



***Office of the Town Manager***

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Town Manager

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To whom it may concern:

The Town of Chelmsford has a long-standing "buy recycle" policy. During the past 8 ½ years, I have put this policy into practice under my responsibility as the Town's Chief Procurement Officer. The Town's purchases recycled copy paper, envelopes, and other paper products. We also explore and implement other opportunities to purchase recycled products such as plastic recycling bins.

The Town of Chelmsford was included in the initial certification of Massachusetts Green Communities. The purchase of recycled products contributes to the spirit of this initiative. Town Department Heads are reminded to purchase recycled and green products at periodic meetings and other training sessions.

Please contact me if I may provide any additional information.

Sincerely,

Paul E. Cohen  
Town Manager