



Sustainable CT Community Certification Report

This is the Sustainable CT Certification Report of Coventry, a Sustainable CT bronze certified applicant.

Coventry was certified on October 03, 2018 with 340 points. Listed below is information regarding Coventry's Sustainable CT efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable CT contact for Coventry is:

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Actions Implemented

Each approved action and supporting documentation for which Coventry was approved for in 2018 appears below. Note: Standards for the actions below may have changed and the documentation listed may no longer satisfy requirements for that action. Additionally, points associated with actions prior to 2013 certifications may not be accurate.

1. Thriving Local Economies

1.3 Inventory and Promote Local Retail Options

20 Points

Program Summary: We have attached our tourism brochure which is on line and printed for distribution at event such as our weekly farmers market to draw people to other local businesses. We also have enclosed a link to our searchable business directory on the towns web site. Finally we have included a link to our tourism section on the web page to entice people to come to town.

WORD: [1-3 LINK TO OUR WEB PAGE ON "COME VISIT" HTTPS://WWW.COVENTRYCT.ORG/INDEX.ASPX?NID=35](https://www.coventryct.org/index.aspx?nid=35)

PDF: [TOURISM BROCHURE](#)

WORD: [LINK TO SEARCHABLE BUSINESS DIRECTROY](#)

1.4 Provide Resources and Supports to Local Businesses

5 Points

Program Summary: No description was provided.

PDF: [TOWN HOSTED BUSINESS SUPPORT FORUM FLYERS AND SIGN IN LISTS](#)

1.6 Participate in and Promote the C-PACE Program

10 Points

Program Summary: We had one approved c-pace project for Coventry Self Storage on Boston Turnpike for solar. They chose an alternative approach and installed solar via a different means. We had a successful and well-attended C-pace presentation with about 50 persons attending, including several non-profits. C-pace was a featured program at an energy fair at the July 29th/2018 Farmers Market. Enclosed are minutes of the council meeting authorizing the Town to join C-pace and a letter confirming the signature of agreement.

PDF: [C-PACE SIGNED AGREEMENT](#)

PDF: [C-PACE SIGNED MARKETING AGREEMENT.PDF](#)

WORD: [C-PACE LINK ON OUR TOWN WEB SITE](#)

PDF: [GOING GREEN EVENT AT FARMERS MARKET INCLUDING C-PACE 7/23/18](#)

PDF: [C-PACE RESOLUTION](#)

PDF: [ENERGY FAIR EBLAST](#)

PDF: [1-6 C-PACE AGREEMENT LETTER FROM CEFIA](#)

2. Well-Stewarded Land and Natural Resources

2.2 Create a Watershed Management Plan

20 Points

Program Summary: No description was provided.

PDF: [COVENTRY LAKE MANAGEMENT PLAN - PREPARED BY SUBCOMMITTEE OF CONSERVATION COMMISSION](#)

PDF: [SECTION 2.2 - CREATE A WATERSHED MANAGEMENT PLAN.PDF](#)

2.3 Engage in Watershed Protection and Restoration

30 Points

Program Summary: No description was provided.

PDF: [COVENTRY LAKE MONITORING REPORTS - INVASIVE SPECIES REPORT, YEARLY LAKE HEALTH REPORT - SAMPLE REPORT](#)

PDF: [COPY OF COVENTRY LAKE STORMWATER MANAGEMENT REGS - ADDRESSED LOT COVERAGE ISSUES FOR LAKE DISTRICT DEVELOPMENT PROJECTS](#)

PDF: [SECTION 2.3 - ENGAGE IN WATERSHED PROTECTION AND RESTORATION.PDF](#)

2.4 Develop an Open Space Plan

15 Points

Program Summary: No description was provided.

PDF: [COVENTRY OPEN SPACE REPORT - PLAN](#)

PDF: [SECTION 2.4 - DEVELOP AN OPEN SPACE PLAN.PDF](#)

3. Vibrant and Creative Cultural Ecosystems

3.1 Map Tourism and Cultural Assets

5 Points

Program Summary: We have been working with Jean Hebert of the CT Visit site to update the Town of Coventry pages. We have provide 6 additional pictures for the scrolling headline section, fixed several typographical errors, and added new material including links to our Town Manager;s Facebook page. The link to our page is <http://www.ctvisit.com/listings/town-coventry>. Our profile page has been updated and we have created a new log-in for parks & recreation submissions.

