



# Sustainable Connecticut Community Certification Report

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

Litchfield was certified on November 01, 2021 with 430 points. Listed below is information regarding Litchfield's Sustainable Connecticut efforts and materials associated with the applicant's certified actions.

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## Contact Information

The designated Sustainable Connecticut contact for Litchfield is:

|                        |   |
|------------------------|---|
| <b>Name:</b>           | DENISE RAAP                                 |
| <b>Title/Position:</b> | FIRST SELECTWOMAN / TOWN OF LITCHFIELD      |
| <b>Address:</b>        | 74 WEST ST<br>LITCHFIELD, CONNECTICUT 06759 |
| <b>Phone:</b>          | 860-567-7550                                |

## 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](mailto:info@sustainablect.org) with specific questions.

### 1. Inclusive and Equitable Community Impacts

#### 1.1 Optimize for Equity – REQUIRED

40 Points

**Approved Information:** 1.1 Optimize for Equity Action Community Energy Campaign #7.7.1. (10 points) 1.1 Optimize for Equity - Pedestrian Walk Audit #6.5.3 (10 pts) 1.1 Optimize for Equity- Town Of Litchfield Facilities Review Committee 13.1 (10 pts) 1.1 Optimize for Equity - Develop and Adopt a Town Equity Statement #1.3 (10 pts)

#### Supporting Documentation:

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

PDF: [ENERGY EQUITY FINAL SURVEY RESULTS](#)

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

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

PDF: [ENERGY EQUITY ZOOM ANNOUNCEMENT](#)

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

PDF: [HES-IE APPLICATION](#)

PDF: [RESIDENT CHECKLIST](#)

PDF: [OWL RESOURCES GUIDE SHEET](#)

PDF: [EQUITY WALK AUDIT SUBMISSION DOC 6.5.3](#)

PDF: [LITCHFIELD WALK AUDIT 6.5.3](#)

PDF: [CROSSWALK & AUDITOR LIST 6.5.3](#)

PDF: [PROBLEMATIC CROSSWALKS 6.5.3](#)

PDF: [WALK AUDIT SUMMARY 6.5.3](#)

PDF: [1.1 OPTIMIZE FOR EQUITY FOR 1.3 DEVELOP AND ADOPT A TOWN EQUITY STATEMENT ACTION FINAL AUG 22 2021.PDF.PDF](#)

PDF: [13.1 SURVEY AND PRESENTATION - APRIL 2021.PDF](#)

WORD: [13.1 TOWN FACILITIES REVIEW NARRATIVE SUBMITTED FOR 1.1 OPTIMIZING FOR EQUITY](#)

PDF: [13.1 PUBLIC HEARINGS .PDF](#)

**Documentation Details:** There are 12 files attached for 7.7.1 "Community Energy Campaign". 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 There are 5 files for the Walk Audit (6.5.3) Equity Toolkit There are 3 files for 13.1 Litchfield Town Facilities Review Committee. Survey and Presentation file contains a sample of the distributed survey and the slide presentation of the results shown at public meetings. Public Hearings file documents the 3 public meetings where survey results were presented at 3 different town locations.

Narrative provides overview of process . Action 1.1 has the maximum number of attachments so we could not include attachments for 1.1 Optimize for Equity - Develop and Adopt a Town Equity Statement #1.3 (10 pts). Instead, attachments for 1.1 Optimize for Equity applied to #1.3 Develop and Adopt a Town Equity Statement are included in the submission of Action #1.3.

**Partners:** 1.1. Action #7.7.1 Community Energy Campaign - 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. 1.1 Action #6.5.3 - For the Walk Audit, we partnered with the Town of Litchfield and a committee established by the Board of Selectmen called the "Traffic Safety Community Action Committee" who organized and implemented the walk audit. 1.1 Action 13.1- Form Facilities Review Committee- The committee had liaisons from the Board of Selectmen, the Board of Finance and the Board of Education. 1.1 Action #1.3 - for Develop and Adopt a Town Equity Statement, the committee had a community team of 7 members representative of Litchfield's stakeholders (all residents). Partners included the Board of Selectmen, school faculty and staff including the superintendent. Information from non-profit organizations such as the Oliver Wolcott library, the Litchfield Historical Society, and the Litchfield Housing Trust was valuable in developing the statement.

