



KEY	
Potential?	
In progress	
Must revise	
Uploaded for pts	
Done	
Points	

Actions	Sub-Actions	Submission Requirements	Period	Comments	Points
<b>1. Thriving Local Economies</b>					
<b>1.1 Support Redevelopment of Brownfield Sites</b>	Create a municipal or regional brownfields inventory.	<ul style="list-style-type: none"> <li>The brownfield inventory and the name of the person(s) responsible for updating the inventory.</li> </ul>	<5 yrs.	Uploaded	10
	Create a map of the brownfield sites within your community.	<ul style="list-style-type: none"> <li>A link to the map of brownfield sites listed in the inventory.</li> </ul>	<5 yrs.	Margie Purnell	5
	Engage the community to prioritize brownfield sites for redevelopment.	<ul style="list-style-type: none"> <li>A list of priority sites.</li> <li>Dates of the community planning meeting(s) or workshop(s) held.</li> </ul>	<5 yrs.		10
	Collect additional information for priority sites.	<ul style="list-style-type: none"> <li>A written summary of the necessary information for each priority site, incorporating photographs.</li> </ul>	<5 yrs.		5
	Hold a process of public engagement to identify potential reuse options.	<ul style="list-style-type: none"> <li>A list of reuse options, which may be general to any brownfield site or specific to one or more brownfield sites.</li> <li>The dates of any community planning events.</li> </ul>	<5 yrs.		10
	Communicate and actively market brownfield redevelopment opportunities.	<ul style="list-style-type: none"> <li>A list of links to any websites that post redevelopment opportunities for your municipality's brownfield sites.</li> <li>Any printed materials used to market those sites.</li> </ul>	Website current, <3 yrs print		10
<b>1.2 Implement Sustainable Purchasing</b>	Adopt a sustainable purchasing policy and distribute it to all municipal departments.	<ul style="list-style-type: none"> <li>The sustainable purchasing policy adopted by resolution or ordinance.</li> <li>Evidence that policy has been distributed to all municipal departments.</li> </ul>	Current and <5yrs		20
	Develop and maintain an up-to-date vendor list.	<ul style="list-style-type: none"> <li>The vendor list. Explain, in 200 words or less, any special designations incorporated into the list.</li> </ul>	<1yr.		5
<b>1.3 Inventory and Promote Local Retail Options</b>	Select a target sector and develop an inventory of local retail options for that sector.	<ul style="list-style-type: none"> <li>A copy of each sector-specific inventory.</li> </ul>	<1 yr	Sector = farmers market	10-20 points per sector inventory
	Develop, implement and maintain an ongoing "buy local" campaign.	<ul style="list-style-type: none"> <li>An overview of outreach (5 sentences), including target populations (if any) and at least one example from among materials disseminated which could include flyers, newsletters, website links...</li> <li>A list of any campaign sponsored events or public meetings where the campaign was highlighted and discussed and dates held.</li> </ul>	<1yr	Check that this has been uploaded Min., 10 points per sector-specific inventory, max. 20 points	10
<b>1.4 Provide Resources and Supports to Local Businesses</b>	Create and maintain a business-to-business registry to promote peer learning, the sharing of best practices, and mutual support.	<ul style="list-style-type: none"> <li>A copy of the business-to-business registry.</li> <li>Evidence of its dissemination among businesses (email, in-person convening).</li> <li>Contact information of the person(s) responsible for updating the registry at least annually.</li> </ul>	<1yr	Kate Ward C.Ian D.Reviewer was looking for all places that sold locally grown foods, such as small shops/markets/grocery stores. We have written	5
	Identify, or create and disseminate, a toolkit for pre-disaster business preparedness and for post-disaster conditions.	<ul style="list-style-type: none"> <li>A copy of the toolkit.</li> <li>Evidence of its dissemination among businesses.</li> <li>Contact information of the person(s) responsible for disseminating the toolkit and evaluating when identifying or creating an updated toolkit is necessary.</li> </ul>	<1yr		5

	Host one or more business roundtables with municipal officials to support dialogue on topics including but not limited to the needs and opportunities to build and expand business development in the community.	<ul style="list-style-type: none"> <li>A list of business roundtables or other events. <ul style="list-style-type: none"> <li>The dates that they were held.</li> </ul> </li> <li>At least one additional piece of documentation related to the roundtable, such as a promotional flyer, event schedule, agenda, minutes, presentations, sign in sheets, photographs or the name and contact information for the person responsible for coordination.</li> </ul>	<1yr	stores. we have written details in the comments section, including the names of the places/restaurants that do sell locally grown products.  Also, need to specify specifically how town is involved in farmer's market. Wrote some information in comments but can be adjusted if necessary.	5
	Support Small Business Development Centers, Main Street Programs, Tourism Boards, Central Business Development Districts, or other comparable entities.	<ul style="list-style-type: none"> <li>A partnership letter, memorandum of understanding, or comparable document outlining the nature and extent of municipal resources being used to support one or more of these entities.</li> </ul>	<1yr.		5
	Invite businesses to participate in at least three events to build community recognition, provide access to potential customers, and connect the businesses to civic and community organizations.	<ul style="list-style-type: none"> <li>For each event, a flyer or other document related to the event, such as a promotional flyer, event schedule, agenda, minutes, presentations, sign in sheets, photographs or a list of businesses that participated in the event.</li> </ul>	<1yr.		5
<b>1.5 Promote Sustainable Workforce Development</b>	Conduct a sustainable jobs and workforce capacity assessment for the municipality or region.	<ul style="list-style-type: none"> <li>The sustainable jobs and workforce capacity assessment.</li> <li>A list of any roundtable events and the dates they occurred.</li> </ul>	Event <4 yrs, Meetings <1 yr		10
	Establish a sustainable job training partnership.	<ul style="list-style-type: none"> <li>A link to a website or hard copy materials describing the nature of the sustainable job training partnership.</li> </ul>	<1 yr		10
	Create networking opportunities for job seekers to meet operating sustainable businesses.	<ul style="list-style-type: none"> <li>A list of any networking events to foster sustainable development opportunities and the dates that they occurred.</li> </ul>	<1 yr.		5
<b>1.6 Participate in and Promote C-Pace Program</b>	Pass a municipal resolution to opt-in to C-PACE, sign a legal agreement with C-PACE and post a link to information about C-PACE on your municipality's website.	<ul style="list-style-type: none"> <li>A certified, signed copy of your municipality's resolution opting-in to C-PACE.</li> <li>A certified copy of your municipality's legal agreement with C-PACE OR certified minutes from the legislative body meeting that shows action was taken to present and approve the resolution.</li> <li>A link to information about C-PACE on your municipality's website</li> </ul>	anytime	Kate Ward	5
	Encourage local building owners to access C-PACE financing by organizing an educational event, conducting outreach to individual property owners, or working with the CT Green Bank on a marketing partnership initiative.	<ul style="list-style-type: none"> <li>A list of the names of any educational events and the dates they were held.</li> <li>Or any other documentation that verifies your municipality's efforts to access C-PACE financing.</li> </ul>	<1 yr		5
	Earn credit for C-PACE projects approved by the Green Bank and completed by the local contractor for commercial, manufacturing, multifamily, and nonprofit buildings undertaking clean energy improvements.	<ul style="list-style-type: none"> <li>A list of buildings approved for C-PACE financing, which you may obtain by contacting the Connecticut Green Bank, submitting a screenshot of listed projects from their website, or otherwise providing a list of buildings.</li> </ul>	<3 yrs		5
<b>2. Well-Stewarded Land and Natural Resources</b>					
<b>2.1 Provide Watershed Education</b>	<ul style="list-style-type: none"> <li>Sponsor or host a program to educate citizens and business owners about the value of watersheds</li> <li>Implement and maintain a signage program that highlights key watershed issues, OR Promote and encourage citizens and business owners to take a watershed health pledge.</li> </ul>	<ul style="list-style-type: none"> <li>An overview of your education program (5 sentences maximum), including target populations (if any); and at least one example from among materials disseminated.</li> <li>Maps, promotional materials, or photos of educational signage,</li> <li>Examples of pledges taken (first remove contact information).</li> </ul>	<1 yr		5

