

January 6, 2026

Deanna Stockton
Deputy Administrator/Municipal Engineer
Municipality of Princeton
400 Witherspoon St.
Princeton, NJ 08540

Re: Sustainable Princeton 2026 Contract and Scope of Services

Dear Deanna,

Thank you for your continued partnership in advancing our community's sustainability goals.

Please find enclosed the Scope of Work for the 2026 Professional Services Agreement between Sustainable Princeton Inc. and Princeton.

For our 2026 services, we request a contract of \$150,000 to reflect the increased support to augment capacity needs due to municipal staffing constraints.

Please let me know if you have any questions. We look forward to another successful year of collaboration.

Sincerely,



Christine Symington,
Executive Director
Sustainable Princeton

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Enclosure: Sustainable Princeton 2026 Scope of Service

EXTRAORDINARY UNSPECIFIABLE SERVICES

SUSTAINABLE PRINCETON 2026 SCOPE OF SERVICE

Sustainable Princeton will provide staff resources and technical services to support the Municipality's sustainability goals and to provide additional capacity during a period of increased workload and limited staffing availability. The cost for the following 2026 scope of services is \$150,000. To fulfill these duties, Sustainable Princeton will report to the Municipal Administrator or municipal staff member(s) designated by the Administrator. Contract deliverables will include:

Overall Fulfillment of Sustainability Priorities: Support the Municipal Council and staff in effective, informed decision-making to fulfill their sustainability-related priorities.

- Oversee ongoing implementation and fulfillment of the Princeton Climate Action Plan (CAP).
- Support measurable performance objectives, cost assessments, and tracking methods for sustainability goals, as defined by the Council and Administration.
- Support and augment municipal staff in fulfilling sustainability priorities that align with Council and Administration goals.
- Attend Infrastructure and Operations Committee meetings upon invitation to support sustainability-related initiatives.
- Maintain partnerships with community organizations, businesses, educational institutions, and other stakeholders to support the municipality's sustainability initiatives.
- Prepare grant applications to fund identified sustainability priorities from local, state, national, and global funding sources.
- Help to infuse a sustainability lens through all municipal initiatives and projects, and create a culture of sustainability through all municipal functions, policies, etc.
- Attend meetings and liaise with various Boards, Committees, and Commissions as needed.
- Work with Municipal Departments, Boards, Committees, and Commissions to manage Princeton's Sustainable Jersey certification, including a Water Gold application.
- Leverage community networks to support the municipality's communications about sustainability-related issues.
- Represent the municipality as a sustainability leader by sharing the lessons learned and observing the best practices from other communities.
- Participate in regional and national sustainability networks, such as Sustainable Jersey's Mercer County Coalition, NJDEP's Waste Wise Network, the Urban Sustainability Directors Network, the Climate Mayors Network, and the Carbon Disclosure Project.
- Ensure Princeton applies for all appropriate certifications (e.g., Sustainable Jersey, Urban Sustainability Directors Network, ICLEI) and pursues associated funding opportunities.
- Prepare audiovisual and print content to support the municipality's sustainability goals.
- Provide the municipality with enhanced communications support for cross-departmental sustainability-related efforts, such as pedestrian, bicycle, and stormwater infrastructure improvements, and open space stewardship.

Specific projects to include:

ENERGY

- **Community Solar:** Continue to provide technical assistance, project management, and communications support to staff, elected officials, consultants, BPU staff, volunteers, and affordable housing partners for the Princeton Municipal Community Solar Program to support our community's low-to-moderate-income residents.
- **Energy Efficiency Outreach:** Continue to support Princeton's SJ-PSEG Partnership Grants for Residential and Commercial Energy Efficiency Outreach by leading campaigns for residents and commercial entities and tracking participation in energy efficiency programs.
- **Energy Efficiency Upgrades:** Provide technical assistance and prepare necessary documents to evaluate and implement energy efficiency upgrades for municipal buildings, including advising on incentives available from federal, utility (e.g., PSE&G), and state sources (e.g., NJCEP, NJDEP, and NJBPU).
- **Renewable Government Energy Aggregation:** Continue to monitor the energy market for program availability, allowing the Council to consider this option when the time is right.
- **Greenhouse Tours:** Work with volunteers to organize and promote the annual Greenhouse Tour and video screening.

