



## Sustainable CT Community Certification Report

This is the Sustainable CT Certification Report of Manchester, a Sustainable CT silver certified applicant.

Manchester was certified on October 31, 2022 with 520 points. Listed below is information regarding Manchester's Sustainable CT efforts and materials associated with the applicant's certified actions.

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### Contact Information

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## Actions Implemented

Each approved action and supporting documentation for which Manchester was approved for in 2022 appears below. Please enjoy this opportunity to view and learn from the information and materials provided.

Notes: Submission content was created by Manchester, 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

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#### 1.1 Optimize for Equity – REQUIRED

30 Points

**Approved Information:** 1.1 Optimize for Equity (Action 4.2) (10 points) 1.1 Optimize for Equity (Action 8.2) (10 points) 1.1 Optimize for Equity (Action 12.1, 12.2, 12.4) (10 points)

#### Supporting Documentation:

WORD: [EQUITY TOOLKIT OUTLINE HOMELESSNESS](#)

IMAGE: [COMMUNICATION PIC 1](#)

IMAGE: [COMMUNICATION PIC 2](#)

IMAGE: [COMMUNICATION PIC 3](#)

IMAGE: [COMMUNICATION PIC 4](#)

IMAGE: [COMMUNICATION PIC 5](#)

IMAGE: [COMMUNICATION PIC 6](#)

WORD: [EQUITY TOOLKIT - RECREATION](#)

IMAGE: [COMMUNICATION PIC 7](#)

IMAGE: [LEISURE LABS](#)

WORD: [COMMUNICATIONS AND CIVIC ENGAGEMENT JOB DESCRIPTION](#)

IMAGE: [LEISURE LABS 2](#)

WORD: [EQUITY TOOLKIT OUTLINE COMMUNICATIONS](#)

IMAGE: [LEISURE LABS 3](#)

PDF: [RESOLUTION LGBTQ+](#)

IMAGE: [LEISURE LABS 4](#)

PDF: [JUNETEENTH GENERAL FLYER](#)

WORD: [TOWN OF MANCHESTER TRAINING PROPOSAL](#)

#### Documentation Details:

**Partners:** none

## 1.2 Participate in Equity Training

5 Points

**Approved Information:** 1.2.2 Support equity training for a cohort of at least three municipal staff (5pts)

**Supporting Documentation:**

**WORD:** [TOWN OF MANCHESTER TRAINING PROPOSAL 2020](#)

**PDF:** [1.2.2 - EQUITY TRAINING SIGN IN SHEETS](#)

**Documentation Details:** 1.2.2 (5pts)

**Partners:** 1.2.2 Thought Partner Solutions was hired by Manchester to complete DEI training for municipal staff.

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## 2. Thriving Local Economies

## 2.3 Inventory and Promote Local Products and Services

20 Points

**Approved Information:** 2.3.1 Local Business Inventory (10 pts) 2.3.2 Buy Local Campaign (10 pts)

### Supporting Documentation:

WORD: [1.3.2 BUY LOCAL CAMPAIGN WORKSHEET TOWN OF MANCHESTER.DOCX](#)

PDF: [1.3.2 MARKET NIGHTS BANGLA HALFSHEET FINAL.PDF](#)

PDF: [1.3.2 MARKET FACEBOOK BIO.PDF](#)

IMAGE: [MARKET FACEBOOK.JPG](#)

PDF: [1.3.2. HALF SHEET\\_ENGLISH SPANISH.PDF](#)

IMAGE: [MARKET FB BIO.JPG](#)

IMAGE: [MARKET FB POST.JPG](#)

WORD: [2.3.2 WORKSHEET](#)

PDF: [LOCAL RESTURANT INVENTORY](#)

IMAGE: [LOCAL INVENTORY MAP](#)

**Documentation Details:** 2.3.1 (10 points) 2.3.2 (10 points) Market nights has been an initiative of the Town's Office of Neighborhood and Families for several years including in 2022. The Spruce Street Market is located at 153 & 160 Spruce Street. It offers locally grown produce, farm raised eggs and meats, and handcrafted artisanal products and provides a setting for residents to relax and enjoy live music, locally made artwork, and artisan demonstrations. The 2022 market will run every Wednesday, 4:30-7:30, from June 1st to August 31st. Market nights has been an initiative of the Town's Office of Neighborhood and Families for several years including in 2019 to help promote the work of local food vendors. The Spruce Street Market is located at 153 & 160 Spruce Street. It offers locally grown produce, farm raised eggs and meats, and handcrafted artisanal products and provides a setting for residents to relax and enjoy live music, locally made artwork, and artisan demonstrations. The Spruce Street Market is a seasonal farmers market run by the Town of Manchester. We are open Wednesdays 4:30 - 7:30 PM June 1st - August 31st. We believe in supporting our local farmers, artists, and artisans. Good food. Good people. Grown here. The Spruce Street Market and buy local campaign is promoted in multiple languages, including Spanish and Bengali.

**Partners:** 2.3.2 Spruce Street Market worked with town of Manchester to implement buy local campaign among other farmers market in town.