PDF: [CT VISIT UPDATE](#)

3.2 Support Arts and Creative Culture

15 Points

Program Summary: Narrative: Coventry possesses a strong tradition in the arts. For over twenty years, the Coventry Arts Commission, a volunteer municipal entity, spearheaded the clear majority of arts related events in the town. The Commission was very successful in fostering greater involvement with the arts within the community. Many popular activities and events were held during their tenure, including the Lake Wangumbaug Folk Festival and a monthly Coffee House music series. 3.3.2 Include arts and culture in all publicly available municipal marketing materials: (uploaded 2 documents: Rec Dept Marketing Overview, Rec Dept Arts Activities) 3.2.3 Description of amount of funding allocated and what was funded: (uploaded Budget Allocation Document) Dedicated funding to the arts includes: The Children performance series Budget: \$3000 Lions Club (originated program but stopped over 10 years ago) Coventry Parks & Recreation Day Camp provides the funding now. Special Events including a Scarecrow Contest, Holiday Tree Lighting Ceremony included Caroling & Band Performance, Bus trips to many Art venues, several classes and workshops and more. Annual Budget varies annually, this past fiscal year amount was \$4,700. Summer Sunset Sounds concert series funded by United Bank Foundation Budget ranged from \$2000 to \$5000 per year Arts "Arts Catalyze Placemaking" Grant Program: In 2016, The State of Connecticut Office of the awarded the town \$10,000 to hire a consultant to facilitate the process for a cultural arts strategic plan. Town Staff has noted many new arts related businesses have opened in either standard 'brick and mortar' locations or as a home occupation during that time. This can be demonstrated with the culmination of the efforts of the town to provide a venue for local artists such as the Arts on Main event on August 26, 2018. Budget for event: \$ 8,000 from Town Council, \$5,000 from sponsors The Coventry Regional Farmer's Market serves as a successful showcase and supportive entity for the artisans in the region. Typically, thousands of visitors frequent the market each Sunday to enjoy live local musicians and view the artisan vendors that display at the Market which offers a steady stream of customer support. Budget for arts: \$ 6,500 3.2.5 Establish Arts & Culture Department: (uploaded Resume of Director, Organizational Chart, Mission & Goals) In 2006, the Arts Commission was disbanded due to dwindling number of volunteers. The Parks and Recreation Commission took over their individual tasks and responsibilities. This was incorporated into the Recreation Commission by-laws: Sec. 70-31. - Establishment. There is hereby established a Parks and Recreation Commission ("Commission") for the purposes of developing policies for town parks and recreational programs and facilities,

overseeing the development and operation of town recreational programs, and developing town recreational facilities. The Commission shall also act as an Arts Commission, that oversees cultural and enrichment activities. (Ord. No. 122, § 1, 1-6-75; Ord. No. 122a, § 1, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 226, § 2, 7-17-06) The Arts & Culture Strategic Plan provides a cohesive strategy of visions, goals, recommendations and tasks that can be executed to better advance the arts, leverage the existing resources available, develop new and strengthen existing partnerships. Ultimately, the plan will serve as the template for the reconstituted Arts Commission, the entity that would assist in spearheading the efforts. We have become a member of the Americans of the Arts and have regularly participated in the local arts surveys. We have purchased the operation manual for local arts agencies which we have shared with the Coventry Arts Guild to support their efforts. The Director of Parks and Recreation is the staff person responsible for oversight and operations of Municipal Arts & Culture. Recreation Director Wendy Rubin and her Recreation Supervisor Caterina Merriam are the staff identified. Both have extensive experience in facilitating and providing recreation and cultural arts programs to the community.

3.2.6 Establish & appoint an Arts and Culture Liaison (uploaded minutes of Rec Commission meeting) Although not formally named and appointed, Arts Guild President – Justin Trzaskos, has served as the primary point of contact. In the future, the Recreation Commission will formalize the partnership by appointing a formal process to select liaison and duration of appointment. Currently, this individual is required to report regularly back to the Commission. Through the liaison, the Coventry Arts Guild provides the Recreation Commission copies of all correspondence including minutes of their meetings. Staff are included in planning of events and help with the marketing & promotion of events. Recreation Dept works closely with liaison to obtain meeting space and venues for events.

