

**TOWN OF HUNTINGTON  
SELECTBOARD OFFICE**

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Edward Renauld Roger Booth, Jr. Karon Hathaway  
Jennifer Peloquin, Administrative Assistant

**MEMORANDUM**

Date: January 12, 2022  
To: All Department Heads, Boards and Committees  
From: Selectboard  
RE: Town "Buy Recycled Policy" Annual Notification

This annual Town reminder concerns our "Buy Recycled Policy". This policy covers all municipal departments. Please keep this policy in mind when you are making purchasing and printing decisions. You should also encourage all contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever possible.

Examples of recycled products include: copy paper, envelopes, post-it notes, note pads, file folders, paper clips, pencils, toner cartridges, trash bags, traffic cones, plastic picnic tables and park benches, and motor oil. Many vendors offer recycled product choices and you should be utilizing State Contract pricing for purchasing recycled products whenever possible. For Mass State contracts see: [www.mass.gov/info-details/environmentally-preferable-products-index](http://www.mass.gov/info-details/environmentally-preferable-products-index).

We have been doing a great job of collecting recyclables, but as public sector purchasers, we need to complete the recycling process by purchasing products made with recycled content. Buying products made with recycled material is critical to generate economic motivation for manufacturers to use the raw materials that we do recycle. Due to advances in technology, recycled products are continuing to be available with both high quality with competitive pricing.

Thank you for your attention and cooperation with this policy. Please do not hesitate to contact our office if you have any questions. A copy of the policy has been included at the bottom of this memo for your reference.

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Jeff McKittrick John McVeigh Ed Renauld  
Helen Speckels, Administrative Assistant

**RECYCLED PRODUCT PURCHASING POLICY**

Whereas, the Town recognizes the need to make more efficient use of our natural resources and create markets for the materials collected in recycling programs; and

Whereas, the Town can support recycling activities by purchasing more products made of recycled materials when such products meet quality requirements and are available at reasonable prices and terms;

NOW, THEREFORE, be it resolved that the Town of Huntington here adopt the following recycled product purchasing policy:

To the maximum extent practicable and consistent with the demands of efficiency and cost effectiveness, all Town employees with purchasing authority shall adhere to the following standards:

1) All purchases of paper products, including but not limited to copy paper, stationery, envelopes, notepads, and file folders, shall meet a minimum of 30% post-consumer recycled content to meet the current state and federal minimum standards.

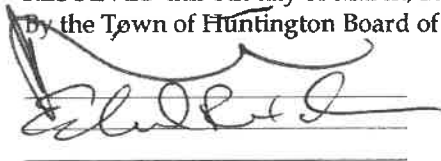
The decision not to procure recycled content paper products meeting this standard shall be based solely on a determination that the items are not available within a reasonable time period, or that items fail to meet reasonable performance standards, or are only available at an unreasonable price.

2) When purchasing office, custodial, and maintenance products or any other product(s) purchased by a Town employee for Town use, due consideration will be given to purchasing said product(s) in a form containing recycled-content material. Said recycled products must be competitively priced and of comparable quality, performance, and availability.

3) Town employees with purchasing authority shall become familiar with and utilize Massachusetts State Contracts for recycled products and make purchases through the state contract whenever feasible.

RESOLVED this 8th day of March, 2017.

By the Town of Huntington Board of Selectmen:



A handwritten signature in black ink, appearing to be 'John McVeigh', is written over a horizontal line. The signature is cursive and somewhat stylized.