



Sustainable Connecticut Community Certification Report

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

Windsor Locks was certified on October 27, 2020 with 245 points. Listed below is information regarding Windsor Locks's Sustainable Connecticut efforts and materials associated with the applicant's certified actions.

Contact Information

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Actions Implemented

Each approved action and supporting documentation for which Windsor Locks was approved for in 2020 appears below. Please enjoy this opportunity to view and learn from the information and materials provided.

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

1. Inclusive and Equitable Community Impacts

1.1 Optimize for Equity – REQUIRED

10 Points

Approved Information: 9.1 Optimize for Equity, (10 points), 2020

Supporting Documentation:

PDF: [EQUITY TOOLKIT 9.1 NARRATIVE 2020](#)

2. Thriving Local Economies

2.1 Support Redevelopment of Brownfield Sites

15 Points

Approved Information: 1.1.8: Remediate a brownfield site and redevelop the site for housing, recreation, commercial development, government or other productive uses (15 points), updated 05/28/20

Supporting Documentation:

PDF: [1.1.8_PHOTOGRAPHS OF MONTGOMERY MILL RENOVATIONS.PDF](#)

PDF: [1.1.8_2020 CT MAIN STREET AWARDS OF EXCELLENCE WINNER_MONTGOMERY MILL.PDF](#)

PDF: [1.1.8_2020 NOMINATIONFORM-CTMAIN STREET AWARDS.PDF](#)

PDF: [1.1.8 BROWNFIELD PROMISSORY NOTE- BEACON TO TOWN.PDF](#)

PDF: [1.1.8 BROWNFIELD PROMISSORY NOTE-TOWN TO DECD.PDF](#)

PDF: [1.1.8 PASS-THROUGH AGREEMENT \(EXECUTED\).PDF](#)

Documentation Details: - Photographs submitted of the redeveloped brownfield site Montgomery Mill can be found at 1.1.8_Photos of Montgomery Mill Renovations. - "2020 Nomination Form-CT Main Street Awards" is the document that lists the various ways the town prepared and planned for redevelopment, including planning studies and creation of the TIF District to assist with financing. The section on page 2 of that doc is halfway down called: Montgomery Mill: In the Context of a Community Vision utilizing a Redevelopment Toolkit. - The award information is in document "1.1.8 2020 CT Main Street Awards of Excellence Winner_Montgomery Mill.pdf". - Also attached are the documents which provide evidence of the Town acting as the recipient/pass-through for the loans, and promissory notes.

Partners: See nomination document.

Additional Information: N/A

2.3 Inventory and Promote Local Retail Options

30 Points

Approved Information: 1.3.1a: Business Sector Inventory (10 points), 7/22/2020 1.3.1b: Special Classifications in Business Inventory (10 points), updated 7/22/2020 1.3.2 Buy Local Campaign (10 points), implemented 5/20/2020

Supporting Documentation:

WORD: [1.3_WORKSHEET \(2\).DOCX](#)

PDF: [EAT LOCAL WIN LOCAL2 \(2\).PDF](#)

EXCEL: [1.3.1 2020 CONSOLIDATED WL BUSINESS INVENTORY.XLSX](#)

Documentation Details: 1.3.1: - Both the inventory and special classification of businesses can be found in spreadsheet "1.3.1 2020 Consolidated WL Business Inventory.xlsx". - The link to the map of Windsor Locks businesses is at the top of the previously mentioned spreadsheet (cell A1). 1.3.2: - Worksheet to describe buy local efforts is document "1.3_Worksheet (2).docx". - Flyer for Eat Local Win Local campaign - "Eat Local Win Local2 (2).pdf"

Partners: Intern, Chris Roberts Windsor Locks EIDC Metro Hartford Alliance Windsor Locks Business Community Windsor Locks Assessor's Office

Additional Information: N/A

2.4 Provide Resources and Supports to Local Businesses

5 Points

Approved Information: 1.4.1: Hosted a Small Business Economic Recovery Seminar (5 points), occurred 4/30/2020

Supporting Documentation:

PDF: [SMALL BUSINESS WEBINAR](#)

Documentation Details: This is an Email detailing a small business webinar by the Connecticut small business development center. Windsor Locks is one of the sponsors for this program.

