Sustainable Litchfield Committee

Special Meeting
3:30 pm Tuesday, April 19, 2022
Litchfield Fire House

MINUTES

- Call to Order at 3:43 pm
- In attendance: Dean Birdsall, Jeff Zullo, John Morosoni (on speaker phone), Ben Buck, James Keithan, 1st Selectman Denise Raap as Guest, Diane Field. Absent: Margaret Hunt, Carrie Szwed, John Post.
- Approve 4/5/22 Minutes – Jeff Z motioned to approve, Ben B. seconded, all in favor.
- “Litchfield Celebrates Earth Day” Community Awareness/Celebration Event (Saturday, April 23)
  - Partners/Program/Venue Task Force report (JP, JZ, DB) Twenty-one partners and other contacts had received a confirmation letter about their participation on April 23. Dean B. reviewed the list of potential ‘tablers’ that had declined to participate or who still required further follow up. Dean will follow up as needed.
  - Marketing/Promotion Task Force report (DF, MH, BB, CS) Flyers and social media announcements about the event have been placed in Litchfield, Bantam, and Northfield. Carrie S. made signs directing residents from the Community Field toward the Litchfield High School after the Earth Day Cleanup. At the meeting, Ben B. and Diane F. displayed the new Sustainable Litchfield banner; the ‘To-Do List’ note pads; and the t-shirts. The banner is planned to be hung over the entrance to the school Cafeteria; Margaret will bring cord to hang the banner. Note pads will be given away at the Sustainable Litchfield table. T-shirts are in two colors, white and lime green; The committee agreed the lime green shirt should be worn by all Sustainable Litchfield committee members attending the
Earth Day Celebration. Tablers/partners will be offered a lime green shirt that day as well.

The SL table will also display the Sustainable Litchfield Logo mosaic made by Bantam Tileworks (a gift to JRP from the Committee). A sign-in sheet will be used at the SL table to help count the number of Celebration attendees. Ben B. suggested using a Sign-up sheet for potential volunteers who wish to become involved with the Town’s Sustainable Litchfield efforts in the future.

- Pre-Event Task Assignment List. Carrie S. continue social media blast; Margaret H. placed radio announcements for Friday. Create handouts for each EV (Jeff Z.). Create a sign-in sheet (Diane). Create a Sign-up sheet (Ben): Are you interested in volunteering? What Sustainable actions should Litchfield be doing? Create a poster with the 12 Sustainable CT categories (tbd).

- Event Day Coordination and Assignments.
  - Hang banner (SL Committee members), set up tables (all), greet ‘tablers’ and EV drivers (Dean and Jeff), park EVs for Electric Vehicle Fair (Jeff Z. coordinator), park trucks for Touch-a-Truck (tbd), and park visitor cars (tbd).
  - Speakers (3-5 minutes each):
    Welcome, Dean B., Denise R.
    Lynn Stoddard, Sustainable Connecticut
    Dean B., Sustainable Litchfield
    Gerry G., SMART
    Dean B. Introduce Poet Laureate, Robert Piazza
    Poetry Reading
    Dean, thank you and close the ceremonies.
  - C. Szwed will be in charge of scheduling and running the “program room.”
  - D. Birdsall will set up Sustainable CT image slide show shared from Lynn Stoddard.
  - Diane and Ben will host the Sustainable Litchfield table. T-shirts and note-pads will be distributed there. Display the Sustainable Litchfield Logo on SL table.
  - Dean will manage high school student activities.
  - Everyone on Committee will need to be available on the day of the Celebration to be greeters and facilitators wherever needed.
• Other: Compost buckets – sign up at SMART table; Rain Barrel raffle at Aquarion table; Gift basket raffle at Housing Trust table; Possible t-shirt raffle at Sustainable Litchfield table (tbd)

• Post event follow-up - May, report tonnage – tipping fees. Report number of Earth Day participants.

• Adjournment 4:28 PM. Ben B. moved to adjourn, Jeff Z. seconded, all approved.

• Next meeting date: May 17, 2022 (tentative)