3.2.10 Support arts and cultural activities offered at the local library (uploaded Year of Library Events and Library Program Promotion Documents) Promoting and or partnering – The town advertises and promotes all activities of the Booth & Dimock library via social media and links on our web pages. The Booth & Dimock Library spends approximately \$5000 annual for arts programming. A unique collaboration between the library and parks & rec is the creation of a community calendar using the “Up To” software program. This project was featured as an educational session at the Connecticut Recreation and Park Association Annual Conference as well as the CT Library Association Annual conference. The calendar is featured on the Town of Coventry, Recreation and library websites. Link to calendar: <https://www.coventryct.org/index.aspx?nid=434>

3.2.11 Support Artists C. workshops and discussion opportunities for artists, art administrators and arts presenters/curators (uploaded Arts Guild Strategic Plan, Plan Summary, arts on Main & David Hayes Exhibition posters) A State Peer Advisor, Barbara Ally, was invited to mentor and facilitate strategic planning. Barbara has been in Arts Administration for over twenty years and has vast experience working with arts and community organizations. A total of four public meetings were held to gain insight from the community on how to better support the cultural arts. These forums served as the impetus for the formation of the Coventry Arts Guild. The work done in the four public meeting sessions under Barbara’s guidance created the foundation for this plan. The purpose of this plan is to identify strategies and create mechanisms to ensure the ongoing presence and involvement of the arts resources. Since the grant was received, the town’s Economic Development Commission, Recreation Commission, Town Council and over 75 Coventry residents have been involved in the inception of what is now known as the Coventry Arts Guild. During the open meetings, under the guidance of the State Peer Advisor, the Arts Community took stock of their strengths, weakness, opportunities and threats to develop a Strategic Action Plan for the newly developed Coventry Arts Guild.

D. artist networks and peer sharing opportunities: Since 2006, there has been an upswing in the number of active arts related businesses, artists and showcases for the arts in the community. The Coventry Arts Guild was created as an outcome of the Strategic Planning Process. They have since become a 501(c)3 organization that works cooperatively with the Town Parks & Recreation Department, Library and Schools. (uploaded Arts Guild Membership list) Note: The Town of Coventry potentially has the capacity to complete additional work in the activity areas outlined in section 3.2, Activities 1, 4, 8, 9 in the future.

PDF: [3.2 YEAR OF LIBRARY EVENTS.PDF](#)

PDF: [3.2 LIBRARY PROGRAM PROMOTION.PDF](#)

WORD: [3.2.11 COVENTRY ARTS GUILD STRATEGIC PLAN](#)

WORD: [3.2.2 RECREATION DEPARTMENT MARKETING OVERVIEW](#)

IMAGE: [3.2.11 COVENTRY ARTS GUILD - ARTS ON MAIN PROMOTIONAL PIECE](#)

IMAGE: [3.2.11 DAVID HAYES EXHIBITION](#)

PDF: [3.2.11 COVENTRY ARTS GUILD STRATEGIC PLAN SUMMARY WITH MISSION AND GOALS](#)

WORD: [3.2.5 ESTABLISHMENT OF ARTS & CULTURE DEPT. - RESUME OF DIRECTOR](#)

WORD: [3.2.5 PARKS & RECREATION DEPT. ORGANIZATIONAL CHART](#)

PDF: [3.2.3 ARTS BUDGET ALLOCATION](#)

WORD: [3.2.6 ESTABLISHMENT OF ARTS & CULTURE LIAISON - MINUTES OF RECREATION COMMISSION MEETING 2.3.16](#)

WORD: [3.2.2 RECREATION DEPARTMENT ART ACTIVITIES](#)

WORD: [3.2.5 ARTS RELATED MISSION, GOALS](#)

PDF: [3.2.11 ARTS GUILD MEMBERSHIP LIST](#)

4. Dynamic and Resilient Planning

4.3 Develop Agriculture-Friendly Practices

10 Points

Program Summary: The supporting documents are updated annually after we meet in the winter to plan for the upcoming season. This include the promotional materials we use to advertise the garden, the contracts & rules for the garden, registration forms. These were produced in the spring of 2018. The photographs submitted were taken over a period of 3 garden seasons, with the latest pictures taken on August 23, 2017. If needed, we can submit photos from this year. Our initial planning meeting was on March 6, 2014 and the garden has been operating for the past 3 years. We received designation as a National Wildlife Foundation on April 18, 2017.

WORD: [4.3 AGRICULTURE FRIENDLY COMMUNITY GARDEN - PHOTOGRAPHS](#)

PDF: [4.3 COMMUNITY GARDEN MARKETING FLYER](#)

PDF: [4.3 COMMUNITY GARDEN AERIAL PLOT SITING](#)

PDF: [4.3 COMMUNITY GARDENS SUMMIT - FIRST MEETING TO DETERMINE FEASIBILITY & LEVEL OF COMMUNITY INTEREST](#)

PDF: [4.3 NATIONAL WILDLIFE FOUNDATION RECOGNITION OF WILDLIFE HABITAT CERTIFICATION](#)

PDF: [4.3 COMMUNITY GARDEN GUIDELINES FOR GARDENERS](#)

