



SUSTAINABLE WEST HARTFORD COMMISSION

March 30, 2026

7:00 PM, Room 407, Town Hall

MEETING MINUTES

1. Call to Order 7:02 pm

- *Commissioners: Present: Dave Sagers, Blake Ellavsky, Maura Beaudreault, Kelly Kennedy, Ted Newton, Ally Schoenhorn, Pat Wilson, Andrea Yuliano, Stephen Sack, Lianne Allen-Jacobson. Absent: Jonathan Ferrigno*
- *Staff Liaisons – Catherine Diviney, Katherine Bruns*
- *Members of the public – Bernie Pelletier, Jim Mitchell, Parker Walsh, Dan Walsh, Madeleine Hexter, Sarah Bignami, Valerie Grafton, Zachary Schafer, Nancy Cooner, Nina Arnold, Kirsten Kilbourn*

2. Approval of Prior Meeting Minutes - Approved (Yes: 10, No: 0)

3. Administrative

- *Round of introductions of all present*
- *Discussed need for Vice Chair and Secretary. If no one person steps up it will be assigned on rotating basis.*
- *Catherine will look into securing a larger room for meetings, though it may be difficult due to the AV connectivity needs.*

4. Communications & Community Comment

- *Quick review of emails coming in to Commission's email: sustainable@westhartfordct.gov Several questions about whether black plastic is recyclable or not.*
- *Madeline Hexter – Members of the NBS working group attended March 30 Parks & Rec Advisory Committee to present public comment on the draft planting policy which they feel is important but has stalled out.*

5. New Business

- *Repair Café - Nina Arnold and Kirsten Kilbourn presented on the benefits of West Hartford becoming an official "[Repair Café](#)" municipality. PDF of their presentation attached. Globally there are 3800. For a \$100 fee, West Hartford would have access to a Repair Cafe [starter kit](#), that includes how-to instructions, forms, social media templates, access to statistics, etc. Suffield, Willimantic and Guilford currently host very popular Repair Cafes. Proven environment, economic and social benefits. Great multi-generational community building activity. Questions on who would start it, where to host it, liability, ongoing needs. Parker raised hand as first volunteer on record.*
- *Co-sponsor spring film with Traprock Ridge - Dave Sagers – Proposal for Commission to co-sponsor a 5/19/26 Old Forest, Young Meadow film and discussion event with the Traprock Ridge Land Conservancy? – Approved (Yes: 10, No: 0)*

6. Ongoing Business

- Student & Working Group reports
 - *Energy - Ally Shoenhorn reported on the well-attended Dr. Button talk on 3/25/26.*
 - *Waste - Ted Newton held first WWG meeting via zoom on 3/20/26 with residents Heston Clapp, Lauren Oken and Danielle Bucher, Kelly Kennedy. Next meeting: 4/23/26 at 4 pm. Zoom.*
 - *Nature Based Solutions - Discussed planting policy and frustrations trying to get Public Works and Leisure Services to act and review this for a long time. Reiterated the need for a town staff liaison.*
- Tree Canopy – *Dave Sagers gave recap of Bill Gleason’s excellent Tree Canopy presentation breaking down results of tree canopy study. Long discussion about whether and how to convene a “Tree Summit”. This would be a meeting of all town entities involved in tree restoration in West Hartford. Suggestion to announce the date of the “Tree Summit” on Arbor Day in order give time for planning. Suggestion is that Christy Paige facilitates it a Westmoor Park. Trees should be a joint effort. Question was raised as to if Trees are deserving of a sperate working group?*
- Report to Town Council / 2026 Priorities – *Reviewed and edited sections of the draft reports to finalize for Dave Sagers’s upcoming presentation to PWF&S Committee*

7. Updates for PWF&S (Public Works, Facilities, & Sustainability Standing Committee)

8. Calendar Updates:

- Th 4/9/26 – PWF&S Meeting – present Commission’s 2026 Priorities
- Apr 22-24? Earth Day, Arbor Day
- W 5/13/26 – NBS WG / Sust WH “Less Lawn, More Life” Workshop, 6:30 PM @WHPL
- Tu 5/19/26 – Old Forest or Young Meadow – the Marvel of Seeds (w/ Traprock Ridge). Film & Discussion. 6:30 PM @ Bishops Corner Senior Center (Pending approval)
- Sa/Sun 6/7 & 6/8/26 – Celebrate West Hartford

9. Agenda for Next Meeting – 4/27/26

- Finalize Report to Town Council

10. Adjournment 9:10 pm

Anyone requiring auxiliary aid or service for effective communication or modification of policies or procedures to participate in a meeting, service, program or activity of the Town of West Hartford, should contact Suzanne Oslander, ADA Coordinator, at suzanneo@westhartfordct.gov or (860) 561-7580, as soon as possible, preferably seven days beforehand.

