

## CLIMATE ACTION COMMITTEE MEETING

Wednesday, March 18, 2026, 7:00 PM

Select Board Meeting Room, Town House, 22 Monument Square, 2nd Floor

This meeting may also be accessed remotely through the following Zoom link:

<https://us02web.zoom.us/j/89658925084?pwd=dqCN47QKgw07ZKlda071EnKYbbbIfk.1>

Meeting ID: 896 5892 5084

Passcode: 771884

Dial In Toll-Free: 888 475 4499

### Agenda

1. Approval of minutes: Feb. 11 [7:00]
2. Climate Action and Resilience Plan [7:05]
  - a. Parking lot – what do we name the 5 plan elements: Kathryn Hopkins
  - b. Draft community engagement plan and other Weston & Sampson updates
3. Annual Town Meeting warrant articles [7:40]
  - a. Presentation and discussion on Article 42 - composting: Iliana Benson
  - b. Discussion on Article 25 – conservation fund bylaw
4. Deputy Town Manager’s report [8:15]
  - a. Written report attached; updates or committee member questions only
  - b. Proposal that Select Board adopt a policy on recycling best practices
5. Community engagement - Cooler Concord, social media: Brad Hubbard-Nelson [8:30]
6. General comments, announcements, events [8:40]
7. Public comment [8:45]
8. Adjourn [8:50]

Documents relevant to this meeting will be posted when they become available at

<https://concordma.gov/4043/Meeting-Materials>



If you are deaf or hard of hearing, or if you are a person with a disability who requires accommodation, please contact Megan Zammuto, Deputy Town Manager for the Town of Concord at [mzammuto@concordma.gov](mailto:mzammuto@concordma.gov) or 978-318-3006. While every attempt will be made to provide reasonable accommodations, requests should be made with as much advance notice as possible.

## Climate Action Committee (CAC) Meeting Minutes - 2/11/26

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Pursuant to a notice duly filed with the Town Clerk, a public meeting of the CAC was held on February 11th 2026 at 7:00 pm in person at the Select Board Meeting Room and via Zoom (hybrid). A recording of this meeting is available on [YouTube](#).

Committee members attending: Brad Dye (BradD, chair), Brad Hubbard-Nelson (BradHN, clerk), Shelly Karlin, Paul Kirshen, Kathryn Hopkins, Bob Shatten

Other attendees: Wendy Rovelli (Select Board liaison), Megan Zammuto (via zoom), Shannon McAndrew, Mary Steele (zoom), Laura Scott (CMLP), Mark Gailus, Cassidy Yates and William (Bill) Lefebvre (Weston & Sampson).

High level summary (AI): The meeting focused on updates from CMLP regarding their upcoming time-of-day electricity rate rollout in April, and the ongoing climate action plan update, with consultants Cassidy and Bill presenting their approach to reviewing past actions and developing new ones. The group explored ways to engage various community stakeholders and town departments in the planning process, with Mark from TAC offering to bring transportation-related input to future discussions. The conversation ended with approval of January meeting minutes, including the decision to maintain AI-generated high-level summaries in future minutes.

### Action items:

- Committee members: Re-read the 2020 Climate Action Plan, and send new “parking lot” ideas to Shannon
- Committee members: List potential stakeholders, their details, and contacts, and send to Shannon
- BradHN: Review and update the Excel tracking document to ensure it's current, incorporating any new information.
- BradD: Reach out to Rebecca Woodward to collect and integrate her mobility research into the tracking spreadsheet
- BradD or Shannon to send out detail input from the 1/6/26 brainstorming meeting
- Cassidy/Bill (consultants): Rework the brainstorming form to incorporate additional ideas from separate documents and add relevant columns, then send to committee for review
- Cassidy/Bill: Send digital version of the sector worksheets to committee members (and Mark/TAC for mobility), with assignment of sectors for review
- Cassidy/Bill: Start developing climate change projections and scenarios for Concord as input for the planning process (timing to be determined)
- Mark (TAC): Bring up the mobility section and related documentation at the next TAC meeting and coordinate TAC feedback

The meeting opened at 7:03 pm.

1. Welcome – comments and announcements
  - a. BradHN mentioned a talk by William Moomaw planned by First Parish Environmental Team for early May. He is planning to talk with Moomaw this week about making the talk relevant to the Climate Action Plan.
2. Megan Zammuto - staff report
  - a. Excited about \$100K MVP Grant awarded by DOER for a seed project to be determined.
  - b. Last week Megan, facility manager Russ Karlstad and the procurement team met with asst. Superintendent Bob Conrey on ESCO with the schools gas usage and working together with Power Options. Gas prices currently high so not an ideal time to enter a contract.