4.6 Streamline Solar Permitting for Small Solar Installations

10 Points

Program Summary: Here is a link to SOLSMARTS web page. Besides being award a Gold Standard we recieved two special recognition awards for inspection and market development <https://www.solsmart.org/communities/coventry-ct/>

PDF: [SOLAR PERMITTING PACKET TO STREAMLINE PROCESS AND ONLINE PERMITTING PAGE FROM WEBSITE](#)

PDF: [4.6 SOLSMART GOLD AWARD](#)

PDF: [COVENTRY CT_R1 FINAL CREDIT SUMMARY_11-14-17.PDF](#)

PDF: [COVENTRY CT_R1 FINAL PREREQ SUMMARY_11-14-17.PDF](#)

5. Clean and Diverse Transportation Systems and Choices

5.1 Implement Complete Streets

70 Points

Program Summary: No description was provided.

PDF: [SECTION 5 COMPLETE STREETS ITEM 1](#)

PDF: [SECTION 5 COMPLETE STREETS ITEM 2](#)

PDF: [SECTION 5 COMPLETE STREETS ITEM 5](#)

5.4 Support Zero Emission Vehicle Deployment

15 Points

Program Summary: The attachments show the towns Ford Energi and town Hall charging station and a diesel emission grant in process. the Board of Ed also has a charging station at Coventry High school on Ripley Hill Road and a Nissan Leaf. These two cars are two of the four passenger vehicles (staff cars) owned and operated by the Town of Coventry and Coventry Board of Education. All other vehicles are Public safety or Public Works. Additionally our Energy Committee has hosted two energy fairs featuring EV vehicles and our Farmers market had sponsored a EV test drive day. Most recent event was 7/22/18 with over 3,500 persons at market.

PDF: [CHARGING STATION GRANT](#)

PDF: [FORD C-MAX ENERGI GRANT AND PROOF.PDF](#)

PDF: [DIESEL EMISSION REDUCTION GRANT.PDF](#)

IMAGE: [5.4 EV EVENT CT DEEP AT GOING GREEN ENERGY FAIR 7/23/18](#)

WORD: [5-4 TOWN NON EMERGENCY FLEET INVENTORY SHOWING % EV AND HYBRID](#)

PDF: [EV GOING GREEN EVENT AD 7/22/18 AT FARMERS MARKET](#)

6. Efficient Physical Infrastructure and Operations

6.1 Benchmark and Track Energy Use

10 Points

Program Summary: We have included and submitted our Energy Star Portfolio Profile for all Town, BOE and WPCA buildings, in addition to the worksheet provided by Sustainable CT. We have also included our solar generation for the past 12 months for review.

EXCEL: [ENERGYSTAR DATA REQUEST](#)

PDF: [ACTIONS 6.1 AND 6.2 WORKSHEET](#)

PDF: [RESPONSE RECEIPT](#)

EXCEL: [COPY OF DATA REQUEST_SUSTAINABLE CT SUBMISSION FOR ACTIONS 6.1, 6.2, 6.3.XLSX](#)

6.5 Develop a Municipal Energy Plan

10 Points

Program Summary: Please note the Town of Coventry has meet the Clean Communities goal of a 20% reduction in electrical use (only 1 of 9 towns who have), The Map has been updated to include specific new goals under a high five plans which targets 5 areas for a five percent change over the next five years. When we complete it we can give each other a High FIVE.

PDF: [COVENTRY ENERGY CONSERVATION AND RESOURCES POLICY](#)

WORD: [ADOPTED MAP PLAN WITH ACCOMPLISHMENTS AND CGAOL](#)

7. Strategic and Inclusive Public Services

7.7 Recycle Additional Materials and Compost Organics

40 Points

Program Summary: We have updated this information and enclosed a pdf of our web page on trash. 3 times a year we mail a newsletter to every coventry home which includes about two pages on the trash and recycling program. We also annually send a two page information sheet with our annual trash and recycling bill. New within the last month is selling subsidized compost bins. We sold out of 72 bins in one week and have ordered 36 more. These are being subsidized by a DEEP composting grant and our local trash Authority (COVRRRA). to sell at \$20.00 (market value at home depot \$120.00) . This is part of a broader compost plan under which our Public Works department constructed compost bins for our Middle school cafeteria which will be used with the start of school. We also have a very active fabric recycling program with bins around town. We are most proud of our oil recycling program which picks up curbside or at our transfer station and we burn for heat in a waste oil furnace at our public works facility. We also provide curbside mattress pick up and belong to a regional household hazardous waste facility.

