



Sustainable Connecticut Community Certification Report

This is the Sustainable Connecticut Certification Report of Litchfield, a Sustainable Connecticut bronze certified applicant.

Litchfield was certified on June 01, 2021 with 210 points. Listed below is information regarding Litchfield's Sustainable Connecticut efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Connecticut contact for Litchfield is:

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Actions Implemented

Each approved action and supporting documentation for which Litchfield was approved for in 2021 appears below. Please enjoy this opportunity to view and learn from the information and materials provided.

Notes: Submission content was created by Litchfield, and Sustainable CT makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the submission, beyond that an individual reviewer approved at least some elements of the action for certification. Further, standards for actions below may have changed, and the documentation listed may no longer satisfy requirements for that action. Finally, approved actions here may include some documents and descriptions in support of action elements that were not approved, in addition to elements that were approved. In preparing your own application, please rely only on the action write-ups for the current certification year to guide your submission. Please contact info@sustainablect.org with specific questions.

1. Inclusive and Equitable Community Impacts

1.1 Optimize for Equity – REQUIRED

10 Points

Approved Information: 1.1.1 Optimize for Equity (10 points)

Supporting Documentation:

WORD: [EQUITY SUBMISSION DOC 4.2,21 DOC](#)

PDF: [FINAL SURVEY RESULTS](#)

PDF: [HOUSING AUTHORITY FINAL RESIDENT SURVEY](#)

PDF: [HOUSING TRUST FINAL RESIDENT SURVEY](#)

PDF: [ZOOM ANNOUNCEMENT](#)

PDF: [HOME ENERGY SOLUTIONS ONE SHEET](#)

PDF: [HES-IE APPLICATION](#)

PDF: [SOLAR FAQ](#)

PDF: [SOLAR TERMS](#)

PDF: [SOLAR TOP 10 REASONS](#)

PDF: [RESIDENT CHECKLIST](#)

PDF: [OWL RESOURCES GUIDE SHEET](#)

Documentation Details: There are 12 files attached. 1 is our write-up of our Equity Campaign 3 files capture our Resident's Surveys & a summary of the Survey results 8 files capture our "Handout" campaign

Partners: 1.1.1. Partnered with the Litchfield Housing Authority and the Litchfield Housing Trust, the Board of Selectmen - particularly the First Selectwoman- the local library (OWL), and 2 outside experts in the fields of energy efficiency and solar. We secured the advice of an Equity Coach throughout our campaign, as well as staff of Sustainable CT. Both delivered important and useful insights and suggestions.

Additional Information: This is our 1st submission for Certification. Kudos to the Sustainable Litchfield Committee as well as to our First Selectwoman for her amazing support over the past year!

2. Thriving Local Economies

2.3 Inventory and Promote Local Retail Options

10 Points

Approved Information: 2.3.1.a: Develop and distribute an inventory of local retail options (10 points - 5 points for the map, 5 points for the list)

Supporting Documentation:

IMAGE: [BROCHURE OF LITCHFIELD MAP AND GUIDE, FRONT AND BACK WITH "PLAY AND STAY" SECTIONS](#)

IMAGE: [BROCHURE OF LITCHFIELD MAP AND GUIDE, INSIDE WITH "EAT AND SHOP" SECTIONS](#)

IMAGE: [SCREENSHOT OF THE WEBPAGE ON THE TOWN OF LITCHFIELD SITE WHERE ONE CAN ACCESS THE 2019 LITCHFIELD MAP AND GUIDE BY CLICKING "PLAY AND STAY" AND/OR "EAT AND SHOP"](#)

Documentation Details: In 2017, the Litchfield Area Business Association (LABA) created and published a hard copy brochure entitled, "Litchfield Map and Guide." That brochure was updated and redistributed in 2019. It includes a comprehensive list of the places in Litchfield to "Eat, Shop, Play, and Stay" along with two detailed maps. Both the inner and outer pages of the brochure are attached in digital form. LABA worked with the local printing company, MurphyBoyz, to get copies of the brochure printed. Those copies were then distributed to Litchfield Town Hall, the Information Booth on the Green in the center of town, and to 100 LABA members who could display them and hand them out to visitors and customers. The influence of Sustainable CT also prompted our 1st Selectwoman, Denise Raap, to scan a hard copy of the brochure and post it on the Town of Litchfield's website, which now provides digital access to this important resource. All businesses that are new to town are denoted by a "star" in the brochure. According to DJ Murphy, owner of Murphy Boyz Printing and President of LABA, "we are [also] in the process of designing a new map (same look) for the services in Litchfield (e.g. lawyers, printers, real estate, etc.)"