**Additional Information:** Market nights has been an initiative of the Town's Office of Neighborhood and Families for several years including in 2022 to help promote the work of local food vendors. The Spruce Street Market is located at 153 & 160 Spruce Street. It offers locally grown produce, farm raised eggs and meats, and handcrafted artisanal products and provides a setting for residents to relax and enjoy live music, locally made artwork, and artisan demonstrations. The Spruce Street Market is a seasonal farmers market run by the Town of Manchester. We are open Wednesdays 4:30 - 7:30 PM June 1st - August 31st. We believe in supporting our local farmers, artists, and artisans. Good food. Good people. Grown here. Please see our completed "buy local" campaign discussion worksheet and a link to the Market Nights Facebook Page that highlights the value of "buy local". <https://www.manchesterct.gov/Activities-Events/Town-Calendar-of-Events/Spruce-Street-Farmers-Market>

## 2.4 Provide Resources and Supports to Local Businesses

10 Points



**Approved Information:** 2.4.1 Host one or more business roundtables and/or events with municipal officials and staff (5 points) 2.4.3 Invite businesses to participate in at least three events to build community recognition (5 points)

**Supporting Documentation:**

IMAGE: [2.4.3 EVENT #1.PNG](#)

IMAGE: [1.4.1 DOWNTOWN 2020 WEBPAGE](#)

IMAGE: [2.4.3 EVENT #2.JPG](#)

IMAGE: [2.4.3 EVENT #3.JPEG](#)

WORD: [2.4.1 MANCHESTER WORKSHEET.DOCX](#)

PDF: [2.4.1 FLYER](#)

**Documentation Details:** 2.4.1 (5pts) Attached Worksheet and Flyer 2.4.3 (5pts) Events 1,2&3

**Partners:** None

**Additional Information:** Downtown 2020 is a current, two-year initiative aimed at increasing vibrancy and economic opportunity Downtown through incentivizing transformational private development, lowering special district taxes, and achieving key public improvements. Click for November 2018 Presentation No Interest Loan Program - The mission of the program is to promote economic development by partnering with owners to address contemporary code and access requirements in the designated Downtown District. The goal of the fund is to financially assist transformative projects by focusing on addressing the code and/or access issues when it can be demonstrated that they are the primary barrier to expanded or enhanced use of the space that would add jobs, value, economic vitality and taxable asset appreciation to the Downtown. Downtown 2020 Loan Program Guidelines & Application Tax Relief - The 2020 Initiative includes a reorganization of Town and Special Services District responsibilities, resulting in a reduction of the additional Downtown mill rate by approximately 3 mills. Capital Projects - The Board of Directors is in the process of prioritizing several Downtown infrastructure projects as part of the initiative. The Town's Economic Development Department invited local businesses to Board Meeting and Downtown Special District meetings to discuss the Downtown 2020 initiative and offer assistance. A webpage and video can be found here: <http://planning1.townofmanchester.org/index.cfm/economic-development/development-services-and-incentives/downtown-2020-initiative/>; the Town, through our Special Services District and Town owned Work Space co-working space hosts monthly Beers and Business Networking Events - \*\*\* Each month, a local brewery and restaurant sponsor a tasting in our downtown art gallery, and then participate in a panel on their entrepreneurial journeys. This is a free networking opportunity for area professionals. The event page is attached. The Downtown Special Services District holds several events each month. 1.4.2. Create or support Small Business Development Centers, Main Street Programs, Tourism Boards, Central Business Development District (5 points)- The Downtown Manchester Special Services District (DMSSD) is a special taxing district created under Chapter 105A of the Connecticut General Statutes to promote the economic and general welfare of the citizens of Manchester and especially the property owners and tenants of the downtown district. Property owners pay an additional mill rate on real property that is set annually. These additional funds are set-aside to be used to manage, maintain and promote the District. The Downtown Manchester Special Services District was established by a referendum of downtown property owners in 1992 in response to changing economic conditions. Construction of Buckland Hills Mall, a total reconstruction of Main Street and deterioration of the built environment in the downtown were all catalysts for action. Please see attached documentation of the established Special Services District. The Town's Planning and Economic Development team helps staff this organization- our planning Director sits on the board and in the FY20 budget we moved one of the staff from the SSD budget to the town's general fund to reduce the burden on the special services district rate payers. See website: <http://downtownmanchester.org/about-the-special-services-district/>

### 3. Well-Stewarded Land and Natural Resources

### 3.4 Develop an Open Space Plan

40 Points

**Approved Information:** 3.4.1 Complete an open space inventory. (10 points) 3.4.2 Prioritize resources for protection. (5 points) 3.4.3 Develop an open space plan. (10 points) 3.4.4b Increase preserved open space in your community. (10 points) 3.4.4c Improve open space parcels. (5 Points)

#### Supporting Documentation:

PDF: [2.4 ADOPTED 2020 PLAN OPEN SPACE PCD.PDF](#)

PDF: [2.4-22.4-3\(B\) LAND ACQUISITION AND HISTORIC PROPERTY INVESTMENT COMMITTEE.PDF](#)

PDF: [2.4-22.4-3\(A\) BOD RESOLUTION TO APPROPRIATE FOR OPEN SPACE.PDF](#)

PDF: [OPEN SPACE MAP](#)

WORD: [3.4.4B AND C - DOCUMENTATION.DOCX](#)

PDF: [3.4.B AND C CHENEY RAIL TRAIL - 261 & 262 CENTER STREET.PDF](#)

PDF: [3.4.B BOD RECOMMENDATION MEMO.PDF](#)

PDF: [3.4.B BOND FUND SUMMARY - JULY 2022.PDF](#)

WORD: [3.4.D MEMBER LIST.DOC](#)

PDF: [3.4.D MISSION DOC.PDF](#)

PDF: [3.4.D NOV 2016 BOND REFERENDUM EXPLANATORY TEXT 9-20-16.PDF](#)

WORD: [3.4.3 WORKSHEET\[74\].DOCX](#)

PDF: [3.4.2 CRITERIA USED FOR PRIORITIZATION](#)

WORD: [3.4.2 WORKSHEET\[46\].DOCX](#)

EXCEL: [3.4.1 MANCHESTEROPENSPEACEINVENTORY.XLSX](#)

**Documentation Details:** 3.4.1 (10 points) Inventory and Map 3.4.2 (5 Points) Worksheet 3.4.3 (10 Points) worksheet with preservation plan linked within 3.4.4b (10 points) Land acquisition 3.4.4c (5 Points) Cheney Trail 3.4.4 Bond fund balance, Land acquisition committee and meeting