	Institute a local monitoring program related to watershed functions or health for citizen groups such as local nonprofits or K-12 students.	<ul style="list-style-type: none"> <li>• A description of monitoring program and photos of monitoring in progress.</li> </ul>	<1 yr		5
<b>2.2 Create a Watershed Management Plan</b>	Conduct a Natural Resources Inventory for a watershed.	<ul style="list-style-type: none"> <li>• A completed natural resources inventory.</li> <li>• A map of aquifers, riparian corridors, wetlands, vernal pools and headwaters.</li> <li>• A map depicting land uses and possible locations where pollutant loads may enter watershed.</li> </ul>	<10 yrs	<p style="text-align: center;"><u>Karen Nelson</u> Ilan found some HVA information on 2.1-2.4 HRC Bart 2.2) 10 point Min., 30 points max</p>	10
	Review existing zoning and subdivision regulations for alignment with watershed protection goals.	<ul style="list-style-type: none"> <li>• A summary of regulation review, including a description of how it aligns (or doesn't) with watershed protection goals.</li> <li>• Copies of all complementary regulations edited or enacted to promote watershed protection goals.</li> </ul>	<10 yrs		10
	Develop a list of priority actions and projects for reaching watershed protection goals.	<ul style="list-style-type: none"> <li>• A copy of the action plan.</li> </ul>	<10 yrs		10
	Complete an Action Plan Project.	<ul style="list-style-type: none"> <li>• Documentation of the completed action plan project.</li> </ul>	<10 yrs		15
<b>2.3 Engage in Watershed Protection and Restoration</b>	Adopt Source Water/Riparian Corridor Protection.	<ul style="list-style-type: none"> <li>• A description of the regulations, noting the specific watershed resource they protect and/or threat that they address</li> </ul>	<10 yrs		15
	Complete an open space inventory, including a corresponding geodatabase, protected agricultural lands, open space protected by conservation easements, municipally-owned open space, state-owned open space, water company owned open space, and land trust open space.	<ul style="list-style-type: none"> <li>• A copy of completed open space inventory and a map layer with attached template included as an attribute table.</li> </ul>	<10 yrs		10
Prioritize resources for protection.	<ul style="list-style-type: none"> <li>• A list of resources prioritized for protection, including criteria used and a description of your long-term acquisition plan.</li> </ul>	<10 yrs			
Develop an open space preservation plan.	<ul style="list-style-type: none"> <li>• A copy of the open space preservation plan.</li> </ul>	<10 yrs			
<b>2.5 Create a Natural Resource and Wildlife Inventory</b>	Develop a natural resources and wildlife (NRW) inventory and create a basic map set and	<ul style="list-style-type: none"> <li>• A copy of the NRW inventory with mapping and descriptions of inventory .</li> </ul>	<10 yrs	HRC Bart	10
	Integrate your NRW inventory into municipal planning documents and/or decision-making processes.	<ul style="list-style-type: none"> <li>• A description of the process of integrating natural resources and wildlife inventory into planning documents and decision making processes.</li> </ul>	<10 yrs	if done 6/28, needs upload POCD 2020, should have been discussed at July 19 meeting	
<b>2.6 Manage for Drought and Municipal Water Use</b>	Establish a policy to 1.) utilize WaterSense labeled appliances in all new town construction and 2.) replace all bathroom fixtures and pre-rinse spray valves in town buildings with WaterSense labeled equivalents.	<ul style="list-style-type: none"> <li>• A copy of your formal policy or documentation to prove that your municipality uses WaterSense labeled products (e.g., procurement contract, a list of installations).</li> </ul>	<5 yrs		10
	Develop a drought communications plan to inform residents about drought restrictions.	<ul style="list-style-type: none"> <li>• A copy of your Drought Communications Plan and links on municipal website with utility and state drought information.</li> </ul>	<3 yrs	Uploaded Facebook warning samples	
<b>2.7 Provide Education on Water Conservation</b>	Sponsor or host a water conservation education workshop that targets local businesses and residents.	<ul style="list-style-type: none"> <li>• A description of the water conservation education workshop.</li> </ul>	<1 yr		5
	Identify and disseminate water conservation educational materials to community through multiple communications channels.	<ul style="list-style-type: none"> <li>• An overview of your outreach strategy (5 sentences maximum), including target populations (if any) and at least one example from among the materials disseminated.</li> </ul>	<1 yr		
<b>2.8 Implement Low Impact Development</b>	<i>Education Projects</i>	See below:	<1 yr		Up to 15
	Establish a program to encourage low impact development practices on private property.	<ul style="list-style-type: none"> <li>• A copy of the program announcement and program description and website, if applicable.</li> </ul>			5

	Develop and distribute educational materials on LID to the general public.	• A PDF of the educational materials that have been posted and/or distributed.		Karen Nelson Still need submission requirements. Any official plans?	5
	Host an educational event on stormwater issues and LID.	• The event notice/poster.			5
	<i>Planning, Regulation and Policy Projects</i>	See below:	completed >2011, Regulation review and revision <2012		20
	Include a sections on the importance of stormwater management and support of LID solutions in your POCD	• A copy of your officially adopted POCD, please note the relevant section(s)			10
	Encourage and promote Low Impact Development in your regulations (such as, zoning, subdivision and road ordinances)	• A copy of the regulation(s) formally adopted by your governing body that encourage or promote Low Impact Development. Please note the relevant section(s) of each regulation included.			10
	<i>Implementation Projects</i>	See below:	completed >2011		10
	Implement a LID demonstration project with signage in a high-visibility location.	• Photos and a brief description of the demonstration project with accompanying signage.			5
	Develop a long-term maintenance plan for LID installations on municipal property.	• The maintenance plan and evidence of adoption by the Department of Public Works or appropriate town body.			5
<b>2.9 Manage Woodlands and Forests</b>	Establish a Forestry Advisory Committee.	• A list of members of the Forestry Advisory Committee and the date of the most recent meeting .	<1 yr	Submitted minutes	10
	The Forestry Advisory Committee must complete at least one activity, i.e. assessing tree cover, establishing a tree planting program, etc.	• Documentation of the activities performed by the Forestry Advisory Committee.	<1 yr	KF & Deb Bennett	
<b>2.10 Facilitate Invasive Species Education and Management</b>	<i>Municipal Management of Invasive Species</i>	See below: <b>All items must be completed to receive credit</b>	Regulation Review <10 yrs, Removal Components <1 yr	HRC Bart Submit CCT Event	10
	Examine regulations to ensure that your municipality is not unintentionally supporting the use of non-native species; eliminate all invasive species from lists of acceptable plants.	• A description of regulation review process, including which regulations were reviewed and amended and how you amended them.			
	Educate municipal staff and adapt management practices to reduce the presence of unintended plant species through environmentally-sound methods.	• A description of the education provided to municipal grounds keeping staff.			
	Engage in invasive species management practices on municipal properties.	• A description of the invasive species management practices now being employed on your municipal properties. Include before and after photos, as well as detailed information about the area treated, and when and how it was treated.			
	Embed invasive species management practices into your grounds maintenance practices.	• Your community's plan for future invasive species treatments, and include a description of how you have embedded invasive species management practices into your grounds maintenance practices.			
	<i>Residential Education</i>	See below: <b>All items must be completed to receive credit</b>	<1 yr		

