Attachment A

Energy

Food

CGSI

Visit us online or e-mail to get involved!

Cambridge Green Schools Initiative: http://www3.cpsd.us/sustainability/Sustainability

Sustainability Manager / Kristen von Hoffmann / kvonhoffmann@cpsd.us

Attachment B

Cambridge Public Schools

Office for Sustainability

Kristen von Hoffmann,
Sustainability Manager
Kvonhoffmann@cpsd.us
(617) 349-6856

2012 Sustainability Year-In-Review

Presented by Kristen von Hoffmann
Sustainability Manager, Cambridge Public Schools

"Cambridge Green Schools Initiative (CGSI)"

Operations

•Day-to-day building operations

•Renovations/construction projects

•PFEWG: products, food, energy, waste, greenspace

Practice

•Changing the behaviors of building occupants

•PFEWG: products, food, energy, waste, greenspace

Programming

•Educating and engaging building occupants in sustainability via existing programs and CGSI

•PFEWG: products, food, energy, waste, greenspace

PFEWG Model "Cambridge Green Schools Initiative (CGSI)"

Operations and systems optimization for

☐Products, Food, Energy, Waste, and Greenspace.

1. **Products:** maintain and improve existing green cleaning program, as well as purchase sustainable products and materials in district purchasing and building renovation projects.

2. **Food:** maintain and improve existing healthy foods programs, while making sustainable food choice considerations in food services purchasing and packaging.

3. **Energy:** maintain and improve existing energy efficiency programs, implement energy data collection & analysis, target inefficient buildings for priority energy projects.

4. **Waste:** maintain and improve existing recycling and composting goals, as well as waste reduction practices. Implement sustainable methods of materials disposal during construction and renovation projects.

5. **Greenspace:** examine current procedures around landscaping and greenspace practices. Make recommendations and improvements to landscaping, pesticides, tree planting, storm water management, conservation.

Green Initiative Highlights:

- Energy efficiency projects over the past 2 years net projected annual savings of $295,738 dollars and 618,313 kWh electricity
- Completed 12 energy projects since 2010
- Now have 6 schools composting
- Saved over 30 tons of food waste
- Green cleaning & green purchasing
- Weekly green tips e-mailed to staff
- Green Hero Award bi-monthly
- Sustainability website
- Partnerships with Nstar, DPW, Food Services, Cambridge Health Alliance, CDD, Casey Engineering, Cambridge Energy Alliance and more.

Attachment C

CPS

Cambridge Public Schools

FY12 Sustainability
Cambridge Public School District
"Cambridge Green Schools Initiative (CGSI)"

FY 2012 Year-in-Review

Prepared by Kristen von Hoffmann, Sustainability Manager
Office for Sustainability

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

2012 Sustainability Year-In-Review http://www3.cpsd.us/sustainability/Sustainability

Overview

I. ENERGY

A. Energy Savings Projects
B. Attached: Energy & Financial Savings Chart

II. WASTE

A. Recycling
B. Composting

III. PRODUCTS

A. Custodial Management & Cleaning Products
B. Pest & Building Management
C. Food Services and More
D. Green Office Tips
E. Managed Print Services

IV. FOOD

A. Tasty Choices Program
B. Let's Move Campaign
C. Citysprouts

V. GREENSPACE

A. Storm Water Management
B. Sustainable Transportation
C. Outdoor Environmental Education

VI. COMMUNICATIONS

A. Online
B. On The Ground

VII. WEBSITE

A. Link to Website

VIII. GREEN HERO AWARD

A. Overview

IX. EDUCATION & OUTREACH

A. Teachers, Students, & Parents

X. PARTNERSHIPS & COMMUNITY

A. Official Partners of the Cambridge Green Schools Initiative/CGSI
B. City & Community Partnerships

CGSI **2012 Sustainability Year-In-Review** http://www3.cpsd.us/sustainability/Sustainability

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, resulting in a net projected annual savings of $295,738 dollars; 618,313 kWh of electricity; and 29,863 therms.

- 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.

- 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-streams 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 Office for Sustainability is working in partnership with the school district's ICTS Technology Department to develop, upgrade, and purchase energy-efficient print service machinery, and to establish a protocol for Managed Print Services including reduced ink, paper, and energy use.

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, Students, & Parents

- Sustainability and environmental educational opportunities are e-mailed to staff on a regular basis and via "weekly e-mail updates," from Sustainability Manager. Updates are also included in some school newsletters that go home to families, via family liaisons.
- 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 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

