

**DRAFT**  
**City of Cambridge Recycling Advisory Committee**  
June 13, 2012 – Minutes Taken by Claire Davies

**Members Present:** Luis Baigiorria, Claire Davies, George Delegas, Jan Dillon, Debby Galef, Rob Gogan, Juliana Lyman, Judy Nathans, Laura Nichols, Robert Winters

**Members Absent:** Michael Arnott, Liza Casella, Jarrod Jones, Adam Mitchell, Jason Zogg

**Staff Present:** Meryl Brott, Randi Mail

**Guests Present:**

**Public Comment:** None

Minutes were approved from the May meeting. No public comment.

### Tonnage

Randi gave an update on curbside recycling & trash stats. **Tons recycled** in May 805 tons, up 8% from 744 tons in 2011. **Tons disposed\*** in May 1,336 tons, up 1% from 1,322 tons in 2011. \*Tons disposed includes trash from an estimated 32,103 households, public schools and city buildings. It does not include multi-family buildings served by private haulers, businesses, or the universities.

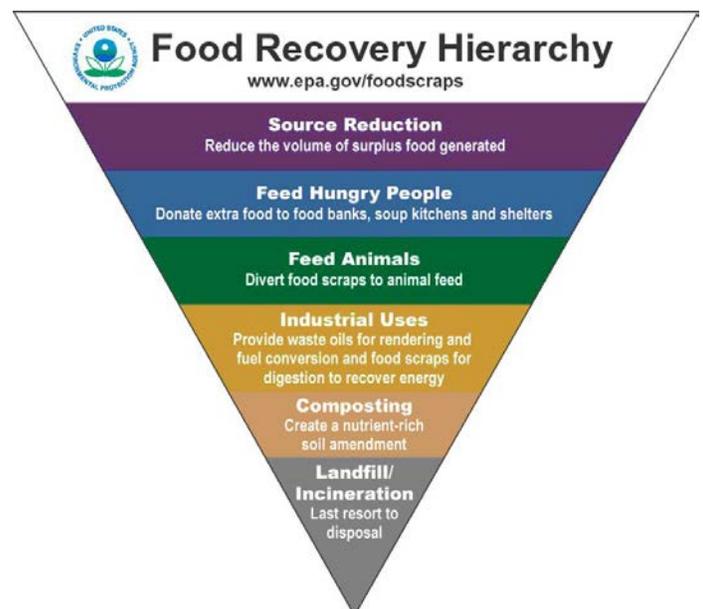
### City Updates

- **2012 Go Green Awards:** The awards were held at the MIT museum, with about 80 people in attendance. The winners recognized by the City include Mystic River Watershed Association (community organization); Karma Yoga Studio (waste reduction); Harvard Law School (waste reduction); TD Bank/Central Square Branch (energy); CRB Consulting Engineers (transportation); Amgen (transportation & energy); Tsoi/Kobus & Associates (transportation & climate protection); and Christina Giacobbe, Police Department (GoGreen City Employee Award).
- **Compost grant:** Randi reported that she and Caroleen Verly, a part-time employee funded by the 2-year grant are working on Phase 1, the feasibility study. The study is evaluating existing/planned facilities that could accept the material, their requirements, costs for processing and different collection scenarios, etc. At the state level, Randi is participating on the [Organics Subcommittee](#) and the [MassDEP's Task Force on Building Organics Capacity](#). The state is moving forward with plans for a waste ban on food scraps in 2014 from commercial and institutional sources. Funds are available from several state and federal programs for [organics-to-energy projects](#).
- **Recycling and Trash Tours:** Randi reported that the spring tours were wrapping up and over 50 people participated. She led 5 tours in April, May & June: three tours of the Casella recycling facility in Charlestown and two tours of Waste Management's trash incinerator in Saugus. More tours will be offered in September, October, and November.
- **Call2Recycle:** Randi recently met with [Call 2 Recycle](#) and got an update about the battery industry's recycling plans. Currently non-alkaline batteries are accepted at the Recycling Center, as well as Radio Shack, Staples, Best Buy and Home Depot. Batteries at the Recycling Center are individually bagged, boxed up with prepaid postage and sent to Call2Recycle. The program is funded by product manufacturers. They are planning to accept alkaline batteries in the spring of 2013 and are working on pilot programs with a few communities in North America now.