- c. Met with school sustainability coordinator Rebecca Meeks. Productive conversation about how Sunrise group and the Green Team could contribute to Climate Action Planning.
  - d. SuAsCo climate cooperative, working towards March 26th community meeting, Working on flyers and translation.
    - i. MAPC is a leader in the effort
    - ii. Kathryn asked about student involvement. One CCHS student is on the steering committee which is meeting tomorrow.
3. CMLP Presentation on Time of Day rates transition. - Laura Scott (Attachment 1).
- a. Starting on 4/1/26, working on this for 10 years.
  - b. Current customer rates are based on the usage volumes, which is a disincentive for electrification. However the price CMLP pays varies by time of day, lower cost at night.
  - c. Demands at ISO peaks determine transmission and distribution costs.
  - d. New rates have higher rates during peak hours (weekdays 3-7pm), lower at off peak and super off peak. Different rates for shoulder months and standard months.
  - e. Time of day rates default option, which are designed to be revenue neutral, with an option to Opt out with 4% higher rates than current.
  - f. Communication to customers through website, bill insert and special mailings. Refrigerator magnets to remind the times to avoid. Developed rate calculator on website.
  - g. BradD asked about why not a higher rate in early morning. Laura explained that the rates balance simplicity with precision.
  - h. BradD asked about the process for tracking how it is going and what changes to make.: Laura says they will analyze whether people reduce during the peak, and amount of customer call service needed.
  - i. Paul asked about the current special rates for water heating and ETS rate. ETS rate to increase 2% per year to 20 years ETS rate ends. Controlled water heater credit will stay. EV miles program ending in March 31.
  - j. Bob asked about vehicle to grid. Not part of this effort. Laura also mentioned batteries which currently can't discharge to grid. Other initiatives will make this possible, using SCADA real time monitoring.
  - k. Battery payback calculations (estimated 20 years) were made using next years rates, but not letting battery push back. Solar pay back 13 years assuming average size and cost.
  - l. Laura said CAC could help as ambassadors, to remind people about how to use TOD, programmable dryers and dishwashers. Not heat pumps or medical devices.
  - m. This year CMLP will review what is spent on rebates to align with Climate Action Plan
4. Climate Action Plan update: Cassidy and Bill from Weston & Sampson Update on actions so far:
- a. Project timeline over 12 months. Community engagement throughout the process, with public meetings in May and September. 4 meetings planned to be with the CAC
  - b. Task 1 - they have started going through the 2020 plan and other documents. BradHN's excel summary file was useful.
  - c. Discussion of how to engage as a group following open meeting law (OML)
  - d. They have taken notes from the Jan 6 brainstorming session to make handouts for different sectors (Attachment 2) of suggested actions and how they would be integrated into the new plan. The committee can help to fill in, with each committee member assigned one or two sectors to focus on.
  - e. Paul asked about whether they would consider a range of scenarios (high and low emissions) on future climates, temperature and precipitation. Helpful both for adaptation planning and how strong mitigation efforts should be. Paul said the scenario data is available already to do this.

- f. Paul asked about how to balance public meetings together with town departments vs small focused meetings. BradD commented that you need both, that stakeholders may be more candid in some cases in small meetings about what the challenges are, though they also need to be public about what they are committing to.
  - g. Bob would be interested to see what high and cold temps we have encountered and what CMLP purchase impacts were.
  - h. BradHN asked about the greenhouse gas inventory, whether a new one was needed for 2025 or 2024. He is currently updating the 2022 inventory using the MAPC tool. Cassidy responded that a new inventory was not needed.
  - i. BradHN commented that the 2020 plan really was a 5 year plan and the new plan should give visibility through the 25 years to 2050.
  - j. Shelly asked whether the plan includes demographic projections. They would consider population growth.
  - k. BradD mentioned the discussions we've had about looking farther into the future and where vulnerabilities are.
  - l. BradHN commented that the longer term than 5 years can help us plan how to for example retire the gas system, while if we only look at 5 years we don't get to the longer term planning.
  - m. BradD suggested including Mark Gailus or Rebecca Woodward on the transportation sector items. Mark said he would discuss it at the next TAC meeting, With Stantec a comprehensive transportation plan being developed. Also Public Works together with Stantec is evaluating conditions of roads, sidewalks and a process for taking public input on safety concerns. BradD said he would reach out to Rebecca on the research she had done. A future TAC meeting would be focused on the climate plan update.
  - n. BradHN asked about whether a Sharepoint drive had been set up yet for viewing shared documents. A process is needed, downloading, marking up and sending to Shannon.
  - o. Cassidy spoke about stakeholder mapping, who needs to be included. Megan suggested committee members should provide a list stakeholders they are aware of to Shannon.
  - p. Kathryn asked about frameworks for climate solutions (Project Drawdown, Enroads). They have used Enroads previously.
5. Approval of minutes from January 21. BradD asked about how people felt about the AI summary. Generally that was helpful. Action bullet points should be useful for committee members to know what actions to take. No changes were suggested. Kathryn motion, Paul second, unanimously approved.
  6. Public comments
    - a. Mark thanked the committee and wants to keep him in the loop.
  7. Next meeting on March 18th 7pm.
  8. Meeting adjourned at 8:42pm