**Partners:** Land Trust for acquisition of land and adoption of preservation plan.

### 3.8 Implement Low Impact Development

15 Points

**Approved Information:** 3.8.2b Encourage and promote LID in your municipal ordinances and/or regulations (15 points)

**Supporting Documentation:**

PDF: [TOWN OF MANCHESTER SUSTAINABLE DESIGN AND LOW IMPACT DEVELOPMENT GUIDELINES](#)

PDF: [3.8.2A.PDF](#)

PDF: [2020 PUBLIC IMPROVEMENT STANDARDS](#)

WORD: [3.8.2B\\_WORKSHEET.DOCX](#)

PDF: [MANCHESTER POCD.PDF](#)

**Documentation Details:** 3.8.2b (15 points) Please see page 54 of POCD plan that states; "Adopt low-impact alternatives to traditional storm water treatment and seek clean-water infiltration in aquifer protection areas." Adopted December 12, 2017 and still in effect today.

**Partners:** None

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### 3.11 Implement Green Grounds and Maintenance Program

5 Points

**Approved Information:** 3.11.2.a Ground Treatment BMPs (5 points)

**Supporting Documentation:**

WORD: [IPM PLAN TOWN OF MANCHESTER 2022](#)

PDF: [3.11.2 IPM IMPLEMENTATION](#)

**Documentation Details:** 3.11.2 a (5 points)

**Partners:** None

### 3.12 Enhance Pollinator Pathways

20 Points

**Approved Information:** 3.12.1 Providing educational outreach about pollinators (5 points) 3.12.2 Create Pollinator Gardens, Pollinator Pathways (15 points)

**Supporting Documentation:**

WORD: [MGC PESTICIDE DISCUSSION](#)

WORD: [MGC SEED CONSERVATION](#)

WORD: [LM POLLINATOR PATHWAYS FACT SHEET](#)

IMAGE: [BOOKMARK](#)

IMAGE: [BUTTERFLY GARDEN 2](#)

IMAGE: [BUTTERFLY GARDEN](#)

IMAGE: [PICTURE BUMBLEBEE](#)

IMAGE: [LMPG](#)

IMAGE: [POLLINATOR PATHWAY](#)

IMAGE: [2ND SATURDAY POLLINATOR](#)

IMAGE: [2ND SATURDAY POLLINATOR](#)

IMAGE: [2ND SATURDAY POLLINATOR](#)

IMAGE: [2ND SATURDAY POLLINATOR](#)

PDF: [POLLINATOR PATHWAYS STATEMENT](#)

**Documentation Details:** 3.12.1 (5 points) 3.12.2 (15 points)

**Partners:** Pollinator Pathways Committee, Garden Club headed the pollinator gardens and discussions.

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## 4. Vibrant and Creative Cultural Ecosystems

## 4.1 Map Tourism and Cultural Assets

15 Points

**Approved Information:** 4.1.1 Identify tourism and cultural assets (10 points) 4.1.2: Update Your Profile on CTVisit (5 points)

### Supporting Documentation:

IMAGE: [SCREENSHOT DOWNTOWN MANCHESTER WEBSITE](#)

PDF: [LOCAL SHOPS AND RESTAURANTS GUIDE](#)

PDF: [SCREENSHOT MANCHESTER DISCOVERY MAP](#)

PDF: [CASE MOUNTAIN TRAILS MAP](#)

PDF: [MANCHESTER STREET MAP](#)

PDF: [STREET MAP 8TH FIRE DISTRICT](#)

PDF: [MANCHESTER STREET MAP 8TH DISTRICT SEWER](#)

IMAGE: [LOCAL RESTAURANTS MAP](#)

WORD: [4.1.1B WORKSHEET](#)

PDF: [4.1.2 CT VISIT-2.PDF](#)

PDF: [4.1.1D\\_E.PDF](#)

**Documentation Details:** 4.1.1 (10 Points) 4.1.2 (5 Points) Discovery Map Hyperlink:  
<http://tom.townofmanchester.org/index.cfm/discovery-webmap/>

**Partners:** None

## 4.2 Support Arts and Creative Culture

10 Points

**Approved Information:** 4.2.1 Establish a Poet Laureate. 4.2.2 Include arts and culture in publicly available municipal marketing (printed or web-based). 4.2.3 Commit dedicated funding to the arts. (3 sub-actions, 10 points total)

### Supporting Documentation:

PDF: [4.2.1 POET LAUREATE MANCHESTER MINUTES - BOARD OF DIRECTORS - 2018 - MINUTES - 05.01.18.PDF](#)

IMAGE: [4.2.1 POET LAUREATE BOARD MEETING MINUTES HIGHLIGHTED.JPG](#)

WORD: [3.2.1 DOWTOWN ARTS AND CULTURE GRANT PROGRAM 2019 PRESS RELEASE.DOC](#)

WORD: [3.2.1 DOWON ARTS AND CULTURE GRANT PROGRAM.DOC](#)

PDF: [3.2.1 LIBRARY ARTS AND CULTURE AUGUST2019.PDF](#)

PDF: [GMAIL - MANCHESTER MATTERS\\_AUGUST 26, 2019.PDF](#)

IMAGE: [2020 FACEBOOK MOTHERS LANGUAGE DAY 4.2.2](#)

IMAGE: [BENGALI ANNOUNCEMENT 2020 4.2.2](#)

IMAGE: [BENGALI CROWD 2020 4.2.2](#)

IMAGE: [FACEBOOK ADULT EDUC 2020 4.2.2](#)

PDF: [NEWSPAPER CLIPPING 2020 4.2.2](#)

PDF: [4.2.5](#)

PDF: [4.2.8 AND 4.2.9](#)