ELECTRICITY USE

JULY - DECEMBER	FY11		FY12 JULY - DECEMBER	FY12		
Row Labels	Sum of Use (kwh)		Row Labels	Sum of Use (kwh)		
School Department			School Department		%	
Administration						
School Administration Building	93,786		School Administration Building	95,306	2%	lighting retrofit
Indoor Recreation						
War Memorial Recreation Center	693,120		War Memorial Recreation Center	785,040	13%	lighting retrofit
Schools						
15 Upton Street	100,201		15 Upton Street	103,201	3%	
Cambridge Rindge & Latin School	1,619,251		Cambridge Rindge & Latin School	2,024,791	25%	lighting retrofit, DDC integration
Cambridgeport School	201,120		Cambridgeport School	204,696	2%	
Fletcher-Maynard Academy	198,360		Fletcher-Maynard Academy	207,240	4%	
						DDC integration
						lighting retrofit, DDC integration, VFD upgrade
King Open School	203,328		King Open School	205,284	1%	lighting retrofit, DDC integration
						DDC integration
						DDC integration, HVAC comm., bldg. closed
						lighting retrofit, DDC integration
						lighitng retrofit, DDC integration
						DDC integration

Energy & Cost Savings Summary -- School Energy-Efficiency Projects 2010 to Present

[illegible]	[illegible]	Status	Energy Savings		Financial Savings & Costs					Reference Data
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1. Longfellow School	Replaced Boiler (converted from oil to natural gas) and Installed Direct Digital Control System	COMPLETE 11/2010	0	16,490	$10,000	$414,212	$0	$30,000	$384,212	EECBG and City Capital Funds
2. Peabody School	Lighting Retrofit	COMPLETE 2/2011	206,244	0	$30,937	$116,885	$8	$51,611	$65,275	EECBG and FY10 Bond
3. Kennedy/Longfellow School	Lighting Retrofit	COMPLETE 2/2011	170,890	0	$25,514	$90,711	$0	$42,522	$48,189	EECBG and FY10 Bond
4. Baldwin School	Lighting Retrofit	COMPLETE 2/2011			$8	$59,178	$0	$20,139	$39,032	EECBG and FY10 Bond
5. Haggerty School	Lighting Retrofit	COMPLETE 2/2011	84,425	0	$12,664	$58,864	$0	$19,494	$31,370	EECBG and FY10 Bond
6. Haggerty School	Variable Frequency Drives	COMPLETE 7/2011	41,963	0	$6,294	$25,929	$15,438	$10,491	$8	N/A
7. Morse School	Lighting Retrofit	COMPLETE 9/2011	117,840	0	$17,676	$83,139	$53,679	$29,460	$0	N/A
8. Salomon Garage	Lighting Retrofit	COMPLETE 9/2011	11,054	0	$1,658	$12,767	$10,004	$2,764	$0	N/A
9. High School Field House	Lighting Retrofit	COMPLETE 9/2011	185,000	0	$27,758	$59,818	$12,768	$46,258	$0	N/A
10. Cambridge Rindge and Latin High School PV System	31 KW Rooftop PV	COMPLETE 9/2011	30,000	0	$4,500		$0	$8		Mass. Renewable Energy Trust Grant
11. Baldwin, Cambridgeport, Graham & Parks, Kennedy-Longfellow, King/Amigos, King Open, Morse, Peabody, Tobin	DDC System Integration	COMPLETE 1/2012	171,176	0	$51,292	$158,628	$0	$40,644	$117,984	FY10 Bond
12. Longfellow School	Commission New HVAC	COMPLETE 2/2012	TBD	TBD	TBD	$11,250	$0	$0	$11,250	Energy Fund - Appropriated Utility Rebates
Salamon Garage	New High-efficiency Boiler	Planned FY12	5,450	1,038	$2,426	$158,000	$0	TBD	$150,000	FY12 City Capital Funds - Residential Parking
*Baldwin School	HVAC Upgrade	Planned FY12 or FY13	40,228	3,954	$12,163	TBD	$0	TBD	TBD	TBD
Cambridgeport School	Lighting Upgrade	Planned FY12 or FY13	56,009	0	$8,481	TBD	$8	TBD	TBD	TBD
Fletcher-Maynard Academy	Lighting Upgrade	Planned FY12 or FY13	43,392	0	TBD	TBD	$0	TBD	TBD	TBD
*Haggerty School	DDC Upgrade	Planned FY12 or FY13	176,889	8,272	$36,460	$293,008	$8	TBD	$293,000	TBD
Martin Luther King, Jr. School	Demolition or Major Renovation - Silver LEED	Design FY12 Construction FY13	TBD	0	TBD	TBD	$8	TBD	TBD	City Bond
*Peabody School	HVAC Upgrade	Planned FY12 or FY13	95,169	16,599	$48,004	TBD	$8	TBD	TBD	TBD
TOTAL Projected Savings			618,313	29,863	$295,738	$1,525,574	$91,889	$293,374	$1,148,311	

* = priority

Attachment D

Commute Handbook
for
King K-5 School Employees

In Fall 2012, you will begin working at the King K-5 School or the High School Extension School at 359 Broadway. As you know, parking at the school is limited, but there are lots of other good commute options that are surprisingly easy. And the good news is that you don't have to commit to one kind of commute. You can do any combination that works for you.

Public Transit

Cambridge is well served by rapid transit, with 5 stops on the Red Line (Kendall, Central, Harvard, Porter, Alewife) and one stop on the Green Line (Lechmere). There are also 26 bus routes in or passing through Cambridge. Transferring from subway to bus is free, making it even easier to take transit for your entire trip.