	On your municipal website post invasive species education resources. Provide links to sources (may be external) outlining invasive species identification and removal techniques.	• A link to the invasive species education resources on your municipal website.			5
	Host or sponsor an educational workshop for residents about invasive species and removal	• Title and date of workshop.			
<b>2.11 Implement Green Grounds and Maintenance Program</b>	Complete the hyperlinked inventory for properties maintained by your municipality.	• A copy of the completed inventory.	up-to-date		10
	Ground Treatment BMP: Utilize an Integrated Pest Management Standard OR Utilize an Organic Lawn Care Standard.	• A copy of the IPM standard utilized with a description of how it is implemented • A copy of the organic lawn care standard utilized with a description of how it is implemented.	up-to-date		5
	Irrigation BMP: Assess Annual Irrigation Patterns and Reduce Where Possible.	• A copy of your irrigation assessment with a description of the efficient irrigation practices implemented and amount by which this plan reduced irrigation (if available).	up-to-date		5
	Runoff BMP: Pervious Pavement OR Disconnect Impervious Surface.	• A copy of your new pervious pavement policy OR a description of how you support the disconnection of impervious areas and rooftops from the stormwater system.	up-to-date		5
	Land Use Practices BMP: Native Planting and Pruning Policy OR Education Program.	• A copy of your native planting and pruning policy, OR a description and supporting materials of the education program and the date(s) the program was held.	up-to-date		5

### 3. Vibrant and Creative Cultural Ecosystems

<b>3.1 Map Tourism and Cultural Assets</b>	<i>Create a Tourism and Cultural Asset Map</i>	See below:	Published <5 yrs, Updated Yearly		10
	Identify information for each potential tourism and cultural asset	• A list of assets with the information referenced in the action included			
	Create a useable and public online resource for the community to search, learn and use the information generated on the assets.	• Hyperlink to the finished web-based resource.			
	Create a maintenance plan for updating the dynamic tourism and cultural asset web resource defining how often the map will be updated (for instance, seasonally).	• A copy of the plan for maintaining and updating the tourism and cultural asset resource.			
	<i>Update CTVisit Profile</i>	See below:	Updated <1		5
	Update the municipal profile on CTVisit AND maintain the content, images, and functioning links periodically.	• The hyperlink to the municipal profile on CTVisit.			
<b>3.2 Support Arts and Creative Culture</b>	<i>Implement three of the eleven activities that support arts, outlined below:</i>	• <i>Submit required materials for at least 3 of the 11 activities outlined below:</i>			
	Establish a Poet Laureate through resolution	• A copy of the resolution or ordinance.			
	Include arts and culture in publicly available municipal marketing (printed or web-based).	• Links to online marketing materials and/or samples of printed marketing materials.			

<p>Commit dedicated funding to the arts (during the twelve-months prior to application submission). Funding may be directed at an Arts Office, as part of the municipal budget, through grants, or to outside services. Funding cannot be directed towards another Sustainable CT action, nor can it be directed at subpart #5, listed below</p>	<ul style="list-style-type: none"> <li>• A description of amount of funding allocated and what was funded.</li> </ul>	<p>lan – make list of events for Katherine to send to Sustainable CT to describe how Cornwall's Arts &amp; Culture works Can fulfill this one – links to Chronicle, all issues archived. Brooke created document for KF Town gives money to library, library puts on events. Brooke - Move everything under 3.2 to 3.4, then submit 3.2 documentation - Katherine: send list to Sustainable CT explaining Cornwall's culture and methods that don't match requirements (privately funded and invites entire community)</p>	<p>10 points per completion of 3 activities, additional 5 points for each additional activity, and 5 additional points if work with an underserved community, as outlined in the</p>
<p>Establish a percent for art/public art program (at least 1% of project cost must be spent on art, municipality can adjust the % requirement in excess of 1%).</p>	<ul style="list-style-type: none"> <li>• A description of the program you established.</li> </ul>		
<p>Establish a Cultural Office or Arts and Culture Department/Council.</p>	<ul style="list-style-type: none"> <li>• Proof you established the Cultural Office or Arts and Culture Department/Council (for example, a signed letter from the Department Head or Chief Elected Official).</li> <li>• A description of the office's mission and copy of its work plan, including how the Office fits within the existing municipal organizational chart.</li> <li>• A copy of the office's budget and proof funding.</li> </ul>		
<p>Establish and designate/appoint an Arts and Culture Liaison or Artist-in-Residence to your municipality.</p>	<ul style="list-style-type: none"> <li>• The name of your appointed Arts and Culture Liaison or Artist-in-Residence and proof of appointment (for example, a signed letter from the Department Head or Chief Elected Official).</li> <li>• A description of how the position integrates within ongoing municipal operations.</li> <li>• A description of the selection process, including duration</li> </ul>		
<p>Streamline permitting system for events, performances, etc. in public spaces.</p>	<ul style="list-style-type: none"> <li>• A description of how permitting systems were altered to facilitate permitting for events, performances, etc. in public spaces.</li> </ul>		
<p>Establish an Arts District.</p>	<ul style="list-style-type: none"> <li>• Documentation proving the new Arts District exists. Describe how the district was created and how the area was selected.</li> </ul>		
<p>Establish an annual recognition program for local artists.</p>	<ul style="list-style-type: none"> <li>• A description of the components included in the recognition program, include selection process and award criteria, outreach and marketing, etc.</li> </ul>		
<p>Support arts and cultural activities offered at the local library(ies) by either: Promoting, through municipal outlets, events offered at your local library, OR Partnering with your local library to create an arts and culture program and promoting it through municipal outlets.</p>	<ul style="list-style-type: none"> <li>• If selecting option 1: List all arts and culture programs offered by your local library for the current year, noting which you will promote. Provide one example of how a program was promoted.</li> <li>• If selecting option 2: Describe the program created and how it was promoted (include a url, copy of printed materials, or other).</li> </ul>	<p>Books &amp; Blooms Flyer – Uploaded. Need description of how program was created from lan</p>	<p>description with a maximum of 25 points for this action</p>
<p>Support artists. 5 additional points will be added to your total score if you support artists that identify as marginalized or underserved (for example, young and emerging, veterans, seniors).</p>	<ul style="list-style-type: none"> <li>• Develop professional development services for artists, art administrators, and arts presenters/curators (they may be virtual).</li> <li>• Submit: A description of the professional development services developed. Description of how it was administered and number of participants.</li> <li>• Develop municipal internship opportunities (paid or unpaid) or an apprenticeship program.</li> <li>• Submit: A description of the internship/apprenticeship program created.</li> <li>• Link to the website hosting information on program.</li> </ul>	<p>Already in place.</p>	