West Hartford is ready for a **Repair Café.**

Nina Arnold & Kirsten Kilbourn
March 30, 2026

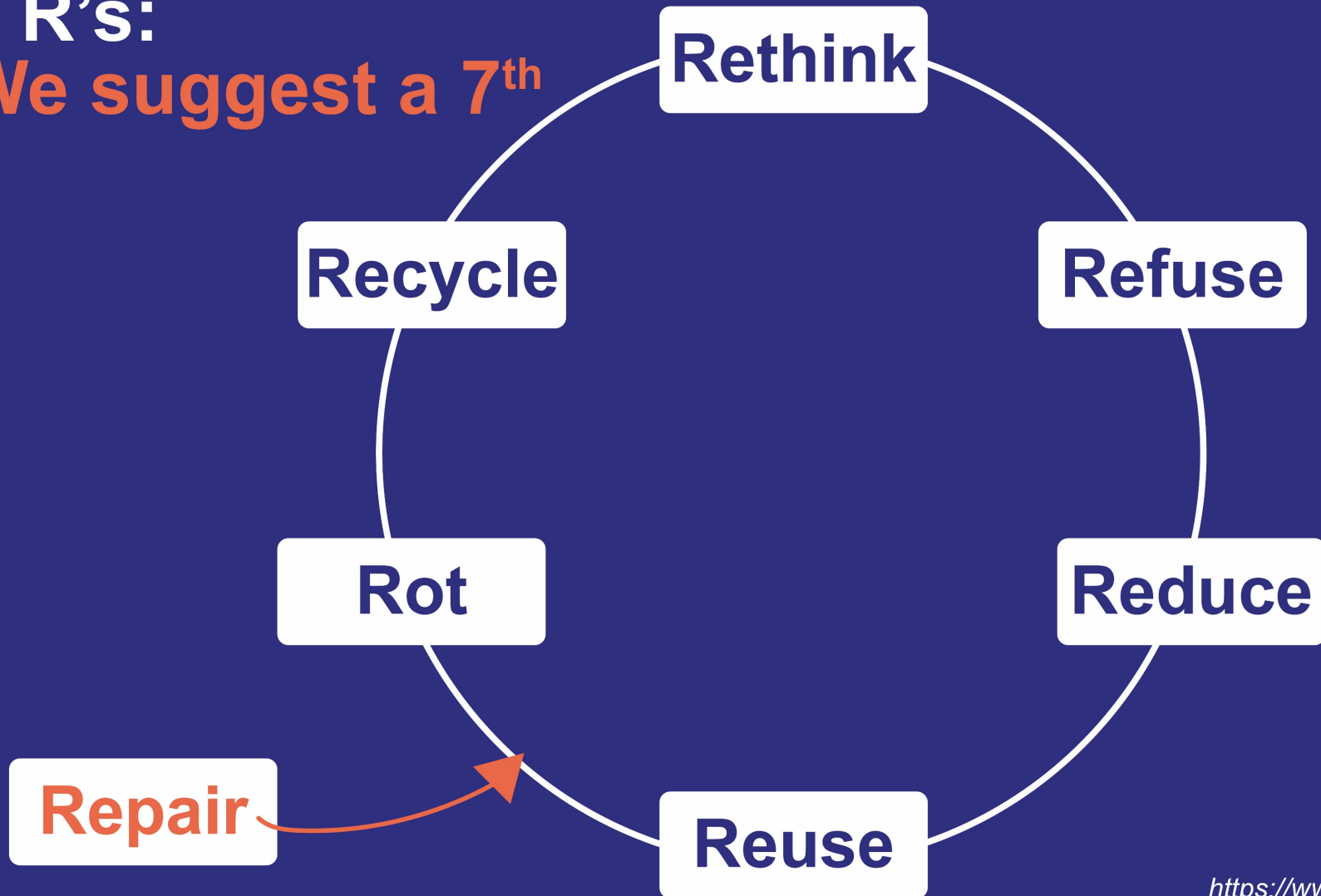
<https://www.repaircafe.org/en/>

AGENDA

1. Background
2. Reasons
3. Next Steps



6 R's:
We suggest a 7th



<https://www.repaircafe.org/en/>



Visit



Visit one of our 3886 Repair Cafés

<https://www.repaircafe.org/en/>

WHY



Improve

Environmental
Impact

Reduce

Social
Isolation

Establish

Mentoring
Opportunities



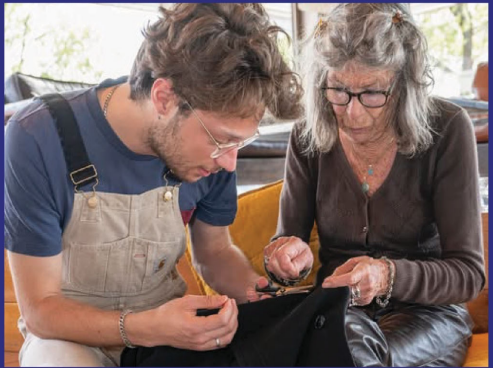
<https://www.repaircafe.org/en/>

NEXT STEPS

1. **PURCHASE** International Repair Café Starter Kit
2. **CHOOSE** WeHA owned location
3. **IDENTIFY** funding sources
4. **RECRUIT** skilled, committed volunteers



<https://www.repaircafe.org/en/>



<https://www.repaircafe.org/en/>

West Hartford is ready for a Repair Café.



Improve

**Environmental
Impact**

Reduce

**Social
Isolation**

Establish

**Mentoring
Opportunities**



NEXT STEPS

1. Purchase International Repair Café Starter Kit
2. Choose WeHa owned location
3. Identify funding sources
4. Recruit skilled, committed volunteers

Thank you!

Nina Arnold (nina.arnold08@gmail.com) & Kirsten Kilbourn (kirsten.kilbourn@gmail.com)

March 30, 2026

<https://www.repaircafe.org/en/>

Notes from Energy WG Meeting 3/18/26, 5:30 PM

Thanks for connecting this evening. Let me know if you have any questions!

TEN4WH / Funding & Planning

- Liane will draft a high-level plan for the remainder of the year to review at the next working group meeting, including a proposed presentation to the Commission.
- Explore potential fall funding opportunities through DEEP (e.g., Climate Resilience Grant, including heat pump initiatives).
- Peter Mullen noted that TEN4CT funding could support community outreach, potentially through a revolving loan program.
- Evaluate town project fit for available funding opportunities, including environmental justice neighborhoods initiatives.
- Heat pump projects may be viable; similar stormwater-related projects have been funded previously by DEEP grant in the town.

Solar & Permitting

- Catherine shared updates from a Building Department meeting regarding SolarAPP+.
- SolarAPP+ could streamline residential solar permitting, reducing time and costs for both the Town and residents.
- West Hartford had building department staff attend a Third Act–organized municipal workshop.
- Residential solar installation data Bernie pulled from dashboard:
 - 2023: 332
 - 2024: 207
 - 2025: 219

Alternative Fuels

- Opportunity to explore biodiesel for municipal trucks; Catherine and Stephen to connect.
- John Phillips is developing a new fuel depot, which may allow for biofuel tank integration.
- No new funding currently available for vehicle replacements.

Sustainability Initiatives & Updates to document

- Update terminology to “decarbonization.”
- Bernie to update the residential solar section.
- Continue market scanning for partnerships with companies offering sustainability solutions for municipal buildings.
- Advance work on the Sustainability Checklist (highlighted on the main page).

