

## Green Team (GT) Notes from June 17, 2010--Thanks everyone.

*Attendees—Terry Parker, Shane Mulready, KC Alexander, Kim Trella, Kevin Sullivan, William Shedrawy, Carol Ladue, Justin Kearney, Maritza Pagan, Robert Hannon, Tom Ouellette, Graham Stevens, Susan Amarello, Sherill Baldwin, Andrew Veilleux, Judy Singer, Mary Sherwin, Connie Mendolia, Nan Peckham*

1. Multi Function Machines (MFMs) – staff from OIM was not at the meeting so this item did not get fully discussed. We did mention having some training on just the MFMs (holding off on the MS Office training for now). This could be held at a specific time for each floor and conducted by a few staff members from each floor who already know how to use the machines. First step is to make sure everyone is “enabled”. Mary and Connie followed up on this and met with Elaine Fournier and Tom Botti on 6/23. Elaine will check on the enabling piece and whether we will be getting newer equipment. If we are getting new equipment fairly soon, then the vendor will provide training. If not, we will proceed with planning floor by floor training and pursue having “super-users” assist.
2. Building issues: cleanout schedule; energy upgrades
  - Clean-out schedule was briefly discussed. Mary followed up on this and it will happen in the fall, October-mid November. The focus of this year's DEP cleanout is shared file space, e.g. program libraries, closets, conference rooms, as well as unoccupied offices that have become cluttered or were left messy. Each bureau should identify areas that will be targeted, specifying their location by floor and floor quadrant and estimating the number of file drawers to be cleaned out. As in the past, each floor will have its' own day to clean out files, one floor per week. Proposed schedule:
    - 10/5--2<sup>nd</sup>, 10/19--3<sup>rd</sup>, 10/26--4<sup>th</sup>, 11/2--basement and first, 11/9--5<sup>th</sup>, 11/16--6<sup>th</sup>
  - Energy upgrades will be completed this summer. Shane was asked if the contractor can provide us with some written information of what was done and the energy savings that can be expected.
3. Sherill Baldwin from WEED-recycling presented her work on Building Deconstruction and Reuse; she provided brochures of the CT Materials Reuse Network.
4. DEP “eco” Open House—Group brainstormed ideas for this proposed event: have it as a First Thursday, when other things are also going on in Hartford; have a notable speaker, maybe a panel of people who are on Green Teams at their workplace; hold guided tours of specific DEP areas (e.g., ReSupply Center, Compost, Native Gardens, Mini-trash can area, DEP bike, Recycling area on 1<sup>st</sup> floor, and Energy management system or a viewable energy upgrade). If the audience is the general public, then early evening would be better; but if the audience is state and municipal government or private sector companies, then afternoon would be best. This needs to be decided. It might be possible to include both audiences if there were tours before and after the speaker/panel (i.e., tour at 3pm, speaker and panel from 4 – 5pm, tour from 5 – 6pm). This event could be held in Spring 2011 (April, May, June) or Fall 2011 (Sept), and we will need to continue to plan for it.

5. Ideas regarding speakers and topics on sustainability/pollution prevention for future Green Team meetings were discussed. Topic areas suggested: Low Impact Development, UConn Green Office Guide, Green Roofs, Green Drinks, Green Purchasing.