



## Sustainable Connecticut Community Certification Report

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

Suffield was certified on November 01, 2021 with 240 points. Listed below is information regarding Suffield's Sustainable Connecticut 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 Suffield 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 Suffield, 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

10 Points

**Approved Information:** 1.1: Optimize for Equity (10 points)

**Supporting Documentation:**

WORD: [1.1 EQUITY TOOLKIT NARRATIVE.DOCX](#)

WORD: [TOWN OF SUFFIELD EQUITY SERIES SCHEDULE.DOCX](#)

PDF: [MESSAGE FROM FIRST SELECTMAN MELISSA MACK REGARDING INCLUSIVITY IN SUFFIELD TO.PDF](#)

IMAGE: [INCLUSIVITY SPEAKER SERIES FLYER.JPG](#)

WORD: [MODERATOR BIO.DOCX](#)

WORD: [EQUITY SERIES SPEAKERS BIOS.DOCX](#)

**Documentation Details:** "1.1 Equity Toolkit Narrative" - the key document for this action. The other uploaded documents provide supplemental information about the equity training and the speakers.

**Partners:** 1.1 (Optimize for Equity - Inclusivity Speaker Series): Inclusivity Speaker Series: Anti-Bias/Anti-Racist (ABAR) group provided input on what topics should be covered in the series. Please refer to the "Equity speaker Series bios" uploaded to the dashboard which has information about each of the 9 inclusivity speakers who led these discussions.

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### 1.2 Participate in Equity Training

10 Points

**Approved Information:** 1.2: Participate in Equity Training (10 points)

**Supporting Documentation:**

WORD: [SUFFIELD - 1.2 DOCUMENTATION.DOCX](#)

**Partners:** 1.2 (Participate in Equity Training): None

## 2. Thriving Local Economies

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### 2.1 Support Redevelopment of Brownfield Sites

10 Points

**Approved Information:** 2.1.4: Prepare a Grant Proposal for Site Assessment or Clean-Up (10 points)

**Supporting Documentation:**

PDF: [2.1.4 10.24.2018 BROWNFIELD GRANT APPLICATION.PDF](#)

PDF: [2.1.4 GRANT REJECTION LETTER AND IMPLIED VERIFICATION OF SUBMISSION.PDF](#)

**Partners:** 2.1.4 (Prepare a Grant Proposal): Economic development consultant Kevin Bielmeier helped fill out the grant paperwork. Consulting firm TRC gave the estimate for the proposed remediation work.

## 3. Well-Stewarded Land and Natural Resources

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### 3.4 Develop an Open Space Plan

10 Points

**Approved Information:** 3.4.4.d: Establish an Open Space Acquisition Fund (10 points)

**Supporting Documentation:**

PDF: [3.4.4.D ESTABLISH OPEN SPACE ACQUISITION FUND MEETING MINUTES 8.17.1994.PDF](#)

PDF: [3.4.4.D SUFFIELD FY2019 FINANCIAL STATEMENTS .PDF](#)

**Documentation Details:** In "3.4.4.a Establish Open Space Acquisition Fund Meeting Minutes 8.17.1994", please refer to page 2 beneath the heading "Correspondence" to see the creation of the Open Space fund. "3.4.4.d Suffield FY2019 Financial Statements" shows the dollar amount available in the fund as of June 30, 2019.

**Partners:** 3.4.4.d (Establish Open Space Acquisition Fund): None

## 4. Vibrant and Creative Cultural Ecosystems

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### 4.1 Map Tourism and Cultural Assets

5 Points

**Approved Information:** 4.1.2: Update CTVisit Profile (5 points)

**Supporting Documentation:**

WORD: [4.1.2\\_SUFFIELD\\_CTVISIT\\_WEBSITE\\_SCREENSHOTS.DOCX](#)

**Documentation Details:** Here is the link to the CTVisit site for Suffield; <https://www.ctvisit.com/listings/town-suffield>. It was last updated on August 5th, 2021.

**Partners:** 4.1.2 (Update CTVisit Profile): 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 (5 points)

**Supporting Documentation:**

PDF: [5.3.2 EXECUTED HILLTOP WEST LEASE 2016.PDF](#)

PDF: [5.3.2 EXECUTED ROESBERG LEASE - 2020.PDF](#)

PDF: [5.3.2 FOFAH LEASE EXT. LETTER DTD. 1-18-21.PDF](#)

**Documentation Details:** The attached "5.3.2 Executed Hilltop West Lease 2016" expired in December, 31st of 2020 but efforts are currently being made to renew the release. According to Bill Hawkins, the Suffield Director of Planning and Development, the town attorney and first selectman's approval along with a public meeting are needed to renew the lease. Please see the attached "5.3.2 FOFAH Lease Ext. letter dtd. 1-18-21," which is a letter from the Friends of the Farm at Hilltop requesting the renewal of the lease.

