



SUSTAINABLE WEST HARTFORD COMMISSION

August 31, 2026

7:00 PM, Room 407, Town Hall

MINUTES

1. Call to Order - 7:06 pm
 - **Commissioners Present:** Michael Cocca, Ally Schoenhorn, Maura Beaudreault, Pat Wilson, Andrea Yuliano, Lianne Allen-Jacobson, Ted Newton, Steve Sack, David Sagers. **Not Present:** Kelly Kennedy, Blake Ellavsky
 - **Town Staff Present:** Catherine Diviney (Energy Specialist).
 - **Student Reps:** Mia Magnusson (Hall HS)
 - **Members of the Public:** 6
2. Approval of Prior Meeting Minutes – **Vote:** Approved 9-0
3. Administrative
 - The Chair formally welcomed new Commissioner Michael Cocca
 - Need to identify new student rep from Conard HS
4. Communications & Community Comment
 - **Composting Workshop Offer:** A local partner offered to conduct a complimentary in-person composting workshop in collaboration with the Waste and Nature-Based Working Groups.
 - **Upcoming Event Announcement:** The film The Story of Plastics, followed by a guided discussion, will be hosted at the Bloomfield Public Library on September 15, 2026.
5. Ongoing Business
 - 2025 Annual Report to Town Council - The report was presented to the PWF&S Standing Committee on August 20, 2026, posted to the official town website, and featured in the Sust WH newsletter.
 - Working Group Reports (Priority Tracker)
 - **Student** - Mia Magnusson reported that the Hall High School Sustainability Club is seeking municipal environmental service projects
 - **Waste** - Reported growing interest from the Town Council regarding local municipal waste crisis management and residential education.
 - **Energy**
 - **Biofuel Pilot Update:** Public Works Director John Philips provided positive feedback to Steve on the B20 biofuel pilot, noting consistent engine performance and a cost savings of \$0.50 per gallon. A new fueling depot is currently under construction at the Brixton Street complex which could support expanded biofuel logistics. Catherine Diviney has requested use (gallons) so that cost and emissions comparison between B20 and standard diesel can be shared with commission in future meeting.
 - **Dark Sky Ordinance Advocacy:** The group is drafting a letter for Commission review next month to encourage the Town Planner to incorporate Dark Sky outdoor lighting/relamping standards into upcoming projects and zoning code revisions, alongside residential educational outreach.

- **Town Zoning Code Updates:** The Town Planner is preparing updated town ordinances (including Dark Sky regulations), which will undergo a mandatory 30-day public comment period upon release.
 - **ESCO RFP Evaluation Committee:** A temporary evaluation panel is forming to review Energy Service Company (ESCO) RFPs due September 3, 2026. Selected vendors will perform comprehensive energy audits on designated municipal capital improvement projects. Commissioners were invited to participate in the evaluation of proposals, if interested email Catherine Diviney (requiring an estimated 20-hour monthly commitment).
 - **Plug-In Solar Systems:** Catherine Diviney consulted the Building Department regarding plug-in solar arrays. The department is evaluating zoning, building, and fire code compliance ahead of the October 1 state law implementation. Eversource is working to determine how meter/billing issues will be handled as well as grid safety and anti-islanding compliance. Availability of compliant, UL-listed product is also a concern.
 - **CT Green Bank "Switch Together" Program:** Advised postponing town participation in the joint group solar purchasing program until 2027.
 - **Nature-Based Solutions**
 - **Tree Summit:** The Tree Action Group is hopefully coordinating a proposed local Tree Summit, with Westmoor Park considered as a potential venue (date TBD).
 - **Fall Education Workshop:** Planning is underway for a leaf-composting and native ecosystem event at the library on November 17 or 18, 2026, featuring a guest speaker and owner of a Simsbury native plant nursery.
 - **Pesticide Reduction Initiative:** Councilwoman Lisa Lazarus has reported interest in reducing town-wide pesticide usage. Group will work on Proposal for PWF&S Standing Committee.
 - Environmental Sustainability (Recycling) Coordinator - Following the email recommendation by the Commission, Katherine Bruns has been rehired on a temporary basis to continue recycling outreach. The new part-time Recycling Coordinator position was approved by Council on August 12, 2026. An offer has been made to a new hire who is expected to start in mid-Sept. Katherine will help with on-boarding.
 - WH Tree Canopy – pre-cursor meeting prior to public meeting
 - Replant West Hartford Plan prepared by Bill Gleeson was distributed. Commissioners were requested to submit feedback directly to Mr. Gleeson for inclusion in the final report.
 - Planning & agenda development – tabled, pending decision on which group will convene meeting and meeting date.
 - Arbor Day planting project info – distributed by Andrea
 - Kane & Kennedy Brook Study – Discussion was held on integrating green infrastructure solutions into upcoming brook restoration plans. A public redevelopment workshop is scheduled for September 10, 2026, at 5:00 p.m at the Elmwood Community Center.
6. New Business
- Kennedy Park Community Garden recommendation
 - **Moved:** by Andrea and Pat
 - **Action:** To send a formal recommendation (attached) to Director of Leisure Services Helen Rubino-Turco advocating for the inclusion of a community garden plot within the active Kennedy Park renovation plans (or, alternatively, identifying another suitable location in the eastern section of town to address the community garden program waitlist).
 - **Vote:** Approved 9-0.