**Additional Information:** #7.7.1 - 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! #6.5.3 This is the 1st new Equity submission for Silver. #13.1 This is 2nd new Equity submission for Silver. #1.3 - This is our 3rd Optimize for Equity submission for Silver.

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## 1.2 Participate in Equity Training

10 Points

**Approved Information:** 1.2 Participate in Equity Training Have a cohort from your town of at least three people, including one elected official, one higher level municipal staff member (management and/or director-level), and one resident serving on your sustainability team. collectively attend a series of Sustainable CT-provided trainings on equity (10 points). Submit: The name and title of each person who attended the trainings and the dates the trainings were held.

### Supporting Documentation:

**WORD:** [1.2 PARTICIPATE IN EQUITY TRAINING--WHO AND WHEN .DOCX](#)

**PDF:** [1.2 PARTICIPATE IN EQUITY TRAINING--SCT REVISION.PDF](#)

**Documentation Details:** 1.2 Word document is a list of the three people who attended the Equity training and the dates of attendance. 1.2 Copy of email trail to confirm that Social Services Director attended the March 30 Equity Training Workshop per Reviewer Feedback.

**Partners:** 1.2 (participate in equity training): Town of Litchfield and Sustainable Litchfield Committee

## 1.3 Develop and Adopt a Statement on Equity

15 Points

**Approved Information:** 1.3: Develop and Adopt a Town Equity Statement (15 points)

### Supporting Documentation:

PDF: [1.3 AGENDA FOR AUGUST 3 2021 BOARD OF SELECTMEN MEETING](#)

PDF: [1.3 LITCHFIELD.BZ ARTICLE AUGUST 4 2021](#)

PDF: [1.3 BOS MINUTES AUGUST 3, 2021](#)

PDF: [1.3 DEVELOP AND ADOPT A TOWN EQUITY STATEMENT AUGUST 8 2021.PDF](#)

PDF: [1.3 LITCHFIELD EQUITY STATEMENT FINAL 8-2-2021.PDF](#)

**Documentation Details:** Five documents are attached for #1.3. Four documents are attached for #1.1 (the document count for #1.1 was at the limit, so all documents for #1.1 are submitted under #1.3).

**Partners:** 1.3 (Develop and Adopt a Town Equity Statement) Partners: Sustainable CT Equity Coach Eric Reye provided a one-session training for the Equity Statement planning group prior to recruiting the drafting team. Superintendent of Litchfield Public Schools offered current information about school climate and plans for boosting equity throughout the school system; also had the opportunity to review the draft equity statement for accuracy of the school climate sections. Litchfield Housing Trust Board member, provided basic information to the Sustainable Litchfield Committee about affordable housing in Litchfield; also had the opportunity to review the draft equity statement for accuracy of the affordable housing sections. Educators in Litchfield and in other CT municipalities provided equity insights on their respective public school systems. Equity specialist and high school teacher provided training for the Equity Statement Drafting Team. Litchfield Education Association (LEA) President had the opportunity to review the draft equity statement for accuracy of the school climate sections. Former and current elected municipal officials, including Equity Statement team members, provided information about civic engagement. First Selectman provided input during the initial planning meetings of the Equity Statement planning and early meetings of the drafting team. The First Selectman also sent individual invitations informing recipient of the convening of an Equity Statement Drafting Team and had the opportunity to review the draft equity statement. Litchfield Community Center assisted in outreach by publicizing the invitation to residents to become part of the Equity Statement Drafting Team.

1.3 (Develop and adopt a Town Equity Statement) Stakeholders: Community residents in the five villages/communities provided information about equity in their area of the Town. Residents of affordable housing, renters; families with children in the school system provided information about affordable housing and schools in Litchfield. Non-residents who chose not to reside in Litchfield were interviewed about housing in Litchfield. Current educators in the LPS system provided information to the school climate group. Current residents provided information to the civic engagement group. Prevention Council provided information about civic engagement. Town political committees provided information about civic engagement. Residents of Litchfield, Bantam, and Northfield provided information useful in drafting the Equity Statement.