Partners: The Litchfield Area Business Association (LABA) produced and distributed the attached Litchfield Map and Guide. This organization is a network of area business owners and managers whose purpose is to support and shape the future of our local business community.

2.6 Participate in and Promote the C-PACE Program

5 Points

Approved Information: 2.6.1 Participate in & Promote C-PACE Program (5 points)

Supporting Documentation:

PDF: [C-PACE AGREEMENT](#)

IMAGE: [C-PACE SCREENSHOT](#)

Documentation Details: Attached is the fully executed C-PACE Agreement and a screen shot of the C-PACE link on the town's website.

Partners: The Town's Board of Selectmen convened a Town Meeting and approved the C-PACE Agreement. The initiative was also approved by the Town's Board of Finance.

Additional Information: The Sustainable Litchfield Committee has submitted a fully executed and notarized (First Selectman's signature) Agreement. It is not a certified copy as last minute Green Bank changes to the Agreement did not allow for an actual hard copy to be received in time to be certified by our Town Clerk. The Town's Board of Selectmen had approved the C-PACE Agreement on February 23, 2021, but Green Bank changed the collection process shifting it from the town's Tax Collector to the Green Bank. So we did not submit this Agreement to Sust CT, but elected to wait for the Green Bank to modify it. It took longer than planned, and when finalized, did not allow time for the final document to be certified. Once available, we can make this certified copy available if required.

3. Well-Stewarded Land and Natural Resources

3.4 Develop an Open Space Plan

10 Points

Approved Information: 3.4.1 Open Space Inventory (10pts)

Supporting Documentation:

EXCEL: [LITCHFIELD OPEN SPACE INVENTORY](#)

PDF: [OPEN SPACE_TOWN OF LITCHFIELD JAN 2021.PDF](#)

PDF: [OPEN SPACE_TOWN OF LITCHFIELD JAN 2021 W LEGEND SPECIFIC.PDF](#)

PDF: [OPEN SPACE COMMUNICATION.PDF](#)

Documentation Details: 1) Litchfield open space inventory spreadsheet 2) Litchfield open space map - general (all open space) 3) Litchfield open space map by category with legend 4) internal communication documenting cooperation with White Memorial Foundation and the Litchfield Land Trust

Partners: White Memorial Foundation and the Litchfield Land Trust were helpful partners in sharing land use data.

Additional Information: Litchfield intends to utilize this open space inventory as the town pursues additional improved mapping clarity objectives.

3.9 Manage Woodlands and Urban Forests

5 Points

Approved Information: 3.9.1 Establish a Forestry Advisory Committee (5 points)

Supporting Documentation:

WORD: [LITCHFIELD FAC MEETING 4-29-20.DOCX](#)

WORD: [LITCHFIELD FOREST ADVISORY COUNCIL MEMBERS LIST](#)

Documentation Details: 2.9.1 Agenda and Committee members document contains the list of the individuals ,

Partners: None

Additional Information: Most recent meeting of Litchfield Forest Advisory Council was 1/28/21. During this meeting the council selected a Forestry Education program tentatively to be held on 5/15/21.

3.12 Enhance Pollinator Pathways

15 Points

Approved Information: 3.12.2: Create pollinator gardens and educate the public about the importance of pollinators to society. (15 points)

Supporting Documentation:

WORD: [LITCHFIELD POLLINATOR GARDEN AND POLLINATOR PATHWAYS INITIATIVE](#)

WORD: [LITCHFIELD POLLINATOR PATHWAYS NWCD AGREEMENT.DOCX](#)

WORD: [LITCHFIELD POLLINATOR PATHWAYS LINK WITH MAP - COPY.DOCX](#)

WORD: [LINK FOR COMMUNITY DEVELOPED REGIONAL POLLINATOR MAP](#)

