

Sustainable Litchfield Committee Meeting

3:30 pm, Tuesday, Dec. 15, 2020

Special Meeting via Zoom

MINUTES

Call to Order at 3:31pm

Present: Dean Birdsall, John Post, Carrie Szwed, Diane Fields, James Keithan, Jeff Zullo, Margaret Hunt, and John Morosani, with 1st Selectwoman Denise Raap as Guest/Zoom Host.

Absent: Raz Alexe, Ben Buck

Approval of 11/3/20 Minutes: John M. motioned to approve. Margaret seconded. Motion carried.

Silver Equity Projects

- **Review List of Equity Options on Action Tracker (pre-meeting)** – we need to have 1 Equity Project approved to receive Bronze certification in April and 3 additional for Silver certification in August.
- **Address clarifying questions around**
 - John Post spoke to Jessica LeClair about 3 potential equity projects we had already brought up – establishing a broadband network in town, optimizing facilities use, and improving pedestrian safety in the Borough of Litchfield. Jessica thought all projects were good candidates for the Equity Toolkit, although she said “the devil is in the details” as far we whether they’d be officially approved upon submission. She said the key was to show “co-creativity” with a selected audience in order to produce something of value. If adequate engagement was shown with that audience, chances for approval were good.
 - Jessica also clarified that, when it comes to Equity projects, she and Lynn Stoddard are willing to give us feedback throughout the process, as opposed to only after things are submitted in April and August.
 - Equity projects do not need to be complete by the time of submission, but they need to be far enough along that active engagement with audience and the beginnings of implementation are evident.
- **Vote on Top 3, with a 4th as back-up**
 - Copied from Action Tracker:

Potential Projects/Committee Members			
<u>Paired Action</u>		<u>Targeted Population</u>	<u>Summary of Engagement Activities</u>
1. Improve Pedestrian Safety (old 5.5.3)		Townwide	Observe & describe an already underway project to study safety-related issues

			for crosswalks near the Green
			Monitor & capture planned engagement efforts to collect public views:
John P			- Capture public concerns that prompted creation of informal committee
Margaret			- Consider implementing a "Walk Audit" similar to one in Old Lyme
			- Implement immediate traffic improvements & communicate back to public (spring)
			- Summer survey to identify public's traffic-related concerns
			- Conduct formal traffic study & related public outreach
			Sust Ltfd would gather details of the engagements, what was learned, and how it was applied to the project in order to prepare our Equity submission
2. Optimize Town Facilities (old 10.1)		Townwide	Observe & describe an already-underway project to study existing town facilities to determine best use going forward
			Monitor & capture planned engagement efforts to collect public views:
Jeff			- Public survey to all town taxpayers (Jan)
John M			- 2 or 3 Public Forums to present survey data, collect public comment (spring)
John P			- Round 2 of Public Forums to present options & collect public opinion (tbd)
			- Final Town Meeting to approve final plan (tbd)
			Sust Ltfd would gather details of the engagements,

			what was learned, and how it was applied to the project in order to prepare our Equity submission
3. Bring Broadband to Litchfield (old 10.1)		Townwide	Observe & describe an already-underway project to study the viability of bringing high-speed internet to town
			Monitor & capture planned engagement efforts to collect public views:
John M			- Public survey to all town taxpayers (January)
Jeff			- Town Forums to build awareness of objectives & gather public opinion (spring)
Dean			- Final Town Meeting to approve final plan (tbd)
			Sust Ltfd would gather details of the engagements, what was learned, and how it was applied to the project in order to prepare our Equity submission
4. Promote C-PACE (old 1.6)		Local business & non-profits, Housing Authority & Trust	Partner w/EDC & LABA (and others?) to build audience for informative Zoom on C-PACE benefits
			Implement awareness campaign: town website, social media, flyers
			Build toward major Zoom presentation on C-PACE features & benefits
			Conduct public survey on how to build & maintain awareness of C-PACE; include opportunity to pose questions in Sust Ltfd webpage

5. Implement Energy Campaign (old 6.8)		Residents of Northfield (begin w/Northfield, then repeat in Litchfield & Bantam)	Engage w/public around learning more about energy-saving ideas; goal is to build audience for an "Energy Forum"
			Hold an "Energy Forum", a public gathering where experts address various energy-related topics: Audits, Insulation, Weather-stripping, Tightening envelope, adding Solar, upgrading water heaters, etc.
			Assist interested parties by connecting them with appropriate vendors
6. Create & Adopt Equity Statement (new 1.3)		Townwide	Form an ad hoc committee of town residents who'd gather public perspectives, then draft a Town Equity statement for consideration by the BoS
			Significant opportunity for public engagement that would form basis of submission
Carrie			
Diane			
Margaret			
From Carrie: I'm inserting the action items below only because they seem to lend themselves well to a polling of certain populations, like is required for the Equity Toolkit.			
However, I think that the ones listed above are also great candidates!			

5. How will you refine, revisit and improve?
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- Results from Vote
 - 6 votes for 1) Improve Pedestrian Safety (old 5.5.3)
 - 2 votes for 2) Optimize Town Facilities (old 10.1)
 - 3 votes for 3) Bring Broadband to Litchfield (old 10.1)
 - 2 votes for 5) Implement Energy Campaign (old 6.8)
 - 3 votes for 6) Create & Adopt Equity Statement (new 1.3)
 - 1 vote for 7) Assess Climate Vulnerability (old 4.4)
 - 0 votes for all the others

- Based on the vote, our 3 Equity Projects for Silver will be: Improve Pedestrian Safety (old 5.5.3), Bring Broadband to Litchfield (old 10.1), and Create & Adopt Equity Statement (new 1.3)

- For the backup option, we had a tie between 2) Optimize Town Facilities and 5) Implement Energy Campaign, so we had a tiebreaker vote and unanimously voted for Optimize Town Facilities.

- **Once we voted on projects, we then assigned which Committee members would work on each project:**
 - Broadband – Jeff, John M., Dean
 - Pedestrian Safety – John P., Margaret
 - Equity Statement – Carrie, Diane, Margaret
 - Facilities optimization – Jeff, John M., John P.
 - John P. said he would reach out to non-present members Ben and James (who had left the call) to find out which of these Projects they would like to work on.

Adjournment: Margaret motioned to adjourn. John M. seconded. All in favor. Adjourned at 4:58pm.

Submitted by Carrie Szwed, Secretary