## 2. Thriving Local Economies

## 2.3 Inventory and Promote Local Products and Services

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.

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## 2.4 Provide Resources and Supports to Local Businesses

5 Points

**Approved Information:** 2.4.2: Create or support Small Business Development Centers... (5 points)

### Supporting Documentation:

**PDF:** [2.4.2 LETTER FROM 1ST SELECTMAN DENISE RAAP OUTLINING TOWN'S PARTNERSHIP WITH LABA \(LITCHFIELD AREA BUSINESS ASSOCIATION\)](#)

**Partners:** Litchfield Area Business Association (LABA) Town of Litchfield's Economic Development Commission Litchfield's 1st Selectman Denise Raap

**Additional Information:** In addition to what is outlined in 1st Selectman Raap's letter, LABA also created a "Local Businesses" brochure back in 2017, and last year it was uploaded to the Town of Litchfield website for use by all.

## 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.

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## 3. Well-Stewarded Land and Natural Resources

### 3.1 Provide Watershed Education

5 Points

**Approved Information:** 3.1.2a: Provide Watershed Protection - Citizen Science (5 points), updates 11/3/20, revisions 6/7/21

#### Supporting Documentation:

**WORD:** [BANTAM LAKE WATERSHED ASSESSMENT STRATEGY MEETING](#)

**WORD:** [BANTAM LAKE CITIZEN SCIENCE POINT SOURCE MAP](#)

**WORD:** [WATERSHED CITIZEN SCIENCE EFFORT SUMMARY - ACTION 3.1.DOCX \(RESUBMITTED\)](#)

**Documentation Details:** 1) Bantam Lake Watershed Assessment strategy meeting: This was the notice to a Zoom kickoff meeting for the initiation of a Bantam Lake Watershed Plan. This meeting pulled together interested and potentially helpful players that could assist in data collection and the formation of the watershed plan. 2) Bantam Lake citizen science point source map: The regional community came together to assist the CTDEEP and the environmental consulting group efficiently locate potential phosphorous point source locations. The community was organized and trained with the Epicollect5 phone app developed by White Memorial Foundation researchers. This was all done remotely during the pandemic. Click the 2nd link in this document to access the watershed map with point source locations documented by volunteers. 3) Action 3.1 - Provide Watershed Education action summary

**Partners:** CTDEEP (planned Bantam Watershed Assessment, hired environmental consultants, coordinated introduction meeting) Comprehensive Environmental Inc. (conducted assessment and provided guidance for citizen science preliminary data collection) Town of Morris (Litchfield neighbor shares watershed land, active contributor) Town of Goshen (Litchfield neighbor shares watershed land, active contributor) White Memorial Foundation (scientists used EpiCollect5 platform to design data collection program, trained citizen scientist participants) Bantam Lake Protective Society (provided history of Bantam Lake water quality and treatments, recruited participants) Litchfield Land Trust (provided insights regarding watershed properties and recruited participants) Goshen Land Trust (provided insights regarding watershed properties and recruited participants) Litchfield Garden Club (recruited participants)

**Additional Information:** Sustainable Litchfield Committee member Dean Birdsall was involved in meetings and coordinated communication and efforts between partners and both the Sustainable Litchfield Committee and First Selectwoman Denise Raap, Dean was involved with coordinating with Jamie Fisher from White Memorial to recruit and train citizens to use the EpiCollect phone app that was used to collect data points.