Proof of current status

		<ul style="list-style-type: none"> <li>• Develop a workshop(s) and discussion opportunity(ies) for artists, art administrators, and arts presenters/curators.</li> <li>• Submit: Workshop/discussion opportunity flyers, agendas, photos.</li> </ul>			
		<ul style="list-style-type: none"> <li>• Develop municipal professional artist network(s) and peer sharing opportunity(ies).</li> <li>• Submit: A description of the artist professional network and peer sharing opportunity(ies). Describe events, number of members, outreach and engagement plan, mission statement of network, description of oversight process.</li> </ul>		Done by library. Ian can see town's involvement.	
		<ul style="list-style-type: none"> <li>• Develop an artist mentoring program.</li> <li>• Submit: A description of the mentoring program, include oversight plan and budget.</li> </ul>		Is this Option 1 or Option 2? Promoted by Chronicle. If Chronicle not operated directly by town, describe relationship in comments.	
<b>3.3 Develop a Creative Placemaking Plan</b>	Engage diverse culture bearers, artists of all kinds and members from the arts and culture field and develop a Creative Placemaking Plan. Your plan may be for a neighborhood or selected area of your community, or for your entire municipality.	• A copy of the Creative Placemaking Plan and verification that the plan has been formally adopted by the local governing body.	<10 yrs	Ian working on. Sustainable CT said it is okay that all events are put in Chronicles, as long as you specify town's involvement/relationship with Chronicle.	10
	Integrate the Placemaking Plan into the Plan of Conservation and Development (POCD).	• A copy of the updated, adopted POCD that integrates the Creative Placemaking Plan.	<10 yrs		5
<b>3.4 Provide an Arts and Culture Program for Youth</b>	Gather organizations involved with youth to determine what has been done and create an education program dedicated to arts and culture.	<ul style="list-style-type: none"> <li>• A completed inventory of what arts and culture programs are offered in the school system and after school.</li> <li>• Stakeholder meeting agendas and the list of recommended steps</li> <li>• The educational program and description of the training session. <ul style="list-style-type: none"> <li>• A copy of the budget and proof of funding source.</li> <li>• Documentation of completion of actions recommended</li> </ul> </li> </ul>			
	Inventory what is currently offered in the school system and after school, what types of arts and culture programming community members want to create in the future, and what has been done historically (go as far back as is appropriate for your community).	<ul style="list-style-type: none"> <li>• Completed inventory.</li> </ul>			
	Convene a diverse selection of community representatives for a round table discussion about connecting to the town's youth.	• Date of the stakeholder meeting, and the list of recommended steps developed.	<1 yr		20
	Using the inventory, create an education program that includes the recommended steps developed in the stakeholder meeting, plus event examples and/or documentation of completion. Identify which entity will implement each recommended step.	• Copy of the educational program, lead entity, description of training session attended, including a description of why it was relevant, proof of attendance.		Add Ben Gray?	
	Describe the budget and funding source to implement the program.	• Copy of the budget and proof of funding source.			
	Implement elements of the program as identified in the recommended actions.	• Documentation of completion of actions recommended in the program.			

## 4. Dynamic and Resilient Planning

<b>4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning</b>	Review the POCD and adopt a revised POCD that includes the Hazard Mitigation Plan goals and at least three other sustainability concepts.	<ul style="list-style-type: none"> <li>• Description of the review of current POCD for areas where Sustainability Concepts could be added.</li> <li>• Copy of Planning and Zoning Commission agenda and minutes where updates were discussed.</li> <li>• Copy of the agenda and minutes from the public hearing on the proposed changes.</li> <li>• Copy of the adopted, amended POCD, noting where updates required in this action were made.</li> </ul>	<10 yrs		20
	Review zoning regulations, and after community engagement, adopt revisions to incorporate at least 3 sustainability concepts.	<ul style="list-style-type: none"> <li>• Description of the community engagement process.</li> <li>• Copy of the Planning and Zoning Commission agenda where such updates were discussed.</li> <li>• Copy of the agenda and minutes from the public hearing on the proposed changes.</li> <li>• Copy of the adopted, amended POCD, noting where updates required in this action were made.</li> </ul>	<10 yrs	Karen Nelson 4.1a-d	20
	Revise the POCD or zoning regulations to integrate additional sustainability concepts.	<ul style="list-style-type: none"> <li>• Copy of the Planning and Zoning Commission agenda where such updates were discussed.</li> <li>• Copy of the agenda and minutes from the public hearing on proposed changes.</li> <li>• Copy of the adopted, amended POCD, noting where updates required in this action were made.</li> </ul>	<10 yrs		5 points for each additional sustainability concept
	Create an implementation guidance document for the revised POCD that integrates sustainability concepts.	<ul style="list-style-type: none"> <li>• Copy of the adopted, amended POCD that includes the implementation guidance document.</li> </ul>	<10 yrs		5
<b>4.2 Adapt Permitting Process to Promote Sustainable Development</b>	Develop sustainability checklists for zoning and building applicants that identify sustainable site plan design elements.	<ul style="list-style-type: none"> <li>• Copy of the sustainability checklists.</li> </ul>	<3 yrs		5
	Identify applications where expedited permitting is viable and amend zoning regulations to provide an as-of-right (Site Plan) approval process for projects that meet sustainable design standards.	<ul style="list-style-type: none"> <li>• Copy of amended zoning regulations, noting where revisions were made to allow as-of-right uses that meet sustainable design standards.</li> </ul>	<3 yrs	Have uploaded documents: 'P&Z POCD revision format minutes' and 'POCD Update 2017'	5
	Establish or amend municipal policy for pre-application review.	<ul style="list-style-type: none"> <li>• Copy of the written policy describing the pre-application review process.</li> </ul>	<3 yrs		5
	Review town processes for permitting and create a Development Review Manual.	<ul style="list-style-type: none"> <li>• Copy of the Development Review Manual.</li> </ul>	<3 yrs		5
<b>4.3 Develop Agricultural-Friendly Practices</b>	<i>Complete one of the nine activities that support agriculture, outlined below:</i>	<ul style="list-style-type: none"> <li>• <i>Required materials for any of the nine activities chosen:</i></li> </ul>			5-10 pts each Up to 25 pts
	Pass a right-to-farm ordinance.	<ul style="list-style-type: none"> <li>• A copy of the right-to-farm ordinance formally adopted by your governing body.</li> </ul>			5
	Lease appropriate municipal land to farmers or provide outreach on CT Farmlink (linking available municipal or private land to farmers looking for land to farm).	<ul style="list-style-type: none"> <li>• Number of municipal parcels available for lease to farmers; number of municipal parcels leased and description of lease agreement(s); or documentation of outreach provided on CT Farmlink.</li> </ul>			5
	Develop a Transfer or Purchase of Development Rights program.	<ul style="list-style-type: none"> <li>• A description of your Transfer or Purchase of Development Rights program; Hyperlink if available.</li> </ul>			10



