



**TOWN OF CHILMARK**  
CHILMARK, MASSACHUSETTS

**TOWN OFFICES:**

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Town of Chilmark  
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**Buy Recycled Policy June 6, 2019**

Board of Selectmen, In recognition of the need to make more efficient use of our natural resources, create markets for the material collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the town of **CHILMARK** is committed to purchasing products, which are environmentally preferable and /or made of recycled materials whenever such products meet quality requirements and are available at reasonable price and terms.

To the maximum extent practicable the following standards should be adhered to:

1. For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tables, notepads and file folders, the minimum content standers shall be no less than 30% post-consumer recycled material to meet the current state and federal minimum standards
2. Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
3. Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft works, scrap paper and internal messages.

This policy will have to be distributed each year to all town departments by the Chief Executive Officer of the Town in order to eligible for grants on a yearly basis. A simple memorandum reminding town departments that the policy is in place is all that is needed. The memo should be dated and often the policy is attached.

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Timothy R. Carroll  
Town Administrator

Date 6/6/2019