### Guest Speakers

- **David Leslie, Executive Director, Food For Free**  
David came to talk about the efforts of this 20+ year old Cambridge-based organization. [Food For Free](#) rescues fresh fruits, vegetables and baked goods that might otherwise go to waste from wholesale distributors, grocery stores, farms, farmers' markets, CSA distribution sites, bakeries and other retailers. FFF distributes it within the local emergency food system where it can reach those in need. They have trucks and staff to pickup and deliver food, walk-in fridge and freezer space. They do work with Metro Pedal Power for pickup and delivery as well.

The programs they serve focus on populations at risk of hunger: children, teens, the elderly, people with HIV/AIDS,





**Sustainability Update** / CAMBRIDGE GREEN SCHOOLS INITIATIVE (CGSI)

## **Sustainability Update**

Report for the School Committee

Tuesday, May 29<sup>th</sup> 2012

Prepared by Kristen von Hoffmann, Sustainability Manager

Cc: Dana Ham, Director of Facilities  
James Maloney, Chief Operating Officer



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- C. Citysprouts*

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## **I. ENERGY**

### *A. Energy-Savings Projects*

*\*Please See Attached: Energy & Financial Savings Chart*

The Sustainability Manager has worked in partnership with the Department of Public Works, the DOER Green Communities Grant Program, NSTAR Electric, the Facilities Department, and Prism Energy to implement efficiency projects that reduce usage and save money.

These projects have been successfully completed over the past two years, and continue to be developed by the Sustainability Manager, based on analysis of overall district energy usage that is tracked by both the Sustainability Manager and the Department of Public Works.

The focus has been on implementing energy efficiency activities by means of Lighting and HVAC Measures.

Lighting upgrades have consisted primarily of the installation of high efficiency lamps, ballasts and occupancy sensors by means of retrofitting existing lighting fixtures. HVAC projects have related to the installation and upgrade of heating and cooling mechanisms and DDC (direct digital control) systems that allow for more control over systems being turned on/off, and temperature control, thus enabling greater energy savings.

Over the past two years we have implemented the following energy efficiency projects:

- November 2010: We installed a high-efficiency condensing boiler at the Longfellow School Building. The new boiler replaced inefficient and failing equipment, and was conversion from oil to natural gas. In addition, we installed a DDC (direct digital control system) that allows for a centralized and more efficient means of digitally controlling HVAC systems for a tighter control over temperature and timing of energy systems. This in turn saves energy by reducing inefficiency.
- February 2011: We installed high-efficiency lighting and occupancy sensors at the Peabody School, Kennedy-Longfellow School, Baldwin School, and Haggerty School. The new lights use 20%-50% less electricity than the old ones, and occupancy sensors, installed where appropriate, add to the savings by turning off lights when rooms are vacant. Rooms are brighter too, due both to the color of the new lamps and because output from old bulbs decreases over the years.
- July 2011: We installed Variable Frequency Drives (VFDs) at the Haggerty School. This is an aspect of the digital controls system that allows for a centralized and more efficient means of digitally controlling HVAC systems for a tighter control over temperature and timing of energy systems.