Next Steps

- Review the Sustainability Annual Report Document and provide feedback (reply all to this group) by **March 30 (attached)**.
- Dave will present to the Town Council in early April.
- If anyone is interested in the CT Forum talk Featuring Elizabeth Kolbert, Bill McKibben, and Michael Regan (really interesting!) here is the link: <https://vimeo.com/1171836974?share=copy&fl=sv&fe=ci> password is: ENVIRONMENT26 (all caps) this link expires 3/22.

Reminder: 3/25 Climate Change Talk spread the word! Link to event

info: <https://lp.constantcontactpages.com/ev/reg/faziqkq/lp/f305f2d9-44e3-4ea5-80e0-82bbe5b46af9>

Waste Working Group Report – for March 30, 2026 meeting.

The Waste Working Group met on March 20. We discussed:

- Ideas for helping residents, including those new to the town, improve compliance with trash and recycling requirements, including education efforts and monitoring of bins.
- What other towns might be doing to encourage their businesses to become more sustainable, including simple recognition or awards based on more formal criteria.

Katherine Bruns and Ted Newton met separately with two Town Council members to discuss trash and recycling efforts and get their perspective on what the town and the Commission might be able to do to help reduce waste. Both agreed that the town should be doing more in this area, and that current trends are probably not sustainable in the future. While our conversations have been encouraging, there is nothing significant at this point to report.

The town is in the process of conducting a RFP for trash and recycling pick up, as the current contract with All American ends in September. Ted emailed with John Phillips, Director of Public Works, about potential current and future waste reduction factors to weave into the RFP process.

March 23, 2026

Nature Based Solutions Working Group (NBS)

Attendees: Pat Wilson, Suzanne Sayers, Madeleine Hexter, Christine Feely, Kim Hughes, Catherine Diviney via phone, Kathleen O'Connell (resident)

Old Business:

1)Less Lawn More Life: presentation coming up in May. Conversation about format of presentation: slides for bullet points, tactile demos of soil types, birdsong playing in background. Suzanne will share the presentation doc with the group. Andrea will open a shared document for everyone to list ideas for resources attendees can use to follow up: websites, podcasts, books, apps, poss QR code linking all of it. Catherine will start sharing advertising via her channels as soon as we are posted on the WH Library calendar. We may be able to pull together some seedlings/cuttings for door prizes. We will need more handouts to bring to commission meeting for other commissioners to post around town.

2)Planting policy-we would like to get this passed. It's on Helen's desk, and she knows this is an overdue discussion. Pat has recently been the main contact with Helen, but Chris Feely may lead this push. We talked about potential ways to approach this topic again with town stakeholders. This has been an ongoing agenda item for 2 years. Chris Feely will request meeting/s with public works. The mayor is the Sustainable WH liaison with town—we would like to bring this to her attention as well, especially since we will be presenting the upcoming yearly goals to the Town Council, and this will show the town is walking the talk of the resolution that has already been passed.

3)Pollinator Meadow—we will have upcoming training of volunteers for weeding this summer. We had a discussion of the role volunteers have been playing with these types of projects in town (especially the WH Garden Club which goes weekly to Spicebush Swamp). We would like to see the town step up, as the volunteers have donated hundreds of hours collectively, which the town seems to take for granted. This might be a challenging topic to broach with the town. Suggestion to have neighborhoods get involved to “adopt” these areas. We talked about the contract that was signed for the Wolcott Meadow, and that the “volunteers” referenced to do the maintenance should be organized by the town, not Sustainable WH or NBS.

New Business:

1)Dave will be bringing recommended Sustainable CT actions to the town council. NBS would like to have planting policy and tree action on there. Andrea will bring this up at meeting on 3/30.

2)Sustainable CT renewal is on the horizon—where is the overlap with goals of NBS and Sustainable WH?

3)Christy Page is new director of Westmoor Park, and she is representing Leisure Services at Sustainable CT certification meetings. NBS feels Westmoor really would be a great home for our working group, and Pat will reach out to Christy to ask her to attend the next working group meeting to get a conversation started. Catherine Diviney has suggested that Christy would be a good fit to take the role of town liaison for our working group. Christy indicated to Catherine that she would be willing to host an “all-hands” meeting for Tree Canopy at Westmoor Park.

The Problem - Loss of Tree Canopy

Between 2010 and 2023, West Hartford lost 21% of its tree canopy. Approximately 45,000 trees have been lost, more than 18,000 with a diameter of 18" or more, the majority on private property.

Need to add some information on causes (aging trees, storms, development, utility trimming)

Articulate why anyone should care i.e. impacts, particularly economic, from this loss, to residents, Town, businesses.

Solution: West Hartford Urban Tree Planting Campaign

Goal: Launch a three-year campaign to rebuild tree canopy in. The campaign focuses on planting 10,000 trees in three years while ensuring species diversity, climate resilience, and strong community engagement.

Tree Canopy % Goal or Number of trees?

Why?

- CO₂/Oxygen
 - Cutting down trees releases carbon back into the atmosphere (trees stored carbon).
 - Trees absorb carbon dioxide (CO₂), a factor in global warming, while releasing the oxygen back into the air. In one year, one acre of mature trees absorbs the amount of CO₂ produced by a car driven 26,000 miles.
 - Every year, a mature tree absorbs more than 48 pounds of CO₂ from the atmosphere.
 - One large tree can provide a day's supply of oxygen for up to four people.
- Air Pollution - Roadside trees reduce nearby indoor air pollution by more than 50%.
- Heat Islands
 - Trees lower surface and air temperatures by providing shade and emitting water vapor. Shaded surfaces may be 20–45°F cooler than unshaded materials.
- Flooding/Stormwater Management and Water Quality - Trees filter our water and slow storm surge and flooding.
- [Leveraging Urban Tree Canopies to Unlock Community Resilience - National League of Cities](#) - \$1 of tree maintenance = \$5.82 in energy savings, CO₂ removal, rainfall reduction, and property values.

Other Economic arguments? Lower utility bills? Pedestrian safety (ScienceDirect study)?