Partners: Connecticut Small Business Development Center Sponsored by the Towns of East Granby, Suffield, Windsor and Windsor Locks

Additional Information: N/A

2.6 Participate in and Promote the C-PACE Program

15 Points

Approved Information: 1.6.1 certified copy of C-PACE agreement, executed 7/30/15 (5 points) 1.6.2 hold a C-PACE educational event, 8/11/20 (5 points) 1.6.3 CT Green Bank approved projects in Town, less than 5 projects (5 points)

Supporting Documentation:

PDF: [C-PACE AGREEMENT](#)

PDF: [C-PACE EVENT INVITE 8.11.2020.PDF](#)

PDF: [C-PACE ACTIVE PROJECTS.PDF](#)

PDF: [C-PACE LINK ON TOWN PAGE ASSR.PDF](#)

PDF: [C-PACE LINK ON TOWN PAGE TAX.PDF](#)

Documentation Details: C-PACE link on town page tax this is a screen shot of the Windsor Locks Tax Collector page of the Town of Windsor Locks website. The bottom of the screen shows the link to the C-PACE page required in 1.6.1 C-PACE link on town page Assr- this is a screen shot of the Windsor Locks Assessor's page of the Town of Windsor Locks website. Circled and labeled A is the town page, B is the link, and C shows the website the link directs you to.

Partners: The Town of Windsor Locks worked with CT Green Bank to host a live event at Town Hall for business owners. When the onset of COVID-19 social distancing restrictions made a live even unfeasible, the Town and CT Green Bank modified the original plan and collaboration with 4 other towns to host a virtual event: Hartford, Enfield, Bloomfield, and East Windsor. We advertised the event on Windsor Locks community social media, our town website, and with the help of CT Green Bank and the Assessor's office, created a list of businesses that highlighted certain aspects of a property (size, age, and other items) to target specific businesses to invite.

3. Well-Stewarded Land and Natural Resources

3.4 Develop an Open Space Plan

5 Points

Approved Information: 2.4.4b Protect open space - increase open space in your community, (5 points), properties currently being acquired

Supporting Documentation:

PDF: [OPEN SPACE ACQUISITION INVOICE.PDF](#)

PDF: [2.4.4B PARCEL LIST FOR PZC.PDF](#)

PDF: [2.4.4B BEL AIRE MAP.PDF](#)

PDF: [2.4.4B EDITH AND HILLSIDE MAP.PDF](#)

PDF: [2.4.4B ELLIS MAP.PDF](#)

PDF: [2.4.4B WATERWORKS PATH FROM ALMA.PDF](#)

Documentation Details: The invoice from Storms & Storms was for title searches for properties the Town was looking to acquire and add to our open space. The inventory of parcels to be acquired and their potential uses are in document "2.4.4b Parcel List for PZC.pdf". The maps show how the acquired parcels could be used as paths to connect current open space.

Partners: N/A

Additional Information: N/A

3.8 Implement Low Impact Development

5 Points

Approved Information: 2.8.2b: Encourage LID in Zoning Regulations (5 points), updated 1/1/2019

Supporting Documentation:

PDF: [ZONING REGULATIONS 2019.PDF](#)

Documentation Details: Page 37, bullet "g" of "Zoning Regulations 2019.pdf" explains that developments may have 30% lot coverage (up from 20%) if they utilize LID practices.