### 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.

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### 3.8 Implement Low Impact Development

5 Points

**Approved Information:** 3.8.1.a: Low Impact Development Educational Material (5 points)

**Supporting Documentation:**

PDF: [3.8.1.A. BANTAM LAKE LISD HANDBOOK.PDF](#)

**Documentation Details:** Bantam Lake, CT's largest natural lake, is located within the towns of Litchfield and Morris, CT. Approximately 60% of Bantam Lake's shoreline is owned by the non-profit organization known as The White Memorial Foundation. Many homeowners live along this shoreline on White Memorial's property, leasing the land from White Memorial and owning the actual houses. White Memorial's Research Director, James Fischer, who is also a member of the Bantam Lake Protective Association and the CT Federation of Lakes, assigned to one of his interns the creation of the attached LISD Handbook for residents along Bantam Lake's shoreline. Printed copies of this document will be distributed to all residents on White Memorial's property. In addition, BLPA will distribute it to other shoreline homeowners not within White Memorial's boundaries, but still residents of Litchfield and neighboring Morris, CT. This important resource could also be shared on the Town websites for Litchfield and Morris.

**Partners:** The White Memorial Foundation Bantam Lake Protective Association



### 3.9 Manage Woodlands and Urban Forests

15 Points

**Approved Information:** 3.9.1 Establish a Forestry Advisory Committee (5 points) 3.9.2 Sponsor or host a forestry and woodlands education campaign. Provide educational materials to private forest owner. (10 points)

**Supporting Documentation:**

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

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

**PDF:** [FORESTRY WORKSHOP MAP 5-15-21](#)

**WORD:** [FORESTRY WORKSHOP FLYER](#)

**IMAGE:** [FORESTRY WORKSHOP PHOTOGRAPH](#)

**Documentation Details:** 3.9.1 Agenda and Committee members document contains the list of the individuals. 3.9.2 Litchfield Forestry Workshop Promotional Flyer 3.9.2 Litchfield Forestry Workshop Location Map (handout at event) 3.9.2 Forestry Workshop Photograph (Dr. Jeffery Ward, Chief Scientist CT Department of Forestry and Lucas Hyder, Executive Director for White Memorial Foundation)

**Partners:** 3.9.1, (Establish a Forestry Advisory Committee) None 3.9.2, (Sponsor or host a forestry and woodlands education campaign. Provide educational materials to private forest owner): White Memorial Foundation recruited forestry experts and designed the program with cooperation with the State Department of Forestry Chief Scientist, Jeffery Ward. The Litchfield Selectman office promoted the event on their website, organized a mailing of the flyer to residents owning more than 20 acres of forested land, and coordinated preregistration for participants. The Litchfield Land Trust promoted the activity and recruited forest land owners to participate.

**Additional Information:** 3.9.1, 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. 3.9.2, Forest Management Workshop and Field Tour This event had 14 participants and five presenters and coordinators. It was extremely well received. Participants learned how to employ forest management to improve resiliency of roadside forests to severe weather and to improve resiliency to climate change while enhancing habitat diversity. Dr. Jeffrey Ward (Connecticut Agricultural Experiment Station) together with Lukas Hyder and James Fischer (White Memorial) spoke about the "Stormwise" project, forest management, and the benefits of thinning during a 'walk and talk' tour of several nearby sites that have been thinned over the last 20 years. The question and answer session was extensive and covered many topics concerning the maintainance of forest health. It was clear that a major concern for all involved is the spread of non-native invasive plants and insects. This will help guide our future efforts.

### 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.

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## 4. Vibrant and Creative Cultural Ecosystems

### 4.1 Map Tourism and Cultural Assets

15 Points

**Approved Information:** 4.1.2 Update Your Profile on CTVisit (5 points) 4.1.1 Create a Tourism and Cultural Asset Map (10 points)

**Supporting Documentation:**

IMAGE: [4.1.2 TOWN WEBSITE SCREEN SHOT WITH CTVISIT LINK 2021-03-30.PNG - APPROVED 5/21](#)

PDF: [4.1.1A LITCHFIELD "DAWN TO DUSK" HIGHLIGHTS TOUR.PDF](#)

PDF: [4.1.1A FOOD AND BEVERAGE ESTABLISHMENTS IN LITCHFIELD, CT.PDF](#)

PDF: [4.1.1B WORKSHEET OUTLINING TOWN ASSETS INCLUDED IN TOUR.PDF](#)

IMAGE: [4.1.1C SCREENSHOT OF FEATURED ARTICLE ON TOWN OF LITCHFIELD'S WEBSITE ABOUT THE LITCHFIELD HIGHLIGHTS TOUR .JPG](#)

