



TIPS FOR MAKING MUNICIPAL OPERATIONS MORE SUSTAINABLE

Transportation

- Ensure municipal vehicles are energy efficient and well-maintained; convert to alternative fuels or hybrid engines if possible
- Establish/enforce “no idling” policy for municipal vehicles, including school buses
- Provide bike racks at parks and other public facilities
- Create opportunities for citizens to conduct municipal business on-line

Water Use/Water Quality

- Use rain barrels and rain gardens
- Reuse greywater where allowed
- Install low-flow toilets, shower heads, water fountains in municipal facilities
- Ban the use of individual, plastic water bottles in municipal buildings and at municipal events
- Ensure routine maintenance of stormwater management facilities

Energy Use/Lighting

- Conduct an energy audit and implement recommendations
- Buy clean, renewable power
- Replace any incandescent lights in municipal facilities with compact fluorescent light bulbs and install motion-sensor lights where practical
- Turn off office machines at end of day (computers, printers, copy machine, etc.)
- Install more energy efficient traffic lights (i.e., LED)

Building Design and Construction

- Take advantage of solar orientation, and natural cooling/air flow
- Insulate all buildings
- Reuse materials where possible, and use sustainably produced new materials when needed
- Design new municipal buildings and sites for rooftop detention (green roofs), porous pavement, and rain gardens

Land Stewardship

- Plant only native vegetation
- Consider a meadow in place of lawn (needs only an annual mow, saving time and resources)
- Plant trees wherever possible
- Use only no-sodium icing products

Procurement/Purchasing

- Use recycled paper (minimum 30% post-consumer waste content) for printing needs
- Use the backs of already-used paper in printers (for draft printing), fax machines, and as scratch pads
- Purchase and use other recycled office supplies: pens, pencils, note pads, etc.
- Purchase and use phosphate-free, locally produced cleaning products
- Purchase recycled-content, unbleached paper towels and toilet paper for bathrooms
- Buy organic and fair-trade certified coffee and tea
- Eliminate the use of disposable kitchen products (plates, cups, silverware)

Waste Management and Recycling

- Establish a recycling system for paper, metal, glass, plastic #1 through 7
- Recycle used electronic equipment and ink-jet printer cartridges
- Require vendors to use non-styrofoam packing and delivery materials

Education and Outreach

- Educate residents about municipal sustainability initiatives
- Encourage residents to conduct home energy audits
- Add a sustainability focus to community celebrations and events
- Utilize municipal Web site and newsletter to educate and update residents
- Establish a municipal energy office or sustainability information clearinghouse

Parks and Recreation

- Use solar panels for park lighting and other electrical needs
- Use porous pavement in parking lots
- Install rain gardens for stormwater management
- Develop demonstration projects on publicly accessible lands for application by homeowners
- Provide space for community gardens and composting areas/facilities