Attachments:

1. CMLP Presentation on Time of Day Rates (Laura Scott)
2. Climate Action Plan Sector sheets.

**To:** Climate Action Committee

**CC:** Megan Zammuto, Deputy Town Manager, Climate Action Committee Liaisons

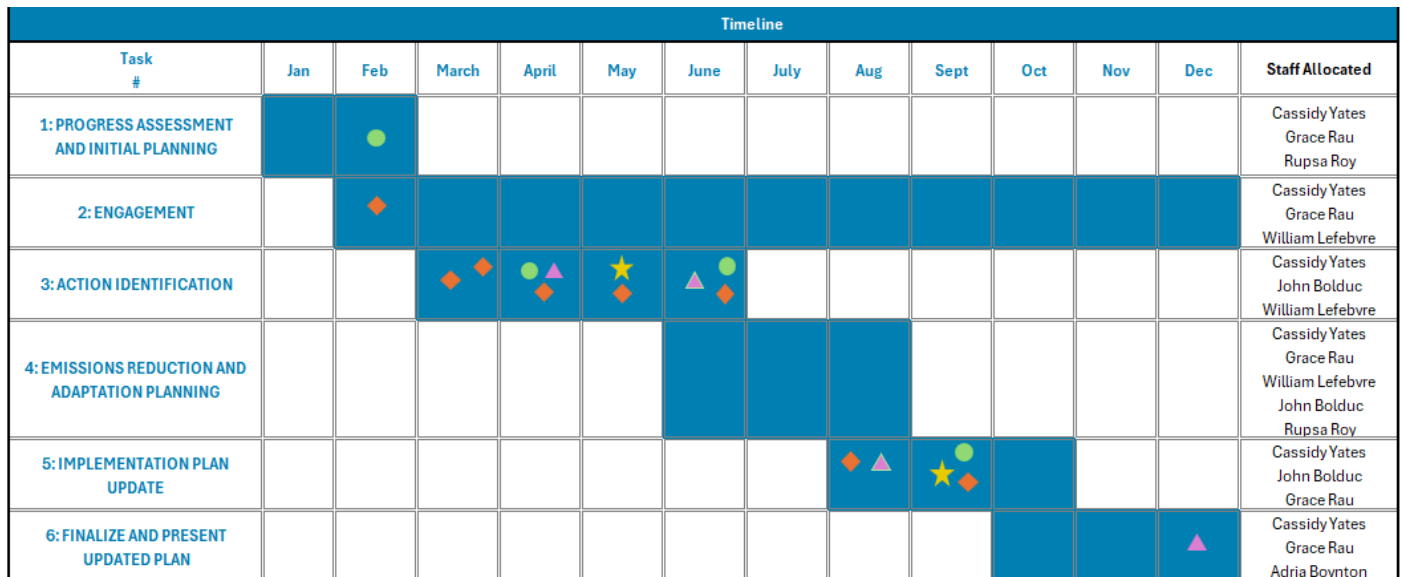
**From:** Shannon McAndrew, Management Specialist

**Date:** March 18, 2026

**Subject:** Climate Action and Resilience Plan Update with Weston and Sampson – Project Update

**Project Timeline – Standing Review Item**

The timeline graphic illustrates the anticipated 12-month project schedule, organized by task and showing when key engagement activities are expected to occur.



- Meetings**
- Community Engagement
  - Stakeholder Interviews
  - Climate Action Committee Meeting
  - Town Departments / Select Board
  - Engagement by email

Committee Meeting Dates:	Milestones:
<b>Feb 11th</b>	
March 18th	
<b>April 15th</b>	Initial Action List by Sector
May 20th	
<b>June 10th</b>	Final Action List by Sector
July	
August	
<b>September</b>	Provide info for Implementation Plan
October	
November	
December	

- Blue bars indicate active work periods for each major task.
- Icons identify points of engagement, including:
  - Climate Action Committee meetings
  - Community engagement workshops
  - Stakeholder interviews
  - Meetings with Town departments and the Select Board

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## **Task 1 Review: Progress Assessment and Initial Planning**

### **1.1: Review 2020 Climate Action and Resilience Plan and Other Related Documents/Plans**

**Status:** Complete

### **1.2: Develop a Community and Stakeholder Engagement Plan**

**Status:** In-progress, near complete

#### **Draft Community Engagement Plan**

- Weston and Sampson has prepared a draft Community Engagement and Stakeholder Plan for review and feedback. This will be finalized by the Climate Action Committee meeting on April 15, 2026.