	Hold a farmer forum to identify critical needs or issues for agriculture in municipality.	<ul style="list-style-type: none"> <li>The date of the farmer forum and at least one additional piece of documentation related to the forum, such as a promotional flyer, an agenda, minutes, presentations, sign in sheets or photographs.</li> </ul>	Proof of current status		5	
	Adopt regulations to promote open space, subdivisions/clustering of housing.	<ul style="list-style-type: none"> <li>A copy of the regulations formally adopted by your governing body, indicate where open space requirements are promoted.</li> </ul>			10	
	Create right-to-farm regulations allowing roadside farm stands and farm signage. Reduce regulations on farming where appropriate (for example, farm stand versus farm store).	<ul style="list-style-type: none"> <li>A copy of the right-to-farm ordinance/regulation formally adopted by your governing body; copies of regulations removed or amended to facilitate farming (if amended, describe how).</li> </ul>			5	
	Establish an open space/farmland acquisition fund.	<ul style="list-style-type: none"> <li>Documentation establishing the fund, noting the dollar amount available in fund.</li> </ul>			10	
	Create regulations or reduce barriers to encourage agriculture, agri-tourism, and use of renewable energy (including anaerobic digestion) on working farms.	<ul style="list-style-type: none"> <li>Copies of regulations created or amended and formally adopted by your governing body. If amended, describe how.</li> </ul>			10	
	Develop and promote community garden spaces for residents on municipal land.	<ul style="list-style-type: none"> <li>A photo of each community garden space on municipal land; upload outreach and promotion materials.</li> </ul>			10	
<b>4.4 Assess Climate Vulnerability</b>	Conduct a Climate Vulnerability Assessment. Identify unique aspects or areas as outlined in the POCD that may be vulnerable to climate change. Create a list of primary vulnerabilities	<ul style="list-style-type: none"> <li>A completed copy of the Climate Vulnerability Assessment including a list of priority vulnerabilities.</li> </ul>	<5 yrs		15	
	Identify how the secondary impacts of climate change will likely affect the community.	<ul style="list-style-type: none"> <li>An assessment of how the secondary impacts of climate change will impact your community</li> </ul>				
	Demonstrate special consideration given to low-income residents and their particular vulnerability to extreme weather events.	<ul style="list-style-type: none"> <li>Indicate where in your assessment(s) special consideration has been made</li> </ul>				
<b>4.5 Inventory and Assess Historic Resources</b>	Inventory Resources.	<ul style="list-style-type: none"> <li>A completed copy of the historic resources inventory.</li> <li>A copy of the condition assessments, feasibility studies, and/or long-term maintenance plans for all historic resources.</li> <li>A list of priority historic resources and the list of actions required to sustain their long-term viability.</li> </ul>	<10 yrs		10	
	Education.	<ul style="list-style-type: none"> <li>A description of outreach (5 sentences maximum); and at least one example from among materials disseminated.</li> <li>Number of historic buildings in municipality and estimated number of property owners reached through education program.</li> </ul>	<most recent complete year		5	
	Achieve Recognition.	<ul style="list-style-type: none"> <li>Proof of recognition from the National Park Service regarding attainment of Certified Local Government status.</li> </ul>			5	
<b>4.6 Streamline Solar Permitting for Small Solar Installations</b>	Make the solar permitting process simple and transparent.	See below:		Ian contacted Paul Prindle. Waiting on paperwork.		
	Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo.	<ul style="list-style-type: none"> <li>A copy of the memo.</li> </ul>				Karen Nelson
	Create and make available an online checklist detailing the steps of your community's solar permitting process.	<ul style="list-style-type: none"> <li>A link to your online permitting checklist (which applies to at least the permit process for solar).</li> </ul>				
	Require no more than one application form for a rooftop PV project.	<ul style="list-style-type: none"> <li>A link to your residential solar PV permitting process and permit application form required by your municipality.</li> </ul>				

	Review the permitting process for efficiency improvements. Reduce processing time to 30 days or fewer (or 10 days or fewer, if you want to receive SolSmart certification).	<ul style="list-style-type: none"> <li>• A document that tracks the date of permit application submissions and decision dates; or documentation from a local solar installation company indicating the average permit turnaround time; or a memo stating that the typical permitting process is 30 days or less.</li> </ul>	Process takes one day – any existing documentation?	10
	Integrate solar PV and/or shared solar (pilot project(s) and/or virtual net metering) into local energy, climate, and conservation plans. Include metrics or specific actions.	<ul style="list-style-type: none"> <li>• The link to relevant plans that incorporate solar PV goals or metrics. Please indicate relevant sections.</li> </ul>		
	Train building inspectors and permitting staff on solar PV technologies and best practices for solar permitting.	<ul style="list-style-type: none"> <li>• A memo from building official or staff describing training; or the link to an agenda with materials from the training; or the link to written verification from the training provider. (Documentation to include information on date, time, location, and content covered).</li> </ul>		
	Train planning staff on best practices in planning and zoning for solar PV. Training must have occurred within the past five years.	<ul style="list-style-type: none"> <li>• The link to a memo providing an agenda from the training, when it was held and who attended. Please list any continuing education requirements attendees received.</li> </ul>		
	OR Achieve at least Bronze status in national SolSmart community designation program.	<ul style="list-style-type: none"> <li>• OR A copy of your final prerequisite summary and credit summary.</li> </ul>		

## 5. Clean and Diverse Transportation Systems and Choices

<b>5.1 Implement Complete Streets</b>	Build a Complete Streets Team that reflects the demographics of your town.	<ul style="list-style-type: none"> <li>• A list of members of the of the Complete Streets Team.</li> <li>• The date of the most recent Complete Streets Team meeting held.</li> <li>• The dates of the Complete Streets stakeholder meetings or workshops.</li> <li>• At least one additional piece of documentation related to the meetings of workshops, such as a promotional flyer, an agenda, minutes, presentations, sign in sheets or photographs.</li> </ul>	<1 yr		5
	Have municipal elected officials and/or staff members participate in a Complete Streets training.	<ul style="list-style-type: none"> <li>• The names and contact information of the individuals who attended the training.</li> <li>• The name of the training, the date it occurred and the organization that provided the training.</li> </ul>	<3 yrs		5
	By municipal resolution or ordinance, adopt a Complete Streets Policy that states an intent to plan, design, build and maintain all roads to meet the needs of all users.	<ul style="list-style-type: none"> <li>• The Complete Streets Policy.</li> <li>• Evidence that the adopted policy was distributed to all municipal departments.</li> </ul>	<5 yrs		20
	Inventory and review planning and design documents and conduct an audit of existing plans, policies and other guidance documents to ensure consistency with Complete Streets Team meeting and workshop discussion outcomes.	<ul style="list-style-type: none"> <li>• The inventory of planning and design documents that require update to incorporate Complete Streets program objectives.</li> <li>• A checklist of changes that need to made to each document listed in the inventory.</li> <li>• Planning or design documents that have been updated as a result of the inventory and review process.</li> </ul>	<3 yrs		10
	Implement, repair and maintain specific projects that expand safe, connected active transportation networks across all neighborhoods.	<ul style="list-style-type: none"> <li>• A photo of each completed project and where possible, a "before" photo</li> <li>• A 1-2 sentence description of the project implemented</li> </ul>	<3 yrs		15-60 Each project awarded 15 pts with a max of 4 projects
	<b>5.2 Promote Effective Parking Management</b>	Conduct a parking needs assessment.	<ul style="list-style-type: none"> <li>• The parking needs assessment.</li> <li>• Evidence that the assessment was distributed to all municipal departments.</li> <li>• The date of the publicly advertised meeting at which the parking needs assessment was presented.</li> </ul>	<5 yrs	

