

Sustainable Litchfield Committee Meeting

3:30 pm, Tuesday, July 7, 2021

VIRTUAL Meeting via Zoom

MINUTES

Call to Order at 3:34pm

Present: Diane Field, Jeff Zullo, Margaret Hunt, Carrie Szwed, John Post, James Keithan, and John Morosani, with 1st Selectman Denise Raap as Zoom host.

Absent: Dean Birdsall, Raz Alexe, Ben Buck (James stepping in as voting member)

Approval of 6/15/21 Minutes: Jeff motioned to approve. John M. seconded. All voted in favor and the motion carried.

Silver Action Tracker

- Review Actions of Concern – only noting those actions that needed discussion. For all others actions, we are confident they can be submitted for Silver by Aug. 24.
 - Silver Tracker currently at 525 points. Goal was to submit 500 points so that we have 100 points of “padding,” so we are on track.
 - Category 1 – Three equity toolkits will likely be submitted: Walk Audit, Equity Statement, and Facilities Review
 - Category 2 – Denise agreed to do 2.4.2. Once she has prepared the letter of partnership with LABA, she will email it to Carrie and Carrie will submit it to SusCT.
 - Category 3 – Not sure about status of 3.10.3 (invasive species education) – will need to ask Dean at next meeting
 - Category 4 – We are limited to a maximum of 25 points for 4.2, so John M. and Margaret are focusing on 4.2.3, 4.2.5, and 4.2.7, and the rest were moved to Gold Tracker.
 - Category 5 – John worked with Allie and has already re-submitted the POCD. Not sure about status of 5.3.4 (farmer’s forum) – we will need to ask Ben at next meeting.
 - Category 6 – Jeff is working with Raz to re-submit the fleet inventory (6.6.1-2), but we should run it by Allie first before resubmitting. John P. is working with Bill Jones from Community Greenway on 6.5.1 (educate residents on alternate routes), but John did not assign a point value to it in the Tracker because he is not sure whether it will be ready by August deadline.
 - Category 7 – 7.4.1 (power municipal buildings with solar) is a BIG one – 50 points – but John P. feels confident this action can be completed. He and Jeff are working hard on it.
 - Category 8 – For 8.2.a-b, it sounds like a complete write-up of the Town’s communication strategy and tools (e.g. Facebook, emergency texts, website, etc.) will be necessary to earn the 15 points – it’s an “all or nothing” point value. So, Jeff and Margaret are going to meet separately about this and pull it together. For 8.5.1 and 8.5.2, Margaret is pretty confident that the other

municipalities we work with in developing the Equity Statement will work. Jeff said we could also possibly use our participation in the Sustainable States Network Community Challenge. We were selected as one of only 40 municipalities across the country to take part. The 3 topics of focus for this Challenge are: developing a climate plan, improving energy efficiency, and rolling out an EV charging plan.

- Category 9 – John P. spoke with Jerry from the SMART Taskforce and they narrowed down 9.3.1 and 9.4.1 as the most feasible Actions within this Category. James will work on submitting these two Actions to SusCT.
- Category 10 – Not doing any submission for Silver
- Category 11 – Jeff feels good about 11.2.3.
- Category 12 – not doing
- Category 13 – Need to clarify with Allie if “Optimize Town Facilities” can be used as an Innovative Action if it is already being used for an Equity Toolkit. If it can, Jeff will need to submit the Equity Toolkit as well as an “abbreviated” write-up for 13.1. John P. is going to share his two submissions for the Walk Audit as an example to follow.
- After reviewing the Tracker together, we still feel confident we can submit for Silver by August 24.
- Confirm “ownership” of each Action – We did that as we were going through the Tracker
- Suggestions to simplify Tracker – We didn’t get to this, but I think John P. had some ideas about simplifying the color-coding system.

Building Sustainable Litchfield Brand

- Logo application ideas – letterhead, webpage, promotional materials like bumper stickers and T-shirts/hats that we could give away at events
- Bronze/Thank-You letter to partners – John P. suggested we write a letter to all of the partners we initially brainstormed, and that letter will include: restating the bronze achievement, thanking them for their contribution (or potential contribution in the future), and asking them to share the good news with their networks. Perhaps we could also include one of the promotional materials with the letter, like a SusLitch bumper sticker.
- Jeff also mentioned that we should really think about ratcheting up our new webpage in terms of content and design. After Silver submission, we’ll talk more about doing that.

Announcements

- The next meeting will be in person on Tues, August 3 at 3:30 pm at the Litchfield Firehouse. John P. will ask Allie if she is available to attend in person, or if not, see if she can join remotely. Carrie will not be at this next meeting, so Margaret agreed to take minutes.

Adjournment: Margaret motioned to adjourn. John M. seconded. Motion carried. Meeting adjourned at 4:50pm.

Respectfully Submitted,

Carrie Szwed
Secretary

A handwritten signature in black ink, appearing to read 'John Post', with a large, stylized initial 'J' and a long, sweeping flourish extending to the right.

John Post, Chair