- Resident/Ambassador driven campaigns – Discussion about whether a resident led “toolkit” approach to action is more effective than waiting for Town action. Example: Kelly’s neighbor-to-neighbor outreach on food compost program. Took 15 buckets from Public Works and signed up 15 neighbors.
 - Invasive species plant removal – Westmoor Park - David Girard, new Asst Park Naturalist issued a call for volunteers to assist with invasive plant removal efforts at Westmoor Park. Potentially a new model where Town is organizing volunteers?
 - PWF&S Committee 9/10 – Waste RFP
7. Calendar Updates - attached
 8. Agenda for Next Meeting – 9/28/26
 9. Adjournment – 9:00 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.

The Waste Working Group met on August 26.

We continued our conversation from the previous month about how to educate residents about recycling requirements and other waste-reduction opportunities. Ideas include:

- Spreading the word about food waste diversion and composting through neighborhood contact lists.
- Posting similar messaging on the Neighbors & Friends of West Hartford Facebook page.
- Placing an “ad” in the bi-annual Leisure Services guide
- Including information in a potential town newsletter to all residents.

We also drafted a list of potential waste and food scrap metrics, using data that the town already receives regarding residential, school and municipal recycling efforts. Initially these metrics would be included in the Commission’s newsletter. However, it’s our understanding the town might also be interested in these metrics.

In an effort to promote better recycling and food scrap removal at apartment and condo complexes, we’re contacting a state association of condo owners and representatives to see they are willing to include general state level information about recycling and waste reduction in their association newsletter.

Meeting Minutes: Energy Working Group

Date: August 26, 2026

1. Energy Efficiency & HEA Grant (Eversource)

- **Grant Status:** The Home Energy Assessment (HEA) grant application has been submitted ahead of the October 1 deadline. Notification of decisions/turnaround is expected soon.
- **Media & Case Study:** Proposed recording an interview with a local resident to share their personal experience and benefits from receiving a Home Energy Assessment.
- **Outreach & Promotion:**
 - Promotional materials must be approved by Eversource.
 - Outreach strategy includes a banner on the town green, targeted promoted social media posts, and flyer distribution at local farmers' markets.
 - *Action Item:* Explore engaging student volunteers to assist with flyer distribution at various events, or social media.

2. Community Programs & Social Services

- **Community Action Agency (CRT) Update:** CRT no longer has dedicated staff embedded within the Town of West Hartford due to cutbacks.
 - Residents seeking assistance can contact Town Social Services, but will likely be directed back to state-level assistance programs.
- **Low-Income Heating & Fuel Assistance Outreach:**
 - *Action Item:* As temperatures drop, draft newsletter content outlining options for low-income residents regarding heating and operational fuel cost-reduction strategies.
 - Topic coverage will include heat pumps, weatherization/insulation, and available community action funding programs.

3. Events, Electric Vehicles & Fleet

- **Biofuel Fleet Pilot:** Steve shared that the town is currently piloting his company's biofuel in select municipal trucks, with an additional truck recently added to the trial program.
 - *Action Item:* Confirm on specific type of biofuel being utilized.
- **Municipal EV Readiness Workshop:** Highlighted the "Charge Smart" event, a town workshop model in New Haven, CT on October 16 ([EV Club CT Event](#)).
- **EV Showcase / Climate Fest:**
 - Climate Fest is scheduled for September 19 at Parkville Market: <https://parkvillemarket.com/event/connecticut-climate-fest/>

- *Action Item:* Catherine will confirm whether the EV Showcase in partnership with the Sierra Club will proceed in late September in the town

4. Municipal Lighting & Dark Sky Initiatives

- **LED Conversions:** The town has completed the majority of light bulb upgrades to LED fixtures (with a few remaining legacy fixtures along Park Road).
- **Re-Lamping & Dark Sky Standards:**
 - As part of the Sustainable CT score, the town is updating municipal code regarding Dark Sky standards for new development/construction. Existing fixtures will complement the new guidelines.
 - Engineering & Public Works will begin re-lamping sections of town – opportunity for Commission to recommend warmer color temperature light on main roads.
 - Commission should submit recommendation to encourage Dark Sky-friendly lighting practices among local homeowners.

5. ESCO RFP Status

- **Timeline:** The ESCO RFP remains in progress with a submission deadline of **September 3**.
- **Selection Process:** The evaluation and selection process will take approximately one month, after which the chosen ESCO will present their proposal.
- **Review Committee:**
 - *Action Item:* Email Catherine if interested in joining the RFP Review Committee. (Note: Requires a significant daytime time commitment.)

6. Business Sustainability Spotlight: Effie's Place

- **Collaboration:** Working alongside the Economic Development Commission. Bernie is scheduled to meet with owner Johnny.
- **Completed Upgrades:** After a Small Business Energy Assessment from Eversource, installed EV charging stations and smart controls for commercial refrigeration.
- **Newsletter:** A business assessment was completed; interview details will be featured in upcoming business and commission newsletters.