Documentation Details: 1) Litchfield Pollinator Garden and Pollinator Pathways Initiative - details Action 3.12.2 application 2) Litchfield Pollinator Pathways Northwest Conservation District cooperative agreement 3) Litchfield Pollinator Pathways website link with access to photographs, additional information and link to pollinator map 4) link for community developed regional pollinator map

Partners: The Litchfield Pollinator Garden was established through the efforts of Litchfield High School teacher, John Markelon, his students, and the Town of Litchfield. It was funded through a Toyota Tapestries Grant and supported and maintained by the Town of Litchfield. The Litchfield Pollinator Pathway project is a collaborative effort from the Litchfield High School, Litchfield Garden Club, Litchfield Land Trust and The White Memorial Conservation Center. This initiative is supported by the town of Litchfield and the findings are used as a resource to help inform landscaping decisions to promote pollinators in our community.

4. Vibrant and Creative Cultural Ecosystems

4.1 Map Tourism and Cultural Assets

5 Points

Approved Information: 4.1.2 Update Your Profile on CTVisit (5 points)

Supporting Documentation:

IMAGE: [TOWN WEBSITE SCREEN SHOT WITH CTVISIT LINK 2021-03-30.PNG](#)

Documentation Details: The image is a screen shot of the Town of Litchfield website with a red arrow indicating the hyperlink to the Town of Litchfield site on the CTVisit website. The hyperlink takes you to the actual website link at <https://www.ctvisit.com/listings/town-litchfield>.

Partners: 4.2.1 (update and maintain town profile at CTVisit): Evan Dobos at Civic Lift, the website designer for the town, added the town municipal CTVisit link to the new town website.

4.2 Support Arts and Creative Culture

10 Points

Approved Information: 4.2.1: Establish a poet laureate. 1/25/2021 4.2.2: Municipal Marketing for the Arts, updated 1/25/2021 4.2.10.a: Promote local library events through municipal outlets 3/30/2-21

Supporting Documentation:

PDF: [4.2.3: YEAR-TO-DATE TOWN BUDGET--LINE ITEM FOR RECREATION](#)

IMAGE: [4.2.2 MUNICIPAL FACEBOOK PAGE PUBLICITY FOR CONCERT SERIES](#)

IMAGE: [4.2.2 INFORMATION ABOUT RECREATION SITE AND TICKETS FOR SUMMER CONCERT SERIES](#)

PDF: [4.2.1 POET LAUREATE POLICY](#)

IMAGE: [4.2.10A. TOWN FB POST FOR LIBRARY VIRTUAL FUNDRAISER](#)

IMAGE: [4.2.10A. TOWN FB POST FOR LIBRARY VIRTUAL FUNDRAISER](#)

PDF: [4.2.10A SCREENSHOT OF POET LAUREATE ANNOUNCEMENT ON TOWN OF LITCHFIELD WEBSITE.PDF](#)

WORD: [4.2.10.A\) LIST OF EVENTS PROMOTED THROUGH MUNICIPAL OUTLETS.DOCX](#)

Documentation Details: The pdf for 4.2.3 is an item from the Town of Litchfield's budget, line item recreation, specifically for the Summer Concerts on the Green series. The images attached for 4.2.2 are for the Town Facebook page, and the town Recreation website, where arts and culture events are advertised. The current screenshots show the promotion for the upcoming summer concert series, but these are used for all events.

Partners: 4.2.1: The Litchfield Board of Selectmen approved the policy written by the Oliver Wolcott Library Board of Directors. 4.2.2 and 4.2.3: The Park and Recreation Commission planned and implemented the Summer Concert series. 4.2.5 Litchfield Economic Development Commission 4.2.10.a: Oliver Wolcott Library planned the events which the town promoted on its municipal FB page and website.

5. Dynamic and Resilient Planning

5.3 Develop Agriculture-Friendly Practices

5 Points

Approved Information: 5.3.4 Hold Farmers Forum (5 points)

Supporting Documentation:

PDF: [FARMERS FORUM FLYER 12:12:20.PDF](#)

PDF: [LITCHFIELD FARMERS FORUM -PUBLIC AGENDA 12_12_20 \(1\).PDF](#)

Documentation Details: 5.3.4 Farmers Forum Flyer and Agenda submitted to support submission. Also here is you tube link to video of forum <https://youtu.be/L2WeCSEFobE>