Routes and schedules—The following buses stop closest to the school, so you'll be able to walk from the bus stop to school in 2 to 3 minutes.

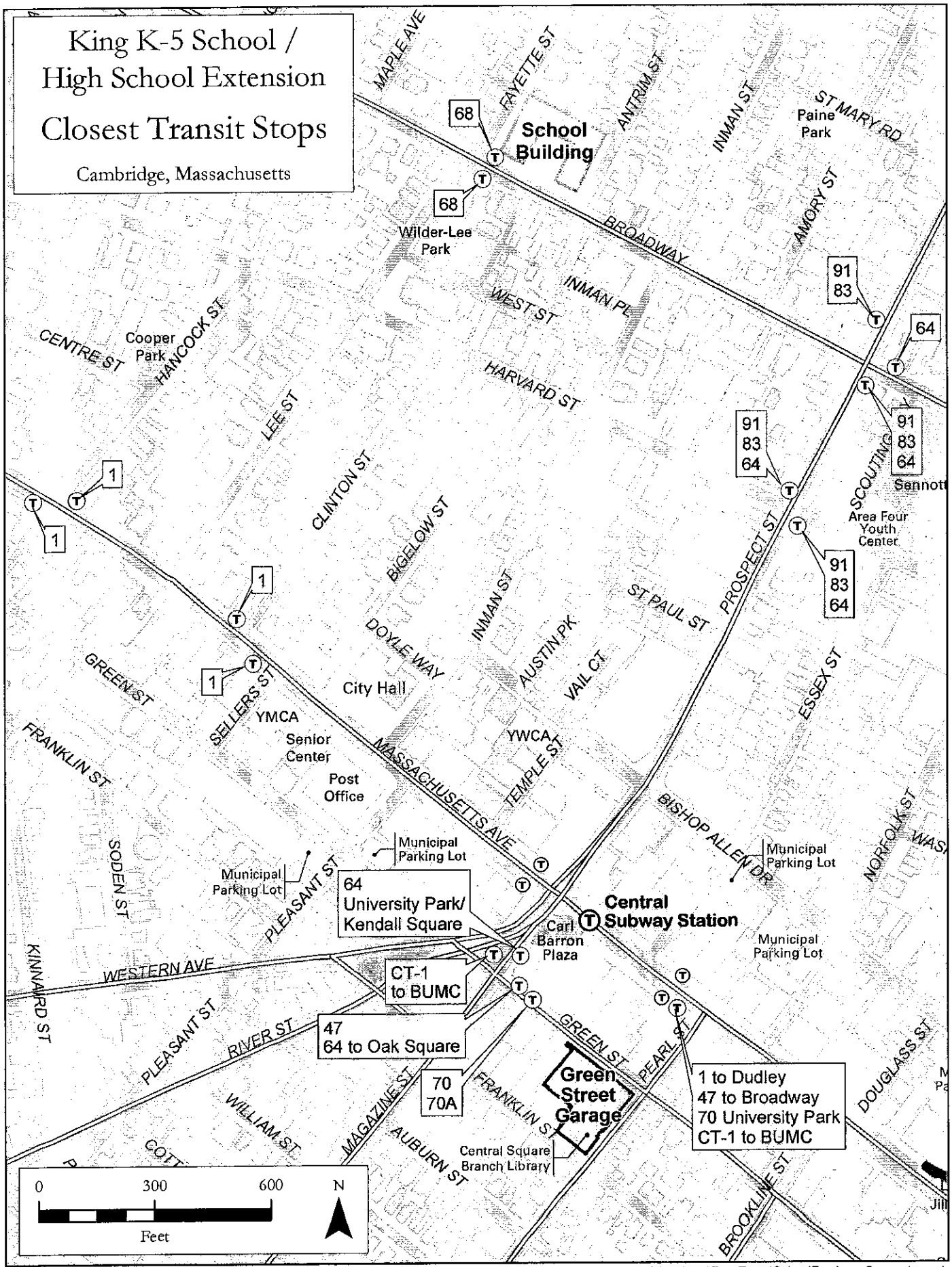
68 Harvard Station/Holyoke Gate to Kendall/MIT
Stops on Broadway at Prospect Street and Lee/Fayette streets
Connections: Red Line at Harvard Square and Kendall/MIT

83 Rindge Avenue to Central Square
Stops on Prospect Street at Broadway
Connections: Red Line at Central Square and Porter Square

91 Sullivan Square Station to Central Square
Stops on Prospect Street at Broadway
Connections: Red Line at Central Square and Porter Square

These routes stop in Central Square, which is just a 10-minute walk away from school.