7. Solar & Clean Energy Initiatives

- **SolarAPP+:** Currently in progress for use in West Hartford Building Dept to streamline and accelerate residential solar permitting.
- **Switch Together Program:**
 - A new group-buying solar initiative launching in CT (Reference: [CT Green Bank - Switch Together](#)). The program aggregates town-wide demand under one or two vetted installers to secure discounted group rates.

- *Action Item:* Discuss with Catherine/Commission regarding a formal recommendation letter urging the town to approve and offer *Switch Together* to residents.

- **Plug-In Solar Legislation:**

- State legislation takes effect October 1.
- *Action Item:* Follow up with Catherine and town staff to determine if West Hartford building codes/permitting need updates
- evaluate safe commercial options, and discuss marketing/advertising options to spread the work.

Nature Based Solutions Working Group meeting

August 24, 2026

Members present: Pat Wilson, Madeline Hexter, Chris Feeley, Nancy Cooner, Ann Mione

- 1) Nancy Cooner reported that she was walking on the Trout Brook Trail near Boulevard and New Road, and came upon a public works employee spraying trees with abandon. She asked what he was spraying, and he said "for poison ivy". Nancy said she made a point of showing him that there was no poison ivy present on the tree. He continued spraying. This began a conversation about the town continuing to use herbicides/pesticides, and notifications are non-existent, as is a list of what's being sprayed. We also briefly discussed the current status of the planting policy, and the pesticide plank that is the sticking point. Justin Andrews may be a person Nancy can contact with questions about this practice.
- 2) Trees being planted in various places around town, and how the cheap, smelly Callery Pear continues to be a favorite of the town to plant, and in the same token contribute nothing to the local ecosystem since they are not native.
- 3) Andrea reported that the Arbor Day Foundation got back to her with more information to start a Community Canopy Project. Andrea will present this info to the Commission next week. There are various levels of financial support the town could provide, from \$0 to full cost of trees.
- 4) Tree meeting planning. Pat will reach out to Christy Page to see if it can be held at Westmoor. Not sure if the mayor wants to be involved yet, but she answered an email from Pat that she was planning for an October meeting in town about the trees. We think a fall 2027 first planting might be doable.
- 5) Leave the Leaves presentation discussion. We are a little late on the planning, and have not arranged for a speaker. Pat will reach out to library to see if there are any dates available in the early fall.
- 6) Chris talked about the new invasive plant removal projects being started in town, and a pretty big being near Rockledge country club to which the town will be committing some resources.
- 7) Need to come up with a snappy campaign for the tree canopy project and short discussion about \$\$ for this to happen. ? fund matching through Sustainable CT

Sustainable West Hartford Commission 2026 Priorities

	Action (as seen in 2025 Commission report)	August 2026 Progress/Status	Next Commission Steps	Town Asks
End goal: Embed sustainability efforts in decision-making across all departments (planning, budget and procurement).				
Strategies				
	The ideal solution is to formally establish a Sustainability Office, which will work with all departments to establish sustainability priorities and budgets, like proven models in Groton, New Haven, and Bridgeport.		Propose Sustainability Director again for 2026-2027 Budget	
	To broaden department engagement, collaborate with Town's Sustainable CT 2027 Certification Committee to identify and implement actions within the Sustainable CT framework.		Monitoring progress on actions	
	To increase Commission impact, allocate a modest annual budget (suggested \$5,000–\$10,000) for public education events. This eliminates the need for volunteers to pay for supplies out-of-pocket.			
	Via PWF&S Committee, present recommendations for Council consideration. To the extent possible, identify statistics, costs, best practices and funding sources		PWF&S Committee ready for Commission's specific proposals in their monthly meetings.	
Specific Priorities				
Expand tree canopy	Promote to Town and educate residents to reverse the significant long-term loss of tree canopy. Trees are a valuable part of town infrastructure, ereducing the heat island effect, mitigating flooding, increasing habitat, etc.	Provided feedback on Bill Gleason's topics/outline and community parties. Finalized and distributed detailed draft plan. Researched foundations with environmental focus.	< Provide feedback on plan. < Consider individual and Commission role	Specific asks can include ordinances and supporting private organization plans.
Expand native habitat	Educate and work with residents and the Town to expand native plantings through mechanisms such as Less Lawn, More Life, and Pollinator Pathways. It is one of the 2 issues raised most frequently by residents.		< Prepare summary on elimination of pesticides for Commission review and PWF&S Committee < 2027 Garden Walk planning and Sustainable CT match application	Phase out the Town's use of pesticides. This is a budget issue.
Reduce and divert waste	Expand and further promote the town's food scraps drop-off program.	Drafted and emailed letter to Director of Public Works to contract w/former Recycling Coordinator until new hire made. Town plans to follow through.	Monitor statistics and trends	
	Explore the economic case for the town offering and/or negotiating curbside food scrap pickup.		Waste management RFP responses to PWFS Committee September 10	Town to consider curbside options.