IMAGE: [4.1.1C SCREENSHOT OF LITCHFIELD HIGHLIGHTS TOUR POSTED ON TOWN OF LITCHFIELD FACEBOOK PAGE .JPG](#)

IMAGE: [4.1.1C SCREENSHOT OF LITCHFIELD HIGHLIGHTS TOUR POSTED ON VISIT LITCHFIELD CT FACEBOOK PAGE .JPG](#)

PDF: [4.1.1D TOUR MAINTENANCE PLAN.PDF](#)

**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>. - Approved 5/21 4.1.1.a - Identify potential tourism and cultural assets... Sustainable Litchfield member Carrie Szwed and Litchfield Historical Society's Education Director, Kate Zullo, put together a driving/walking tour that contains 21 stops highlighting Litchfield's amazing history, culture, and beauty with descriptions and pictures (see attached PDF - Litchfield "Dawn to Dusk" Highlights Tour). This tour was designed to help visitors and residents alike learn about and appreciate some of our town's most unique and accessible locations. All of the locations chosen for the tour are open year-round, free to the public, and operated by not-for profit institutions. Considering the current COVID circumstances, Kate and Carrie also focused on outdoor locations. Within the tour, you will also find "Breakfast Time," "Lunchtime," and "Dinnertime" stops. For those stops, Carrie put together a document that lists all of the current eateries operating in town (so as not to highlight one over another) with their websites when available (see attached PDF - Food and Beverage Establishments in Litchfield). 4.1.1.b - Identify information for each potential tourism and cultural asset... Please see the attached PDF - Worksheet Outlining Town Assets Included in Tour 4.1.1.c - Create a useable and public online resource... Again, please see the attached PDF - Litchfield "Dawn to Dusk" Highlights Tour. Instead of simply linking users to a map (which is already on the Town website - <https://www.townoflitchfield.org/places>), Carrie and Kate decided to make this resource a more interactive experience that would hopefully shed some light on the hidden, and not-so-hidden, landmarks that make Litchfield so unique. Carrie was inspired to create this resource after using a similar driving tour as a tourist in Stockbridge, MA. She appreciated the ability to take the tour even when many indoor destinations were closed during COVID, as well as the ease of finding the resource right on the Town of Stockbridge's website. Therefore, she thought it would be great for a town like Litchfield, comparable in size, history, and beauty to Stockbridge, to have a similar driving/walking tour. Kate and Carrie hope this Litchfield Highlights Tour can be a useful resource for those visiting and living in Litchfield. The three attached JPG images are screenshots documenting where this Litchfield tour has been publicized. Our 1st Selectman, Denise Raap, was very excited about the creation of this tour and promptly posted it as a featured article on the Town of Litchfield's webpage - [townoflitchfield.org](http://townoflitchfield.org). She is also the main administrator for the Town of Litchfield's Facebook page; she posted about the tour on that page as well. Our town's Economic Development Commission has also started a very useful and well-received Facebook page called "Visit Litchfield CT." EDC member Lindsay Turner posted about the tour on this page. Both of these Facebook posts quickly got shared to other community pages, including the "Things to do in CT" page, the "Northwest CT Business Group" page and the "Northwest Corner Chatter" page. Word is spreading fast to community members and tourists! 4.1.1.d - Create a maintenance plan for updating the dynamic tourism and cultural asset web resource... Please see the attached PDF - "Tour Maintenance Plan" - or read below: MAINTENANCE PLAN FOR UPDATING AND PUBLICIZING THE LITCHFIELD HIGHLIGHTS TOUR: Carrie and Kate created the Litchfield Highlights Tour as a "Google Doc" so that is continually editable by both. They will refer back to the tour on a quarterly basis (each season) to make any necessary updates or changes. Within the tour is also an embedded link to a list of restaurants in Litchfield. This list is a Google Doc as well that can be edited by Carrie or Kate. In addition to their quarterly review of the entire tour, either Kate or Carrie will update the restaurant list whenever they see one that has opened or closed in town. Each quarter, they will also do another "round" of publicity on the town website and related Facebook pages. 1st Selectman Denise and EDC member Lindsay have been very receptive to emails from Carrie requesting publicity pushes. In order to preserve the aesthetic layout of the tour document, Carrie saved and publicized the tour as an online PDF. To access the tour, people just click the link and they will be brought directly to the PDF of the tour: [https://drive.google.com/file/d/19nr586RfXVYsu5ZsbgEb0o4KfIUxfKsO/view?fbclid=IwAR02SKA1HMauctPq\\_U7N97Y6CMUqSBowpWV3APEB9Rcf56ruhmb2cQyDQZk](https://drive.google.com/file/d/19nr586RfXVYsu5ZsbgEb0o4KfIUxfKsO/view?fbclid=IwAR02SKA1HMauctPq_U7N97Y6CMUqSBowpWV3APEB9Rcf56ruhmb2cQyDQZk) However, Carrie and Kate can revert the PDF to an editable document (by those two only) on Google Docs whenever necessary. That way, they can make changes and re-save it while preserving the same PDF link. The link will not change when updates are made, nor will a new link have to be publicized every time.