Organization: Possible Partners/Resources/Roles

- Sustainable West Hartford Commission
- West Hartford Tree Project
- West Hartford Tree Action Group
- West Hartford Garden Club
- Traprock Ridge Land Conservancy
- Town (Leisure Services, Public Works, Engineering, Westmoor Park)
- National Groups (Sierra Club, Nature Conservancy, Arbor Day Foundation)
- Connecticut Department of Energy and Environmental Protection (DEEP - Danica Doroski, Urban Forestry Coordinator)
- CT Urban Forest Network

Existing Models and Other Efforts

- Resident focus (private land accounts for 85% of geography)
 - Models and efforts
 - West Hartford Tree Project – annual campaign.
 - Trees for Bloomfield – 97% survival rate for trees planted.

- Current Tree Inventory and Long Term Planting Plans (Bill Gleason and Helen Rubino-Turco)
 - Arbor Day Foundation - Community Canopy Program (very sophisticated, not free)
- Factors to consider
 - Tree mortality rate is an issue – seedling size, time of planting, accountability.
 - Native Trees
 - Right Tree, Right Place
 - Measuring success and impact
- Measurement/recognition – Tree City USA
- Also work with Town Planner for ordinance changes to preserve existing trees (DEEP has done this with other Towns and can supply model language)

Funding

Potential funding sources (WH Tree Project is a 501(c)3 and can receive grants, as can the Town)

- Sustainable CT Community Match Fund (used by WH Tree Project)
- Hartford Foundation for Public Giving (Regular funds, Greater Together Community Fund \$50K annually)
- Arbor Day Foundation, PCLB Foundation, Neighborhood Forest
- State (primarily DEEP)
 - Urban Green and Community Garden Grant (not currently open)
 - Urban Forest Resilience Grant Program – opening in Summer 2026
 - Climate Resilience Fund (not currently open)
 - Neighborhood Assistance Tax Credit – April submission, can it apply to tree planting?
- CT Urban Forest Council – Community Forestry Small Grants Program (looks closed)

Communication Plan and Messaging by Audience

- Audiences
 - Town
 - Residents
 - Businesses
- Conduct an ongoing publicity and education campaign - webinars, newsletter, social media, local press, including TV and radio?
 - Hold and record at least one webinar, featuring Bill Gleason, maybe a model municipality (**Greenwich Tree Conservancy** is highly successful), maybe DEEP forestry expert
 - Consider issuing a Press Release (will need well informed point person/s for follow up questions and interviews)

First Steps

1. Determine who is up for this and wants to play a role? (See possible partners above)
2. Convene a meeting of interested parties to discuss (Westmoor Park is willing to host)
 - a. Identify approach/models that work (talk to Bill Gleason about his research/efforts)
 - b. Identify funding sources/approach
 - c. Identify key audience segments, their span of control, and what we want them to do: residents, businesses, town govt, state govt (esp DOT), Eversource, arborists
3. Get baseline info and track progress (trees planted, preserved)
4. Identify specific budget needs.
- 5. Use Earth Day (APR 22), and Arbor Day (APR 24) to launch/announce something to get the initiative off the ground.**

Planting Plan

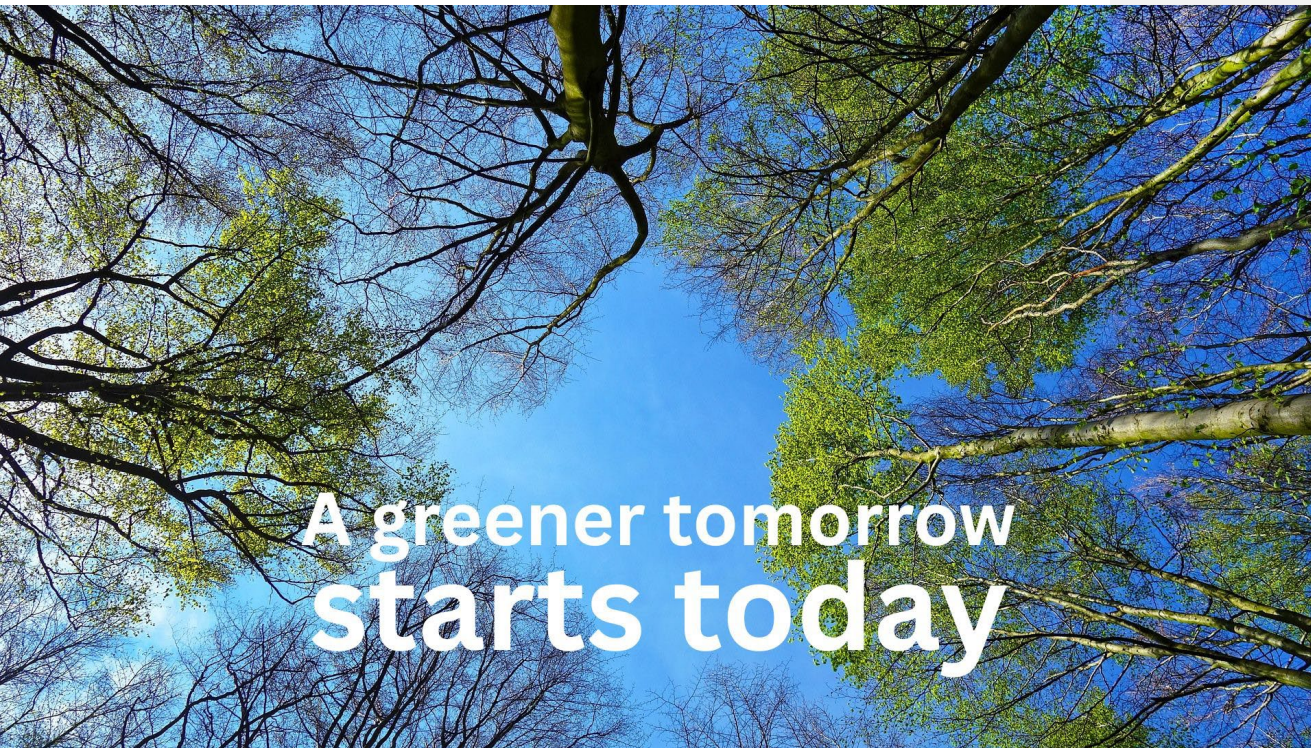
Year	Trees	Focus
1 – Launch and Visibility	2,500	Streets, parks, schools, and visible demonstration projects to build public support.
2 – Expansion	3,500	Expand plantings into residential neighborhoods, institutional campuses, and parking lots. Introduce a free yard tree program and school shade initiative.
3 - Acceleration	4,000	Focus on large canopy restoration, heat-island neighborhoods, and corporate or neighborhood sponsorship programs.