Sustainable West Hartford Commission 2026 Priorities

	Action (as seen in 2025 Commission report)	August 2026 Progress/Status	Next Commission Steps	Town Asks
Increase efficiency and shift to clean energy	Educate and encourage residents and businesses to adopt efficiency and clean energy technologies (e.g., electric vehicles, heat pumps, solar)	Completed application for Power Boost Grant		
Activate existing plans	Work with appropriate commissions and staff to track and implement specific conservation goals in the POCD.		Establish meeting between Mayor, Town Manager and TRLC's new ED, Kathy Blachowski	
	Update Town's Clean Energy Plan	Issued ESCO RFP		
	Integrate sustainability scorecard or checklist into Town's planning/permit process		Forward alternate versions to Town Planner, or get sample of desired format from Town Planner	Support to integrate sustainability into decision-making
Climate resilience	Promote Town and residential use of green infrastructure (e.g. trees, bioswales, rain gardens) to reduce stormwater flooding and heat island effect.		Opportunity to participate in Kane and Kennedy Brook public sessions (09/10)	
Reduce and divert waste	Identify the most common contaminants in waste and recycling and create a resident education campaign to avoid them.			
Increase efficiency and shift to clean energy	Hold community education events (Electric Vehicle Showcase, Climate Change Talk)			
	Explore opportunities for geo-thermal networks (TEN4WH)			
Launch "Cool West Hartford"	Promote sustainability practices for residents, businesses, and institutions.	Town has provided staff and IT support to implement content. Not launched.		

The Problem - Loss of Tree Canopy

Between 2010 and 2013, 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.

The causes are many (aging trees, storms, drought, development, utility trimming, insurance)

The impacts of this loss are also many, particularly economic, to residents, Town, businesses.

The General Solution – Replant West Hartford

The solution will require multiple approaches and audiences to slow further loss and replace tree canopy, including new planting and preservation of mature trees. The first step is to convene interested/committed parties and agree on a plan, structure, and funding.

The First Step: Planning a Meeting of Interested Parties to Agree on an Action Plan

Organization	Status	Interest
Sustainable West Hartford Commission	Communicating with potential partners	Tree canopy is a priority for some members.
West Hartford Tree Project	Spoke with Tom Martin, Chair. Bill Gleason has also spoke to members.	Interested in expanding planting efforts
West Hartford Tree Action Group	Bill reached out to members as individuals	There is interest
West Hartford Garden Club	Bill reached out to Beth Ann Sennet	
Traprock Ridge Land Conservancy		Will make efforts on properties (replanted Wojan Woods)
Town (Leisure Services, Public Works, Engineering, Westmoor)	Bill reaching out to Leisure Services and Public Works	
National Groups (Sierra Club, Nature Conservancy, Arbor Day)	Contacted Sierra Club of CT	No response yet
Connecticut DEEP	Contacted Danica Doroski, Urban Forestry Coordinator	Would send a rep to meeting. Will inform on grant opportunities and ordinances.
Arborists	Luna Tree Care (Liz Pang) would be a good resource	

Step	Status	Next Steps
Determine what groups will engage	In progress (see table below)	Commission feedback on list below
Distribute initial outline (Bill)	Commission reviewed	
Distribute full plan (Bill)	Complete	
Individual interest/commitment		
Determine location and date of "Meeting of interested parties"	Westmoor willing to host	Finalize commitment
Send out invitations for date		
Prepare agenda	See draft for feedback below Who will present/moderate?	

Preliminary Draft Agenda/Key Decisions Ideas

- Individual Commitments (may be determined prior through plan feedback process)
- Define Year 1 focus
 - Between major work streams
 - Initial audience i.e. Private versus Public
- Articulate Planting Goals Over Time (see below for example)
- Identify Year 1 needs for
 - Volunteers and level of effort
 - Leadership/Roles
 - Entity/Structure
 - Budget/Funding Sources
- Commitment/Assign next steps
 - Develop short term Plan, including identifying and incorporating models that work
 - Communication strategy, needs and messaging
 - Work on plan/needs beyond Year 1

Goal Concept					
	Year 0 (2026)	Year 1	Year 2	Year 3	Year 4
Total	1,000	1,500	2,000	3,000	4,000
Private	100%	100%	??	??	??
Business			??	??	??
Public			??	??	??

Possible Funding

Sources: Foundation Center (subscription service through New Britain and Hartford public libraries)

Major Categories where Program Area aligns:

- Donor-advised through foundations
- Utilities
- Local foundations (family or other private)
- Local banks (CRA)

Other options to explore

- Register non-profit with Benevity

Foundations below generally require

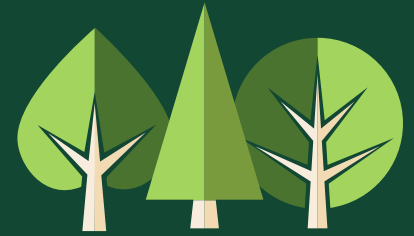
- 501(c)3 designation,
- not interested in funding salaries,
- project is in the coverage area for utilities and banks

Category	Source	Info/Status	Preliminary Idea
Foundations (Corporate Regional)	Eversource Energy Foundation	Environment Stewardship is one of 5 major program areas Rolling application (8-12 week review), \$1-10K, can be over \$10K	Possible target
	Avangrid Foundation (CNG - Orange)	Environment is one of 4 major program areas	Possible target
	Webster Bank	Not a program area	Not a target
	PeoplesBank	Expanding aggressively in Hfd area, Environment Sustainability is one of 3 major program areas Rolling – apply 90 days in advance	Possible target
	NWCB Foundation	Environment is a program area (Community Impact)	
Foundations (Corporate National)	Bank of America Charitable Foundation		
	Schwab – Donor Advised Charitable Giving, Inc.		
	Fidelity Investments Charitable Gift Fund		
	Global Green Grants Fund		
	Vanguard Charitable		
Foundations (Other Private) - Regional	Greater Hartford Gives (formerly HFPG)	Spoken to Tara Sundie. Best option is donor-advised funds.	Possible target
	Knox Foundation		
	Jenian Foundation (Newtown)		
	Summer Hill Foundation (Madison)		
	Sustainable CT Match Fund	Maxed on current	Question for