Partners: 5.3.4 Farmers Forum ; The Farmers Forum was run by Harvey Hubble of Chanticleer Acres Farm and Hubble Difference Foundation. Harvey coordinated with Litchfield municipal staff to generate list of invitees from tax rolls. Invitees were assessed under PA490 Farmland, Forestry, Open Space on Litchfield Tax rolls. Meetings were held prior to the event between Hubble Difference Foundation and members of Sustainable Litchfield Committee to raise awareness, coordinate efforts and plan for Farmers Forum and future events. This Farmers Forum was the beginning of a partnership between Hubble Difference Foundation, The Town of Litchfield and Sustainable Litchfield Committee (an official town committee) in an ongoing effort to support local farmers.

6. Clean and Diverse Transportation Systems and Choices

6.4 Support Zero Emission Vehicle Deployment

5 Points

Approved Information: Submission for 6.4.1 - "Sponsor an EV Fair" (5 pts) Event held on May 19, 2019

Supporting Documentation:

WORD: [EV FAIR SUBMISSION DOC](#)

Documentation Details: The attached file describes the event held in Litchfield on 5/19/19 as part of the town's 300 Anniversary celebration. Participants and details of the event, including photographs, are included.

Partners: Partnering in this event was the town's "Green Team", a local energy-advisory group formed by the Board of Selectmen. and which advises the Board on energy-related issues. The Board of Selectmen included the EV Fair in the 300th Anniversary celebration activities.

7. Renewable and Efficient Energy Infrastructure and Operations

7.1 Benchmark and Track Energy Use

10 Points

Approved Information: 7.1.1 Benchmark & Track Energy Use (5 points); Data from Portfolio Mgr 7.28.20 7.1.2 Track Energy Use at Wastewater Treatment Plant (5 points); 7/28/20

Supporting Documentation:

EXCEL: [PORTFOLIO MANAGER 2011 V. 2019](#)

EXCEL: [12.31.19 DASHBOARD.XLSX](#)

Documentation Details: Attached is the Portfolio Manager report comparing Litchfield's Municipal energy use for year-ending 6.30.19 vs. 6.30.11. The baseline year of 2011 was previously approved by Lynn Stoddard on April 22, 2020. This document also includes energy tracking data for our WPCA. Also attached is a "Dashboard" which is periodically posted to the Town's website as a means to inform and educate local residents as to the energy profiles of their municipal buildings. This is shared simply to reveal how we utilize the data locally.

Partners: Work was compiled by the Sustainable Litchfield Committee in cooperation with staff at WPCA and the admin staff at Town Hall.

Additional Information: The Sustainable Litchfield Committee has been tracking municipal energy use since 2011, so both Actions 7.1.1 & 7.1.2 meet the requirement for at least 2 years of data w/in the past 3 years.

7.2 Reduce Energy Use Across All Municipal Buildings

40 Points

Approved Information: 7.2.2 Achieve an Energy Efficiency Target in Wastewater Treatment Plants (40 points)

Supporting Documentation:

EXCEL: [DATA REQUEST_SUSTAINABLE CT 2021 SUBMISSION FOR ACTIONS 7.2 AND 7.4.12.31.20XLSX.XLSX](#)

Documentation Details: 1/28/21 Revision: The attached file captures the performance of our wastewater facility for action #7.2.2. . By my calculation, the WPCA has reduced energy use 44.9% (see column E, lines 7 & 8). But I'm not sure what drives the calculation.

Partners: The data captured in the Portfolio Manager spreadsheet was done by the Sustainable Litchfield Committee. But the work done to reduce energy use at WPCA is the result of excellent work by the managing engineer there.

Additional Information: For the Wastewater submission above: The following elements were what drove our significant reduction in energy use: 1. Upgrading our VFD's and SCADA programming 2. New instrumentation for nitrification & denitrification 3. Paying attention to dissolved oxygen settings to maximize nutrient removal 4. Upgrading 2 main heat pumps for HVAC in our main building 5. Downsizing 2 pumps from 25 hp to 10 hp and placing VFD's on each

7.7 Implement a Community Energy Campaign

10 Points

Approved Information: 7.7 Community Energy Campaign (10 points)

Supporting Documentation:

PDF: [7.7.1 SUBMISSION DOC;](#)

PDF: [FINAL SURVEY RESULTS](#)