**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. - Approved 5/21 For 4.1.1... In the creation of the tour: Kate Zullo from the Litchfield Historical Society partnered with Carrie Szwed of Sustainable Litchfield Committee. Additional municipality specific role in implementing this action was in publicizing the tour: 1st Selectman Denise Raap and Economic Development Commission member Lindsay Turner. Partner Organizations highlighted in the tour itself: Town of Litchfield, Litchfield Land Trust, First Congregational Church, Litchfield Historical Society, Oliver Wolcott Library, Montfort Missionaries, Topsmead State Forest, The White Memorial Foundation

## 4.2 Support Arts and Creative Culture

25 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 4.2.3 Commit Dedicated Funding to the Arts 8/18/2021 (10 points for first three) 4.2.5 Establish Arts/Culture Council (5 points) 4.2.7 Streamline permitting system for events, performances, etc. in public spaces. (5 points) 8/26/2021 4.2.10.a: Promote local library events through municipal outlets (5 points) 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](#)

PDF: [4.2.5 SIGNED BOS MINUTES 6 15 21 SHOWING ADOPTION OF MEMBERSHIP AND DUTIES OF ARTS COUNCIL](#)

PDF: [MEMBERSHIP AND DUTIES OF ARTS COUNCIL](#)

WORD: [4.2.7 NARRATIVE FOR STREAMLINING THE PERMITTING PROCESS](#)

PDF: [4.2.7 FACILITIES LIST ON PARK AND RECREATION WEBSITE](#)

PDF: [4.2.7 BOROUGH OF LITCHFIELD PERMIT FORM FOR PEDDLER, SOLICITOR LICENSE.](#)

PDF: [4.2.7 PARK AND RECREATION WEBSITE PAGE --ONLINE FORM TO MAKE A FACILITY RESERVATION REQUEST](#)

PDF: [4.2.3 DESCRIPTION PREPARED BY PARK AND RECREATION DIRECTOR OF FUNDING FOR 2021 SUMMER CONCERT SERIES ON THE TOWN GREEN](#)

PDF: [4.2.7 PARK AND RECREATION WEBSITE--DIRECTIONS FOR MAKING A FACILITY RESERVATION REQUEST](#)

PDF: [4.2.7 PARK AND RECREATION WEBSITE--ONLINE FORM TO BEGIN MAKING A FACILITIES RESERVATION REQUEST](#)

PDF: [4.2.7 BOROUGH OF LITCHFIELD PERMIT FORM FOR PARADES, EVENTS ON THE TOWN GREEN](#)

**Documentation Details:** pdf 4.2.3 Description prepared by Park and Recreation Director of funding for 2021 Summer Concert Series on the town Green was prepared to satisfy reviewer feedback request of 5/6/2021 for more specific documentation. 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 4.2.7 Town of Litchfield Park and Recreation Commission and Borough of Litchfield walked us through the permitting systems. 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

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### 5.1 Integrate Sustainability into Plan of Conservation and Development

35 Points

**Approved Information:** 5.1.1b POCD and Sustainability concepts worksheet (40 points), updated 5/5/17

**Supporting Documentation:**

PDF: [LITCHFIELD POCD 2017 EDITION.PDF](#)

WORD: [5.1.1B WORKSHEET 2 - 2021 SILVER.DOCX](#)

**Documentation Details:** The documents provided are the 2017 Litchfield POCD, and the attached documents that outlines the various sustainability concepts that were included in the POCD, ranging from Land Use and Transportation to Housing. The sections relevant to the concepts are highlighted in the POCD and page numbers are listed in the doc.