Species Group	% of Plantings	Year 1	Year 2	Year 3
Total		2,500	3,500	4,000
White/Red/Swamp White Oak	25%	625	875	1000
Red / Sugar Maple	15%	375	525	600
Black Tupelo	10%	250	350	400
Tulip Poplar / Sycamore	10%	250	350	400
American Basswood	10%	250	350	400
Serviceberry / Redbud	10%	250	350	400
River Birch / Hackberry	10%	250	350	400
Dogwood / Hornbeam	10%	250	350	400
Budget		\$1,250,000	\$1,750,000	\$2,000,000

Location	Share
Residential yards	40%
Streets	25%
Parks	20%
Schools and public buildings	10%
Parking lots / commercial areas	5%



ANNUAL REPORT 2025



EXECUTIVE SUMMARY



Key Accomplishments for 2025



Strengthened communication with town staff. Identified Town Council liaison; held monthly meetings with Town Manager; deepened relationships with town personnel.



Enhanced resident communication. Launched community email **newsletter** averaging 2,700 readers per issue; presented **WHCi** talk shows on waste and energy efficiency; developed content for “**Cool West Hartford**” website; continued **Facebook** and **Instagram** presence.



Engaged hundreds of residents at **Celebrate West Hartford** booths; Sun Day Electric Showcase; **Wolcott Pollinator Habitat Open House**.



Promoted **food scrap drop-off program**, diverting over **32,000 pounds** of food from the waste stream. Doubled pumpkin recycling at **33,000 pounds**.



Prepared land and Installed plants [to](#) establish the **Wolcott Pollinator Meadow**, via leadership from West Hartford Garden Club and Leisure Services and Public Works staff.



Drafted **sustainable development checklist**, modeled on City of Stamford guidelines, intended to signal the town's commitment to sustainability for new construction.



Secured Town Council resolution to include West Hartford in the **Federal Highlands Region**, making West Hartford eligible for future federal grants for land conservation.



Established coalition for **Thermal Energy Networks (TEN4WH)**, which use heat pumps and ground-source heat exchange to move thermal energy where it's needed, creating a smart infrastructure for climate-friendly heating and cooling.



With Community Development staff, visited successful **bioswale green infrastructure** project in Bristol, to consider as a model for the use of green infrastructure in climate resilience and flood mitigation.

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2026 Priorities

The following priorities emerged from our November 2025 brainstorming session. To facilitate steady progress and measurable success, the commission and working groups are currently defining SMART goals with specific, measurable, achievable, relevant, and time-bound parameters, along with modest budgets to enable our 2026 work and grant-seeking posture. We welcome the support and participation of Town Council, Town Staff, residents, businesses, and institutions in pursuing these priorities and making West Hartford **cleaner, greener, cooler, and more sustainable**.



Expand tree canopy. Promote to and educate Town and residents to reverse the significant 20-year loss of tree canopy.



Expand native habitat. Educate and work with residents and the Town to expand native plantings through mechanisms as Less Lawn, More Life, and Pollinator Pathways.



Reduce and divert waste.

- Expand and further promote the town's food scraps drop-off program.
- Explore the economic case for the town offering and/or negotiating curbside pickup of food scraps.
- Identify the most common contaminants in waste and recycling and create a resident education campaign to avoid them.



Monitor Plan of Conservation & Development (POCD). Work with appropriate commissions and staff to track and implement specific conservation goals in the POCD.



Strengthen local food systems. We don't seem to have specific goals, so recommend we remove this for now, consider later.



Increase efficiency and shift to clean energy. Educate residents and conduct campaigns to increase the use of clean energy sources (e.g. electric vehicles, geothermal heating and cooling), including

- Building department development check list
- Update to the Town's clean energy plan
- Community education events



Promote active and alternative transportation. We don't seem to have specific goals, so recommend we remove this for now, consider later



Launch "Cool West Hartford" website. – support our initiatives and, promote sustainability practices for residents, businesses, and institutions.

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Connect to Sustainable CT framework. Identify actions within the framework supporting our 2026 priorities, and work with the Town's Sustainable CT 2027 Certification Committee to implement.



Promote climate resilience through green infrastructure.

Promote Town and residential use of green infrastructure (e.g. trees, bioswales, rain gardens) to reduce stormwater flooding and heat island [effect](#).

Recommendations to Town Leadership



1. Institutionalize Sustainability for Fiscal Resilience

Operational Integration: Transition from a reactive to a proactive model by embedding sustainability as a core lens for all municipal decision-making. By integrating sustainability criteria at the earliest stages of Town planning, budgeting, and procurement, West Hartford can avoid costly retrofits and ensure every tax dollar contributes to resilient, future-ready infrastructure.

Professionalize Oversight: Formally establish a Sustainability Office to centralize leadership, like the proven models in [Groton](#), [New Haven](#), and [Bridgeport](#). At a minimum, sustainability impact analyses should be expanded across all departments to ensure these values are never an afterthought.

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2. Strategic Implementation of Adopted Town Plans

Accountability to Existing Goals: Commit to the rigorous implementation and monitoring of the Conservation section of the Plan of Conservation and Development (POCD) and the Clean Energy Plan. These documents provide the existing mandate; the Commission [can](#) serve as the partner to ensure their success.