- **1—Harvard Station/Holyoke Gate to Dudley Station Via Mass Ave**
- **47—Central Square to Broadway Station**
- **64—Oak Square to Central Square or Kendall/MIT**
- **70/70A—North Waltham or Watertown Square to Central Square**
- **CT1—Central Square to BU Medical Center**



Map prepared by Brendan Monroe on August 8, 2012. CDD GIS C:\Projects\Env_Trans\SchoolEmployeeCommute.mxd

Other Transit

Fitchburg Commuter Rail at Porter Square
($2 to $11/ride, passes available)
Comes from: North Station, Belmont, Waltham, Weston, Lincoln, Concord, South Acton, Littleton, Ayer, Shirley, North Leominster, and Fitchburg.
Connections: Red Line at Porter
mbta.com/schedules_and_maps/rail/lines/?route=FITCHBRG

Other Commuter Rail service is available from North and South stations. You can transfer to the Red Line at South Station, and if you come into North Station, you can take the EZRide Shuttle to Kendall Square for free (see EZRide information below).

EZRide Shuttle
(Free to city employees—just request a shuttle sticker from Jen Lawrence at jlawrence@cambridgema.gov or 617/349-4671)
Rush hour (morning/evening) service between North Station and Cambridgeport (Brookline St/Erie St).
Midday service around the MIT campus only.
Connections: Green Line (Lechmere), Red Line (Kendall/MIT), and MBTA bus CT1, 1, 47, 64, 70, and 70A.
charlesrivertma.org/program_ezride

New apps—Smartphones can give you real-time information so you can know exactly when the next bus or train will arrive. No more standing at a bus stop wondering when the next bus will arrive. The T has more than 45 downloadable real-time information apps for smartphones, tablets, and computers. There's even a text option for plain ol' cell phones. Riding the bus just got easier!
Download an app here: http://mbta.com/rider_tools/apps

Other Useful Tools

MBTA Trip Planner
mbta.com/rider_tools/trip_planner
Enter your starting point and destination and optimize your trip by time, number of transfers, mode (bus or train), and walking distance at either end.

Google Maps for Transit Info

google.com/transit

Find transit information and real-time information on some routes. Enter a start and finish point and get directions, then click the train icon for transit information. Three routes are displayed based on your departure time, you can choose the date and time to leave or arrive by as well.

T-Alerts

talerts.com

Choose up to three lines of service (e.g. Red Line subway, 68 bus, 83 bus) to receive alerts by email, text, or both. When there is a service delay, outage, or emergency, a message is automatically sent telling you the nature of the problem, the expected delay, and when the incident happened.

Transit Benefits

The following school employees are eligible for the MBTA Pass Reimbursement Benefit of 65% of the cost of a pass:

- All Cambridge Teacher's Association members, full or part time (Units A-E)
- All full and part time members of custodian, family liaison, food services, and security collective bargaining units
- Any non-union, permanent employees who work 20 or more hours per week

To sign up for the MBTA Pass Reimbursement Benefit, contact Jean Sullivan, Accounts Payable Coordinator at 617/349-6449.

Walk

Ever wonder exactly how long it will take you to walk from here to there? The average person can comfortably walk a quarter-mile in 5 minutes. Using that estimate, here's how long it should take you to walk to from your school to:

Prospect Street and Broadway	3 minutes
Inman Square	5 minutes
Main Library	7 minutes
Central Square	10 minutes
Charles River	15 minutes
Union Square, Somerville	17 minutes
Harvard Square	17 minutes
Cambridge Common	20 minutes
Kendall Square	20 minutes
Lechmere Station	30 minutes
Porter Square	35 minutes

Studies have shown that people are most likely to stick to exercise when it is part of their daily lives. Walking to school is a great way to incorporate exercise into your regular routine.

TIME	DISTANCE	CALORIES BURNED	DISTANCE	CALORIES BURNED
10 minutes	0.5 miles	44	0.67 miles	61
20 minutes	1 mile	88	1.33 miles	122
30 minutes	1.5 miles	132	2.0 miles	183
40 minutes	2.0 miles	176	2.67 miles	244
50 minutes	2.5 miles	219	3.33 miles	305
60 minutes	3.0 miles	263	4.0 miles	366
	MODERATE PACE (3 mph)		BRISK PACE (4 mph)	

Walk Safely

Cambridge is a great city for walking. It is compact and flat, and has a mix of housing, stores, services, workplaces, and parks, putting many destinations within easy walking distance for most people. Virtually every street has sidewalks, and none has a speed limit of more than 30 miles per hour. It's no wonder that Prevention magazine named Cambridge America's #1 city for walking in 2012. The Boston-Cambridge-Quincy area is the safest metropolitan area in the country for walking according to Transportation for America in 2011.

How to be a smart pedestrian

- BE SEEN Stand clear of buses, hedges, parked cars, or other obstacles. Wear bright- or light-colored clothes and reflective materials at night. Cross in a well-lit area at night.

- BE ALERT Walk on the sidewalk. Don't assume vehicles will stop; make eye contact with drivers. If a driver is on a mobile phone, s/he might not be paying attention to safe driving. Look before you cross the road; don't rely solely on pedestrian signals.

- BE CAREFUL AT CROSSINGS Cross streets at intersections or marked crosswalks, if possible. Look left, right, left before crossing a street. Watch for turning vehicles; make sure drivers in all lanes see you and will stop for you. Don't wear headphones or talk on a mobile phone while crossing.