**Partners:** 5.3.2: (Allow Active Agricultural use of Municipal Land): None

## 5.5 Inventory and Assess Historic Resources

20 Points

**Approved Information:** 5.5.4: Achieve "Certified Local Government" status (5 points) 5.5.1: Identify multiple priority historic assets within your community (15 assets - 15 points)

### Supporting Documentation:

PDF: [5.5.4 2021 LIST OF ALL CT CLGS](#)

PDF: [5.5.4 CERTIFIED LOCAL GOVT CERTIFICATE 2008.PDF](#)

PDF: [5.5.1 HISTORIC ASSETS INVENTORY.PDF](#)

WORD: [5.5.1- PROOF INVENTORY IS RELEVANT.DOCX](#)

WORD: [5.5.1 MAINTENANCE ACTIONS FOR 15 ASSETS.DOCX](#)

**Documentation Details:** "5.5.1 Historic Assets Inventory" is a pdf with inventories of multiple historic sites in Suffield. The dates shown are in month-year format. "5.5.1 Proof Inventory is Relevant" is an email from Bill Hawkins, the Town of Suffield Director Planning and Development, which establishes the continued relevancy of the inventory. The GIS program that Bill Hawkins refers to can be found at the following: <https://suffield.mapxpress.net/>. To see the various historic sites, click "Interactive Mapping", then click the "Map Layer" dropdown menu and select "Historic District." Green parcels should then appear on the basemap. Clicking each box should bring up information about individual properties. "5.5.1 Maintenance Actions for 15 assets" is a document which identifies the key features that should be prioritized for maintenance for 15 of the assets in the inventory.

**Partners:** 5.5.4 (Achieve CLG Status): None 5.5.1 (Identify multiple priority historic assets within your community): A grant from the State Historic Preservation Office (SHPO) was used to fund this inventory.

## 6. Clean and Diverse Transportation Systems and Choices

## 6.4 Support Zero Emission Vehicle Deployment

5 Points

**Approved Information:** 6.4.1: Sponsor or host a ZEV promotional event or education workshop with a community partner or third party (5 points)

### Supporting Documentation:

**WORD:** [6.4.1 HILLTOP FARM EV EVENT FLYER 07 24 2021 \(1\).DOCX](#)

**Documentation Details:** The date, title, and description of the event can be found in the attached flyer. The event was promoted on the "Community Calendar" on the town website: [https://www.suffieldct.gov/things-to-do/community-calendar?cal\\_date=2021-07-01](https://www.suffieldct.gov/things-to-do/community-calendar?cal_date=2021-07-01). The attached event flyer was also posted to the Town's facebook page.

**Partners:** 6.4.1 (ZEV Promotional Event): In April 2021, the Town of Bloomfield planning department reached out to Town of Suffield Director of Planning and Development and the primary Suffield municipal official involved in this action, Bill Hawkins, about the possibility of the traveling EV show coming to Suffield over the summer. Stephanie Bahramian of Bloomfield was the point of contact. Stephanie was working with Craig Peters of Capital Clean Cities on the EV show in an effort to promote the cars in Bloomfield and neighboring towns. Bill Hawkins was asked to identify a date in July or August, location, and provide logistical help in terms of restrooms, building access (if it was at Town Hall or another town building), and to help with promotion of the event. Bill Hawkins decided to join with Friends of the Farm at Hilltop (FOFAH), who was planning to hold a car show on July 24th. Bill Hawkins worked as a facilitator. He spoke to Bloomfield on the phone, worked with FOFAH leadership, and worked internally with the First Selectman and Communications Manager to help coordinate the EVs and spread the word through a flyer. Capital Clean Cities of CT were contacted and helped work with car dealers (Mitchell Auto Group and Lia Auto Group) to coordinate the logistics of getting the cars to the show and also helped promote the show. Friends of Hill Top Farm helped coordinate having the electric cars at their car show (providing details on where and when to park the cars), helped promote the show, and had the show on the land they lease from the Town of Suffield.