Partners: N/A

Additional Information: N/A

4. Vibrant and Creative Cultural Ecosystems

4.2 Support Arts and Creative Culture

15 Points

Approved Information: Three items for 10 points 3.2.2 Include arts and culture in publicly available municipal marketing (printed or web-based), updated 2/3/2020 3.2.3 Commit dedicated funding to the arts (during the twelve-months prior to application submission). Funding may be directed at an Arts Office, as part of the municipal budget, through grants, or to outside services, updated 2/3/2020 3.2 5. Establish a Cultural Office or Arts and Culture Department/Council 5 Additional points (5 total) for each additional subcomponent: 3.2 11 Support Artists d. develop municipal professional artist network and peer sharing opportunities (see documents related to Creating and Arts Council - Adhoc Committee meetings, 1/30/2020 workshops/agenda/media samples, ongoing)

Supporting Documentation:

PDF: [3.2.2 2019 CONCERT SERIES FLYER.PDF](#)

PDF: [3.2.3 FUNDING TO THE ARTS.PDF](#)

[3.2.10 PROMOTING LIBRARIES.TIF](#)

PDF: [CREATING AN ARTS COUNCIL WORKSHOP AGENDA](#)

PDF: [ARTS COUNCIL WORKSHOP IN MEDIA](#)

PDF: [ARTS COMMITTEE NOTES OCT 2019](#)

PDF: [ARTS COMMITTEE LETTER & PHOTOS FROM WORKSHOP FROM PLANNING AND DEVELOPMENT DIRECTOR](#)

PDF: [3.2 5. CREATE AN ARTS COUNCIL BOS MINUTES](#)

Documentation Details: 3.2.2: See "3.2 2 2019 Concert Series Flyer". Note that the concert series goes into August 2019, and therefore is within the lookback period. 3.2.3: See "3.2 5. Create an Arts Council BOS Minutes" (related to new Arts Council funding) and "3.2 3 Funding to the Arts" (related to concert series). 3.2.5: The PDF listed "3.2 5. Create an Arts Council BOS Minutes" shows creation, including appointed members, as well as a small starting budget for the remainder of the FY. Also see Arts Committee Workshop in Media and Arts Committee Notes Oct 2019. See creating an arts council workshop agenda. 3.2.10: The list of town-promoted Library events can be found on pages 4 & 5 of the document "3.2.10 Promoting Libraries.tif". 3.2.11: See Arts Committee Workshop in Media and Arts Committee letter and photos from Workshop from Planning and Development Director.

Partners: Windsor Locks Public Library (3.2.10) - The Windsor Locks Park and Recreation Department distributes a newsletter to each town resident twice a year, which includes programming offered by the Windsor Locks Public Library. The Planning and Development Office and Economic and Industrial Development Commission are also partners to the Arts Council and other events that bring vibrancy, culture and tourism to the community.

Additional Information: N/A

5. Dynamic and Resilient Planning

5.3 Develop Agriculture-Friendly Practices

10 Points

Approved Information: 4.3.6 - Host a community garden on municipal land (10 points), article published July 2020

Supporting Documentation:

PDF: [4.3.2 MINUTES 2020 \(02\) FEBRUARY.PDF](#)

IMAGE: [4.3.2 GARDEN SIGNAGE.JPG](#)

IMAGE: [4.3.2 GARDEN 1.JPG](#)

IMAGE: [4.3.2 GARDEN 2.JPG](#)

PDF: [4.3.6 GROVE STREET GARDEN ARTICLE.PDF](#)

Documentation Details: 4.3.2- Minutes 2020 (02) February- Please see Page 2 highlighted in yellow for this year's approval of the Grove Street Garden located within Pesci Park. 4.3.6 - The article "4.3.6 Grove Street Garden Article.pdf" advertises the community garden.

Partners: The Suffield Agri-Science program, which accepts Windsor Locks students into its program, created and tend the Grove Street Garden located in Pesci Park. The Windsor Locks Park and Recreation Department have approved the use of municipal park land for this on a yearly basis.