## **Task 2 Review: Initiate Stakeholder Engagement**

**Status:** Ongoing through August 2026

- Finalize Stakeholder Mapping based on stakeholders identified by Climate Action Committee members.
  - Eight stakeholder interviews to be held through August 2026.
- Core Town Staff group to be finalized for touch points throughout the project.
  - Two meetings to be held with this group and Weston and Sampson.
  - Further internal coordination may happen to provide review on proposed updates to the plan.
- Two community workshops:
  - First workshop: Tentatively scheduled for May 2026
  - Second workshop: Was tentatively scheduled for July 2026, but we flagged that community engagement in the summertime in Concord is challenging. Closer to, we will consider if it makes more sense to bump this up to June or to push until September.
- Project webpage to be built through ArcGIS platform by Weston and Sampson, which the Town will have access to following the conclusion of the project.

## **Task 3 Review: Action Identification**

### **3.1: Evaluate 2020 Actions**

**Status:** In-progress, near complete

### **3.2: Identify best, innovative, and emerging practices**

**Status:** In-progress

- Weston and Sampson will be evaluating ideas/actions from the Climate Action Committee via the Homework Worksheets assigned at the February 11, 2026 meeting and from an additional meeting of the Committee between now and the April 15, 2026 meeting to discuss more complex ideas.
  - Weston and Sampson will also be evaluating ideas/actions from Town Staff via a meeting in early April (*to be confirmed*).
- 

#### **Action Items for Climate Action Committee**

- If you haven't already, submit the Homework Worksheets distributed in February to Shannon.
- If you haven't already, submit your list of sustainability stakeholders to Shannon.
- Additional Climate Action Committee meeting between now and April 15, 2026 meeting to discuss parking lot ideas.

# Draft Community & Stakeholder Engagement Plan

## Concord Climate Action and Resilience Plan Update

Strategy	Description	Timeline	Roles
Project branding	Confirm use of existing logo and color scheme	February	<b>W&amp;S:</b> <b>Concord:</b> Checking with coms folks
Website content / ArcGIS website	Introduce project and establish a location for project updates and deliverable  Determine steps for ArcGIS site	Content development initiated	<b>W&amp;S:</b> Develop and upload materials throughout project <b>Concord:</b> establish and share site w W&S, update as needed beyond project
Stakeholder Interviews	1. CMLP		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
Climate Action Committee	1. Introduction	Feb 11, 2026	<b>W&amp;S:</b> prep content & attend
	2. Draft Actions	April 15, 2026	<b>W&amp;S:</b> prep content & attend
	3. Final Actions	June 10, 2026	<b>W&amp;S:</b> prep content & attend
	4. Implementation Details	September X, 2026	<b>W&amp;S:</b> prep content & attend
Public Workshop 1	Action Identification  In-person and virtual	May or June	<b>W&amp;S:</b> develop flyer, social media post, slide deck, sign in sheet, and other materials as needed, present and facilitate workshop

			<p><b>Concord:</b> Coordinate location and logistics, zoom or teams link, conduct outreach/advertising, attend and assist in facilitating workshop</p>
Public Workshop 2	<p>Implementation Plan Details</p> <p>In-person and virtual</p>	September	<p><b>W&amp;S:</b> develop flyer, social media post, slide deck, sign in sheet, and other materials as needed, present and facilitate workshop</p> <p><b>Concord:</b> Coordinate location and logistics, zoom or teams link, conduct outreach/advertising, attend and assist in facilitating workshop</p>
Municipal Staff Meetings	Action Development	April	<p><b>W&amp;S:</b> develop agenda/list of questions</p> <p><b>Concord:</b> Coordinate which department should be involved</p>

# ARTICLE 42: Proposed Composting Rate Payer Plan



CCHS Sunrise Club (rep. Iliana Benson)  
and Shelly Karlin

To urge the Town to adopt and negotiate a ratepayer Ms. Benson and Ms. Karlin move that the Town take affirmative action on Article 42 as printed in the Warrant.

## Environmental Impact of Composting



- **21% of Massachusetts landfill content is food waste.**
- Food Waste produces most landfill GHG emissions as methane, which is 84 times more heat trapping than CO<sub>2</sub>
- Composting organics is an opportunity to avoid greenhouse gas emissions, and decrease landfill use.