## 6.5 Promote Public Transit and Other Mobility Strategies

5 Points

**Approved Information:** 6.5.2: Conduct a bicycle education program (5 points)

**Supporting Documentation:**

**WORD:** [6.5.2 BICYCLE EDUCATION PROGRAM CURRICULUM.DOCX](#)

**Documentation Details:** Fourth and Fifth graders in the school system have a bicycle education program as part of their curriculum. Each student gets at least 6 classes over a three week period. If they do not know how to ride a bike the teacher will help after class time. The school has purchased 15 bikes to support the program. The most recent program started the first week of March and finished the last week of April of 2021. 275 students went through the program this past school year. This was the 5th year of the program. On page 1 of the uploaded curriculum, the learning objectives that this program seeks to fulfill are laid out. Additionally, throughout the rest of the doc, the descriptions of activities demonstrate that a major component of the program was on-the-bike, experiential training.

**Partners:** 6.5.2 (Bicycle education program); None

## 7. Renewable and Efficient Energy Infrastructure and Operations

### 7.6 Install Efficient Exterior Lighting

15 Points

**Approved Information:** 7.6.2.b: Convert Municipally and Utility-Owned Street Lights (15 points)

**Supporting Documentation:**

**PDF:** [7.6.2.B CONTRACT WITH TANKO FOR LIGHTING PHASE 2 OF TURN-KEY LED STREETLIGHT PROJECT 6-18-2020.PDF](#)

**PDF:** [7.6..2.B CONTRACT WITH TANKO FOR STREETLIGHTS AUDIT PHASE 7-16-19.PDF](#)

**PDF:** [7.6.2.B INVOICES PROVING PURCHASE OF 3000K LEDS.PDF](#)

**Documentation Details:** The two attached contracts with Tanko document the partnership between Suffield and Tanko to convert Suffield's streetlights. The Invoices show that the lights were converted to 3000K LEDs, and document the completion of the project.

**Partners:** 7.6.2.b (convert streetlights): Suffield hired Tanko Streetlighting Inc. to convert the streetlights. Extensive detail about the nature of this partnership can be found in the two uploaded contracts.

## 8. Inclusive Engagement, Communication and Education



## 8.1 Hold a Sustainability Event

15 Points

**Approved Information:** 8.1.1 Support and hold a sustainability event (15 points)

### Supporting Documentation:

IMAGE: [1. INCLUSIVITY SPEAKER SERIES FLYER](#)

IMAGE: [2. SUFFIELD FARMERS MARKET FLYER](#)

WORD: [1. EQUITY SERIES DESCRIPTIONS FOR EACH DAY.DOCX](#)

WORD: [2. FARMERS MARKET WRITE UP.DOCX](#)

EXCEL: [SUFFIELD 8.1 TEMPLATE.XLSX](#)

WORD: [1. MODERATOR BIO.DOCX](#)

WORD: [1. EQUITY SERIES SPEAKERS BIOS.DOCX](#)

**Documentation Details:** The uploaded "Suffield 8.1 Template" has references which explain the various attachments. "2. Farmers Market write up" addresses the description, municipal support provided, and highlights/lessons learned boxes in the Sustainability Event Template.

**Partners:** 8.1 (Hold a Sustainability Event): Inclusivity Speaker Series: Anti-Bias/Anti-Racist (ABAR) group provided input on what topics should be covered in the series. Please refer to the documentation uploaded to the dashboard which has a comprehensive list of the 9 inclusivity speakers who led these discussions. Farmers Market: Friends of the Suffield Farmers Market holds the event and advertises it on their facebook page. Connecticut Grown logo is on the uploaded flyer because this logo marks that the local produce provided by the farmers meets the Connecticut Grown labeling requirements and Connecticut Grown Identity Standards.

## 8.2 Provide Effective Community Communications

15 Points

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

### Supporting Documentation:

WORD: [8.2.1A WORKSHEET.DOCX](#)

WORD: [TOWN OF SUFFIELD COMMUNICATIONS PLAN.DOCX](#)

**Documentation Details:** Here are links to communications samples: Town News Post - <https://www.suffieldct.gov/our-town/news/town-news-default/-board/town-news/post/eagle-perches-atop-suffields-town-hall-eagle-rivet-roof-service-corporation-donates-weather-vane> Town news letter - <https://www.suffieldct.gov/fs/comms-manager/view/f2ecbf00-3976-4f4a-9d24-02461db222a1>