	Implement non-regulatory parking management strategies.	<ul style="list-style-type: none"> <li>Documentation showing the implementation of the selected parking management strategies.</li> <li>If possible, submit before and after photographs that show a visible reduction in parking demands.</li> </ul>	<1 yr	Uploaded Conservation Trust trail map.	15
	Implement regulatory parking management strategies.	<ul style="list-style-type: none"> <li>Documentation showing the implementation of the selected parking management strategies.</li> <li>If possible, submit before and after photographs that show a visible reduction in parking demands.</li> </ul>	<1 yr		20
<b>5.3 Encourage Smart Commuting</b>	Achieve silver or gold status as a Partner in the CTrides program or provide at least six incentives or amenities from the checklist provided in the action.	<ul style="list-style-type: none"> <li>Documentation of silver or gold status as a partner in the CTrides program, or a checklist of steps taken. <ul style="list-style-type: none"> <li>Annual data on percentage of municipal employees impacted/participating in each strategy.</li> </ul> </li> </ul>	<1 yr		10
<b>5.4 Support Zero Emission Vehicle Deployment</b>	Clarify the status of zero emission vehicle (ZEV) infrastructure within municipal regulations and host an educational workshop.	<ul style="list-style-type: none"> <li>Ordinance(s) or regulation(s) referencing inclusion or treatment of electric vehicle charging stations.</li> <li>The title, date and short description of the workshop.</li> </ul>			5
	Replace at least 5% of non-emergency passenger vehicles with ZEVs.	<ul style="list-style-type: none"> <li>Purchase receipts for zero emission fleet vehicles.</li> <li>The number of total non-emergency fleet vehicles in municipality.</li> </ul>			5
	Conduct an assessment of where ZEV charging infrastructure is needed in the community.	<ul style="list-style-type: none"> <li>A copy of the assessment.</li> </ul>		Uploaded meeting minutes from April 3, 2018. Better documentation may have been found since.	5
	Host at least one electric vehicle charging station for public use on municipal property.	<ul style="list-style-type: none"> <li>Proof of an operational electric vehicle charging station on a municipal property.</li> </ul>			5
<b>5.5 Promote Public Transit and Other Mobility Strategies</b>	Educate residents about alternative routes and transportation methods.	<ul style="list-style-type: none"> <li>A description of outreach (5 sentences maximum), and examples of your outreach and educational materials, such as flyers, articles, letters and website links.</li> </ul>	<1 yr		5
	With community engagement and education, conduct a community mobility needs assessment.	<ul style="list-style-type: none"> <li>The transportation needs assessment.</li> <li>Evidence that the assessment was distributed to all municipal departments.</li> </ul>	Assessment <5 yrs, Distributed <1 yr		10
	In collaboration with other municipal, regional or state entities, coordinate local, state and interstate transit schedules to ensure proper connections.	<ul style="list-style-type: none"> <li>A narrative description of less than 200 words describing: the misalignment that existed between transit schedules and other programs and what affirmative steps the municipality took to address the misalignment. <ul style="list-style-type: none"> <li>What was changed to create greater coordination.</li> <li>Which partners were involved in the process.</li> </ul> </li> </ul>	<3 yrs		15
	Support shared mobility services.	<ul style="list-style-type: none"> <li>A partnership letter, contract or other written articulation of the collaboration between the municipality and business/other community partner to establish shared mobility services.</li> </ul>	<3 yrs		15
	Ensure that municipal transit vehicles meet the needs of all users, including but not limited to bicyclists and pedestrians of all abilities.	<ul style="list-style-type: none"> <li>Receipts, contracts, or other documentation that verifies the municipality owns or uses one or more transit vehicles that can accommodate the needs of all users.</li> <li>A brief statement noting the specific features of the vehicle that make it an improvement over previous, less inclusive-supportive vehicles. <ul style="list-style-type: none"> <li>Before and after photos, if possible.</li> </ul> </li> </ul>	<1 yr		15

## 6. Efficient Physical Infrastructure and Operations

<b>6.1 Benchmark and Track Energy Use</b>	Track Energy Use in Municipal and Board of Education Buildings: Keep your ENERGYSTAR Portfolio Manager, or equivalent third-party energy tracking management program account, for all of the municipal and Board of Education buildings listed in the action as defined by ENERGY STAR. You must have at least one full year of benchmarking data and it must be current through June 30th, 2017 (fiscal year 2017) for electricity and other fuels	<ul style="list-style-type: none"> <li>For ENERGY STAR, respond to the SCT Portfolio Manager data requests and follow the instructions within the data request on how to submit for points under this action.</li> </ul>	<6 months	KF received email from EVERSOURCE saying portfolio is up to date.	5
	Track Energy Use of Wastewater Treatment Plants: Keep your ENERGYSTAR Portfolio Manager, or equivalent third-party energy tracking management program account current to at least June 30th, 2017 for energy use by your municipality's water or wastewater treatment plants. You must have at least one full year of energy benchmarking data.	<ul style="list-style-type: none"> <li>For ENERGY STAR, respond to the SCT Portfolio Manager data requests and follow the instructions within the data request on how to submit for points under this action.</li> </ul>	<6 months		5
<b>6.2 Reduce Energy Use Across All Municipal Buildings</b>	Complete the Sustainable CT action: Benchmark and Track Energy Use.	<ul style="list-style-type: none"> <li>Proof of completion of the Benchmark and Track Energy Use action, which can be achieved by responding to the SCT Portfolio Manager data request.</li> </ul>	<most recent complete year	Uploaded flyers/chronicles and re-labeled documents. Initiation date: 5/5/17 – wrote in comments. Ian will ask Gordon if there were other promotional materials.	Up to 50 points-- 10 points will be given for every 10% reduction of energy use
	Choose an energy efficiency target. If you have participated in the Clean Energies Communities program you may use your most recent baseline year and provide proof that you have benchmarked this year. If you have not participated in this program or you would like to set a new baseline, establish and benchmark a baseline year within the past five years.	<ul style="list-style-type: none"> <li>Identify your baseline year and respond to the SCT Portfolio Manager data request and follow the instructions on how to submit for points under this action. If using a different energy benchmarking platform, please provide benchmarked data for your baseline year.</li> </ul>		Uploaded Language Assistance Plan information. Any more amenities? (e.g. wheelchair accessibility)	
	Achieve weighted energy use intensity reductions of at least 10% of overall municipal buildings as compared to the baseline year. Additional points will be awarded in 10% per 10 point intervals (maximum 50 points).	<ul style="list-style-type: none"> <li>Respond to the SCT Portfolio Manager data request and follow the instructions on how to submit for points under this action. If using a different energy benchmarking platform, please provide documentation that shows your energy reduction below your baseline.</li> </ul>		Need Barbara's cooperation	
<b>6.3 Achieve High Energy Performance for</b>	<i>Achieve an Energy Efficiency Target in Buildings</i>	See below:	See below:	Can't get LEED certification but have numbers.	