## Sustainability Update / CAMBRIDGE GREEN SCHOOLS INITIATIVE (CGSI)

- September 2011: We installed high-efficiency lighting and occupancy sensors at the Morse School, Solomon Garage, and High School Field House. As in the lighting upgrades we did in February 2011, the new lights use 20%-50% less electricity than the old ones, and occupancy sensors, installed where appropriate, add to the savings by turning off lights when rooms are vacant.
- September 2011: We completed the programming of the Cambridge Rindge and Latin High School PV System, which is now live and in action. We have set it up so that the daily energy tracking and savings can be viewed by students and staff of CRLS online, and used as an educational resource.
- January 2012: We installed district-wide Direct Digital Controls (DDC) system connecting back to our central base at the War Memorial Building, including the following nine schools: Baldwin School, Cambridgeport School, Graham & Parks School, Kennedy-Longfellow School, King-Amigos School, King Open School, Morse School, Peabody School, and Tobin School.
- February 2012: We Commissioned a new HVAC system at the Longfellow School Building, allowing for more efficient cooling, heating, and air quality measures and energy savings.
- Projects Underway and Future Projects: We are currently planning a DDC upgrade project at the Haggerty School, and the potential for building a Net Zero and/or LEED designed school in place of the existing King-Amigos School. Future projects being outlined now include an HVAC upgrade for the Peabody School, lighting upgrades for the Cambridgeport School and Fletcher-Maynard Academy, and HVAC upgrade for the Baldwin School, and a new high-efficiency boiler for the Solomon Garage.

### *B. Attached: Energy & Financial Savings Chart*

## **II. WASTE**

### *A. Recycling*

- Single stream recycling in partnership with DPW is underway at all schools and administrative buildings. We track the total tonnage recycled at each school per month, in partnership with custodians and DPW.
- The Innovation Agenda Move happening now is utilizing a highly specialized recycling and re-stream process with an outside contractor, Sterling Mail, for all purging of materials and move components, in addition to single stream recycling.
- We use sustainable waste disposal during construction projects such as re-purposing of materials.



- CGSI promotes the Product Stewardship Institute's school-based programs, such as "opt-out of catalogs and phonebook program," and other waste reduction classroom projects.

#### *B. Composting*

- **Six schools are composting their lunch leftovers now.** They are: King Open, Graham & Parks, Peabody, Cambridgeport, Tobin, and CRLS.
- Through April 2012 five schools kept the following amounts of food scraps out of the trash:
  - *King Open:* From March 2009 -- **nearly 20 tons.**
  - *Graham & Parks:* From November 2010 -- **more than 10 tons.**
  - *Peabody:* From October 2011 -- **more than 10,000 pounds.**
  - *Cambridgeport:* From November 2011 -- **over 4,000 pounds.**
  - *Tobin:* From February 2012 -- **nearly 5,500 pounds.**

### **III. PRODUCTS**

#### *A. Custodial Management & Cleaning Products*

Currently, the Facilities Department has inventoried, recycled, and replaced outdated custodial cleaning equipment with new equipment that utilizes environmentally-friendly products, methods, and supplies. Specifically, we have removed all non-conforming cleaning supplies from our schools, implementing a Green Cleaning Program in partnership with Casey Engineering that utilizes metered green cleaning supplies through the Commonwealth of Massachusetts under the contract for environmentally-preferred cleaning products (contract #GR016). All custodians have been trained, and buildings stocked with multiple dispensers and products, which reduce packaging resources. A custodial cleaning standards handbook provides a template for custodians utilizing the green cleaning products. Facilities developed a baseline to look at the cleaning needs based on the environmental contaminants outside the building, and mitigation of the contaminants in the building.

#### *B. Pest & Building Management*

All pest-management plans continue to be updated, we are using non-VOC paint when possible, environmentally-friendly ice melt is used, all water coolers have been removed and replaced with water filtration systems, and glass replacement in buildings is completed with the highest R value glass available in this area.

#### *C. Food Services and More*

We have a bioware pilot underway at CRLS, in which we have ordered and introduced compostable trays and foodware into the cafeteria for lunchtime use. In partnership with our Food Services department, the Department of Public Works (DPW), and the Cambridge Health Alliance (CHA),



projects are underway to phase out polystyrene entirely and use only compostable food products like biodegradable trays and plates—currently this is a more expensive option.

#### *D. Green Office Tips*

Additionally, the Sustainability Manager sends out Office Tips and other green tip-of-the-week recommendations to staff. We are working with our internal Purchasing Department to order environmentally-sustainable office products, and energy-saving appliances and machines for our schools and offices.

#### *E. Managed Print Services*

The Sustainability Manager is working with ICTS to develop, upgrade, and purchase energy-efficient print service machinery, and to establish a protocol for Managed Print Services.