PDF: [HOUSING AUTHORITY FINAL RESIDENT SURVEY](#)

PDF: [HOUSING TRUST FINAL RESIDENT SURVEY](#)

PDF: [ZOOM ANNOUNCEMENT](#)

PDF: [HOME ENERGY SOLUTIONS ONE SHEET](#)

PDF: [HES-IE APPLICATION](#)

PDF: [SOLAR TERMS](#)

PDF: [SOLAR TOP 10 REASONS](#)

PDF: [SOLAR FAQ](#)

PDF: [RESIDENT CHECKLIST](#)

PDF: [OWL RESOURCES GUIDE SHEET](#)

Documentation Details: There are 12 files attached: - One is a summary write-up of the Community Energy Campaign - 3 files describe our Resident Surveys (2) and a summary of the results (1) - 8 files capture our "Handout" campaign

Partners: 7.7.1 Partners included members of the Board of Selectmen, including the First Selectwoman, the Boards of Directors of the 2 Affordable Housing organizations in Litchfield, the local Library, and 2 outside "energy" consultants. The roles played by each is described in our write-up.

8. Inclusive Engagement, Communication and Education

8.1 Hold a Sustainability Event

15 Points

Approved Information: 8.1.1a Hold a Sustainability Event: 13 events (15 points), updated 1/19/2021 8.1.1b Provide municipal support for event 8.1.1c Track numbers of attendees. Identify highlights, lessons learned, or next steps. Identify partners.

Supporting Documentation:

IMAGE: [8.1 LITCHFIELD HILLS FARM -FRESH MARKET PHOTO](#)

IMAGE: [8.1 LITCHFIELD HILLS FARM-FRESH MARKET PHOTO](#)

IMAGE: [8.1 LITCHFIELD HILLS FARM-FRESH MARKET PHOTO](#)

EXCEL: [8.1.1A-C COMPLETED EXCEL TEMPLATE FOR LITCHFIELD HILLS FARM-FRESH MARKETS](#)

IMAGE: [LITCHFIELD HILLS FARM-FRESH MARKET PHOTO](#)

Documentation Details: The dates, descriptions, participation, highlights, and partner for the 13 outdoor farmers' markets can be found in the excel template provided by Sustainable CT. The pdf of Litchfield Hills Farm-Fresh Market Vendors 2020 was provided by the Litchfield Hills Farm-Fresh Markets director.

Partners: 8.1.1a Organization: Litchfield Hills Farm-Fresh Market 8.1.1b Municipality: Town of Litchfield provides the outdoor location with parking on the municipal land of the Litchfield Center School. The town also allows permanent signage on the main road--Rte 63.

8.3 Train Municipal Representatives

10 Points

Approved Information: 8.3.1a. Send at least one commissioner from your Inland Wetlands Commission and at least one commissioner from your Planning and Zoning Commission to a training relevant to their commission. (5 points) 8.3.1b. Send two or more commissioners from two or more different commissions (excluding Inland Wetlands and Planning and Zoning) to a training relevant to their commissions. (5 points)

Supporting Documentation:

PDF: [LIST OF LITCHFIELD MUNICIPAL REPRESENTATIVES AT NHCOC TRAININGS.PDF](#)

Documentation Details: Jocelyn Ayer, the Community & Economic Development Director at the Northwest Hills Council of Governments (NHCOC), provided us with a comprehensive list of all of the Litchfield Municipal Representatives who attended trainings or continuing education events with NHCOC over the last 3 years which is attached as a pdf. For 8.3.1a: Carol Bramley of the Planning and Zoning Commission attended "Planning & Zoning for Solar Installations" in Oct. 2019, "Best Practices for Running Meetings" in Aug. 2019, "SustainableCT & Solar, Wind and Farm-event Regulations" in Aug. 2018, and "Zoning to Provide Housing Options" in May 2018. Abby Conroy of the Planning and Zoning Commission attended "Best Practices for Running Meetings" in Aug. 2019, "Town Plan Implementation & Town-Level Data for Planning" in Jan. 2019, "Zoning to Provide Housing Options" in May 2018, and "Home-based Business Regulations" in Mar. 2018. Jack Healy from the Inland Wetlands Commission attended "What's Legally Required" in Feb. 2020. For 8.3.1b: Denise Raap from the Board of Selectmen (she is our 1st Selectwoman) attended "Town Plan Implementation & Town-Level Data for Planning" in Jan. 2019. John Baker from the Conservation Commission attended "Planning & Zoning for Wildlife Corridors" in May 2019.