Laws

Massachusetts pedestrian-related laws for drivers and bicyclists

- Yield to pedestrians entering or using a crosswalk in your path of travel.
- Do not block a crosswalk with your vehicle.
- Yield to pedestrians if your traffic signal is red and you are turning.
- Never pass another vehicle that has stopped or is slowing down for a pedestrian.

Laws for pedestrians

- Obey the Don't Walk and Walk signals.
- Use a crosswalk if one is available.
- At crosswalks with pedestrian signals, if there is a push button, use it and wait for the Walk signal. Signalized intersections without a push button will give you a Walk signal automatically.
- Laws

Pedestrian signals

- The city's goal is to give you a safe crossing and to minimize the time you have to wait to cross a street. So we often give vehicles a green light when the walk signal is on. Watch for turning vehicles when you cross.
- Pedestrians get a head start at most intersections where vehicles and pedestrians move at the same time.
- The flashing Don't Walk signal must last long enough for everyone who has started crossing to finish. In long crosswalks, this can last longer than the Walk signal.

Bike

Bicycling can be fast when you find a good route and have bike parking at the school.

Bike Routes

Check the city's bike facilities map to find bike lanes and fully protected bike paths through Cambridge. You'll also see that the King K-5 school/High School Extension School is located between a bike shop at Broadway/Antrim Street (Broadway Bicycle School) and a fix-it station at the Main Library. Fix-it stations have tools and air pumps for you to use if your bike needs a quick fix.

Bike Parking

There are 16 bike parking spaces in front of the school on Broadway—8 spaces on each side of the playground. An additional 6 spaces are located on Fayette Street. Please see the map at the end of this manual for exact location of the bike parking spaces.

- Always lock your bike, even if you're just leaving it for a minute. Sturdy U-shaped locks generally work best. Be sure to lock your frame and at least one wheel.

Hubway Bike Share

Hubway, the regional bike share system, serves Cambridge, Boston, Brookline, and Somerville. Bike sharing lets you rent a bike near your home or school and pedal your way to your destination, then leave the bike at the next station. The cost of your membership includes unlimited rides under 30 minutes; longer rides incur additional usage fees. For just $5 you can get a one-day pass for an unlimited number of 30-minute trips. You can ride anywhere in the region and return your bike to any docking station. You never have to worry about storing a bike at home.

Hubway bikes are easy, fun and safe to use and ride. They have step-thru frames, 3 speeds, front and rear flashing LED lights and a handy front rack. Hubway bikes are designed to be used comfortably by people of a wide range of heights, simply by adjusting the seat height.

For more information on Hubway, visit www.cambridgema.gov/hubway and www.thehubway.com.

Click here for a map of the stations in Cambridge.

Use the Spotcycle mobile app to show you where bikes and empty docks are available for your ride. It's free!

How Long Will it Take to Ride a Bike?

The average person can comfortably bike a mile in 10 minutes. Using that estimate, here's how long it should take you to ride to from your school to:

Prospect Street and Broadway	1 minute	Cambridge Common	10 minutes
Inman Square	3 minutes	Kendall Square	10 minutes
Main Library	4 minutes	Lechmere Station	15 minutes
Central Square	5 minutes	Huron Village	18 minutes
Charles River	7 minutes	Porter Square	18 minutes
Cambridgeport	7 minutes	North Cambridge	25 minutes
Union Square, Somerville	8 minutes	Cambridge Highlands	35 minutes
Harvard Square	9 minutes		

Bike Safely

- RIDE WITH TRAFFIC Some people think they're better off riding facing the traffic. This is a dangerous error. Wrong-way cycling is a cause of bicycle-car collisions. Pedestrians and drivers on cross-streets or pulling out of driveways won't be looking in your direction. If motorist don't see you, they may hit you. If pedestrians don't see you, you may hit them. The key to safe cycling is to be predictable and to be seen

- USE LIGHTS AT NIGHT The law requires a white light in front that is visible for at least 500 fee, pedal reflectors, and a rear red reflector visible for at least 600 feet, but the more lit you are the better. Blinking red lights, reflective pant straps, and other devices are available at bike shops.

  Nearly half of all cycling deaths involve cyclists riding at night without lights, although only 3% of biking is done after dark.

- RIDE SO YOU'LL BE VISIBLE Ride in a straight line at least a car door's width from parked cars. You will be more visible and cars turning right will be less likely to cut you off. Ride in the middle of the lane when the road is too narrow for a car to pass you safely.

  Never pass a bus on the right. You could collide with a pedestrian or get squeezed against the curb.

- WEAR A HELMET It's the law for children under sixteen; it's smart for everyone. Head injuries account for the majority of cycling deaths, and helmets can prevent most of them. Helmets should be worn over the forehead, not tilted back. The front edge should be above the eyebrow.