PDF: [4.2.10](#)

PDF: [4.2.11A AND 4.2.11C](#)

PDF: [4.2.1 POET LAUREATE .PDF](#)

PDF: [4.2.2](#)

PDF: [4.2 GRANT.PDF](#)

PDF: [4.2.3 PAGE 6](#)

PDF: [4.2.6 ARTS IN RESIDENCE -2.PDF](#)

**Documentation Details:** 4.2.3 See Page 6 of file for budget Manchester has had a Town Poet Laureate for several years (see attached Board Meeting Minutes and articles. See attached Links to online marketing materials and/or samples of printed marketing materials:

<http://www.townofmanchester.org/allsites/main/arts.cfm> and Arts Commission:

<http://artscommission.townofmanchester.org/> Manchester Matters, the Town's e-mail newsletter promoted

September Arts and Culture Events at Manchester Library. See Number 6: 6. Library Book Clubs for Sept. 9 and Sept. 14 9/9: Mysteries On Main book club meets September 9 at 7 p.m. This month's selection is Devil in a Blue Dress by Walter Mosley. Set in the late 1940s, in the African-American community of Watts, Los Angeles, Devil in a Blue Dress follows Easy Rawlins, a black war veteran just fired from his job at a defense plant. No registration required for this free event. Copies of the book are available for check out at the both library buildings. For more information, please call Jenn Bartlett at 860-645-0821. 9/14: Recipe Readers meets September 14 at 12:30 pm. Participants are asked to pick one recipe from the book(s) and come to the program with dish in hand on the date posted ready to discuss their experience. Dishes should arrive fully prepared and ready to share. This month theme/books choices are: The Flexitarian Table by Peter Berley. Registration Required. Questions contact [mdaiuto@manchesterct.gov](mailto:mdaiuto@manchesterct.gov) or call at 860-645-0821. These programs will be held at the Manchester Public Library located at 586 Main Street.

<http://library.townofmanchester.org>

**Partners:** None

## 5. Dynamic and Resilient Planning

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### 5.3 Develop Agriculture-Friendly Practices

5 Points

**Approved Information:** 5.3.2 Allow active agricultural use of municipal land or provide outreach on CT Farmlink. (5 points)

**Supporting Documentation:**

PDF: [4.3.1 POCD WITH AGRICULTURE GOALS.PDF](#)

IMAGE: [SPRUCE STREET COMMUNITY GARDEN.JPG](#)

PDF: [2.4-22.4-3\(B\) LAND ACQUISITION AND HISTORIC PROPERTY INVESTMENT COMMITTEE.PDF](#)

PDF: [2.4 ADOPTED 2020 PLAN OPEN SPACE PCD.PDF](#)

IMAGE: [MANCHESTER CONSERVATION COMMISSOIN WEBPAGE.JPG](#)

PDF: [4.3.1 MANCHESTER CONSERVATION COMMISSION MEETING JULY 2019.PDF](#)

PDF: [4.3.1 CONSERVATION CONVERSATION MANCHESTER \(2\).PDF](#)

IMAGE: [SPRUCE STREET COMMUNITY GARDEN.JPG](#)

PDF: [5.3.2 PAGE 7](#)

**Documentation Details:** 5.3.2 (5 points) Page 7 The town's GMP 1 in the POCD is to Conserve, Restore, and Protect of the Natural Environment, Farmland, and Assets Critical to Public Health and Safety. The Town has created a Land Acquisition and Historic Property Investment Committee and a Conservation Commission which meet regularly. The conservation commission was involved in the purchase of farmland this past year (please see attached flyer from August 2019) At the site of the Town's Office of Neighborhood & Families there is a community garden called Spruce Street Community Garden: <http://nafl.townofmanchester.org/index.cfm/spruce-street-community-garden/> Please see link and attachment for picture of the garden.

**Partners:** none

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### 5.6 Streamline Solar Permitting for Small Solar Installations

20 Points

**Approved Information:** 5.6.2: Achieve at least Bronze status in the national SolSmart community designation program. (20 Points)

**Supporting Documentation:**

PDF: [SOLSMART DESIGNATION REVIEW RESULTS](#)

**Documentation Details:** 5.6.2 (20 points)

**Partners:** SolSmart

## 6. Clean and Diverse Transportation Systems and Choices

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### 6.1 Implement Complete Streets

40 Points

**Approved Information:** 6.1.1 Build a Complete Streets Team (5 points) 6.1.2 Attend a Complete Streets Training (5 points) 6.1.3 Create a Complete Streets Policy (20 Points) 6.1.4 Inventory and review planning and design documents. (10 Points)

#### Supporting Documentation:

PDF: [CTI COURSE REGISTRATION CONFIRMATION](#)

PDF: [MANCHESTER COMPLETE STREETS POLICY](#)

PDF: [COMPLETE STREETS STRATEGIES ROAD RECONFIGURATION](#)

PDF: [COMPLETE STREETS TEAM.PDF](#)

PDF: [RRFB STORYMAP](#)

PDF: [2020 PUBLIC IMPROVEMENT STANDARDS](#)

PDF: [COMPLETE STREETS LIST-JULY 2021\[23\].PDF](#)

PDF: [2020 PEDESTRIAN SAFETY REPORT\[50\].PDF](#)

WORD: [6.1.3 WORKSHEET.DOCX](#)

PDF: [2022-03-16 COMPLETE STREETS CERT.PDF](#)

IMAGE: [COMPLETE STREETS MEETING.PNG](#)

PDF: [6.1.3 DISTRIBUTION MINUTES - BOARD OF DIRECTORS\\_ MINUTES - 2017 - MINUTES - 10.03.17.PDF](#)

PDF: [6.1.4 PAGE 16 PIS](#)

WORD: [COMPLETE STREETS 2022 REPORTING.DOCX](#)