Partners: 8.3.1a-b: Northwest Hills Council of Governments (NHCOC)

Additional Information: N/A

9. Strategic Materials Management

9.1 Report Materials Management Data and Reduce Waste

5 Points

Approved Information: 9.1.1: Report Materials Management Data and Reduce Waste (5 points)

Supporting Documentation:

EXCEL: [LITCHFIELD SOLID WASTE CALCULATION 2018-2020.XLSX](#)

WORD: [LITCHFIELD CONTACT FOR COLLECTING DATA ON WASTE GENERATION AND RECYCLING.DOCX](#)

IMAGE: [LITCHFIELD TOWN WEBSITE SMART DATA ACCESS \(SCREEN SHOT\)](#)

Documentation Details: Litchfield town website link for SMART solid waste data access:
<https://www.townoflitchfield.org/entities/smart-task-force>

Partners: Litchfield Public Works Department Litchfield SMART Team

9.2 Implement Save Money and Reduce Trash (SMART) Program

5 Points

Approved Information: 9.2.1: Implement Save Money and Reduce Trash (SMART) Program (5 points)

Supporting Documentation:

WORD: [LITCHFIELD ACTION 9.2.1 WORKSHEET - SMART](#)

Documentation Details: The attached Action 9.2.1 Worksheet responds to all of the questions and requirements needed for Action 9.2.1.

Partners: 9.2.1: Project led by the Town's SMART Task Force, formerly the Recycling Task Force, and was supported by the First Selectwoman.

10. Optimal Health and Wellness Opportunities

10.1 Encourage Healthy and Sustainable Food Networks

10 Points

Approved Information: 10.1 Encourage Healthy and Sustainable Food Networks 10.1.1 Develop and Adopt a Food Policy Council (10 points)

Supporting Documentation:

PDF: [TOWN OF LITCHFIELD SUSTAINABLE LITCHFIELD 10.1.1 FOOD POLICY COUNCIL](#)

WORD: [LITCHFIELD FOOD NETWORK THANK YOU LETTER V.3 03022021.DOCX](#)

PDF: [FEB 25 AGENDA.PDF](#)

Documentation Details: 1. Town of Litchfield Sustainable Litchfield - 10.1.1 Food Policy Council Including List of Food Policy Council Members and date of first meeting 2. Feb 25 agenda -- the agenda used for the first meeting 3. Thank you letter to those attending the first meeting.

Partners: Each of the Litchfield not-for-profit organizations listed in the attached Word document were partners in implementing this action. Denise Raap and Michael Lyn Cappello are municipal personnel who led and assembled the Policy Council. Sustainable Litchfield Committee members Diane Field, Carrie Szwed, and Margaret Hunt managed the action for Sustainable Litchfield certification.

10.4 Develop and Promote Community Growing Spaces

15 Points

Approved Information: Submission for 10.4.1 (15 pts)

Supporting Documentation:

WORD: [SUBMISSION DOC 10.4.1](#)

Documentation Details: The attached summary provides information for Litchfield's Community Garden, and includes reference to the support provided by the town..

Partners: Town of Litchfield Litchfield Community Center Litchfield Land Trust

11. Healthy, Efficient and Diverse Housing

11.1 Design and Implement an Affordable Housing Plan

10 Points

Approved Information: 11.1.1 Create a Housing Committee w/Diverse Membership (10 points)

Supporting Documentation:

PDF: [11.1.1 SUBMISSION DOC](#)

PDF: [LHA MEETING MINUTES 10.26.20](#)

PDF: [LHT MEETING MINUTES 9.28.20](#)

PDF: [LHT NEWSLETTER FOR WEB](#)

PDF: [LHT NEWSLETTER V2](#)

PDF: [LHT COMMUNITY REPORT](#)

Documentation Details: The 1st attachment includes the information required for submission. The other documents are supporting information and include Board meeting minutes (2), Newsletters (2) and a Community Report (1).

Partners: Supporting the efforts of the Litchfield Housing Trust is the Board of Selectmen of the Town of Litchfield. Their role is described in the primary submission document.