**Partners:** Sustainable Litchfield Committee

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### 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.

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## 6. Clean and Diverse Transportation Systems and Choices

## 6.4 Support Zero Emission Vehicle Deployment

10 Points

**Approved Information:** 6.4.1 - "Sponsor an EV Fair" (5 pts) 6.4.4 "Conduct an EV Demand Assessment" (5pts)

### Supporting Documentation:

WORD: [EV FAIR SUBMISSION DOC](#)

PDF: [6.4.4 SUBMISSION SUMMARY.PDF](#)

PDF: [6.4.4 DEMAND ASSESSMENT](#)

PDF: [6.4.4 - LITCHFIELD EVSE MASTER PLAN](#)

**Documentation Details:** 6.4.1 - 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. For Action 6.4.4, there are 3 submitted documents: 1) a summary doc providing a basic intro, 2) the Demand Assessment itself, and 3) an "EV Roadmap" displaying where & what kind of EVSE we might deploy.

**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. Action 6.4.4 included participation by various stakeholders of properties in town including the Public Works Director, Superintendent of Schools, and a variety of individuals responsible for various private properties in town. All provided crucial metrics allowing us to to assess the viability of various locations for an EVSE.

## 6.5 Promote Public Transit and Other Mobility Strategies

15 Points

**Approved Information:** 6.5.3: Through a process of community engagement, complete a pedestrian audit (10 points) 6.5.1 Educate residents via existing regional mobility managers, websites, and social media apps about alternative routes and transportation methods. (5 points)

### Supporting Documentation:

PDF: [LITCHFIELD WALK AUDIT](#)

PDF: [WALK AUDIT SUMMARY](#)

PDF: [CROSSWALK & AUDITOR LIST](#)

PDF: [PROBLEMATIC CROSSWALKS](#)

PDF: [WALK AUDIT BRIEF](#)

PDF: [LITCHFIELD WALK AUDIT TRAINING SESSION](#)

PDF: [WALK AUDIT SUBMISSION DOC](#)

PDF: [PHOTOS BY AUDITORS](#)

PDF: [6.5.1 SUMMARY](#)

**Documentation Details:** The attachment above called the "Walk Audit Submission doc" is the key review document. All the other attachments are supporting docs addressing various topics associated with the overall effort. 6.5.1 There is a single document providing evidence of the outreach efforts to educate Litchfield residents of the "Greenway" transportation alternative.

**Partners:** Special Town of Litchfield Committee "Traffic Safety Community Action Committee" Board of Selectmen, Town of Litchfield 6.5.1 - Various collaborators included the Town of Litchfield and the White Memorial Conservation Center. The Town provided signage as well as creation of parking at various portions of the Greenway. White Memorial allowed the Greenway access to their land for placement of the path.

## 7. Renewable and Efficient Energy Infrastructure and Operations

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## 7.1 Benchmark and Track Energy Use

10 Points

**Approved Information:** 7.1.1 Benchmark & Track Energy Use (5 points); Data from Portfolio Mgr 7.1.2 Track Energy Use at Wastewater Treatment Plant (5 points);

**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.

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## 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.