**Documentation Details:** 6.1.1 (5 points) 6.1.2 (5 points) 6.1.3 (20 points) 6.1.4 See page 16 of Public improvement standards Please see attached copies of Completes Streets Policy, which was passed by the Town's Board of Directors: [https://www.journalinquirer.com/news/manchester-directors-ok-complete-streets-policy/article\\_bbb2f68e-a91a-11e7-82b9-8b48a57cc2ec.html](https://www.journalinquirer.com/news/manchester-directors-ok-complete-streets-policy/article_bbb2f68e-a91a-11e7-82b9-8b48a57cc2ec.html) The Policy has continuously been used to implement Complete Streets Initiatives. This can be seen through the 2020 Pedestrian Safety Report presentation given on May 5, 2020 which was presented to relevant municipal departments. 6.1.3 Minutes Pages 4,5,6 Distribution of Complete Streets Policy discussion

**Partners:** 6.1.2 Training done by Connecticut Transport Institute



## 6.2 Promote Effective Parking Management

15 Points

**Approved Information:** 6.2.2a (15 Points) 6.2.2b (20 Points)

### Supporting Documentation:

PDF: [PAGES FROM ZONING REGULATION- AUTOMOBILE PARKING AND LOADING AREA REQUIREMENTS](#)

PDF: [NON-REGULATORY PARKING PLAN.PDF](#)

PDF: [6.2.2BDOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT PARKING MODERNIZATION.PDF](#)

**Documentation Details:** 6.2.2a (15 Points) 6.2.2b (20 Points)

**Partners:** None

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## 6.4 Support Zero Emission Vehicle Deployment

5 Points

**Approved Information:** 6.4.4 (5 points) 6.4.2 (15 points)

### Supporting Documentation:

WORD: [6.4.4](#)

PDF: [6.4.2](#)

**Partners:** DEEP Volkswagen Training Program

## 6.5 Promote Public Transit and Other Mobility Strategies

15 Points

**Approved Information:** 6.5.6 Provide shared mobility services, such as by having your municipality partner with a bicycle-share service. (10 Points)

### Supporting Documentation:

PDF: [6.5.6.PDF](#)

PDF: [6.5.PDF](#)

**Documentation Details:** Manchester provides a senior shuttle service for senior residents. The Manchester Dial-A-Ride Program serves residents who are 60+ or disabled of any age. Rides are available Monday through Friday (except for major holidays) in Manchester for medical appointments, grocery and other shopping, visiting, banking and personal business. People making reservations for medical appointments are encouraged to call up to 28 days prior to their appointment. To sign up for the program call Mon-Fri between 2:00pm - 4:00pm. Once you are signed up, call to RESERVE your ride Mon - Fri between the hours of 8:30am - 2:00pm. Contact phone: 860-870-7940 We promote this program through various channels including our website.

**Partners:** Hartford Vally Community Center Dial a Ride partnered with to provide van services to seniors.

## 7. Renewable and Efficient Energy Infrastructure and Operations

### 7.1 Benchmark and Track Energy Use

10 Points

**Approved Information:** 7.1.1 Track Energy Use in Municipal and Board of Education Buildings (5 points) 7.1.2 Track Energy Use of Your Wastewater Treatment Plant (5 points)

### Supporting Documentation:

EXCEL: [7.1.1 AND 7.1.2](#)

**Documentation Details:** The town utilizes UtilityTrac Plus to track and monitor energy across our municipal buildings, including our Wastewater Plant. UtilityTrac is an online service whereby the Town enters monthly billing and consumption data for all utility meters (electricity, natural gas, and heating oil), and the application provides numerous reporting and analytical tools that allow us to visualize and summarize data for specific locations or across the organization. The service also allows for interfacing with the EPA EnergyStar benchmarking tool. Please see attached for three full years of energy usage data.

**Partners:** None

## 7.2 Reduce Energy Use Across All Municipal Buildings

10 Points

**Approved Information:** 7.2.1 Achieve an Energy Efficiency Target in Municipal and Board of Education Buildings (10 points)

**Supporting Documentation:**

EXCEL: [7.2.1-2.XLSX](#)

**Documentation Details:** 7.2.1 · Submit the same email and Excel spreadsheet as 7.1.1 · Shows that in total the Town's overall weighted energy use intensity (EUI) was reduced by ~10-15% · 10 pts.

**Partners:** None

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## 7.6 Install Efficient Exterior Lighting

10 Points

**Approved Information:** 7.6.1 Streetlight Inventory and Lighting Needs Assessment (10 points)

**Supporting Documentation:**

PDF: [6.7.1 COMPLETED STREETLIGHT CONVERSATION MAP MANCHESTER.PDF](#)

PDF: [6.7.1 PLANNED STREETLIGHT CONVERSATION MAP MANCHESTER.PDF](#)

IMAGE: [6.7. LED WEBSITE UPDATED PROJECT.JPG](#)

IMAGE: [6.7. LED WEBSITE MANCHESTER.JPG](#)

IMAGE: [6.7.TOWN ENGINEER CONFIRMATION OF LED CONVERSION.JPG](#)

IMAGE: [UPDATED LIGHTING](#)

EXCEL: [LIGHT CURRENTINVENTORY 072722.XLSX](#)

PDF: [LIGHTING NEEDS ASSESSMENT / STREETLIGHT POLICY](#)

PDF: [7.6.2A AND 7.6.2B](#)

**Partners:** none

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## 8. Inclusive Engagement, Communication and Education

## 8.1 Hold a Sustainability Event

5 Points

**Approved Information:** 8.1.1 Hold a sustainability event (5 points)

### Supporting Documentation:

PDF: [EARTH DAY FLYER 2022.PDF](#)

PDF: [CLEAN TRAILS 2022 FLYER.PDF](#)