- WATCH FOR CARS TURNING OR DOORS OPENING When approaching an intersection, you might need to move left to avoid cars turning right. If there's an obstacle in the bike lane, slow down, signal, and make sure the driver behind you sees you before you move into the general travel lane. Watch for car doors opening.

- USE HAND SIGNALS It's the law, and it helps drivers and pedestrians see where you are going.

- CHOOSE THE BEST WAY TO TURN LEFT There are two possibilities: 1) signal, move into the left lane, and turn left or 2) Ride straight to the far side of the intersection, then stop, turn left, and ride across. If you use the crosswalk, walk your bicycle across.

Carpool

Save time and money

Besides splitting gas costs, more people sharing a ride means fewer cars on the road, so you'll get to school faster. Thanks to social media, it is now easier than ever to find somebody going your way. Online resources:

- MassRIDES—www.commute.com
- eRideShare—www.erideshare.com
- Zimride—www.zimride.com
- Ridester—www.ridester.com

Better yet, we can reserve a parking space especially for carpoolers. Call the Traffic, Parking and Transportation Department to reserve a spot: 617/349-4700.

How To Be a Good Carpooler: Carpool etiquette

DO:

- Give plenty of notice if you'll be away on vacation; notify others immediately about sick days or emergencies.
- Call or text your fellow carpoolers if you're running late.
- Drive carefully. There's no excuse for speeding, drinking alcohol, or reckless driving.
- Exchange emergency contact information.
- Keep your car well-serviced and clean.
- Use seatbelts—It's the law, and the driver could get a ticket if passengers are not buckled up.
- Let the driver initiate conversation. Some drivers prefer to focus on the road rather than chat.
- Let music be the driver's choice. Drivers should keep the volume in check.

DON'T:

- Make a habit of being late.
- Ask your carpoolers to make extra stops along the way so you can take care of personal errands.
- Talk about controversial topics like religion or politics unless you know your fellow carpoolers well.
- Have lengthy cell phone conversations while you're in the carpool.
- Eat or drink in the car.
- Block driveways and side streets while waiting for passengers. Never stop in a bus zone.

Quiz: What's your carpool style?
Choose one answer for each question.

1. You use a car to...
   a. go to work / school and back. (1 point)
   b. lug heavy bags home from the store. (2 points)
   c. drive into the sunset in search of adventure. (3 points)

2. You prefer to be the...
   a. driver, always. (2 points)
   b. passenger, always. (2 points)
   c. driver or passenger, depending on your mood. (2 points)

3. When driving with others, you like to...
   a. chat a little bit. (2 points)
   b. get into deep conversations. (3 points)
   c. turn up the radio and zone out. (1 point)

4. Gas is...
   a. still pretty cheap. (3 points)
   b. way too expensive. (1 point)
   c. about what it should cost. (2 points)

5. The perfect number of people in a car is...
   a. two. People in front, packages in back. (2 points)
   b. three. Just enough to cut the cost of gas and parking. (1 point)
   c. the more the merrier! (3 points)

Count up your total points.

(6 to 8 points) Creature of habit
You tend to make the same trips every day, so a regular, predictable commuter carpool is perfect for you! Ask your school or workplace if they'll help you find other people who live near you.

(9 to 11 points) Taking care of business
You use a car for your weekly grocery trips or an occasional IKEA run. What better way to cut the cost of the trip, and make it easier to find a parking space?

(12 to 14 points) Fun, fun, fun!
Did somebody say road trip? You're happy to pile into a car to get to some far-away destination on the cheap. Not to mention, quicker—the more people in one car, the less traffic you have to sit in, the quicker you get where you're going.