### **IV. FOOD**

#### *A. Tasty Choices Program*

Currently, the Tasty Choices Program, a partnership between the Cambridge Public Health Department School Health Program and the schools' Food Services Department, is an essential part of the ongoing work to help students stay healthy and in school so that they can reach their academic potential. Through this program, school nutrition staff collaborate with the schools' Food Services Department to increase the number of healthy and appealing food choices available to students. Nutrition staff work to create a school environment that promotes healthy choices throughout the school day, as well as provide education and outreach to students, staff and families. As part of the Tasty Choices Program, the Farm to School Program, started by the Growing Healthy Collaborative, is bringing locally-grown food into the school cafeterias, including nectarines, cider, apples, peaches, tomatoes, butternut squash, carrots, and pickles.

#### *B. Let's Move Campaign*

Additionally, in February 2011, Cambridge officially signed on to First Lady Michelle Obama's national campaign to end childhood obesity, entitled, "Let's Move". Locally, this campaign is being directed out of the Cambridge Public Health Department and helps to raise awareness about childhood obesity and inspire families, schools and communities to take action to help kids be more active, eat better and get healthy.

#### *C. Citysprouts*

CitySprouts is a Cambridge-based nonprofit that is currently working in all of our schools. There is a garden in every school thanks to this partnership, and CitySprouts introduces school gardens as a core element of children's public school education. The gardens ensure that hands-on learning, environmental stewardship, and the physical & sensory experience of growing and eating food becomes part of our students' public education.



## **V. GREENSPACE**

### *A. Storm Water Management*

The CPSD Office for Sustainability is working on storm water management, analyzing use of pest-control for outdoor spaces, and incorporating LEED design elements into new building design. We hope to look more extensively into the possibility of green roof options for future buildings.

### *B. Sustainable Transportation*

In partnership with the Green Streets Initiative (Walk/Ride Days) the schools are encouraging students and staff to use sustainable modes of transportation to commute: such as walking, biking, carpooling, or using public transportation. This helps to encourage people to spend time outdoors when traveling between locations, in addition to reducing energy use.

### *C. Outdoor Environmental Education*

The CPSD Office for Sustainability shares monthly information with schools and district staff on outdoors education opportunities, including use of local resources for ecological and wilderness experiential learning. Fresh Pond, The Water Department, and the Maynard Ecology center are a few examples.

## **VI. COMMUNICATIONS**

### *A. Online*

- Weekly e-mails
- Tip-of-the-week
- Website
- Green Hero Award Program

### *B. On The Ground*

- In-school presentations to staff & students
- Regular communications with custodians, principals, district & city staff
- Meetings & events with CGSI partners
- Materials, posters, stickers for CGSI in schools
- Coordinating energy & sustainability projects and events

## **VII. WEBSITE**

### *A. Link to Website*

- The Sustainability website can be viewed at:  
<http://www3.cpsd.us/sustainability/Sustainability>.



## **VIII. GREEN HERO AWARD**

### *A. Overview*

- The Green Hero Award given every two months is a program of the Cambridge Green Schools Initiative (CGSI), and the honor is given to individuals or groups who are making a significant contribution or impact towards environmental sustainability in the school district. The honor is given by the school department's Office for Sustainability.

## **IX. EDUCATION & OUTREACH**

### *A. Teachers and Students*

- Sustainability and environmental educational opportunities are e-mailed to staff on a regular basis.
- The website includes a detailed "Resources" section with additional websites, curriculum, games & tools, videos, standards & policy, places to visit, and volunteering opportunities.
- Sustainability Manager gives occasional presentations and workshops to classes, including lessons related to sustainability, environment, and climate change.