PDF: [GREAT GLOBAL CLEANUP FLYER 2022.PDF](#)

PDF: [8.1 PHOTOS-2.PDF](#)

PDF: [NATIONAL CLEANUP DAY 2022 FLYER.PDF](#)

EXCEL: [8.1\\_TEMPLATE-2.XLSX](#)

**Partners:** 8.1.1 (sustainability event): Manchester Land Conservation Trust, Town of Manchester Sustainability Commission, Town of Manchester Youth Commission and Manchester High School Environmental Club

## 8.2 Provide Effective Community Communications

15 Points

**Approved Information:** 8.2.1 Provide Effective Community Communications (15 points)

### Supporting Documentation:

PDF: [BMM\\_FALL\\_2019\\_WEB.PDF](#)

IMAGE: [MANCHESTER ECONOMIC DEVELOPMENT TWITTER EXAMPLE.JPG](#)

PDF: [COMMUNICATIONS STRATEGY DATED MANCHESTER 2019.PDF](#)

PDF: [COMMUNICATIONS MANAGER JUNE 2019 \(NEW\).PDF](#)

WORD: [COMMUNICATIONS STRATEGY](#)

IMAGE: [MANCHESTER ECONOMIC DEVELOPMENT TWITTER](#)

IMAGE: [SCREENSHOT OF COMMUNICATIONS 2.JPG](#)

EXCEL: [COMMUNICATIONS INVENTORY](#)

IMAGE: [TOWN OF MANCHESTER WEBSITE](#)

IMAGE: [MANCHESTER MATTERS EMAIL NEWSLETTER SIGN UP](#)

IMAGE: [MANCHESTER RECREATION FACEBOOK PAGE](#)

IMAGE: [TOWN OF MANCHESTER TWITTER PAGE](#)

WORD: [8.2.1 WORKSHEET](#)

IMAGE: [MANCHESTER PLANNING TWITTER PAGE](#)

IMAGE: [MANCHESTER FACEBOOK PAGE](#)

IMAGE: [REPORT A PROBLEM WEBSITE](#)

IMAGE: [CITIZEN REQUEST SYSTEM](#)

IMAGE: [MARK IT MANCHESTER CITIZEN REPORTING TOOL](#)

PDF: [BETTER MANCHESTER SPRING 2022](#)

IMAGE: [WEBSITE DATE UPDATES.JPG](#)

**Documentation Details:** Please see attached copy communications inventory, communications strategy and screenshots of various ways the Town has implemented the strategy. Manchester has a strong presence on social media, with several Facebook and Twitter accounts. We also send out a Town Newsletter called Manchester Matters to keep resident's informed of things happening in Town. The website is updated on a daily basis. The Town has a full time Customer Service and Information Center to assist residents in person and on the phone. In addition, there is an online citizen request system that allows residents to submit questions and inquiries and then receive follow ups from town staff, as well as a Mark IT mapping system GIS service platform and a report a pothole online option. Recognizing the importance of social media and communications for local government, the Town is currently recruiting for a brand new Communications Manager position. (see position description) Better Manchester Magazine is an official publication of the Manchester Public Schools & the Town of Manchester Department of Leisure, Family and Recreation dedicated to bridging communication among Manchester policy makers, service providers, and the public. SUBSCRIPTION Mailed to all Town of Manchester residents and available at [townofmanchester.org](http://townofmanchester.org) and [mpspride.org](http://mpspride.org)

**Partners:** None

## 9. Strategic Materials Management

## 9.3 Recycle Additional Materials

30 Points

**Approved Information:** 9.3 Non-mandated material recycled (30 points)

### Supporting Documentation:

IMAGE: [BLUE EARTH COMPOSTING INSTAGRAM POST](#)

PDF: [HYPERLINK AND WEBSITE BLUE EARTH COMPOST](#)

PDF: [9.3.1A ZOOM INFORMATION](#)

PDF: [9.3.1 1718-91 TAKE 2 RECYCLE EXTENSION THRU JULY 1 2022.PDF](#)

PDF: [9.3.1 TEXTILES](#)

PDF: [TEXTILES HYPERLINK AND SCREENSHOT](#)

PDF: [9.3.1 2122-16 AWARD TO TAKE 2 INC..PDF](#)

PDF: [ELECTRONICS](#)

PDF: [9.3.1 MEMO TO SHANLEY - BAY STATE TEXTILE AGREEMENT.PDF](#)

PDF: [RECYCLING BROCHURE](#)

PDF: [9.3.1 RFQ 1012 EXTENSION THROUGH 06.30.23 SIGNED.PDF](#)

PDF: [EWASTE HYPERLINK AND SCREENSHOT](#)

PDF: [9.3.1 COMPOSTING.PDF](#)

PDF: [MANCHESTER POSTER 2022\[33\].PDF](#)

**Documentation Details:** 9.3.1 Electronics, textiles, compost/mulch

**Partners:** none

## 9.4 Reduce and Compost Organic Waste

10 Points

**Approved Information:** 9.4.2 Choose one or more target sectors in which to implement a food scraps recovery campaign or program or food waste prevention. (10 Points)

### Supporting Documentation:

PDF: [9.4.2 PROSPECT ECHN SERVICE AGREEMENT](#)

PDF: [OVERVIEW 9.4.2](#)

PDF: [9.4.2 ECHN FUTURE MEETING EMAILS](#)

IMAGE: [9.4 ONGOING .JPG](#)

PDF: [9.4.2 EMAILS EXCHANGE.PDF](#)

PDF: [9.4.2 CONSULTING PROPOSAL - MANCHESTER\[79\] COPY.PDF](#)

PDF: [9.4.1 ORGANICS MOU MEMO.PDF](#)

PDF: [9.4.1 STATEMENT](#)