LAND USE & TRANSPORTATION

- **EV Charging:** Evaluate funding sources to identify opportunities to accelerate the adoption of electric vehicles.
- **Accessory Dwelling Units (ADU):** Assist the municipality in the creation of an ADU resource guide
- **Electric Shuttles:** Continue to assist the Municipality with vendor and grant management.
- **Low-Emission Fleets:** Continue to assist staff in staying current with electrification opportunities and the ever-evolving incentives and emissions regulations established by the state and federal governments. Help determine future public and municipal fleet charging needs and locations. Prepare and submit grants for EVs and related equipment.
- **Green and Complete Streets Policy:** Lead a coalition of representatives from municipal staff and Princeton's Boards, Committees, and Commissions to craft a Policy for Council action.

NATURAL RESOURCES

- **Green Infrastructure Maintenance:** Expand naturalization efforts at the Princeton Monument and Guyot Trail to other municipal property. Leverage SP's volunteer network and organize volunteer workdays to maintain naturalized areas.
- **Tree Education:** Enhance education on trees and their stewardship with targeted outreach, particularly in overburdened neighborhoods. Develop and manage an Adopt a Tree and/or Tree Tender program. Track tree giveaways and develop a map of plantings. Work with the Infrastructure & Operations Department to purchase trees and other plants for giveaways.
- **Landscaping Outreach:** Continue to provide technical assistance and communications to the municipality, the public, and landscaping businesses on the

adoption of more sustainable, cost-effective landscaping practices. Coordinate with residents, the Open Space Manager, and the Arborist on various projects including landscaper trainings.

RESILIENCY - In response to increasing regulatory requirements, municipal stormwater management priorities, and the growing scope of public education and outreach needs, Sustainable Princeton will provide coordinated support to supplement municipal capacity and strengthen stormwater-related education, engagement, and information-sharing efforts.

- **Water Story:** Update Princeton's Water Story to support clear, accessible community education about Princeton's water resources and stormwater management challenges. This effort supplements municipal staff capacity and contributes to documentation and actions to support the Municipality's pursuit of Sustainable Jersey Water Gold certification.
- **Stormwater Utility:** Assist in crafting and executing an Outreach Plan to inform and educate the community about stormwater and the utility's role. Connect with groups, including SP's STAR Neighborhoods, to increase the community's understanding of a stormwater utility. Continue to participate in the Stormwater Utility stakeholder engagement process and focus groups.
- **Watershed Improvement Plan:** Assist in crafting and executing required Public Outreach to present potential improvement projects that may be included in the Plan to address water quality and quantity concerns.
- **Adopt a Storm Drain program:** Craft audiovisual and print content to support Princeton's Adopt a Storm Drain program as needed.
- **Racial Equity Toolkit:** Share our experience using the Toolkit with Municipal departments.

MATERIALS MANAGEMENT

- **Food Scraps:** Continue providing education and outreach to support Princeton's residential food scraps drop-off program. Manage federal grant for the materials and staff.
- **Waste Reduction:** Continue to provide metrics to measure and improve the performance of waste reduction and management practices.
- **Solid Waste:** Advise the municipality on waste trends and any significant findings.
- **SHREDfest:** Continue to work with the municipality to offer collections of non-mandated and hard-to-recycle items at SHREDfest, e.g., batteries, cell phones, and reusable bags.

COMMUNICATIONS SUPPORT

- **Enhanced Communications Support:** Collaborate with municipal communications staff to publicize cross-departmental sustainability efforts, including pedestrian and bicycle infrastructure, stormwater management, and open space stewardship, to build public awareness, encourage behavior change, and maximize the community impact of these investments.