## **X. PARTNERSHIPS & COMMUNITY**

### *A. Official Partners of the Cambridge Green Schools Initiative/CGSI*

- The Department of Public Works
- The Cambridge Energy Alliance
- Prism Energy Services
- NStar
- Casey Engineering
- CPSD Food Services Department
- Cambridge Health Alliance
- Walk/Ride Days (Green Streets Initiative)

### *B. City & Community Partnerships*

- Green Communities Working Group
- ICLEI Climate Task Force Training Committee
- Presentations to the City's Environmental Committee & CPAC
- Working Group for U.S. Department of Education's Green Ribbon Schools Program

people with mental illness, the homeless, and recent immigrants. FFF has a ¼ acre farm in Lincoln where they grow food, and they purchase food for donation as well. In 2011, FFF distributed 1,020,000 pounds of food, partnered with 78 food programs in Boston, Cambridge, and Somerville, and helped to feed 25,000 people. FFF's is having a fundraiser 7/31 at Flatbread Pizza & Sacco Bowl Haven and their annual gathering, Party Under the Harvest Moon will be 10/19 at MIT.

They are increasingly working with Harvard to rescue prepared foods, but they only accept cold food. Not much coordination with restaurants, as they are more efficient and work to reduce wasted food and money. FFF and most food agencies require advanced notice for possible donations, to allow time to coordinate transportation with a small staff, proper storage and delivery of the donation.

Members asked about the temperature requirements to keep food. A good rule of thumb is use the same policy as in the kitchen. Handle food as if it was to be used internally. Keep cold foods below 40 degrees and hot foods above 145 degrees. Rob Gogan mentioned the [Clean Plate Club](#) at Harvard, which encourages diners not to take more than you can eat.

- **Kristen vonHoffman Sustainability Manager, Cambridge School Department**

The Schools new [Office of Sustainability](#) recently launched the Cambridge Green Schools Initiative, which has 5 main categories: Products, Food, Energy, Waste, and Green Space. They partner with DPW on energy and waste projects – including commitment to single stream recycling in all schools and introducing lunchroom composting, which is in place at 6 schools. Tracking data monthly for schools' energy use. All new design and renovations will incorporate LEED design. With the [Innovation Agenda](#), she is working closely to make sure all of the excess materials are being re-streamed or re-used. Also public outreach component, includes film screenings. Kristen acknowledged that custodial staff are key to the success of many green programs and that building relationships is the key to any project.

In response to questions from members, Kristen noted that 1) RecycleCraze 2012 was on hold while she and Meryl determine a more comprehensive recognition program and one that rewards reducing pounds of trash, and 2) The Longfellow School has been a swing space and has had a considerable amount of energy work in recent years. There are no immediate energy projects in the works although this can shift depending on changing priorities, tracking changes monthly.

#### **Discussion on Chair/Co-chair**

Debby has offered to be the Co-Chair. A Chair is still needed. Randi explained chair/co-chair responsibilities:

- Before meeting: Collaborate and identify 2-3 topics for the full meeting agenda at least 1 week in advance. Keep topics relevant to committee mission and goals. Works with sub-committee chairs to set meeting agenda.
- During meeting: Ensures a volunteer takes minutes and keeps time. Chair keeps group moving through agenda.
- After meeting: Helps to ensure full meeting and sub-committees minutes are emailed to Randi within 5 days.

Some highlights of an open discussion about the way meetings are run: Committee has evolved over the years and there is more structure now. Many calls to becoming more clearly goal oriented, more direction. Many members want to accomplish things. Some stressed committee has an advisory role, not regulatory or implementation, necessarily. Point made that minute taking needs to be more structured and communicated in advance. Some want more open discussion time. Randi would like time to prepare for questions in advance. Question about how the open meeting law dictates communication between meetings. Question about consequences for members with poor attendance

#### **Announcements**

- **2012 Harvard Stuff Sale to benefit Habitat for Humanity**

Harvard Habitat for Humanity's annual fundraising yard sales will offer used goods from all over the University this summer from 9 AM - 5 PM on these dates:

June 23-24, Sever Hall Quad at Quincy Street

August 11-12, Littauer Circle (west of the Science Center; behind Gannett House at 1511 Mass. Ave.)

August 18-19, Littauer Circle

August 25-Sept 3, Littauer Circle

September 8-9, Littauer Circle

**Upcoming Meetings:** Sept 12 (Rob G. minutes), Oct 10, Nov 14, Dec 12.