**Partners:** ECHN partners with the town for the Hospital food scrap prevention

## 10. Optimal Health and Wellness Opportunities

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### 10.3 Improve Air Quality in Public Spaces

25 Points

**Approved Information:** 10.3.3 Adopt one or more policies designed to reduce tobacco use in your municipality. (15 Points) 10.3.4 Implement or maintain a strategic campaign to prevent excessive idling of motor vehicles. (10 Points)

**Supporting Documentation:**

PDF: [10.3 15NOV2019 - MEETING MINUTES \(VAPING\).PDF](#)

PDF: [10.3 ABH AGENDA 02-19-20201 \(VAPING\).PDF](#)

PDF: [10.3 MCSC\\_BROCHURE\\_DOWNLOADABLE 2019 0905\(1\) \(VAPING\).PDF](#)

PDF: [10.3 SMOKING AND VAPING POLICY FINAL - AUGUST 2019 \(2020\).PDF](#)

PDF: [10.3 STATE LOGS FIRST VAPING-RELATED DEATH; MANCHESTER FORUM WARNS OF DANGERS \\_ CONNECTICUT & REGION \\_ JOURNALINQUIRER.PDF](#)

IMAGE: [10.3 SMOKER RATE 2.JPG](#)

IMAGE: [10.3 SMOKING RATES.JPG](#)

PDF: [10.3.2 E-CIG-POSTER.PDF](#)

PDF: [10.3.2 WEBSITE .PDF](#)

PDF: [10.3.4 TOWN IDLE POLICY.PDF](#)

**Documentation Details:** Educational materials were distributed as a campaign strategy. See brochure "Sex Drugs and Crimes" Campaign as a resource for Manchester Residents. The smoking and vaping policy posted on the Manchester CT website also offers resources (see 10.3.2 poster). <https://www.manchesterct.gov/Government/Departments/Health-Department/Healthy-Questions> offers a variety of resources related to health on smoking and vaping.

**Partners:** None

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### 10.4 Develop and Promote Community Growing Spaces

15 Points

**Approved Information:** 10.4.1 Develop and promote inclusive spaces (15 points)

**Supporting Documentation:**

IMAGE: [PICTURE OF GARDEN BEDS](#)

IMAGE: [PAGE FROM LEISURE, FAMILY, RECREATION PRESENTATION 10.4](#)

IMAGE: [PAGE 2 FROM LEISURE, FAMILY, RECREATION PRESENTATION 10.4](#)

PDF: [COMMUNITY GARDEN FACEBOOK PAGE 10.4](#)

PDF: [DESCRIPTION COMMUNITY GARDEN](#)

PDF: [COMMUNITY GARDEN ON MANCHESTER WEBSITE](#)

**Partners:** Spruce Street Community Garden manages the growing space

## 11. Healthy, Efficient and Diverse Housing

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### 11.1 Implement an Affordable Housing Plan

10 Points

**Approved Information:** 11.1.2 - Create, expand or maintain your community's housing data profile (10 points)

**Supporting Documentation:**

EXCEL: [8.1 SUSTAINABLE HOUSING TASK 8 TRACKING SHEET.XLSX](#)

WORD: [8.1 CONPLAN FINAL IDIS CONVERSION.DOCX](#)

PDF: [8.1 HOUSING DATE PROFILE MANCHESTER.PDF](#)

PDF: [PSC HOUSING DATA PROFILE 2020](#)

PDF: [11.1.3C ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE](#)

PDF: [HOUSING AND FAIR RENT COMMISSION PRESENTATION 2021](#)

PDF: [11.1.1 MEMBERS.PDF](#)

PDF: [11.1.1 - HOUSING COMMISSION AGENDA - 17 NOV 2021\[76\] COPY.PDF](#)

PDF: [11.1.1 - PRESENTATION - HOUSING COMMISSION NOV 2021\[28\] COPY.PDF](#)

PDF: [11.1.1 - HOUSING & FAIR RENT COMMISSION DESCRIPTION & ESTABLISHING ORDINACE\[28\] COPY.PDF](#)

WORD: [11.1 MANCHESTER WORKSHEET\\_2.DOCX](#)

PDF: [11.1.2 PRESENTED DATA.PDF](#)

**Documentation Details:** Homelessness Resources Hyperlink:

<https://www.manchesterct.gov/Government/Departments/Human-Services/Homelessness-Resources>

**Partners:** None



## 11.2 Grow Sustainable and Affordable Housing Options

20 Points

**Approved Information:** 11.2.1 Identify the current percentage of affordable housing in your community. (10 points) 11.2.2 Increase your municipality's affordable housing. (10 Points)

### Supporting Documentation:

PDF: [8.1 HOUSING DATE PROFILE MANCHESTER.PDF](#)

WORD: [8.1 CONPLAN FINAL IDIS CONVERSION.DOCX](#)

EXCEL: [8.1 SUSTAINABLE HOUSING TASK 8 TRACKING SHEET.XLSX](#)

PDF: [8.2 FINAL-APPEALS-SUMMARY-2018.PDF](#)

EXCEL: [8.2 APPEALS LIST TRENDS '02-18.XLSX](#)

PDF: [FINAL APPEALS 2021 11.2.1](#)

EXCEL: [11.2.2 - MANCHESTER AFFORDABLE HOUSING APPEALS LIST - 2002-2021.XLSX](#)

**Documentation Details:** Manchester has 14.4% affordable housing (see attached Final Appeals summary )  
"A copy of the annual Connecticut Department of Housing Affordable Housing Appeals List was provided by the town ""Manchester has been considered an "exempt" community since the inception of the statute, since over 10% of our housing stock is considered affordable"" "Attached you will find a spreadsheet outlining the affordability trends for Manchester and neighboring communities from 2016 at 13.85% to 14.44% in 2021."