## The Capacity Problem

**All in-state landfill sites are projected to be at capacity by 2030**

### Current Policy - Town and State

- We have an existing goal of a **30% organics reduction** in the waste stream by 2030.
- This goal is in both the Town's Climate Action and Resiliency Plan and MassDEP Solid Waste Master Plan.
- **Concord will probably fail to meet this goal.**





## ARTICLE 42: Proposed Composting Rate Payer Plan

### State-Level Planning: 90% reduction goal (2050)

- **Commercial** - extension of current commercial ½ ton per week maximum to a 100% ban by 2028 (including schools).
- **Residential** - implementation of a 100% ban by 2030 with municipal compliance program standard

Commercial organic waste producers **must** develop composting plans by 2030. That means that nearly all restaurants in Concord **will** be using composting. If the town does the ratepayer system, it allows the town to help local businesses financially and support them in going green.

## ARTICLE 42: Proposed Composting Rate Payer Plan

### **What is a rate payer system?**

- Citizens can opt into the plan, same as recycling and trash, through the town website.
- We are asking the town to consider negotiating with composting company vendors so that the entire town has lower rates to pay compared to subscribing to composting as a singular household/commercial site.
- The composting company would have pre-existing infrastructure and resources to deal with the compost. Essentially, we would be outsourcing the composting process but making it easier to access for the entire community.

## **Demand Statistics**

- With 6,500 households participating in Black Earth composting, Concord is already at the maximum density discount. The next step would be for the Town to negotiate a lower rate with Black Earth as sign-up benchmarks are met. This discount number is generally \$10 off per six month billing cycle, or currently, a 10% discount.

# Benefits To Ratepayer

- Reduced garbage/solid waste costs since it is charge by the ton (also known as tipping fees) In Bedford this amounted to 25\$/year with going from trash to composting. It is predicted to be around \$18.31 saved/year in Concord.
- Increased accessibility to residents through lower costs and easier transition
- Higher sign-ups leads to lower GHG emissions - Current average household organic waste generation is 8lbs/week. Without composting, this is equivalent to creating 4,298 tons of CO<sub>2</sub> per year.

## Options: **Commercial Vendor**

1. **Ratepayer, Minimalist:** a preferred vendor contract, locking in discounted rates, and a volunteer effort to increase subscribers.
1. **Ratepayer, expanded:** preferred vendor program with more municipal support like SMRP funded bins, staff expansion efforts, etc.

Melrose, MA has a private vendor composting program, and a Town waste **enterprise fund**.



Ashland, Holliston, & Milton have similar private vendor relationships.

## Bedford's Ex. (1)

## ARTICLE 42: Proposed Composting Rate Payer Plan

The town-wide program is a public-private partnership, where the resident signs up on Black Earth's website for service. Once a registration is received, DPW receives a confirmation email and we deliver the starter kit.

**Black Earth then handles all the customer service** functions, including missed pickups, with the exception of cart maintenance, which DPW manages directly. Residents call us for broken bins.



## Bedford Ex. (2)

## ARTICLE 42: Proposed Composting Rate Payer Plan

The utility credit is a unique feature to our program. Because our grant funding provides \$10 in start up costs, we elected to apply those directly to the water bills of participating residents.

**-Elizabeth Antanavica, DPW  
Business Manager Bedford**

**FREE  
COMPOST  
STARTER KITS**

**+ \$20 ANNUAL REBATE  
ON YOUR UTILITY BILL**

 **BLACK EARTH  
COMPOST**

Courtesy of the Town of Bedford  
Facilitated by Black Earth Compost

**Starter Kit (\$46 value!):  
12 gal & countertop bin and liners**

**SIGN UP AT [BLACKEARTHCOMPOST.COM](https://www.blackearthcompost.com)**

## ARTICLE 42: Proposed Composting Rate Payer Plan

**MassDEP's Sustainable Materials Recovery Program (SMRP) has awarded \$350K in grants** to municipalities over the past 10 years to start or expand upon their own curbside collection program or residential food waste diversion programs. Municipalities can use grant funds to purchase residential curbside food waste carts, or kitchen counter food scrap bins, or help with outreach and education.

MassDEP manages **Statewide Contract FAC113**, which includes recycling containers, compost bins and rain barrels, curbside wheeled carts for organic and food waste material, kitchen counter buckets and backyard compost bins. **Municipalities can procure items directly from this contract without bidding publicly.**

## ARTICLE 42: Proposed Composting Rate Payer Plan

### **Potential Resources Needed**

- Cost-benefit analysis completed by Concord Public works
- Organize a request for proposals (RFP)
- Enterprise fund - can use grants
- Starter kit management (can be part of contract with composting company)

We recognize that the Concord Department of Public Works has many ongoing projects, and are grateful for the work already being done to protect the environment. We believe that this can be undertaken with minimal resources supplied and have a huge impact on doing everything we can to help the environment.