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3. Support and Scale High-Impact Initiatives

To achieve measurable results in 2026 and beyond, the Commission seeks active partnership (regular strategy sessions, timely follow up) in the following:

- See 2026 Priorities
- Sustainable CT Actions supporting these priorities coming soon
- Identifying and implementing best practices from other municipalities
- Identifying grants and community match funds in support of priorities

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4. Modest Operating Budget

Allocate a modest annual budget (suggested \$5,000–\$10,000) for public educational events and materials. This investment eliminates the current need for volunteers to pay for supplies out-of-pocket and ensures professional outreach for town-wide initiatives.

Potential Recommended Sust CT Actions based on Sust WH Commission Priorities

Actions	Sub-Actions	Submission Requirements	Points	Department	Comments
3.1 Provide Watershed Education	3.1.1 a - Sponsor or host a program to educate residents and business owners in your community about the value of watersheds and the importance of protecting and restoring them.	An overview of your education programs (5 sentences maximum), including target populations (if any), and at least one example of materials disseminated in the last three years, which could include flyers, articles, letters, newsletters, presentations, or digital communications. For websites, submit both a hyperlink and a screenshot of the relevant webpage(s).	5 points	Comm Dev	Update 2024 submission. Educational information provided on website is weak - revise content & links. Could add education to flood plain letter? Hold workshop - suggested speaker Amiee Petra (FWWSA) or Megan Raymond (SLR< Town contractor). Other Towns doing more. Partner with Sust WH.
3.1 Provide Watershed Education	3.1.1 b - Implement and maintain a signage program that highlights key watershed issues. Signs must have been installed or updated in the last three years.	Maps, promotional materials, or photos of educational signage.	15 points	Leis Svcs	Spicebush sign counted in 2024, Helen said add'l signs planned for Westmoor, Fern, Troutbrook. Westmoor and Wolcott interpretive signage in process, focus is on wetland succession and restoration. <u>Please review action to ensure that all the requirements are met.</u>
3.4 Develop an Open Space Plan	3.4.4 a - Acquire new preserved open space in your community. Acquisition of new open space must have been completed in the last three years. Your municipality may work with partners on this action, such as land trusts or similar organizations; to earn credit for a partner organization acquiring new preserved open space this action, you must demonstrate the relationship between your municipality and the partner, including how your municipality was engaged in and/or supported this action.	Documentation of open space acquisition, including the address(es) of property acquisitions, dates purchased, and who will own and maintain the property. If working with a partner, documentation must also include how the partner organization is working with the municipality.	15 points	Comm Dev, Leis Svcs, Town Manager	Needs to guarantee protection as open space. What is status of parcel on King Philip/Albany (NE Corner)? That was going to be preserved with Traprock Ridge.
3.8 Implement Low Impact Development	Planning, Regulation and Policy: 3.8.2 a - Distribute educational materials on LID practices to developers and contractors at the outset of the permitting process.	An overview of the education provided (5 sentences maximum) and at least one example of educational materials disseminated in the last three years, which could include flyers, articles, letters, newsletters, presentations, or digital communications. For websites, submit both a hyperlink and a screenshot of the relevant webpage(s).	5 points	Comm Dev	Former ideas from Todd: Send people to CT NEMO , encourage raingardens as LID tool, will put link on website and provide documentation that information was sent. Are we doing anything now?
3.8 Implement Low Impact Development	Planning, Regulation and Policy: 3.8.2 b - Consistent with your Plan of Conservation and Development (POCD), encourage and promote LID in your municipal ordinances and/or regulations through one or more of the following strategies: (1) Adoption of an LID checklist or similar regulation for new and redevelopments that establishes LID as the preferred approach to stormwater management wherever possible; (2) adopting 3 or more of the regulations identified in the LID regulations worksheet; or (3) completing a review of existing regulations using the Center for Watershed Protection's Code and Ordinances Worksheet or similar tool.	For strategy 1, submit a copy of your checklist; for strategy 2, submit the language in the relevant ordinances and/or regulation(s) formally adopted by your governing body that encourage or promote LID and your completed low-impact development worksheet; for strategy 3, submit your completed Codes and Ordinances worksheet. If the selected strategy (or strategies) was implemented more than three years ago, also include a brief description of how it is still relevant and used by your municipality.	15 points	Comm Dev	Goes beyond just including in POCD, working on - see 3.2.2. b&c, will not be complete by August 2024. Regulations or Checklist could be developed based on that but not by August. Need to be modified for WH-specific, We SHOULD do this - maybe 2027. State manual is now updated.
3.8 Implement Low Impact Development	3.8.3 d - Reduce directly connected impervious area compared to a baseline year within the past 3 years.	Data showing the amount of impervious area in your baseline year as well as data for the current year demonstrating that a reduction has been achieved.	10 points per 1% reduction, max 40 points	Comm Dev	Done by consultant - Do we have a good Baseline now? WH has not achieved reductions.
3.9 Manage Woodlands and Urban Forests	3.9.2 a - Through land cover assessments, evaluate tree cover in your municipality and ground-truth assessments with site visits.	A completed worksheet 1. If your land cover assessment was completed more than three years ago, also include a brief description of how it is still relevant and used by your municipality.	10 points	Leis Svcs, Public Works	Tree Canopy study completed. https://view.publitas.com/elmwood-community-center/west-hartford-ct-urban-tree-canopy-assessment-report_nov142025/page/1 <u>Need to fill out worksheet, and review action to ensure all requirements are met.</u>
3.9 Manage Woodlands and Urban Forests	3.9.2 b - Complete a review of your municipal policy, priorities, and practices on woodlands and urban forests.	A completed worksheet 2. If your policy review was completed more than three years ago, also include a brief description of how it is still relevant and used by your municipality.	10 points	Leis Svcs, Public Works	Was this done in as part of the Tree Canopy study? Important. <u>Review action to ensure all requirements are met.</u>