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## 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 NHCOG TRAININGS.PDF](#)

**Documentation Details:** Jocelyn Ayer, the Community & Economic Development Director at the Northwest Hills Council of Governments (NHCOG), provided us with a comprehensive list of all of the Litchfield Municipal Representatives who attended trainings or continuing education events with NHCOG 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 (NHCOG)

**Additional Information:** N/A

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## 8.5 Collaborate With Other Municipalities

30 Points

**Approved Information:** 8.5.1. Collaboration with other Municipalities: Mentorship (30 points)

### Supporting Documentation:

WORD: [8.5.1 COLLABORATE WITH OTHER MUNICIPALITIES WORKSHEET #1](#)

**Documentation Details:** 8.5.1 Worksheet 1 is completed for Mentoring received from Town of Lyme, the Town of Old Lyme, and the City of Torrington

**Partners:** 8.5.1 (being mentored) Town of Lyme, Sustainable Lyme and Board of Selectman member 8.5.1 (being mentored) Town of Old Lyme, Sustainable Old Lyme committee member 8.5.1 (being mentored) City of Torrington, Director of Early Childhood and Family Programs, met with Litchfield Director of Social Services

## 9. Strategic Materials Management

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### 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

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### 9.2 Implement Unit-Based Pricing

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

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### 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.

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### 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

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### 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.

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### 11.2 Grow Sustainable and Affordable Housing Options

10 Points

**Approved Information:** 11.2.3 Grow Sustainable and Affordable Housing Options- commit dedicated funding (10 points)

**Supporting Documentation:**

PDF: [11.2.3 SUSTAINABLE LITCHFIELD ACTION 08.20.21PDF](#)

PDF: [AFFORDABLE HOUSING FLYER.PDF](#)

**Documentation Details:** 11.2.3 Sustainable Litchfield Action- This document was written specifically to support this action.

**Partners:** 11.2.3 (Grow Sustainable and Affordable Housing Options with dedicated funding) Litchfield Housing Trust- please see 11.2.3 Sustainable Litchfield Action document for description of partnership.

## 13. Innovative Strategies and Practices

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### 13.1 Implement Your Own Sustainability Action

20 Points

**Approved Information:** 13.1: Created Facilities Review Committee to evaluate town building utilization, with recommendations for reuse, renovation or divestiture (10 points); engaged community to create Sustainable Litchfield Town Committee logo (10 points).

#### Supporting Documentation:

WORD: [13.1 LOGO: FLYER FOR LOGO DESIGN COMPETITION](#)

WORD: [13.1 LOGO FOR SUSTAINABLE LITCHFIELD TOWN COMMITTEE](#)

PDF: [13.1 LOGO COMPETITION PRESS RELEASE IN LITCHFIELD.BZ](#)

PDF: [13.1 LOGO COMPETITION WINNER PRESS RELEASE IN LITCHFIELD.BZ](#)

PDF: [13.1 LITCHFIELD BOARD OF SELECTMEN FEB. 18 2020 MINUTES -1.PDF](#)

PDF: [13.1 TOWN FACILITIES REVIEW COMM. RESOLUTION.PDF](#)

WORD: [13.1 LOGO COMPETITION NARRATIVE](#)

PDF: [13.1 TOWN OF LITCHFIELD FACILITIES REVIEW COMMITTEE MINUTES APRIL 29 2020.PDF](#)

WORD: [13.1 TOWN OF LITCHFIELD FACILITIES REVIEW NARRATIVE](#)

**Documentation Details:** 5 Files support 13.1 Create a Logo for Sustainable Litchfield Committee. 3 Files support 13.2 Form Town of Litchfield Facilities Review Committee. See page 4 and 5 of Litchfield Board of Selectmen meeting minutes on 2/18/2020 where Town Facilities Review Committee was formed.

**Partners:** 13.1 Create A Logo for Sustainable Litchfield Town Committee: Litchfield High School Art Department: students submitted logo designs to the competition Litchfield Community Center: helped with publicizing the logo design contest. Flyer provided by Sustainable Litchfield Town of Litchfield: helped with publicizing the logo design contest. Flyer provided by Sustainable Litchfield Litchfield.bz: helped with publicizing the logo design contest and the winner. Information provided by Sustainable Litchfield WZBC: helped with publicizing the logo design contest. Interviewed a member of Sustainable Litchfield twenty2 Wallpaper: a local design business that is formatting and storing the logo design 13.1 Facilities Review Committee- liaisons with Board of Selectmen, Board of Finance and Board of Education.