in Leased Spaces
- Energy Efficiency
- Sustainable Water Use
- Clean and Efficient Transportation

Send completed report-outs to [leadbyexample@ct.gov](mailto:leadbyexample@ct.gov)  
**one week prior to SSO meetings**

<b>Goal 1</b> Insert Goal 1	<b>Action Items</b> Insert Goal 1 Action Items	<b>Help Needed</b> Additional assistance needed to complete goal 1?
<b>Goal 2</b> Insert Goal 2	<b>Action Items</b> Insert Goal 2 Action Items	<b>Help Needed</b> Additional assistance needed to complete goal 2?
<b>Goal 3</b> Insert Goal 3	<b>Action Items</b> Insert Goal 3 Action Items	<b>Help Needed</b> Additional assistance needed to complete goal 3?

**DATE:**  **TEAM NAME:**



# **PROJECT TEAM REPORT-OUTS**



**Goal 1**

Insert Goal 1

Ongoing and consistent communication with steering committee

**Action Items**

Insert Goal 1 Action Items

- Develop a schedule of emails
- Set-up proper distribution lists

**Help Needed**

Additional assistance needed to complete goal 1?

- Obtain any feedback from steering committee

**Goal 2**

Insert Goal 2

Ongoing and consistent communication with project teams

**Action Items**

Insert Goal 2 Action Items

- Determine the best structure for this

**Help Needed**

Additional assistance needed to complete goal 2?

- Obtain any feedback from project teams

**Goal 3**

Insert Goal 3

Begin planning awards ceremony

**Action Items**

Insert Goal 3 Action Items

- Confirm timeline of the awards ceremony
- Inquire about scope/ budget for the event

**Help Needed**

Additional assistance needed to complete goal 3?

- Obtain co-chair feedback

# PUBLIC ENGAGEMENT REPORT-OUT

# ENERGY EFFICIENCY REPORT-OUT

## Goal 1

Insert Goal 1

Educate State Agencies of the Availability of Utility Company Programs and Facilitate Auditing of State Buildings

## Action Items

Insert Goal 1 Action Items

1. Utilities presentation of the SBEA Program given October EEP Team Meeting
2. OPM finalizing list of

## Help Needed

Additional assistance needed to complete goal 1?

A reduction in the amount of time & effort needed to secure funding; including final approval by the State for the SBEA Program master agreement with the

## Goal 2

Insert Goal 2

Implement process to guide State Agencies to conduct energy efficiency projects to achieve 10% by 2020; 45% by 2030 mandated reductions

## Action Items

Insert Goal 2 Action Items

1. Identify barriers
2. Develop LEAN strategies

## Help Needed

Additional assistance needed to complete goal 2?

Implement task force to identify barriers and strategies to carry out EE project

## Goal 3

Insert Goal 3

Identify five pilot projects to test the process and track energy reduction measures

## Action Items

Insert Goal 3 Action Items

1. Gather 2-5 projects from each team member
2. Select 5 as pilot projects
3. Create a document to track the progress and energy reduction

## Help Needed

Additional assistance needed to complete goal 3?

Identify funding for project implementation

Approval of Master Agreement for SBEA program

**Goal 1**

Insert Goal 1

Develop a water audit form and instruction for state agencies/facilities

**Action Items**

Insert Goal 1 Action Items

Continue researching water audit, Identify key areas of focus, Develop a fillable form, Develop Instructions, Continue development of

**Help Needed**

Additional assistance needed to complete goal 1?

Develop dialogue with DAS regarding limited energy/water audits currently in development, Obtain historical audit examples from DAS

**Goal 2**

Insert Goal 2

Develop communications, outreach, and signs for water conservation

**Action Items**

Insert Goal 2 Action Items

Identify and develop specific signage/outreach efforts, Identify impactful locations for signs,

**Help Needed**

Additional assistance needed to complete goal 2?

Coordinate with Public Engagement Team to develop standardized approach for all impact teams to follow and determine if there is a EO1

**Goal 3**

Insert Goal 3

Stormwater BMPs as envisioned by Section 3.a.vii of EO-1 "Environmental impacts of land use and grounds management"

**Action Items**

Insert Goal 3 Action Items

Research and compile stormwater BMP information, Identify pilot project

**Help Needed**

Additional assistance needed to complete goal 3?

# SUSTAINABLE WATER USE REPORT-OUT

# SUSTAINABILITY IN LEASED SPACES REPORT-OUT

## Goal 1

Insert Goal 1

Determine options for paying for improvements as State bonded funds cannot be used on leased sites

## Action Items

Insert Goal 1 Action Items

Identifying sources of funds. To date, have had presentations from the Connecticut Green Bank and Connecticut Innovations and

## Help Needed

Additional assistance needed to complete goal 1?

Will need input from every other team on what initiatives they are developing so this team can determine best way to roll out to leased sites

## Goal 2

Insert Goal 2

Gathering information on utilities, refuse removal for more than 200 leased sites

## Action Items

Insert Goal 2 Action Items

DAS Leasing (with about 150 locations) has produced a draft report with pertinent information (who pays for what) and submitted it to DEEP for

## Help Needed

Additional assistance needed to complete goal 2?

## Goal 3

Insert Goal 3

Develop standard language for leases to be used by agencies

## Action Items

Insert Goal 3 Action Items

Based on input from the other teams on their initiatives, develop exhibits that can be added to leases where applicable

## Help Needed

Additional assistance needed to complete goal 3?

Input is needed from the other teams on their initiatives in order to develop standard language

**Goal 1**

Insert Goal 1

Business as Usual  
Recommendations

**Action  
Items**

Insert Goal 1 Action Items

Determine final compiled  
recommendations list and  
submit for LBE approval  
and finished product  
design.

**Help  
Needed**

Additional assistance  
needed to complete goal 1?

Design team assistance

**Goal 2**

Insert Goal 2

Pilot Project deployment  
of an EV pool.

**Action  
Items**

Insert Goal 2 Action Items

Discussions with target  
location in progress.  
Infrastructure deployment.  
Vehicle purchasing. 5 on-  
hand, 5 more needed  
In-car education material

**Help  
Needed**

Additional assistance  
needed to complete goal 2?

DEEP, DAS, DOT, OPM  
multi-agency coordination  
and assistance.  
Approval to enter into  
financing arrangements.

**Goal 3**

Insert Goal 3

N/A?

**Action  
Items**

Insert Goal 3 Action Items

**Help  
Needed**

Additional assistance  
needed to complete goal 3?

# CLEAN + EFFICIENT TRANSPORTATION REPORT-OUT



# **NEXT STEPS**

# NEXT STEPS

## **SPP Planning**

Begin brainstorming for fillable sections in SPPs

## **Level 2**

Complete Level 2 (building inventory) by next SSO Meeting

## **Policy Document**

Review Accounting and Reporting Policy Document (when shared)