Potential Recommended Sust CT Actions based on Sust WH Commission Priorities

Actions	Sub-Actions	Submission Requirements	Points	Department	Comments
3.9 Manage Woodlands and Urban Forests	3.9.2 c - Complete a tree inventory. This inventory should include, at a minimum, the location, with GPS unit and coordinates; species scientific name; and diameter at breast height (DBH).	A completed tree inventory for your municipality. If your tree inventory was completed more than three years ago, also include a brief description of how it is still relevant and used by your municipality.	10 points	Leis Svcs	Tree canopy study completed, Tree inventory in process - over 4500 trees inventoried so far. <u>Please review action to ensure that all the requirements are met.</u>
3.9 Manage Woodlands and Urban Forests	3.9.2 d - Complete a Forest Management Plan, which may be related to a specific parcel or your entire municipality.	A completed Forest Management Plan and documentation of the plan adoption (such as meeting minutes, an internal memo, or similar verification). If your Forest Management Plan was adopted more than three years ago, also include a brief description of how it is still relevant and used by your municipality.	10 points	Leis Svcs, Public Works	Future; need "all-hands" approach and plan of what do to do address -21% and who is doing what. Town must be involved, with partners.
3.9 Manage Woodlands and Urban Forests	3.9.3 - Implement best practices and programs to manage and create equitable and sustainable woodlands and urban forests. These best practices and programs must have been implemented in the last three years.	Documentation that shows completion of an activity that supports your community's woodlands and forests; if implementing one of the examples listed in the action, please include all elements listed for that bullet.	15 - 30 points	Leis Svcs, Public Works	Pick 2 - need documentation and municipal involvement. Cannot overlap with other actions credit: 8.4 Tree Project Community Match Fund, 3.10.2 SpiceBush invasives removal https://sustainablect.org/actions-certifications/actions#open/action/11
3.10 Facilitate Invasive Species Education and Management	Promote Invasive Species Management: 3.10.1 a - Examine your regulations to ensure that your municipality is not unintentionally supporting the use of invasive species, including aquatic invasive species, and compile findings in a brief memo. Eliminate all invasive species from lists of acceptable plants (include a review of subdivision guides approved planting lists). Note: You must at least review your Zoning Subdivision Regulations.	A description of your regulation review process, including which regulations you reviewed; a memo of findings (including regulations that may unintentionally support invasive species). If your regulation review was completed more than three years ago, also include a brief description of how it is still relevant and used by your municipality.	10 points	Leis Svcs, Public Works	Who reviews regulations? Regulations include references to actual species....may be out of date conflicting. Helen/John want to use UConn plant list. There are also lists also in new updated state stormwater guidelines.
3.10 Facilitate Invasive Species Education and Management	3.10.2 - Municipal Management: Engage in invasive species management practices on municipal properties and in local waterbodies. To be eligible for points, invasive species management practices must have been employed in the last three years.	A description of the invasive species management practices currently being employed on your municipal properties.	15 points	Leis Svcs, Public Works	Spice Bush Swamp? Need town involvement/support to count. Westmoor Park meadow and pond restoration
3.10 Facilitate Invasive Species Education and Management	3.10.3 a - On your municipal website, post invasive species education resources. Provide links to sources (may be external) outlining invasive species. Ideally these resources will include information about both identification and removal techniques.	A screenshot of the website a hyperlink to the invasive species education resources on your municipal website.	5 points	Leis Svcs	Post info on website - doable; see Fairfield. Where? Westmoor Park website? Sust WH website?
3.10 Facilitate Invasive Species Education and Management	3.10.3 b - Host or sponsor an educational workshop for residents about invasive species and management processes. The workshop must have taken place in the last three years.	A brief overview of outreach (suggested 5 sentences maximum), including target populations (if any); date of event; and at least one example of educational materials disseminated, which could include flyers, articles, letters, newsletters, presentations, or digital communications. For websites, submit both a hyperlink and a screenshot of the relevant webpage(s).	5 points	Leis Svcs	Westmoor will host a fall 2026 seminar series with topics: Invasive Species, Migration, Living with Wildlife, Protecting Pollinators. Christy working on.
3.13 Promote Dark Skies	3.13.3 - Adopt a municipal dark skies ordinance or incorporate dark skies concepts into your municipal code to better manage nighttime lighting and limit light pollution. The Model Outdoor Lighting Regulations for Connecticut can be used as a template or guide, and it may be adopted in full or only in sections relevant to your municipality.	A copy of the code or ordinance formally adopted by your governing body; documentation that the regulations have been adopted (such as meeting minutes, a copy of the municipal zoning regulations with relevant portions highlighted, a link to municipal ordinances, or similar verification).	20 points	Comm Dev	Todd was working on it for 2024 - Municipal examples and template from Dark Night Skies provided by Catherine and Sust WH in spring 2024 via email to Todd. Greenwich too complicated, maybe Fairfield (simply references DNS-certified standard). Town uses this as an official standard anyway would like to make it official. Get timeline for ordinance update by 2027, Sust WH could help push thru