	(Crowdfunding + Match)	campaign w/WHTP	Sustainable CT: can we start an additional campaign?
Foundations (Other Private) - National	The Nature Conservancy		
	National Fish and Wildlife Foundation		
	Trust for Public Land		
Foundation (Family)	Burton & Phyllis Hoffman Foundation		
	Peter and Carmen Lucia Buck Foundation	Contacted – focused on very specific types of organizations	Not a target
	Olivieri Johnston Family Foundation (West Hartford)		
	Robert and Margaret Patricelli Family Foundation (Simsbury)		
	Alexander Host Foundation		
	Sandra and Arnold Chase Foundation (Hartford)		
Government Grants	LWCF-ORLP		
	FEMA – FY 26 Community Assistance Program – State Support Services Element	Currently open (Aug 31)	

BEGIN YOUR TREE DISTRIBUTION PROJECT

THIS GUIDE WILL HELP YOU PREPARE THE FIRST STEPS IN YOUR COMMUNITY TREE DISTRIBUTION PROJECT.



arborday.org/community-distributions

ARBOR DAY FOUNDATION IS HERE TO HELP ALONG THE WAY.

1 SET A BUDGET

Determine how many trees will be distributed and set a budget that can support it.

2 SELECT A DISTRIBUTION MODE

Choose from three tree delivery options.

- **Mailed:** trees are delivered to participants' doorsteps with tree planting and care instructions.
- **Pickup Event:** host a distribution event for participants to pick-up their free tree.
- **Home Drop Off:** utilize volunteers to deliver trees to participants' homes.

3 SELECT TREE SPECIES

Choose your tree species from the nursery list we provide you. Your species selections will help determine the cost of your program. Arbor Day Foundation can provide you with a list of those species that would thrive in your area.

4 COMPLETE THE ONLINE APPLICATION

Visit arborday.org/distribution-application to complete the online onboarding form to help us create your branded tree portal.

5 DETERMINE YOUR ELIGIBLE AUDIENCE

Determine any eligibility requirements and geographical footprint or boundaries.

6 DRAFT A TIMELINE

Arbor Day Foundation can help with a timeline for your project. We will host planning calls to determine launch dates, distribution model, and other details.

7 EXPLORE THE MARKETING RESOURCE CENTER

Browse the Arbor Day Foundation's resource center to help create your marketing strategy and let us help you maximize your communications.

8 ENSURE ALIGNMENT AND MANAGE EXPECTATIONS THROUGH A SCOPE OF WORK

The Scope of Work Agreement will provide a shared roadmap for executing the project.

Contact us today to get started!

arborday.org/get-started



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Kristen Bousquet
Senior Manager, Partnerships
(402) 473-2023
kbousquet@arborday.org



This agreement, on May 14, 2026, states the partnership details of Partner Name (hereinafter “Partner”) and the Arbor Day Foundation (hereinafter “ADF”) beginning January 1, 2026, and ending June 30, 2026.

Partnership Details

1. Partner is providing \$x total funding for a Community Tree Distribution project
2. Funding equates to x trees at \$x per tree
3. Tree distribution will be done as a pickup event or direct mail to participants
4. Partner will provide all details for customized website creation by 1/15/2026
5. Pick up Event Trees will be bulk transported to partner 24-48 hours before the event date; partner will be responsible for security of trees from time of delivery to event start.
6. ADF will launch customized web portal for reservations no later than 1/30/2026 (dependent on all details being received by Partner)
7. Trees will be offered for FREE to participants, 1 tree max per household to eligible audience
8. Partner will promote the tree offering until all trees are claimed, with ADF launching the customized website no later than January 30, 2026 (dependent on all details being received by Partner).
9. Validation will be set up for geo-lookup through GIS data OR zip codes OR promo codes
10. ADF will email final program invoice to efisher@nsbufl.com by 6/30/2026.

Initial Here: _____

Partnership Scope-of-Work

As a part of this partnership, Partner agrees to:

- Pay agreed upon amount per tree to distribute the full quantity of trees to participants in your decided upon geography. A minimum of 85% of trees will be pre-reserved and captured in the online reservation tool.
- If Partner is new to the program, complete and submit the online application where you will provide a tree species wish list to ADF: <https://est.arborday.org/Application/Company>
- Choose tree species from availability list provided by ADF. (Species substitutions sometimes need to happen due to crop failures or growth/quality issues. If this scenario occurs, ADF will work with Partner to discuss interchangeable species.)
- Provide eligible zip codes, tree event details, and welcome message copy to ADF according the agreed upon timeline.
- Review and approve customized website including the Terms and Conditions.
- Promote the program through multiple marketing channels which may include direct mail campaigns, email campaigns, search engine marketing, web site promotions, press releases, social media and other channels.
 - Prior to launch of the Program, Partner will provide a formal marketing plan, including a timeline and verbiage details to ADF. This marketing plan will include additional marketing that will take place during the last 1-2 weeks prior to program end date, if at least 85% of the trees are not yet reserved.
 - All marketing materials must be sent to ADF for branding approval.
- Deliver checks/payments within 30 days of receipt of invoice to:

Arbor Day Foundation
Attn: Accounting
P.O. Box 80208
Lincoln, NE 68501

- Determine and coordinate the designated location(s) for trees to be picked up by participants.
- Organize and staff the scheduled tree pickup events.
- Arrange location for trees to be delivered, stored, secured 24-48 hours before your event.
- Provide pickup event details to ADF on or before the date specified on page 1, item 4 of the Partnership Details. This includes event dates, times, locations, delivery address for trees, contact person, phone number, and any special instructions.
 - Partner will plan for delivery and secure storage of trees 24-48 hours before event date.
 - Partner will assume responsibility for unloading trees from delivery truck.
 - Partner must communicate any concern of poor tree health upon immediate receipt of trees with the ADF team. (Photos may be requested for purposes of communication with the grower.)
- Unreserved or unclaimed Trees:
 - In case of direct mail model, Partner agrees to make all commercially reasonable efforts to select a mutually agreeable location in which any trees not reserved prior to the close of the program will be planted. However, both Parties agree that if a mutually agreeable location is not selected within fourteen (14) days after the close of the program, then the Partner's remaining trees will be used in a location ADF has identified as a community of greatest need.

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- In case of pickup event model, any unreserved trees will be shipped to Partner, and Partner will assume the sole responsibility of the trees and will be responsible for determining how to use or distribute those trees.
- In case of any trees not claimed at a pick-up event, the Partner shall assume the sole responsibility and cost of the unclaimed trees and will be responsible for determining how to use or distribute those remaining trees.

As a part of this partnership, the Arbor Day Foundation agrees to:

- Provide a pre-selected list of available tree species for Partner to choose from.
- Source specified quantity of containerized trees for Partner's program.
 - Trees are to be delivered in a healthy condition, without damage and free of disease and/or pests. Trees may be leafless or in dormant condition on arrival.
- In case of direct mail model--
 - Trees are to be pre-reserved and shipped directly to participants' residences by ADF vendor.
 - Insert planting/care instructions with tree shipments to residents.
 - In the case that trees are not depleted by the end ship date, trees will be available for a final bulk shipment to location determined by Partner or ADF can provide a recommendation to an Alliance for Community Trees member in the Partner's area.
- In case of pickup event model--
 - Trees are to be bulk transported to Partner event site 24-48 hours before event.
- Maintain customized website (tree portal) for Partner:
 - Provide a custom url for Partner's reservation website.
 - Create and customize tree reservation website per Partner's provided details.
 - Setup program per the delivery model chosen by Partner.
 - Launch website per terms where trees will be reserved by participants
 - Website customizations to include:
 - Approved Partner logo;
 - Interactive mapping tool;
 - i-Tree Tools research on the long-term benefits of specific trees planted around participant's house (including energy savings, air quality, and carbon emissions);
 - Customized welcome message and terms and conditions statement (will require each participant to accept these terms for each order submitted);
 - Order confirmation email will vary slightly depending on program model that participant has selected. Email will include a map showing the agreed upon energy saving planting location;
 - Provide a specific toll-free customer service line to support participant help/questions surrounding the program; and
 - Pre-event reminder email and text message.
- Provide Partner with access to an online marketing toolkit which includes logos, samples, templates of promotional materials to be used for advertising and marketing.
- Collect and provide a wait list of Partner participants who express interest after trees are depleted.
- Provide an invoice to Partner via email. Payment due within 30 days of receipt of Invoice.
- Provide dashboard login access to allow Partner to access and download all data related to this program including all customer orders and environmental data.
- Administer post-program survey to participants and compile results to share with Partner.
- Provide program summary report to Partner. Report to include cumulative tree data related to environmental impact: energy benefits (kWh and therms conserved) and community benefits

Initial Here: _____

(lbs of CO2 sequestered and avoided, gallons storm water conserved, lbs of air filtered) and other Key Performance Indicators. Report will be shared with Partner via email.

- Will indemnify and hold harmless Partner, its officers, directors, employees and affiliates from and against any and all claims, liabilities, losses, costs, damages or expenses (including court costs and reasonable attorney's fees) due to damages or losses suffered by third parties in connection with the operation of this agreement.

Arbor Day Foundation will retain rights of use for tree-related data (data *not* pertaining to Partner customer identity) captured through the Arbor Day Foundation tree distribution tool.

Partner agrees that all data provided under this Agreement shall not be used in any manner that is discriminatory. The Partner shall ensure that the data is utilized in compliance with all applicable laws and regulations, and in a manner that promotes fairness, equality, and non-discrimination. Any use of the data that results in discrimination based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic is strictly prohibited.

If either party or its key executives commit any act or become involved in any situation that conflicts with the Arbor Day Foundation's mission of environmental conservation or results in serious negative publicity, the non-involved party shall have the right to terminate this Agreement.