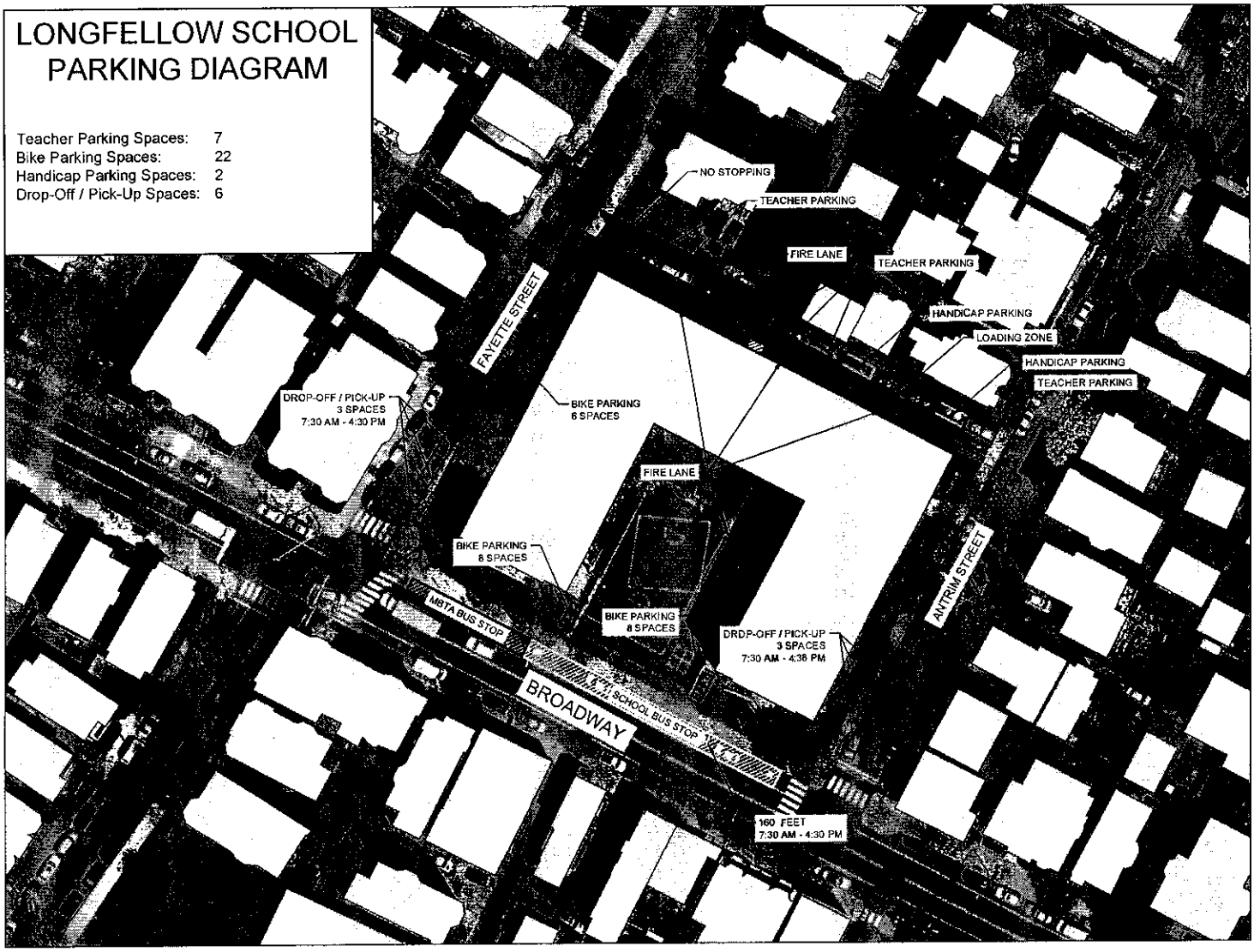
Driving

Parking—If you drive, you can park in one of seven parking spaces in the alley behind the school. Cambridge residents can park on the street using their residential parking permits. As mentioned above, we can reserve a parking space especially for carpoolers. Call the Traffic, Parking and Transportation Department to reserve a spot: 617/349-4700.

Parking is also available at the Green Street Garage, located at 260 Green Street. The city employee rate is $2 per exit or $40 per month. Walking between the King K-5 School and the Green Street Garage takes 13 minutes.

LONGFELLOW SCHOOL PARKING DIAGRAM

Teacher Parking Spaces:	7
Bike Parking Spaces:	22
Handicap Parking Spaces:	2
Drop-Off / Pick-Up Spaces:	6



Attachment E

Background of and Proposals for Green Purchasing Policy Guidelines

November, 2012

A. Current statement of purchasing policy already includes EPP. (From the City of Cambridge Purchasing Department website)

"The Purchasing Department implements and administers the purchasing policies and practices of the City. The Purchasing Department ensures that all purchases of goods and services are made in accordance with state law and city ordinance, are open, fair, and competitive, and are obtained at the lowest possible cost. The Purchasing Department also disposes of surplus property and oversees the Print Shop and Mail Room."

Purchasing Policy Statement

- *Purchasing attempts at all times to maintain good will between City Government and the business community. Toward this end we strive to:*
- *Promote fair prompt and courteous consideration to all suppliers.*
- ***Practice Environmentally Preferable Purchasing.***
- *Follow the Division of Occupational Safety Prevailing Wage Guidelines.*
- *Encourage business relationships with small and local businesses and Disadvantaged Business Enterprises.*
- *Observe the highest ethics in all transactions and correspondence.*

B. What is the current state of green purchasing? (From the City of Cambridge FY13 Budget narrative)

"Purchase Department Gool #2:
Imprave existing municipol purchasing practices in the use of recycled paper and environmentally preferoble products (IV-52)

Performance measures for FY13

- *93% EPP Purchases from available categories*
- *100% purchases of paper 30% post-consumer or higher*
- *97% of lights bulbs, florescent tubes and ballasts energy efficient*
- *Five (5) outreach efforts to encourage City Departments vis-à-vis green purchasing"*
- *98% of outside print jobs using recycled paper*

C. A Partial List of EPP Purchase Opportunities:

- *Increase use of Metro pedal power*
- *Purchase 100% recycled paper content*
- *Use biadiesel vehicles*
- *Purchase corn-based deicer*
- *Create paperless office environment*