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5.1 Integrate Sustainability into Plan of Conservation and Development	5.1.1 c - Engage in intentional and ongoing public outreach and participation on planning issues.	A brief overview of outreach (suggested 5 sentences maximum), including target populations (if any), dates of any events; examples of materials disseminated or created.	5 points per activity, up to 15 points maximum	Comm Dev	POCD Scorecard - tracking updated? The Sust WH Commission would love this!
5.2 Adapt Permitting Process to Promote Sustainable Development	5.2.1 - Develop sustainability checklists for zoning and building applicants that identify sustainable site plan design elements.	A copy of your sustainability checklists currently distributed to zoning and building applicants.	5 points	Comm Dev	Would like to have per Duane/Todd, Priority for Sust WH - GAP identified in process. Action does not say needs to be mandatory like Stamford scorecard. TPZ/DRAC/Sust WH collaboration?
5.2 Adapt Permitting Process to Promote Sustainable Development	5.2.3 a - Adopt an internal procedure a written policy that recommends review of projects prior to submission of formal plans and applications. The procedure policy should incorporate a coordinated review by all relevant departments, a coordinated review schedule for approval by all relevant departments, and clearly reference the checklist and standards developed above for sustainable plan review.	A copy of the written procedure describing the pre-application review process.	10 points	Comm Dev	Certain applications type are allowed pre-application if they chose to go through it. In zoning, Section 184.29 Pre-application review, not tied to sustainability aspirational - Todd's Checklist Manifesto - read it!
5.6 Streamline Solar Permitting for Small Solar Installations	5.6.1 - Streamline solar permitting for small solar installations.		20 points	Comm Dev	Do EITHER 5.1a-f or 5.2 SolSmart cert. Bldg Dept looking at Solar App+. Would help but is not all that is needed.
5.6 Streamline Solar Permitting for Small Solar Installations	5.6.1 a - Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo.	A copy of the memo. A sample of the memo is available for download.		Comm Dev	Doable, started review with Solmart help in 2022/3?
5.6 Streamline Solar Permitting for Small Solar Installations	5.6.1 b - Create and make available an online checklist detailing the required permit(s), submittals, and steps of your community's solar permitting process.	A link to your online permitting checklist (which applies to at least the permit process for solar).		Comm Dev	There are two potential paths to accomplish this: 1) Bldg Dept looking at Solar App+. 2) Energize CT Checklist < https://portal.ct.gov/das/-/media/das-beta/pdf/office-of-state-building-inspector/energize-ct-standardized-solar-pv-permit-application-supplement.pdf?rev=4cb73319bc5d4bf3b53ad8b2913af048&hash=341D5EB2CD3017FE4AAE5F548F06FBD1 >
5.6 Streamline Solar Permitting for Small Solar Installations	5.6.1 c - Require no more than one application form for a rooftop PV project.	A link to your residential solar PV permitting process and permit application form required by your municipality.		Comm Dev	Bldg Dept looking at Solar App+. Details of Solar App+ and integration with City View are currently under review.
5.6 Streamline Solar Permitting for Small Solar Installations	5.6.1 d - Train building inspectors, permitting, and inspection staff on solar PV and/or solar and storage systems technologies and best practices for permitting/inspecting. Training must have occurred in the past five years.	The names and titles of the individuals who attended the training, date of attendance, the organization that provided the training, and an agenda or brief description of the content covered.		Comm Dev	Outside training program to be employed
5.6 Streamline Solar Permitting for Small Solar Installations	5.6.1 e - Train planning staff on best practices in planning and zoning for solar PV. Training must have occurred within the past five years.	The names and titles of the individuals who attended the training, date of attendance, the organization that provided the training, and an agenda or brief description of the content covered.		Comm Dev	Outside training program to be employed
5.6 Streamline Solar Permitting for Small Solar Installations	5.6.1 f - Post a solar landing page on your municipal website with information that may include the community's solar goals, educational materials and tools that promote solar, and resources for solar development (e.g. permitting checklist, application forms, zoning regulations, etc.). See website for specific metrics required for the solar landing page.	Both a hyperlink and a screenshot of the solar landing webpage.		Comm Dev	Where would this reside on Town website? What Department? The Building Inspection Divisions web page would be modified to include this
5.6 Streamline Solar Permitting for Small Solar Installations	5.6.2 - OR Achieve at least Bronze status in the national SolSmart community designation program.	A copy of your final prerequisite summary and credit summary or proof of SolSmart designation from the SolSmart program.		Comm Dev	Ask Buildign Dept about Solsmart every year, Tried in 2024 (early) but wanted to wait until new online permit system in place. Coventry, Fairfield, hartford, Hamden, Middletown, Stratford are SolSmart. Need to review requirements - Bldg Dept looking at Solar App+ would help with Solamart Certification
7.5 Develop a Municipal Energy Plan	7.5.1 - Municipal Energy Plan: all elements must be completed to receive credit		10 points	Plant & Fac	Update 2020 Plan? Must be adopted

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Actions	Sub-Actions	Submission Requirements	Points	Department	Comments
7.5 Develop a Municipal Energy Plan	7.5.2 - Residential Business Energy Plan: all elements must be completed to receive credit		10 points	Plant & Fac	Update 2020 Plan? Must be adopted
7.7 Implement a Community Energy Campaign	7.7.1 - Implement a community energy campaign to promote adoption of energy practices or technologies. Your campaign must include at least 3 events (virtual or in person) that have already taken place; these 3 events must have taken place within a total span of 1 year. The full campaign must have occurred within the last 3 years to be eligible for credit. Promotion for events does not count as an event.	A completed worksheet 1, and at least one example of educational materials disseminated, which could include flyers, articles, letters, newsletters, presentations, or digital communications. For websites, submit both a hyperlink and a screenshot of the relevant webpage(s).	10 points per campaign, 30 points maximum	Plant & Fac	Anything planned?
9.1 Report Materials Management Data and Reduce Waste	9.1.2 - Reduce residential solid waste disposed per capita by at least 10% compared to a baseline year within the past 5 years., use required worksheet 2	A completed worksheet 1 for your community's residential solid waste generation disposed per capita for the baseline year, a completed worksheet for the most complete fiscal year within the past three years, and a statement of the percent change between the two reported numbers, and a completed worksheet 2 describing a brief summary of the actions taken by the municipality to reduce waste.	Up to 100 points	Public Works	Have not reduced
9.5 Promote Waste Reduction and Reuse	9.5.1 - Sponsor or host outreach or a program to educate residents and/or business owners in your community about food waste prevention. Examples of programs eligible for points under this Action are listed below. Outreach or programs must have taken place in the last three years.	A brief overview of program (suggested 5 sentences maximum), including target audience; at least one example of materials disseminated in the last three years, which could include flyers, articles, letters, newsletters, presentations, or digital communications. For websites, submit both a hyperlink and a screenshot of the relevant webpage(s).	5 points	Public Works	WH Recycles outreach, digital and inperson - reach action requirements, cannot double count events.
9.5 Promote Waste Reduction and Reuse	9.5.2 - Sponsor or host outreach a program to educate residents and/or business owners in your community about waste contamination (i.e., placing materials that cannot be recycled in the recycling bin) and the importance of properly sorting waste and recyclables.	A brief overview of program (suggested 5 sentences maximum), including target audience; at least one example of materials disseminated in the last three years, which could include flyers, articles, letters, newsletters, presentations, or digital communications. For websites, submit both a hyperlink and a screenshot of the relevant webpage(s).	5 points	Public Works	WH Recycles outreach, digital and inperson - reach action requirements, cannot double count events.