<b>Individual Buildings</b>	Achieve a score of 75 or above for at least one municipal/Board of Education building in ENERGYSTAR Portfolio Manager and achieve Energy Star certification by the US EPA .	<ul style="list-style-type: none"> <li>• Proof of certification by EPA for each building included by uploading one of the following: <ul style="list-style-type: none"> <li>• The SCT Portfolio Manager data request</li> </ul> </li> <li>• Documentation from a Licensed Professional confirming Energy Star building certification for each building</li> <li>• A link to the URL for your building on ENERGY STAR labeled buildings and plants webpage <ul style="list-style-type: none"> <li>• Equivalent Documentaion</li> </ul> </li> </ul> <p>Note: Buildings certified under EnergyStar Program must be current within 3 years to the year seeking certification).</p>	<3 yrs		Up to 50 points 5 points per building
	OR Achieve LEED Silver (or higher) certification for at least one municipal/Board of Education building.	<ul style="list-style-type: none"> <li>• OR Proof of LEED Silver (or higher) status by uploading one of the following:</li> <li>• Documentation from the US Green Building Council confirming LEED silver (or higher) status</li> <li>• A link to the URL for your building on the US Green Building Council Projects website <ul style="list-style-type: none"> <li>• Equivalent documentation</li> </ul> </li> </ul>			
	<i>Achieve an Energy Efficiency Target in Wastewater Treatment Plants:</i> Achieve measurable reductions in energy use for water or wastewater treatment facilities.	<ul style="list-style-type: none"> <li>• The SCT Portfolio Manager data request or equivalent documentation showing energy use data as compared to the baseline year. Report in MMBtu per million gallons vs. baseline year</li> </ul>	Updated <more recent complete year		
<b>6.4 Increase Use of Renewable Energy in Municipal Buildings</b>	Purchase or install Class I clean energy sources to power municipal buildings (including Board of Education).	<ul style="list-style-type: none"> <li>• A completed calculator outlining renewable energy generation and/or procurement.</li> </ul>		Zero net missions, have proof of town hall building. Upload document from Ray	Up to 50 points for every 10% use of renewables
<b>6.5 Develop a Municipal Energy Plan</b>	For the Municipal Energy Plan: Adopt an energy use reduction pledge, develop a plan to fulfill the energy use reduction pledge and formally adopt the Municipal Energy Plan.	<ul style="list-style-type: none"> <li>• The energy use reduction pledge.</li> <li>• A copy of the Municipal Energy Plan.</li> <li>• Proof of adoption by a municipal process.</li> </ul>	Plan 10 years prior, Updated when recertify		10
	For the Residential and Business Energy Plan: Identify how the municipality will track energy use, calculate current energy use, adopt a target for energy use reduction, develop a plan to fulfill the pledge and formally adopt the Residential and Business Energy Plan.	<ul style="list-style-type: none"> <li>• A description of how town will measure and track energy use.</li> <li>• Current residential and business sector energy use and renewable energy generation potential.</li> <li>• Energy use reduction target for residential and business sectors. <ul style="list-style-type: none"> <li>• A copy of the Residential and Business Energy Plan.</li> <li>• Proof of formal municipal adoption.</li> </ul> </li> </ul>	Plan 10 years prior, Updated when recertify		10
<b>6.6 Manage Municipal Fleets</b>	Inventory the existing fleet and complete and adopt a Municipal Fleet Improvement Strategy.	<ul style="list-style-type: none"> <li>• A copy of the most recently completed fleet inventory.</li> <li>• A copy of the new fleet management strategy with necessary components included.</li> </ul>			10
<b>6.7 Install Efficient Street Lights</b>	If a utility company owns the street lights, initiate the conversion process with the utility.	<ul style="list-style-type: none"> <li>• Documentation of utility-ownership of street lights and proof that representative initiated the conversion process with the utility.</li> </ul>	<5 yrs	Cut 15 to 8 lights. Qualify? 5 owned by utility and 15 owned by municipality	5
	If the municipality owns the streetlights, create a streetlight plan, inventory and needs assessment.	<ul style="list-style-type: none"> <li>• A copy of the street light plan, inventory and needs assessment.</li> <li>• Proof of street light replacement (if street lights replaced in the last 5 years with or without a plan, credit will be given).</li> </ul>	<5 yrs		15

<b>6.8 Implement a Community Energy Campaign</b>	Identify a target audience on which to focus your energy campaign. Design the campaign to educate the audience about energy efficiency and carry out the campaign.	<ul style="list-style-type: none"> <li>• A description of the campaign's target audience and goal.</li> <li>• The outline of campaign and steps taken to achieve the campaign mission.</li> <li>• Description of how the audience engaged throughout campaign and the number of participants and time period, impact (if possible), and lessons learned.</li> </ul>	<3 yrs	Campaign to keep residents updated on state campaigns. Uploaded pictures from fairs. Make document explaining this.	10
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## 7. Strategic and Inclusive Public Services

<b>7.1 Hold a Sustainability Event</b>	Hold a new sustainability event.	<ul style="list-style-type: none"> <li>• A description of the event that highlights the sustainability focus. <ul style="list-style-type: none"> <li>• Identification of municipal support provided.</li> </ul> </li> <li>• Event statistics showing the number of participants and other data, as well as follow-up improvements and actions.</li> </ul>	<1 yr		1 event = 5 5-10 events= 10 10+ events= 15
	AND/OR Incorporate sustainability into an existing event and educate event attendees about the sustainability initiatives incorporated	<ul style="list-style-type: none"> <li>• A description of how sustainability initiatives were incorporated into the events and how attendees were educated.</li> </ul>	<1 yr		5 existing events = 5 More than 5 =10
<b>7.2 Provide Effective Community Communications</b>	Inventory existing communication channels and assess their effectiveness, develop a communications strategy to target all audiences in your community, and implement your communications strategy.	<ul style="list-style-type: none"> <li>• A copy of the communications inventory.</li> <li>• A copy of the communications strategy.</li> <li>• Proof of implementation, such as examples and hyperlinks.</li> </ul>	<prior calendar year		15
<b>7.3 Train Municipal Commissions</b>	Send at least one commissioner from both your Inland Wetlands and Planning and Zoning Commissions (one representative per commission), as well as two commissioners from other active commissions of your choice, to an equity training session or another training session that is relevant to their commission.	<ul style="list-style-type: none"> <li>• The name of each commissioner and their associated commission, who attended a training, as well as the name and date of the training.</li> </ul>	<2 yrs		5
<b>7.4 Encourage Healthy and Sustainable Food Networks</b>	Form a local or regional Food Policy Council.	<ul style="list-style-type: none"> <li>• The names of the Food Policy Council committee members.</li> <li>• The date of the most recent Food Policy Council Meeting.</li> </ul>	Meeting <1 yr		10
	Conduct a scan of at least 10 food access indicators and compile it into a Community Food Indicators Report.	<ul style="list-style-type: none"> <li>• The Community Food Assessment Report that includes the required elements plus additional elements that the municipality determines are pertinent.</li> <li>• A summary of themes, action and priorities that have been generated through community dialogues.</li> </ul>	<10 yrs		10
	Distribute the Community Food Indicators Report to all municipal departments and make a presentation on the report to elected officials.	<ul style="list-style-type: none"> <li>• Evidence that the Community Food Indicators Report has been distributed to all municipal departments.</li> <li>• A copy of the final presentation of the assessment made to local elected officials, the governing body and other town leaders.</li> </ul>	<1 yr		5
	Including resident and stakeholder participation, create a community food action plan to ensure that all can access healthy food.	<ul style="list-style-type: none"> <li>• The Community Food Action Plan.</li> </ul>	Completed or Updated <10 yrs		10
<b>7.5 Report Materials Management Data and Reduce Waste</b>	Identify the town's staff member(s) responsible for collecting data on municipal solid waste and recycling and reporting that data to the CT DEEP. Make annual data publically available.	<ul style="list-style-type: none"> <li>• Contact Information of the person(s) responsible for collecting and reporting waste and recycling data.</li> <li>• The required data noted in the action. <ul style="list-style-type: none"> <li>• The municipality's population.</li> </ul> </li> <li>• Evidence that the data was publically disseminated.</li> </ul>	last 3 full years		5