**Partners:** 8.2.1 (Effective Community Communications): None

## 8.5 Collaborate With Other Municipalities

10 Points

**Approved Information:** 8.5.2 Implement Sustainable CT Actions Regionally (10 points)

**Supporting Documentation:**

**WORD:** [SUFFIELD 8.5\\_WORKSHEET\\_2.DOCX](#)

**Partners:** 8.5.2 (Implement SCT actions regionally): In April 2021, the Town of Bloomfield planning department reached out to the Town of Suffield Director of Planning and Development, Bill Hawkins, about the possibility of a traveling EV car show coming to Suffield over the summer. This car show was the product of the collaboration between Stephanie Bahramian of Bloomfield and Craig Peters of Capitol Clean Cities, who hoped a car show would promote EVs in Bloomfield and neighboring towns. Bill Hawkins was asked to identify a location for the show, provide logistical help in terms of restrooms and building access, help promote the event, and select a date in July or August. Bill Hawkins decided to join with Friends of the Farm at Hilltop (FOFAH), who was planning to hold a regular car show on July 24th. Bill Hawkins worked as a facilitator. He spoke to Bloomfield on the phone, worked with FOFAH leadership, and worked internally with the First Selectman and Communications Manager to help coordinate the EVs and spread the word through a flyer. Capitol Clean Cities of CT helped work with the car dealers (Mitchell Auto Group and Lia Auto Group) to coordinate the logistics of getting the cars to the show. They also promoted the show as well. Friends of the Hilltop Farm helped coordinate having the cars at the show (providing details on where and when to park the cars), helped promote the show, and had the show on land they lease from the Town of Suffield. The car show went well. The traffic going to six flags we believe kept some people from attending the event. We are thinking about selecting a different location or time of a year for potential next shows.

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## 9. Strategic Materials Management

## 9.3 Recycle Additional Materials and Compost Organics

30 Points

**Approved Information:** 9.3.1: Create infrastructure to recycle additional materials that CT law has not designated as mandatory recyclable items (20 points) - Mattresses and Electronics

### Supporting Documentation:

**WORD:** [9.3 ELECTRONICS - TAKE2WEBSITESCREENSHOTS.DOCX](#)

**PDF:** [9.3 SUFFIELD WEBSITE WITH INFORMATION ABOUT RECYCLING PROGRAMS.PDF](#)

**PDF:** [9.3 ELECTRONICS TAKE 2 RECYCLING REBATE 4-30-21.PDF](#)

**PDF:** [9.3 CLOTHING: SALVATION ARMY EMAIL.PDF](#)

**PDF:** [9.3 MATTRESSES: COLLECTION SITES BYBYEMATTRESS WEBSITE PRINT.PDF](#)

**Documentation Details:** Proof of advertisement to residents for all 4 programs: In "9.3 Suffield Website with information about recycling programs", please refer to page 7 for publicly accessible information about the mattress recycling program, page 7-8 for electronics, & page 8-10 for clothing. The PaintCare Flyer is also made available on this website. Please refer to the bottom of page 10 to see that the flyer, attached as "9.3 PaintCare Flyer," is made available on this site. Please refer to the following link to see what this website looks like to a viewer: <https://www.suffieldct.gov/departments/landfill>. Referring to the headings "Mattresses", "E-waste", "Clothing Donations", and "Paint" provides all of the outreach materials which describe how residents can participate in each of the recycling programs. Proof of relevancy for electronics program "9.3 Electronics -Take2WebsiteScreenshots" includes screenshots of a Take2 webpage which lists (on page 3 of the word doc) the Suffield landfill as a pickup site. The webpage can be found here: <https://www.take2recycle.com/drop-off-locations>. "9.3 Electronics Take 2 Recycling rebate..." - provides evidence of the partnership between Suffield and Take2. Proof of relevancy for mattresses program "9.3 Mattresses: Collection Sites..." is a print of a bybyemattress webpage which shows the location of the ByeByeMattress Suffield site. The Suffield site can be seen on page 4 of the pdf. The print was taken from the following link: <https://bybyemattress.com/programs-by-state/connecticut/> Proof of relevancy for clothing program This link lists the Suffield landfill as a drop-off site (West Suffield is a neighborhood in Suffield): [https://www.salvationarmyusa.org/usn/plugins/gdosCenterSearch?mode=query\\_2&lat=41.982&lng=-72.651&code=US&query=Suffield&limit=40](https://www.salvationarmyusa.org/usn/plugins/gdosCenterSearch?mode=query_2&lat=41.982&lng=-72.651&code=US&query=Suffield&limit=40) "9.3 Salvation Army Email" provides an email chain from March 4th, 2021 between Linda Zaffetti, DPW Executive Assistant for the Town of Suffield and "Dispatch.Springfield@use.salvationarmy.org", which illustrates the partnership between Suffield and Salvation Army for the clothing collection.