Additional Information: N/A

6. Clean and Diverse Transportation Systems and Choices

6.1 Implement Complete Streets

60 Points

Approved Information: 5.1.6: Implementation Projects (5 projects - 60 points) 1. Waterside Village Public Realm, completed June 2018 2. Sidewalk Improvements, August 2019 3. Road and bridge improvements around new train station (Community Connectivity Grant), grant awarded and project began after May 2017 4. WL Complete Streets Phase 1 (Roadway/2020 LOTCIP), application 5/27/2020 5. WL Complete Streets Phase 2 (2018 LOTCIP), application 5/15/2018

Supporting Documentation:

PDF: [ROADWAY PLAN](#)

PDF: [COMPLETE STREETS POWERPOINT](#)

PDF: [5.1.6 CONCEPT PLAN - MULTI-USE TRAIL \(PROJECT 2\).PDF](#)

PDF: [5.1.6 CCGP APPLICATION 2017 \(PROJECT 3\).PDF](#)

PDF: [5.1.6 2020 LOTCIP \(PROJECT 4\).PDF](#)

PDF: [5.1.6 PROJECT 4 AND 5 OVERVIEW MARCH 2019 PUBLIC INFORMATIONAL MEETING.PDF](#)

PDF: [5.1.6 LOTCIP PHASE 2 \(PROJECT 5\) - GRANT APPLICATION \(05-16-18\).PDF](#)

Documentation Details: "Complete Streets PowerPoint" shows the before and after photos of the Waterside Village Public Realm project (Project 1). This document also describes the sidewalk improvements (Project 2). More information on Project 2, the sidewalk improvements, can be found in "5.1.6 Concept Plan - Multi-use trail (Project 2).pdf". Information on Project 3 can be found in document "5.1.6 CCGP Application 2017 (Project 3).pdf". Information on Project 4 can be found in the following documents: - "Roadway Plan" - "5.1.6 2020 LOTCIP (Project 4).pdf" - "5.1.6 Project 4 and 5 Overview March 2019 Public Informational Meeting.pdf" Information on Project 5 can be found in documents: - "5.1.6 Project 4 and 5 Overview March 2019 Public Informational Meeting.pdf" - "5.1.6 LOTCIP Phase 2 (Project 5) - Grant Application (05-16-18).pdf"

Partners: N/A

Additional Information: N/A

7. Renewable and Efficient Energy Infrastructure and Operations

7.6 Install Efficient Exterior Lighting

5 Points

Approved Information: 6.7.1: Convert Utility Owned Streetlights (5 points), completed 10/18/17

Supporting Documentation:

PDF: [6.7.1 EVERSOURCE STREETLIGHT CONVERSION.PDF](#)

Documentation Details: 6.7.1: - Evidence of discussion with utility company and proof of completion can be found in the email chain in document "6.7.1 Eversource Streetlight Conversion.pdf".

Partners: Eversource is the utility company that serves Windsor Locks. They converted the streetlights that they own and completed the project in October 2017.

Additional Information: N/A

8. Inclusive Engagement, Communication and Education

8.3 Train Municipal Representatives

10 Points

Approved Information: 7.3.1: Municipal board and commission members from 4 boards, including Planning and Zoning and Inland Wetland attended trainings (5 points), 1/2020 7.3.2: Municipal Representatives Completed Sustainable CT Equity Training series (5 points), updated 7/24/2020

Supporting Documentation:

WORD: [7.3.2 SUSTAINABLE CT_LIST OF MUNICIPAL REPRESENTATIVES COMPLETED SUSTAINABLE CT EQUITY TRAINING SERIES..DOCX](#)

PDF: [MUNICIPAL TRAINING 7.3.PDF](#)

Documentation Details: municipal training: list of various board and commission members who attended trainings outside of the equity training Equity training: list of staff, elected officials, and board/commission members completing all three portions of the equity training

Partners: N/A

Additional Information: N/A

9. Strategic Materials Management

9.2 Implement Save Money and Reduce Trash (SMART) Program

5 Points

Approved Information: 7.6.2: Analyze and educate municipality about adopting SMART program (5 points)

Supporting Documentation:

PDF: [7.6.2 SMART ANALYSIS PRESENTATION.PDF](#)

PDF: [SMART TALKING POINTS.PDF](#)

Documentation Details: 7.6.2: a,b,c,d - The analysis of current municipal collection, projected cost savings, and municipal example are all in the presentation given to the Board of Finance in document "7.6.2 SMART Analysis Presentation.pdf". Although another municipality was not visited due to COVID-19, there was a guest speaker from municipality that had implemented the program -Flyer for the public presentation given 4/16/20

Partners: DEEP gave the presentation.