## ARTICLE 42: Proposed Composting Rate Payer Plan

Thank you for your time!

# **ARTICLE 42: Proposed Composting Rate Payer Plan**

CCHS Sunrise Club (rep. Iliana Benson) and  
Shelly Karlin

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## Sustainability Division Report

March 2026

### SuAsCo Climate Collaborative

Work continues to advance the SuAsCo Climate Collaborative, a regional effort focused on climate resilience planning across the Sudbury–Assabet–Concord watershed.

In February, the project team focused on launching governance structures, advancing outreach, and preparing for the first regional community meeting. A virtual legislative briefing was held on February 6 to introduce the collaborative and outline project goals.

The first Steering Committee meeting was convened on February 12, bringing together municipal representatives, regional organizations, and watershed partners. The discussion highlighted several shared priorities across the watershed, including flooding and infrastructure vulnerability, the need to evaluate flood impacts beyond FEMA maps, improved regional data integration and mapping tools, and the connections between ecosystem health, water quality, and heat impacts. Steering Committee members also emphasized the importance of pairing technical analysis with meaningful community engagement and producing practical guidance for municipalities.

The community kickoff meeting for the SuAsCo Climate Collaborative will take place on March 25 at 7:00 PM at the Harvey Wheeler Community Center. Outreach materials have been finalized and translated into five languages to support equitable participation. Interpretation services will also be available upon request.

The project team continues to meet regularly to coordinate implementation of the grant, including bi-weekly project team meetings and development of fiscal tracking tools to support grant reporting.

### **MVP 2.0 Program ([2-Page Info Graphic linked here](#))**

Building on the Town's identified MVP 1.0 climate resiliency priorities, the Town is participating in MVP 2.0, which provides grant funding to municipalities to investigate factors that create vulnerability for people in the community, and to develop and implement a community-driven project that supports resilience to climate change.

Staff recently participated in the MVP 2.0 Kickoff Meeting, which introduced the Phase 1 process and available resources to support participating municipalities. Following the kickoff, the Town has connected with its designated Equity Partner and Regional Coordinator, who will support the project throughout the planning process.

Staff will begin coordinating with these partners to establish a meeting cadence, review project goals and timeline, and identify opportunities for community engagement and equity-focused outreach as part of the MVP 2.0 planning effort, in which we will also work to hire a planning vendor to assist.

Staff will also begin recruiting our Core [project] Team, which will be comprised of both municipal and community members (referred to in the program as Community Liaisons). On the municipal side, we envision Town staff members and at least 1 member from the Climate Action Committee, as an appointed individual to a Town Board/Committee. The Community Liaisons should ideally be someone connected with the environmental justice community or other strong community connections, as identified by our Equity Partner. The program also provides funding to provide stipends to Community Liaisons, which is also a reflection of the time commitment for the program.

## Other Updates

The sustainability pages on the Town website have undergone updates and cleanup in recent weeks to improve navigation and make information easier for residents to access.

The screenshot shows the Town of Concord Sustainability website page. On the left is a navigation menu with items: Climate Action Committee, Climate Action and Resilience Plan, Climate Resilience, GHG Emissions, Sustainability in Your Business, Sustainability in Our Community, Sustainability Goals and History, Sustainability at Home, Sustainability on the Move, and TreeKeeper. The main content area has a breadcrumb trail: Home > Government > Departments > Sustainability. The page title is "Sustainability". Below the title is the Town of Concord Sustainability logo, which features a circular emblem with a tree, a bridge, and a person, surrounded by the text "TOWN OF CONCORD" and "SUSTAINABILITY". To the right of the logo is a paragraph of text: "The Town of Concord has a long [history of sustainability](#). We have ambitious [climate and sustainability goals](#), including a 2050 goal of reducing community-wide greenhouse gas (GHG) emissions 80% in alignment with the Paris Climate Accord and the Massachusetts Global Warming Solutions Act." Below this is another paragraph: "Working with Town departments, committees, residents, partners and businesses, Concord's Sustainability Division is responsible for developing and implementing programs, policies and initiatives to achieve the Town's climate and sustainability goals." At the bottom of the main content area is the heading "Sustainability Announcements". On the right side of the page, there are two contact sections. The first is "Contact Us" for Megan Zammuto, Deputy Town Manager, with links for "Email" and "More Information". The second is for Shannon McAndrew, Management Specialist, also with links for "Email" and "More Information".