**Partners:** 9.3 (Recycle Additional Materials): Worked with ByeByeMattress to provide the mattress collection site at the Suffield landfill. The Suffield landfill operator calls for the pick up of the mattresses when the bin at the landfill is 3/4 full Worked with Salvation Army to provide the clothing collection bin at the Suffield landfill. The Salvation Army picks up the clothing every Thursday. Worked with Take2Recycling to provide the electronics program at the Suffield landfill. When the electronic bin is full the Suffield Landfill operator calls to have the bin picked up. Suffield gets quarterly checks from Take2 .

## 10. Optimal Health and Wellness Opportunities

## 10.3 Improve Air Quality in Public Spaces

10 Points

**Approved Information:** 10.3.4: Implement or Maintain a Strategic Campaign to Prevent Excessive Idling of Motor Vehicles (10 points)

### Supporting Documentation:

**WORD:** [10.3.4 PHOTO OF ANTI-IDLING SIGNAGE AT MCALISTER INTERMEDIATE SCHOOL & SUFFIELD MIDDLE SCHOOL 7.22.2021.DOCX](#)

**WORD:** [10.3.4 PHOTO OF ANTI-IDLING SIGNAGE AT SPAULDING SCHOOL 7.22.2021.DOCX](#)

**WORD:** [10.3.4 PHOTO OF ANTI-IDLING SIGNAGE AT SUFFIELD HIGH SCHOOL 7.22.2021.DOCX](#)

**WORD:** [10.3.4 PROOF OF BUS DRIVER ANTI-IDLING TRAINING.DOCX](#)

**Documentation Details:** The signs were installed in August 2014. The uploaded pictures were taken on July 22, 2021. Anti-idling training is annually administered to bus drivers. See the attached "10.3.4 Proof of Bus Driver Anti-Idling Training," which is an email from Bill Hoff, the Suffield Public Schools District Central Office Business Manager, in which Bill states that anti-idling training is given to school bus drivers.

**Partners:** 10.3.4 (Anti-Idling Campaign): 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 and programs that provide opportunities for residents to engage in local farming, gardening, or other forms of horticulture or plant cultivation. (15 points)

### Supporting Documentation:

**PDF:** [10.4 COMMUNITY GARDEN HILLTOP FARM INFO AND PICTURES.PDF](#)

**Documentation Details:** "10.4 Community Garden Hilltop farm Info and Pictures" is a website print of <https://www.hilltopfarmsuffield.org/>. This website is linked on the town website: <https://www.suffieldct.gov/>. To access the link, go under "Things to Do" (top right) and click "Hilltop Farm." A variety of greens, tomatoes, squashes, peppers, corn, pumpkins and eggplants are being grown at the farm.

**Partners:** 10.4.1 (Develop and Promote Community Growing Spaces - Hilltop Farm): Friends of the Farm at Hilltop (FOFAH) spearheads the community garden. Suffield leases the land to FOFAH and promotes the growing spaces on the Town website.

## 11. Healthy, Efficient and Diverse Housing

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### 11.2 Grow Sustainable and Affordable Housing Options

40 Points

**Approved Information:** 11.2.2 Increase the municipality's affordable housing, as compared to a baseline year within the past 5 years (40 points - increase of 1.61%)

**Supporting Documentation:**

PDF: [11.2.2 BASELINE YEAR - 2017 AFFORDABLE HOUSING APPEALS LIST.PDF](#)

PDF: [11.2.2 MOST RECENT \(2020\) AFFORDABLE HOUSING APPEALS LIST.PDF](#)

**Documentation Details:** "11.2.2 Baseline Year..." the Suffield information can be found on page 2 in the 7th row. "11.2.2 Most Recent..." the Suffield information can be found on page 3 in the 6th row from the bottom.

**Partners:** 11.2.2 (Increase affordable housing): None

## 13. Innovative Strategies and Practices

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### 13.1 Implement Your Own Sustainability Action

10 Points

**Approved Information:** 13.1: Implemented a municipal internship program (10 points)

**Supporting Documentation:**

PDF: [SPRINGFIELD PARKS & REC INTERNSHIP MANUAL-2020-2021.PDF](#)

WORD: [PARKS & REC INTERNSHIP EXPERIENCE - DAN LEONARD.DOCX](#)

WORD: [13.1-INTERNSHIP PROGRAMS DESCRIPTION.DOCX](#)

**Documentation Details:** "13.1 Internship Programs Description" is a write-up about the municipal internships offered in the Town of Suffield. This description answers the action requirements for 13.1 and explains the other two attachments as well.

**Partners:** 13.1 (Innovation - Municipal Internship Program): Worked with Instructor of Psychology Amy Egan of Westfield State University to provide her students with internships in Human Resources. Worked with Springfield College to provide an internship opportunity to a recreation student.