

Sustainable Litchfield Committee



Regular Meeting

DRAFT MINUTES

3:30 pm Tuesday, January 3, 2023

Litchfield Fire House

- Call to Order – 3:34pm
In Attendance: Jeff Zullo, Diane Field, Cathleen Wyse, Margaret Hunt, Dean Birdsall, Carrie Szwed, 1st Selectman Denise Rapp, Prospective Member Kay Winter
Absent: James Keithan
- Approve 11/1/22 Minutes – M. Hunt moved to approve; J. Zullo seconded.
Amendments: Under “Create a streetlight inventory” – should be D. FIELD instead of D. Hunt. Motion to approve amended minutes by M. Hunt; seconded by J. Zullo. Motion passed.
- Climate Leader Designation (CLD)
 - Sustainable CT changes for 2023 – the requirements for gold designation have been released and are summarized on the SusCT website; gold requires 750 points and Climate Leader Designation; CLD is now 150 points instead of 140 points; the look-back period is now 3 years for everything (unless it’s a rolling credit)
 - Review Climate Leader Subcommittee Action Worksheet assignment progress
 - 5.6.1 – Streamline Solar Permitting – Planning and Zoning Commission recently passed an ordinance that says homeowners do not need a town permit to put solar on their houses; we need to post this on our SusLitch webpage, as well as a memo and checklist of solar regulations. C. Szwed will create checklist based on information D. Field sends her. Town land use staff will also need to attend SolSmart training. All of these steps should get us 5.6.1 and 2. C. Wyse will assist J. Zullo and D. Field to complete further steps. (40 points)

- 6.1.3 – Complete Streets Policy – M. Hunt has created a Complete Streets Policy. She has sent a draft to the Traffic Safety Committee and to Jessica LeClair at SusCT for review. She hopes to present a final edition to the Board of Selectmen for approval and adoption at their meeting on Feb. 17. (20 points)
 - 6.1.6 – Complete Street Projects – Several projects in town were identified as possible qualifiers for “Complete Street projects:”
 - three new off-street parking lots along Whites Woods Rd.
 - new pedestrian light across from the Congregational Church
 - “Slow Down” signs in the center of Clark Rd.
 - boardwalk on side of Bissell Rd.
 M. Hunt will follow through on investigating all of these, assisted by K. Winter and C. Szwed. (10 points)
 - 6.4.3 – Replace Municipal Fleet Vehicles to Reduce Emissions – J. Zullo is working with Raz Alexe to convert several town vehicles to electric. Raz has already replaced one propane-powered forklift with an electric. J. Zullo showed him an electric truck. (5 points)
 - 6.4.5 – Host an EVSE for Public Use – Still waiting to hear if we got the state grant for EV chargers. Will not be able to use this Action for CLD, but can use it for Gold certification.
 - 3.4.3 – Develop an Open Space Plan – D. Birdsall has been looking into this with several partners. Stacey Demming from HVA has put together a comprehensive map of conserved land in Litchfield. Barbara Putnam, Conservation Commission, is enthusiastic about helping here. Raz Alexe has expressed concerns with cost to establish and maintain data. D. Birdsall and K. Winter will attend the next Conservation Commission meeting to see if they can be involved. An Open Space Plan will not get finished for CLD, but is a priority Action for Gold.
 - 7.6.1 and 2 – Create a Streetlight Inventory and Lighting Needs Assessment; Convert Municipality and Utility-Owned Street Lights – D. Field and C. Wyse have received a partial inventory of LED lights from the Town of Litchfield, but they still need to get an inventory from the Borough. C. Wyse has spoken with Borough President Gayle Carr about this, and will follow through with her to get that inventory. (15 points)
- Individual assignments and proposed completion dates. Aim for April 2023 application

- If we receive maximum points for the Actions above, we will get 90 points towards CLD, plus the 95 points we have already earned, for a total of 185 points (we need 150).
- Discuss Town website – The list of updates that M. Hunt sent to webmaster of the Town website have now been completed. We would still like to improve the SusLitch page to include more information on the Actions we have accomplished and their benefits, as well as information about upcoming events like the Earth Day Celebration.
- Committee Membership
 - Kay Winter is very interested in becoming a member of the Committee. She will just need to fill out paperwork at the Selectman's office and then attend the Jan. 17 Board of Selectman meeting, where she will be interviewed and approved.
 - Mabel Hayes, a junior at Litchfield High School, was interested in becoming a member as well, but found out that she needs to be at least 18 years old to be a voting member of the Committee. Nevertheless, we would still like to have her attend meetings and be a liaison between SusLitch and the Environmental Advocacy group at the high school.
 - We had a discussion on other openings on the Committee that need or may need to be filled in the near future.
 - With the resignation of J. Morosani from the Committee, M. Hunt will act as a liaison between our Committee and the Board of Education, since she attends all of their meetings.
- Earth Day Celebration Plans and Subcommittees – We briefly discussed, but will focus more on this next month. We all need to look back on our May 17, 2022 Minutes to remind ourselves of our evaluation of the first Earth Day celebration.
- New Business – None
- Adjournment and Next Meeting Date – Next meeting Tues, Feb. 6 at 3:30. M. Hunt motioned to adjourn at 4:52pm. J. Zullo seconded. Motion passed.

Respectfully submitted,

Carrie Szwed

Jan. 4, 2023