THE TOWN OF  
**CONCORD**  
MASSACHUSETTS

**Office of the Town Manager**  
Concord, Massachusetts 01742

To: Climate Action Committee  
From: Megan Zammuto, Deputy Town Manager  
Date: March 12, 2026  
Re: Proposed Update to APP-49 – Environmentally Preferable Purchasing Policy

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Staff are proposing an update to Administrative Policy & Procedure (APP) 49 – [Buy Recycled Policy](#) and will be bringing a revised policy to the Town Manager for consideration. The update is being undertaken in connection with the Town’s annual application to the Massachusetts Department of Environmental Protection’s Sustainable Materials Recovery Program (SMRP) Municipal Grant.

The SMRP program provides funding through the Recycling Dividends Program, which supports a number of Concord’s waste reduction and recycling initiatives. In recent years, these funds have supported the recycling of mercury-containing items and fluorescent bulbs, the distribution of backyard compost bins, and other solid waste and recycling program improvements. The program also provides access to additional grant and technical assistance opportunities that help municipalities strengthen waste reduction and recycling programs.

As part of the grant requirements, municipalities must demonstrate that they have adopted an Environmentally Preferable Purchasing (EPP) Policy. The Town of Concord has long maintained APP-49, originally adopted as a Buy Recycled Policy to guide municipal purchasing practices and promote waste reduction. MassDEP has recently encouraged municipalities to revisit and update their purchasing policies to reflect current environmentally preferable purchasing practices. In response, staff are proposing an update to APP-49 that broadens the policy from a focus on recycled-content purchasing to a more comprehensive framework incorporating sustainability, waste reduction, and environmental responsibility in municipal purchasing decisions.

The updated policy encourages departments, whenever feasible, to prioritize products and services that reduce waste, conserve natural resources such as energy and water, support recycling markets through the purchase of recycled-content materials, and minimize environmental impacts associated with pollution, greenhouse gas emissions, and hazardous substances. The revision also removes outdated reporting requirements that are no longer required by MassDEP.

Staff are sharing the draft policy with the Climate Action Committee for informational purposes and to invite any feedback the Committee may wish to provide.

A draft of the proposed APP-49 Environmentally Preferable Purchasing Policy is attached for the Committee’s review.

Effective Date: 9/98  
Revised 12/99  
Draft Revision: 3/26  
Previous Name: Buy Recycled Policy

**Town of Concord**

**Revised APP #49**

**Environmental Preferable Purchasing Policy**

The Town of Concord affirms its commitment to environmental stewardship and recognizes that the procurement decisions made by its employees and contractors have far-reaching impacts on public health and the environment. By intentionally incorporating sustainability, waste reduction, and environmental responsibility into purchasing decisions—alongside cost, performance, and product availability—the Town seeks to lead by example while maintaining fiscal responsibility. The Town of Concord encourages, to the greatest extent practicable, the purchase of Environmentally Preferable Products (EPP), which are products and services that have a lesser or reduced affect on human health and the environment when compared to competing products or services that serve the same purpose.

This document establishes the framework for a sustainability-based purchasing program that reflects Concord's leadership, values, and commitment to a resilient and sustainable future.

Objectives of this policy include making purchasing decisions that:

1. Minimize waste and prioritize reuse by identifying alternative options for new and single-use products and equipment,
2. Support recycling markets by purchasing products with post-consumer recycled content, and that are recyclable after use,
3. Conserve natural resources such as energy and water, and
4. Minimize environmental impacts from pollution, greenhouse gases and toxins/hazardous products.

To meet the above goals, the Town of Concord and its employees will, whenever feasible:

- Be responsible for participating in and supporting the Town's reuse and recycling efforts, in support of the Massachusetts Department of Environmental Protection's waste ban, which prohibits the disposal of readily recyclable materials such as mixed paper, cardboard, glass, plastic, metal food and beverage containers, and textiles.
- Purchase products that include recycled content in order to support strong recycling markets. The following product categories shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines whenever practicable:
  - Office Paper, printed materials, office supplies, packaging, and storage boxes
  - Office panels and interior and exterior furniture and equipment
  - Janitorial paper products and trash liners
  - Carpeting and Flooring

Effective Date: 9/98

Revised 12/99

Draft Revision: 3/26

Previous Name: Buy Recycled Policy

- Plastic containers such as recycling containers and compost bins
- Transportation products including signs, cones, parking stops, delineators, and barricades.

All purchases of printing and writing paper for in-house use or customized printed materials by professional printers including, but not limited to, copy paper, forms, stationery, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum guidelines.

- Request only electronic catalogs or marketing materials from vendors who customarily send direct marketing to the Town in an effort to reduce printed marketing mail and related recycling costs.
- Prioritize purchasing products that are durable, long lasting, reusable or refillable, and avoid purchasing single use products.

The Town of Concord is committed to sustainable purchasing and empowers employees to be innovative and demonstrate leadership by considering environmental and public health benefits when making purchasing decisions.