D. What does the city purchase each year?
What system is used to make these categories of purchases?

Categories	Items in Category	Discussion
Office Supplies	paper, toner cartridges and ink	Discuss purchase policies by department including move to "paperless office", online ordering & remanufactured cartridges
Maintenance Items	cleaning supplies, light bulbs, carpets, paints, furniture, toilet paper	Discuss purchase policies by department
Vehicles	oil, antifreeze, tires, fuel, vehicles themselves	Discuss remanufactured tires, biofuels and MPG
Electronics	phones, computers, monitors, copiers	Discuss including ease of recycling and health implications
Food purchases	containers, source of food & protein	
Energy purchases	sources of energy & amounts	Discuss installing light sensors and direct digital controls
Landscaping	Integrated Pest Management, compost tea, trees and mulch	

E. DRAFT PROPOSAL

Expanded Goals for the Green Purchasing Policy for the City of Cambridge

- Purchase items made with highest percentage of post-consumer recycled content
- Purchase items manufactured using fewest toxic ingredients
- Purchase Energy Efficient devices (i.e. at least Energy Star rated)
- Track and monitor all EPP purchases
- Take into account payback period & life cycle analysis
- Use power of purchasing decisions to build demand for EPP
- Educate employees about benefits
- How to develop a decision matrix for ongoing purchases? – Is this necessary?

F. Miscellaneous

Create purchasing clubs for LED bulbs (similar to composters & rain barrels)

Attachment F

CCM-101

City of Cambridge

R-78.

IN CITY COUNCIL
October 16, 2006

COUNCILLOR DAVIS
COUNCILLOR DECKER
COUNCILLOR GALLUCCIO
COUNCILLOR KELLEY
COUNCILLOR MURPHY
MAYOR REEVES
COUNCILLOR SIMMONS
COUNCILLOR SULLIVAN
VICE MAYOR TOOMEY

WHEREAS: The City of Cambridge was recently named by the Environmental Protection Agency as one of the Best Workplaces for Commuters; and

WHEREAS: The City of Cambridge was also chosen as one of only three recipients to receive the Commonwealth of Massachusetts Environmental Purchasing and Sustainability Awards for FY 2006; now therefore be it

RESOLVED: That the City Council go on record congratulating City Manager Robert W. Healy and his staff for receiving these awards; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to City Manager Robert W. Healy on behalf of the entire City Council.

In City Council October 16, 2006.
Adopted by the affirmative vote of eight members.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:- D. Margaret Drury

D. Margaret Drury
City Clerk

City of Cambridge

Executive Department

Robert W. Healy, City Manager
Richard C. Rossi, Deputy City Manager

TO: Department Heads, School Department and Purchasing Staff

FROM: Robert W. Healy, City Manager

RE: Energy Star Purchasing Policy

DATE: January 6, 2006

Cambridge has a firm commitment to climate protection and greenhouse gas reduction, as demonstrated by the Climate Protection Plan endorsed by the City Council in 2002. Cambridge has similarly demonstrated its commitment to energy efficiency by partnering with the U.S. Environmental Protection Agency's Energy Star program, joining a growing list of 170 states, cities, counties, and towns across the country, including Boston and the Commonwealth of Massachusetts.

In accordance with the City's stated commitment to climate protection and energy efficiency, it is the policy of this City that any purchase or solicitation by a department for the purchase or lease of an energy-using product, the department shall specify and purchase, where practicable, a product that carries the Energy Star label. For product categories not rated by Energy Star, it is the policy of this City that departments shall specify, where practicable, that the product be in the top 25% of its product category with regards to energy efficiency.

While many energy efficient products are currently available for no price premium, should a price differential exist, the City shall apply a simple life cycle cost analysis. For purchases where the payback period is five years or less, the department shall, where practicable, purchase the Energy Star labeled or energy efficient products, with the exceptions listed below. Where the payback period is longer than five years, the purchase of Energy Star compliant or energy efficient products is still encouraged. The Purchasing Department) will offer guidance to department staff in determining the payback periods. In all cases the Purchasing Department will be available to consult with Departments relative to any issues with procurements to ensure the highest compliance with the policy.

This policy shall not apply to procurements where:

(1) the department in question finds that the inclusion of a specification otherwise required by this section would not be consistent with its ability to obtain the highest quality product at the lowest price, provided that such finding is based upon a study of life cycle costs; or

(2) the available Energy Star labeled products do not fully meet the needs of the department.

Definitions:

Energy Star: is a government-backed program run by the Environmental Protection Agency that helps businesses, institutions, and individuals protect the environment and save money through superior energy efficiency. Energy Star rates over 28,000 products in over 40 product categories.

Energy efficient product: a product that is either Energy Star labeled, or, if Energy Star does not currently rate the product category in question, a product that is in the top 25% in its product category with regards to energy efficiency.

Payback period: Some Energy Star products cost slightly more than their non-labeled counterparts. However, the difference in respective prices (price premium) is eventually offset by energy cost savings due to higher energy efficiency. The payback period is the amount of time required for energy cost savings to equal the price premium.

Price Premium: The difference in cost between an energy efficient product and a similar product in the same product category.