	Reduce residential solid waste generation per capita by at least 10% compared to a baseline year within the past 5 years.	<ul style="list-style-type: none"> <li>• A report of the community's solid waste generation per capita for the baseline year.</li> <li>• A report for the most recent, complete year at the time of submission.</li> <li>• The percent change between the two reported numbers.</li> </ul>	<5 yrs		10-50 10 points for every 10% reduction in solid waste generation to 50%
<b>7.6 Implement Save Money and Reduce Trash (SMART) Program</b>	Build a SMART Task Force.	<ul style="list-style-type: none"> <li>• A list of members of the SMART Task Force.</li> <li>• The date of the most recent SMART Task Force meeting.</li> <li>• The contact information of the CT DEEP liaison who is supporting the implementation of the SMART program.</li> </ul>	Meeting <1 yr		5
	Conduct research, an analysis and a process of community engagement, and education regarding SMART program adoption.	<ul style="list-style-type: none"> <li>• A list of research and analyses into other municipalities' efforts to implement SMART.</li> <li>• The projected cost savings or new municipal revenue.</li> <li>• The dates of every public engagement and education meeting organized by the SMART Task Force.</li> </ul>	<1 yr		15
	By municipal resolution, ordinance or other implementation method, adopt a SMART program.	<ul style="list-style-type: none"> <li>• Documentation showing the implementation of SMART. This may be a resolution or ordinance formally adopted by your local governing body, meeting minutes or a letter from your chief elected official or legislative body.</li> </ul>	<in place during prior year		20
<b>7.7 Recycle Additional Materials and Compost Organics</b>	Develop, implement and educate residents about targeted recycling initiatives for materials that CT law has not designated as mandatory recyclable items. Source separated organics may be recycled at a permitted food waste composting facility or at an on-site composting program at a municipal facility	<ul style="list-style-type: none"> <li>• Evidence of implementation of each item-specific recycling initiative. Including ordinances, contract or approved meeting minutes of your legislative body.</li> <li>• Examples of materials used to engage in public outreach and education. This can include flyers, articles or letters that clearly describe the collection process. Please note if the outreach targeted residents, schools or other specific populations.</li> </ul>	<1 yr	Ted Larson sent packet of documents – lists of mandated and non-mandated.	10-40 10 points for each non-mandated material recycled, up to 40 points
<b>7.8 Develop a Food Waste Reduction Campaign</b>	Choose a target sector and implement or maintain an ongoing food waste reduction campaign in those sectors.	<ul style="list-style-type: none"> <li>• An overview of outreach (5 sentences maximum), including target populations (if any); and at least one example from among materials disseminated, which could include flyers, articles, PowerPoint presentations, etc..</li> <li>• A list of any campaign sponsored events or public meetings where the campaign was highlighted/discussed.</li> </ul>	<1 yr		10
<b>7.9 Conduct Health Impact Assessments</b>	Identify and have your elected officials and/or staff members participate in training on performing health impact assessments. Then have them give a presentation at a public meeting to your municipality's elected officials about health impact assessments and how your community can conduct one.	<ul style="list-style-type: none"> <li>• The names and contact information of individuals who attended the training.</li> <li>• The name of the training, date it occurred and the organization that provided the training.</li> </ul>	<3 yrs		5
	Conduct a health impact assessment on a proposed project, initiative, or policy in the community.	<ul style="list-style-type: none"> <li>• A copy of the health impact assessment, evidence that it was disseminated, and a link to the assessment on the municipal website.</li> </ul>	<5 yrs		20
<b>7.10 Encourage Smoke-Free and Tobacco-Free Public Spaces</b>	Gather local and regional data on tobacco use in the community and research effective educational and policy strategies to reduce smoking and tobacco use in the community.	<ul style="list-style-type: none"> <li>• A summary of any data gathered about tobacco use, health consequences, costs and points of access.</li> <li>• A list of educational and policy strategies the municipality will consider to reduce smoking and tobacco use.</li> </ul>	<1 yr		10
	Choose a target sector and implement or maintain a smoking and tobacco use reduction campaign in those sectors.	<ul style="list-style-type: none"> <li>• A list of names of any educational events and the dates held.</li> <li>• Any other documentation that verifies municipality's efforts to reduce smoking and tobacco use.</li> </ul>	<1 yr	Gordon	10

	Adopt one or more policies designed to reduce tobacco use in the municipality.	<ul style="list-style-type: none"> <li>• A resolution or ordinance formally adopted by your local governing body, or a letter from municipal chief, elected official or legislative body to document implementation of one or more policies to reduce tobacco use.</li> </ul>	<1 yr	Gordon – 4 state parks, no smoking policy	15
	Implement or maintain a strategic campaign to prevent excessive idling of motor vehicles.	<ul style="list-style-type: none"> <li>• Any documentation that verifies municipality's efforts to reduce excessive idling of motor vehicles.</li> </ul>	<1 yr		10

## 8. Healthy, Efficient and Diverse Housing

<b>8.1 Design and Implement a Housing Needs Assessment</b>	Create, expand and maintain the community's housing data profile.	<ul style="list-style-type: none"> <li>• The most recent Partnership for Strong Communities housing data profile or municipally-generated report containing comparable data, data on residents' energy burden, and any additional elements. <ul style="list-style-type: none"> <li>• The completed housing data analysis worksheet.</li> <li>• The date on which you presented the housing data</li> </ul> </li> </ul>	housing data most recent, other data <3 yrs, data profile presented <1 yr		10 to 15
	With community engagement and education, conduct a municipal and regional housing needs assessment.	<ul style="list-style-type: none"> <li>• The housing needs assessment.</li> </ul>	<5 yrs		15
	Distribute the Housing Needs Assessment to all municipal departments and relevant regional organizations.	<ul style="list-style-type: none"> <li>• Evidence that the housing needs assessment has been distributed to all municipal departments.</li> <li>• A copy of the presentation made to the local elected officials, governing body and other town leaders.</li> </ul>	distributed <1 yr, presented <3 yrs	Ian will ask Gordon for documentation.	5
<b>8.2 Grow Sustainable and Affordable Housing Options</b>	Identify the current percentage of affordable housing in the community.	<ul style="list-style-type: none"> <li>• A copy of the most recent annual CT Department of Housing Affordable Housing Appeals List.</li> <li>• Alternatively, simply note in your submission that you municipality is on the most recent annual Affordable Housing Appeals list</li> </ul>	<1 yr		10
	Increase the municipality's affordable housing, as compared to a baseline year within the past 5 years.	<ul style="list-style-type: none"> <li>• A copy of the most recent annual CT Department of Housing Affordable Housing Appeals List.</li> <li>• A list for the baseline year which is used as a comparison.</li> <li>• Alternatively, submit the affordable housing percentages for the current year and the baseline year, as reflected on the Department of Housing Affordable Housing Appeals lists for the relevant years.</li> </ul>	<5 yrs		10-40 10 points for each 1/4 percentage point increase or increase of 50 affordable units
<b>8.3 Benchmark Energy and Water Use for Multifamily Housing</b>	Develop and implement an educational campaign for owners of multifamily properties.	<ul style="list-style-type: none"> <li>• Overview of your outreach (5 sentences maximum); examples of materials used to engage in public outreach and education.</li> <li>• A list of educational forums and the dates they were held.</li> </ul>	<3 yrs		10
	Track multifamily buildings that have had their energy and water use benchmarked.	<ul style="list-style-type: none"> <li>• For each building benchmarked, submit a document containing address of property, dates covered by benchmarking and the property owner(s) for the time benchmarked.</li> </ul>	<3 yrs		5

## 9. Inclusive and Equitable Community Impacts

<b>9.1 Optimize for Equity</b>	Complete the Sustainable CT Equity Toolkit in its entirety for any Sustainable CT action of your choice.	<ul style="list-style-type: none"> <li>• A completed and signed Sustainable CT Equity Toolkit. Link: <a href="http://www.ct.gov/doh/lib/doh/amended_final_appeals_summary_2017.pdf">http://www.ct.gov/doh/lib/doh/amended_final_appeals_summary_2017.pdf</a> Cornwall listed here Not above threshold, highest non-exempt is 8.96%, Cornwall is 3.38%</li> </ul>	<1 yr	Maggie Purnell – attended equity workshop	10-50 Up to 5 actions, 10 points per application
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## 10. Innovation Action

<b>10.1 Implement Your Own Sustainability Action</b>	Implement a sustainability action not listed on the Sustainable CT actions list.	<ul style="list-style-type: none"> <li>• Describe the innovative sustainability action, how it was accomplished, who participated and the benefits</li> <li>• Upload additional materials to substantiate that the action has been completed and to provide a model for other municipalities.</li> </ul>	<3 yrs		5-20 points, depending on impact
	Green Burial			Verne Henshall	
	COG Coordination CWK			Connie Manes	