## Events/Meeting List

Sat., Mar 14 6:30-8:30 PM; Concord Art, 37 Lexington Rd. OARS co-hosts an art exhibit entitled Sounds of Science, an immersive evening inspired by nature's soundscapes. Hear the voices of our rivers, see their sounds come alive in stunning spectrograms, and discover what these acoustics reveal about the natural world. Bioacoustics researcher Dr. Laura Kloepper will share how sound informs science and uncovers stories we may not see, only discoverable by ear. To purchase tickets, visit <https://oars3rivers.org/events/event/river-sounds-event/>.

Sun. Mar 15, 2-4 PM; Concord Town House. LWVCC hosts a forum for municipal candidates for office.

Thu. Mar 19 7 PM; webinar. MassEnergize co-hosts a webinar entitled From Gas to Induction: Cleaner Cooking for Your Home and Climate. Register at [bit.ly/cleaner-cooking](http://bit.ly/cleaner-cooking)

Mon., Mar 23 7:30-9:30 PM; CCHS. Walden Woods Project hosts a special preview of the film, "Henry David Thoreau" with Don Henley, historian Douglas Brinkley, the filmmakers Erik Ewers and Christopher Loren Ewers, and Thoreau scholar/author Kristin Case. To purchase tickets, visit: <https://walden.networkforgood.com/events/97140-henry-david-thoreau-film-preview-in-concord-ma>.

Thu. Mar 26 7-8 PM; webinar. MA Sierra Club hosts a webinar by Dr.

Cheryl Ruble entitled The (Still Ongoing) Bird Flu Crisis. She will discuss how animal agriculture contributes to avian influenza, creating health risks for humans and nature. To register, visit: <https://act.sierraclub.org/events/details?formcampaignid=701Po00001YJFaQIAX>.

Sat. Mar 28 11 AM-12:30 PM; Fowler Library. Sustainability Listening Session with Mothers Out Front

Sat., Mar 28 2:30-4:30 PM; Fowler Library, Meeting Room. Celebrate the spring equinox and learn about Nowruz, the Persian new year celebration. Join us to read poetry, a frequent Nowruz activity perfectly suited to Concord's literary heritage. All attendees will have an opportunity to share their own poetry celebrating spring and nature. To register, visit: <https://concordlibrary.assabetinteractive.com/calendar/nowruz-and-poetry-at-fowler-2/>.

Tue. Mar 31 7 AM-8 PM - town election

Weds. Apr 1 - CMLP implementation of Time-of-Day electric rates begins.

Thu. Apr 2 2-4 PM; Meeting Room, Fowler Library. Author talk with Peter Alden. Peter shares stories from his new memoir, *My Wild Life: Rare-Birds, Close Calls, and Adventures of an Eco-Explorer*.

Drop-ins welcome, register for updates/reminders at:

<https://concordlibrary.assabetinteractive.com/calendar/fowler-author-talk-peter-alden-my-wild-life/>.

Thu. Apr 2 7-8:30 PM; Concord Town House public hearing room and on Zoom. EPA holds a public meeting to provide an update on the site cleanup at 2229 Main Street. For contact information, more detail or to gain Zoom access, visit:

<https://concordma.gov/Calendar.aspx?EID=27566&month=4&year=2026&day=2&calType=0>.

Mon. Apr. 6 4-7 PM; Workshop, Main Library. Mosquito Bucket Challenge.

Learn how you can use a mosquito dunk bucket to control mosquito populations without harming native pollinators! Reserve your supplies, then drop-in any time during the program to complete your project.

Each registrant seat reserves a full 5-gallon bucket and mosquito dunk, so families may wish to register as a single participant, but you're welcome to bring more decorators along to work together. Makers of all ages welcome. Space and supplies are limited; registration opens March 23 at 4 PM at: <https://concordlibrary.assabetinteractive.com/calendar/mosquito-bucket-challenge/>.

Weds. Apr 8; Bentley University - MassEnergize Community Climate Leaders Annual Conference. To find more information on the program of events and to register, visit:

<https://www.massenergize.org/annual-conference/>.

Weds. Apr 8 3-4:30 PM; Backyard, Fowler Library. Seed starting workshop with Jess Myles.

Sat. Apr 11 12-3; Workshop, Main Library. Second annual Repair Cafe.

To register an item for repair, visit: <https://concordlibrary.assabetinteractive.com/calendar/repair-caf-2/>.

Also looking for volunteers. If you think you're handy, fill out the volunteer form at:  
<https://concordlibrary.org/get-involved/volunteer-opportunities>

Mon. Apr 20; Patriots' Day

Mon. Apr. 27 6:30 PM, Concord-Carlisle Reg. High School - Annual Town Meeting begins