Additional Information: Several presentations were given, including to the members of the Board of Selectman, Board of Finance, and to the public. Although the Town has not moved forward with implementation at this time, it is still being considered.

9.3 Recycle Additional Materials and Compost Organics

10 Points

Approved Information: 7.7.1: Implemented a recycling program for textiles (10 points), started 2/5/19, ongoing

Supporting Documentation:

PDF: [TEXTILE RECYCLING BOS MINUTES 2-5-19.PDF](#)

PDF: [TEXTILE RECYCLING AGREEMENT.PDF](#)

Documentation Details: for the Board of Selectman minutes, see page 2, section E for approval of execution of contract.

Partners: Simple Recycling

Additional Information: The Town of Windsor Locks offers additional recycling of textiles. Special pink bags are provided to residents and can be put out at the street during normal trash collection days.

11. Healthy, Efficient and Diverse Housing

11.2 Grow Sustainable and Affordable Housing Options

40 Points

Approved Information: 8.2.2: Increased Affordable Housing (40 points), measured in percent change from 2014 to 2019

Supporting Documentation:

PDF: [8.2.2_2014 AFFORDABLE HOUSING APPEALS LIST.PDF](#)

PDF: [8.2.2_2019 AFFORDABLE HOUSING APPEALS LIST.PDF](#)

Documentation Details: Baseline percent of affordable housing is in the last column of the red box on page 4 of "8.2.2_2014 Affordable Housing Appeals List.pdf". (8.79%) Current percent of affordable housing is in the last column of the red box on page 4 of "8.2.2_2019 Affordable Housing Appeals List.pdf". (9.82%)

Partners: N/A

Additional Information: $9.82 - 8.79 = 1.03$ This is an increase of four 1/4 percentage points, therefore worth forty points.

13. Innovative Strategies and Practices

13.1 Implement Your Own Sustainability Action

5 Points

Approved Information: 10.1: Innovative Action - Community Survey and Long Term Recovery (5 points), implemented May 2020 - August 2020

Supporting Documentation:

WORD: [10.1 COMMUNITY SUVERY RESPONSE MAP.DOCX](#)

IMAGE: [10.1 COLLABORATION WITH WESTPORT ON VULNERABLE POP LIST.JPG](#)

PDF: [DATA_Q1.PDF](#)

PDF: [DATA_Q2.PDF](#)

PDF: [DATA_Q5.PDF](#)

PDF: [DATA_Q6.PDF](#)

PDF: [DATA_Q7.PDF](#)

PDF: [SURVEY SUGGESTIONS AND REL. AF.PDF](#)

IMAGE: [10.1 PAPER RESPONSES TO SURVEY.JPG](#)

PDF: [WL EMERGENCY SERVICE LETTER 2020.PDF](#)

Documentation Details: A map of the responses from the community survey can be found in document "10.1 Community Survey Response Map.docx". A brief example of the collaboration with Westport can be seen in "10.1 Collaboration with Westport on Vulnerable Pop List.JPG". The files that start with "Data..." and "Survey Suggestions and Rel. Af.pdf" show the responses from the community survey that Windsor Locks put out. The picture "10.1 Paper Responses to Survey.jpg" shows the stack of paper responses that the town has yet to evaluate from the survey. The town is very excited about the survey's diverse reach and the information gathered. Resulting summaries, actions and next steps are highlighted in the narrative. A letter from emergency services is also included to outline how the town worked with multiple departments to create a Resident Emergency Response List. This is in document "WL Emergency Service Letter 2020.pdf".

Partners: The Town of Westport and the Town of Windsor Locks held a virtual meeting to hear about how they improved their Resident Emergency Response list and this information was shared with various staff for consideration. They offered to do a follow up meeting with Emergency Services staff as needed at a future date. Although this effort was not our ultimate action and it evolved into the community needs survey and associated actions, it was a helpful collaboration. These efforts are mentioned in the equity narrative.

Additional Information: The Equity Toolkit was applied to this action.