PDF: [COVENTRY RECYCLING ADDITIONAL MATERIALS](#)

PDF: [7-7 COVRRRA TRASH PROGRAM](#)

IMAGE: [7-7 COMPOST BINS](#)

PDF: [COMPOST BIN INSTRUCTION FLYER](#)

7.8 Develop a Food Waste Prevention and Food Scraps Recovery Campaign

10 Points

Program Summary: The Town has started a town wide composting campaign. Using a state grant and funds from our trash authority we have already sold 72 compost bins and ordered another 36.. Instructions and videos have been shared and an intern has been attending the weekly farmers market to promote the program The town also constructed bins for the middle school cafe which will be used this fall.

IMAGE: [COMPOSTING BINS AT MIDDLE SCHOOL CAFE](#)

PDF: [COMPOSTING BINS FOR SALE AT REDUCED PRICE](#)

7.10 Improve Air Quality in Public Spaces

10 Points

Program Summary: Coventry received grants from the Eastern Highlands Health District and Ryan's Fund, a private foundation, to install signage at public parks & spaces to discourage smoking. The parks & Recreation Commission supported the concept of posting signage but have not yet passed an ordinance prohibiting smoking. This has been a very successful campaign as can best be demonstrated by the lack of cigarette butts trashed in our parks. Coventry was a pilot site that helped develop the Health District's Smoke Free Parks Toolkit. A Facebook & Twitter campaign coupled with the signs was implemented in 2011 when the funds were received from the grants.

WORD: [7.1 ENCOURAGE SMOKE FREE SPACES - PHOTOGRAPHS OF SIGNS](#)

PDF: [7.1 SMOKE FREE SPACES - TOLLAND COUNTY HEALTH RANKINGS AND ROADMAPS - DATA ON SMOKING](#)

PDF: [7.1 SMOKE FREE SPACES - EASTERN HIGHLANDS HEALTH DISTRICT PARK TOOLKIT](#)

PDF: [7.1 SMOKE FREE SPACES - TOBACCO CESSATION REGIONAL RESOURCES](#)

WORD: [7.1 SMOKE FREE SPACES PARKS & RECREATION COMMISSION MINUTES - SMOKE FREE PARKS](#)

PDF: [7.1 SMOKE FREE SPACES - TRI-FOLD BROCHURE FOR EDUCATION CAMPAIGN](#)

8. Healthy, Efficient and Diverse Housing

8.1 Design and Implement a Housing Needs Assessment

10 Points

Program Summary: No description was provided.

PDF: [SECTIONS 8,9 - SUSTAINABLE HOUSING AND EQUITY TOOLKIT-COVENTRY_FINAL.PDF](#)

PDF: [SECTIONS 8,9 - HOUSING AND EQUITY PUBLIC MEETING.PDF](#)

PDF: [PSC HOUSING PROFILE COPY, EVIDENCE OF PLANNING AND ZONING COMMISSION REVIEW AND DISCUSSION OF HOUSING TOPICS IN TOWN PLAN.PDF](#)

9. Inclusive and Equitable Community Impacts

9.1 Optimize for Equity

10 Points

Program Summary: No description was provided.

PDF: [SUSTAINABLE CT ACTION - PARKING IN COVENTRY VILLAGE.PDF](#)

PDF: [SECTIONS 8,9 - HOUSING AND EQUITY PUBLIC MEETING.PDF](#)

PDF: [SECTIONS 8,9 - SUSTAINABLECTHOUSINGANDEQUITYTOOLKIT-COVENTRY_FINAL.PDF](#)

10. Innovation Action

10.1 Implement Your Own Sustainability Action

15 Points

Program Summary: Please see the Section 10.1 natural gas.docx (the last attachment for a description of the Town's innovative sustainability project which invested into a long term solution of partnering to bring natural gas into town to serve public and private buildings, upgrade heating facilities in town and school building to high efficiency natural gas systems and prepare and the ability to prepare and submit a micro-grid energy sustainability application to CT DEEP. This application was selected in the screening process, modified and is in the 90 day final review stage. State funds have been set aside for the project and a final decision is anticipated in early September.

PDF: [10-1 NATURAL GAS EXTENSION INTO TOWN](#)

: [MICRO GRID PRESENTATION](#)

PDF: [LEGAL NOTICE FOR MICRO GRID PROPOSALS](#)

PDF: [BOILER FINANCING PLAN](#)

PDF: [MICROGRID MAP](#)

WORD: [LEASE PURCHASE OF BOILERS](#)

PDF: [MICROGRID RFP](#)

WORD: [SECTION 10.1 NATURAL GAS.DOCX](#)