Upon approval, please sign and date this agreement.

Partner Name here

Signature

Date

Printed Name; Title

Arbor Day Foundation

Dan Morrow, VP of Partnerships

Date

Abbie Eisenhart, Director of Corporate
Partnerships

Date

Initial Here: _____

Dear Helen—

We are writing on behalf of the Sustainable West Hartford Commission, to formally recommend that the Town consider installing a community garden space as part of the Kennedy Park renovations.

This recommendation was submitted by at least one commissioner during the online survey phase. Unfortunately, we were not able to attend the July 27th presentation at Elmwood as that coincided with our own Commission meeting.

The Town's 2024 Sustainable CT application highlighted that the Town's existing community gardens (Wolcott, Buena Vista, and Westmoor Park/Flagg) are oversubscribed every year. It also noted that there are currently no community gardens on the east side of town, and that an additional location should be considered to improve equity and access. Sustainable CT's Action 10.4 Develop and Promote Community Growing Spaces (below) outlines why these spaces are important, and their many benefits.

From the Commission's perspective, we believe that a community garden at Kennedy Park would be a sustainable, positive complement to the recreational amenities and upgrades being planned. If Kennedy Park is not feasible, then we urge the Town to select another municipal location, such as Whiting Lane, Flatbush Lot, Beachland Park, or Southwood Park.

Please let us know if there is anything that we can do to help move this recommendation forward.

Thanks for your consideration.

Dave Sagers, Commissioner and Chair

Pat Wilson and Andrea Yuliano, Commissioners and Nature-based Solutions Working Group

Action 10.4 Develop and Promote Community Growing Spaces

<https://sustainablect.org/actions-certifications/actions#open/action/71>

Why This Matters

As the effects of food insecurity, climate change, and economic inequality continue to impact our communities, towns can promote and create impactful spaces that increase fresh food availability, sense of community, connection to food and the environment, and positive environmental effects. As the food insecurity rate in Connecticut is 11.3% and rising, it is imperative that we create consistent and reliable sources of local, healthy food for residents experiencing hunger.

Community-led and -maintained spaces for gardening, farming, or other forms of plant growing and horticulture are vital in combating alienation that results from our fast-paced and often isolationist culture by creating gathering spaces for social cohesion, discussion, and learning. These spaces have the potential to create safer, more livable communities by sharing food production and dietary knowledge with the broader community and by fostering physical activity and healthy movement.

Benefits

Opportunities for community gardening, farming, or other growing practices yield environmental, social, and health co-benefits for towns and their residents. Community growing spaces enhance the health of community members both by increasing physical activity through maintenance activities and by improving food security, dietary habits, and healthier food intake through education and fresh food availability. Creating opportunities for hands-on gardening and farming work incites community cohesion through new gathering places and educational opportunities while providing mental health benefits, relaxation for residents, and aesthetic improvements to the community. Environmental benefits of community growing spaces include the conservation and/or remediation of land, the improvement of air and soil quality, increased biodiversity of and habitat for plants and animals, reduced “food miles” required to transport nutritious food, reduced neighborhood waste through composting, and the improvement of the municipal micro-climate. Dedicated spaces for plant cultivation and horticulture also alleviate the local effect of climate change on agricultural output and fresh food unaffordability by making health food and plant products accessible.



Upcoming Events

- Sep 10, Th 4:30- 7 PM, [Kane and Kennedy Brook](#)
- [Flood Study Public Meeting](#), @ Elmwood Community Center.
- Sep 15, Tu @ 6-8 PM, Story of Plastic, (Film & Discussion) @ Bloomfield Public Library, Bloomfield CEEC [Registration](#)
- Sep 19, Sa @ 12-4 PM, CT Climate Fest, Parkville Market, Hartford, Sierra Club of CT. <https://parkvillemarket.com/event/connecticut-climate-fest/>
- Mid-Sep, Early Oct? WH Tree Canopy pre meeting
- Oct 3, 4, 10, or 11, WH Electric Showcase, Sierra Club of CT
- TBD, Sust WH HES events (pending Community Energy Boost grant)
- Oct 16, Fri 8:30AM-3:30 PM - Charging Smart: Municipal EV Readiness Workshop, EV Club of CT [Registration](#)
- Summer 2027 or 2028?, WH Garden Walk (Buffalo, NY model)
- Nov 17 or 18 – NBS Workshop with WHPL

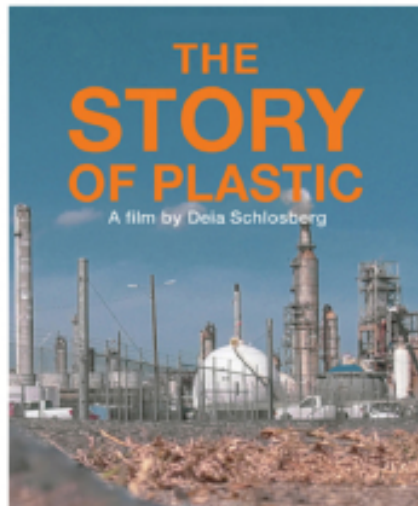
Other Calendars:

- Sustainable CT: <https://sustainablect.org/trainings-events/trainings-events-calendar>
- PACE: <https://www.pacecleanenergy.org/resources/events/>
- Sierra Club of CT: <https://connecticut.sierraclub.org/outings>
- CT League of Conservation Voters: <https://www.ctlcvt.org/events.html>
- Town of West Hartford: <https://www.westhartfordct.gov/town-departments/public-relations/calendar-of-events>
- We-Ha: <https://we-ha.com/calendar/#/>
- WH Public Library: <https://westhartford.librarymarket.com/events/month>

Prosser Library | 1 Tunxis Ave. | 860-243-9721

The Story of Plastic

Film Screening and Panel Discussion



**Tuesday
September 15
6:00 PM**

in partnership with Bloomfield's
Conservation, Energy & Environment
Committee (CEEC)

Sign up at bplct.org
Event Calendar or
scan the QR code



**The Story of Plastic is a powerful film revealing
the ugly truth behind plastic pollution and
the false solution of plastic recycling.**

After the film, learn about ways to restrict plastic pollution with Katharine Owens, Ph.D., a National Geographic Explorer and Fulbright Nehru fellow.

Katharine is a scholar who merges science, policy, and the arts on the topic of plastic pollution. She's worked on plastic pollution projects worldwide, and is a professor at the University of Hartford.

This event is in partnership with Bloomfield's Conservation, Energy & Environment Committee (CEEC). Brad Huskinson, the event's moderator, is an ally of the CEEC, and a speaker for the environmental non-profit, Beyond Plastics, which fights plastic pollution.



Is your town ready for EVs? **THE MUNICIPAL EV-READINESS WORKSHOP**

Jump-start your planning. Get certified in Charging Smart!

Join municipal leaders from across Connecticut for this free unique and interactive workshop focused on preparing communities for the transition to electric vehicles. Through presentations, peer learning, exhibits, and interactive sessions, participants will gain practical tools for EV-readiness and get on a fast track to certification in the national "Charging Smart" program.

WHO SHOULD ATTEND?

- Municipal planners
- Public works staff
- Fleet managers
- Sustainability committees
- Zoning & land use officials
- COG staff
- Elected officials
- Energy & transportation professionals
- Board of Ed Officials

WHAT YOU'LL LEARN

- Planning for municipal EV fleets
- Public EV charging strategies
- Funding and incentive opportunities
- Fleet vehicles and charging technologies
- Model policies and best practices
- Charging Smart certification
- Lessons from Connecticut communities
- Networking with municipal and industry experts

The free Charging Smart program provides technical assistance, practical tools, and a step-by-step pathway to help your community expand EV charging and earn national recognition.

● ● ●
**OCTOBER 16, 2026
HOTEL MARCEL, NEW HAVEN**



tinyurl.com/EV-Readiness-Workshop

**REGISTER
NOW!**

Kane and Kennedy Brook Flood Study Public Meeting

WHERE

Elmwood Community Center*

Auditorium

1106 New Britain Ave,

West Hartford, CT 06110

***Enter via Burgoyne Street. Free parking.**

WHEN

Thursday, September 10, 2026

4:30 p.m. - 7:00 p.m.

Presentation from 5:30 p.m. - 6:30 p.m.

STUDY OVERVIEW

The Town of West Hartford and the City of Hartford are working together to assess the storm drainage systems within the Kane and Kennedy Brook Watershed area. The study is focused on evaluating potential improvements to the public drainage system to reduce flooding and improve drainage capacity within the watershed. While some improvements may also help reduce flooding on private properties where stormwater can be conveyed to the public drainage system, addressing private property flooding is not the primary purpose of the study.

STUDY GOALS

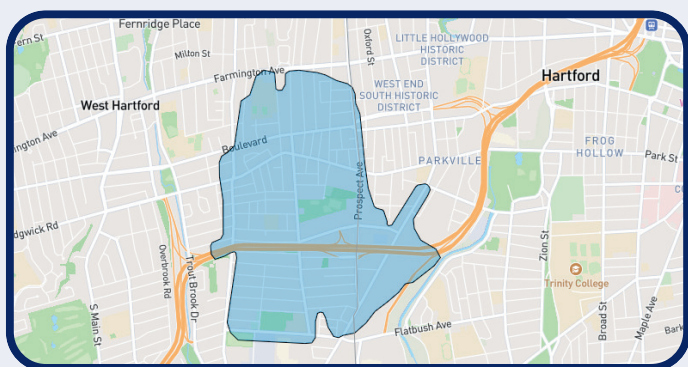
Identify flooding issues
and system deficiencies

Understand watershed
conditions and risks

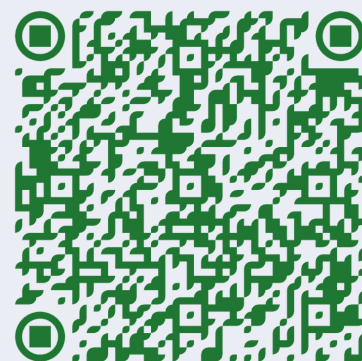
Develop and analyze
improvement alternatives

Provide cost-effective,
implementable
recommendations

STUDY AREA



Learn more about the
study and submit a
comment through
September 24th, 2026!



 **Email:** kanekennedy@westhartfordct.gov

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.