**Partners:** none

## 11.3 Implement Policy for Sustainable, Diverse Housing Options

20 Points

**Approved Information:** 11.3.2 Allow, without requiring a special permit or public hearing, for housing arrangements that include architecturally compatible accessory dwelling units (ADUs). (20 points)

### Supporting Documentation:

IMAGE: [ZONING 11.3.4](#)

WORD: [11.3.2 ADU REGULATIONS](#)

WORD: [11.3.3 UNRELATED PEOPLE ZONING PROVISIONS](#)

**Documentation Details:** 11.3.2/11.3.3:

<https://www.manchesterct.gov/files/assets/public/planning/documents/zoning-regulations-pdf-effective-6-27-2022.pdf> (linked within documentation) 11.3.4: <https://opportunitydb.com/cities/manchester-connecticut/>

**Partners:** None

## 12. Effective, Compassionate Homelessness Prevention

## 12.1 Strengthen Municipal Workforce Capacity to Address Homelessness

15 Points

**Approved Information:** 12.1.1a Designate a municipal employee, elected leader, other individual officially designated by the municipality, or group of such individuals to serve as the liaison for homeless services in your municipality. (5 points) 12.1.2 Develop a municipal Task Force to address homelessness, or use your Sustainability Team or other existing municipal group. (10 points)

### Supporting Documentation:

IMAGE: [12.1.1A SCREENSHOT](#)

IMAGE: [12.1.2 COC MEETING](#)

IMAGE: [12.1.2 COC](#)

PDF: [12.1.2 MEETING MINUTES](#)

WORD: [SUSTAINABLE CT 12.1](#)

**Documentation Details:** 12.1.1a Description: The sustainability team works closely with out human services department to ensure our homelessness services our incorporated into our town's sustainability and resiliency planning to include equity and environmental justice issues as they disproportionately affect marginalized communities. 12.1.2 - Mission Statement: The continuum of care working group is an affiliation of local and state agencies, and non-profit organizations and service providers that work together to collect, assess, and distribute information about and advocates for the development of housing, programs, and services to provide and maintain adequate, affordable housing, and supports for the homeless and those at risk of homelessness.

**Partners:** None

**Additional Information:** 12.1.1a Description: The sustainability team works closely with out human services department to ensure our homelessness services our incorporated into our town's sustainability and resiliency planning to include equity and environmental justice issues as they disproportionately affect marginalized communities. 12.1.2 - Mission Statement: The continuum of care working group is an affiliation of local and state agencies, and non-profit organizations and service providers that work together to collect, assess, and distribute information about and advocates for the development of housing, programs, and services to provide and maintain adequate, affordable housing, and supports for the homeless and those at risk of homelessness.

## 12.2 Increase Public Awareness and Support for Efforts to End Homelessness

15 Points

**Approved Information:** 12.2.1 (5 points) 12.2.2 (5 points) 12.2.3 (5 points)

### Supporting Documentation:

IMAGE: [EMAIL TO STAFF AND PARTNERS](#)

PDF: [MANCHESTER RESOLUTION](#)

WORD: [SCREENSHOT OF WEBSITE PROMOTING RESOLUTION](#)

IMAGE: [12.2.2](#)

PDF: [12.2.3 WORKSHOP PDF](#)

WORD: [12.2.3 WORKSHEET](#)

PDF: [12.2.2 DESCRIPTION](#)

PDF: [12.2.3 FLYER](#)

**Documentation Details:** 12.2.2 Hyper Link:

<https://www.manchesterct.gov/Government/Departments/Human-Services/Homelessness-Resources>

**Partners:** none

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## 12.4 Provide or Mobilize Resources to Address Homelessness

15 Points

**Approved Information:** 12.4.1 Commit dedicated funding to directly address and prevent homelessness. (10 pts) 12.4.2 Ensure that individuals experiencing literal homelessness within your municipality have locations where they can safely access services and stay 24 hours a day. (5 pts)

### Supporting Documentation:

PDF: [12.4.1 SIGNED HOUSING STABILITY PDF](#)

PDF: [12.4.1 BUDGET](#)

WORD: [12.4.1 WORKSHEET](#)

WORD: [12.4.2 WORKSHEET](#)

**Partners:** None

## 13. Innovative Strategies and Practices

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### 13.1 Implement Your Own Sustainability Action

25 Points

**Approved Information:** 13.1.1: Collaborate within your community or take a regional approach to implementing a sustainability action not listed on the Sustainable CT action list. (25 points)

#### Supporting Documentation:

PDF: [13.1 SUMMER CAMP NARRATIVE](#)

PDF: [13.1 SUMMER CAMP FLYER](#)

IMAGE: [SUSTAINABILITY CAMP LOGO](#)

PDF: [SUSTAINABILITY SUMMER CAMP PITCH](#)

PDF: [13.1 ENVIRONMENTAL CLUB NARRATIVE](#)

IMAGE: [ENVIRONMENTAL CLUB IMAGE](#)

IMAGE: [ENVIRONMENTAL CLUB IMAGE](#)

IMAGE: [ENVIRONMENTAL CLUB IMAGE](#)

IMAGE: [ENVIRONMENTAL CLUB IMAGE](#)

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IMAGE: [ENVIRONMENTAL CLUB IMAGE](#)

IMAGE: [ENVIRONMENTAL CLUB IMAGE](#)

IMAGE: [ENVIRONMENTAL CLUB IMAGE](#)

IMAGE: [SUSTAINABILITY CAMP BANNER](#)

IMAGE: [ENVIRONMENTAL CLUB IMAGE](#)

IMAGE: [STICKER FOR MHS ENVIRONMENTAL CLUB](#)

IMAGE: [SUSTAINABILITY CAMP DROP OFF](#)

**Partners:** Manchester High School