



Sustainable CT Community Certification Report

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

Manchester was certified on October 01, 2025 with 870 points. Listed below is information regarding Manchester's Sustainable CT efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable CT contact for Manchester is:

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Actions Implemented

Each approved action and supporting documentation for which Manchester was approved for in 2025 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 with specific questions.

1. Inclusive and Equitable Community Impacts

1.1 Optimize for Equity – REQUIRED for All Certification Levels

40 Points

Approved Information: 1.1.1 (40 points)

Supporting Documentation:

PDF: [HOMELESSNESS_EQUITY TOOLKIT_REV.PDF](#)

PDF: [MATERNITY PROGRAM_EQUITY TOOLKIT_REV.PDF](#)

PDF: [COMMUNITY PARTNERSHIP_EQUITY TOOLKIT_REV.PDF](#)

WORD: [EQUITY TOOLKIT FOR TOWN OF MANCHESTER - POCD.DOCX](#)

Documentation Details: 2025 Application 1.1 Optimize for Equity (Action 7.7) (10 Points) 1.1 Optimize for Equity (Action 12.1, 12.2, 12.4) (10 Points) This Equity toolkit was originally submitted and received credit in 2022. Based on the feedback received via email from Dorothy Piszczek in July 2025 and found within the “2022 Manchester Certification Audit for 2025” (screenshot below), Manchester was able to confirm that the outreach described in this Equity Toolkit occurred within the lookback period (the Stakeholder Workshop for the Unaccompanied Homeless Minor Pilot Project was held on March 30, 2022, and the Continuum of Care group has met regularly on this topic, including since January 2022). 1.1 Optimize for Equity (Action 13.1, ARPA Grant Program) (10 Points) 1.1 Optimize for Equity (Action 13.1, It Takes a Village Program) (10 Points) 1.1 Optimize for Equity (Action 5.1, POCD) (10 points)

Partners: None.

1.2 Participate in Equity Training – REQUIRED for Gold Certification

15 Points

Approved Information: 1.2.1 (10 points) 1.2.2 (5 points)

Supporting Documentation:

IMAGE: [2025 - 1.2.2 - HOST AN EQUITY TRAINING - COURSE DESCRIPTION](#)

WORD: [2025 - 1.2.1 - SUSTAINABLECT EQUITY TRAINING INFORMATION](#)

IMAGE: [2025 - 1.2.2 - HOST AN EQUITY TRAINING - TRAINING EMAIL TO STAFF](#)

EXCEL: [2025 - 1.2.2 - HOST AN EQUITY TRAINING - ATTENDEE LIST WITH DEPARTMENT](#)

PDF: [2025 - 1.2.2 - HOST AN EQUITY TRAINING - ORIGINAL SIGN IN SHEETS](#)

Documentation Details: 2025 Application The attendee list, their roles with the Town, and the dates of the SCT-provided equity training can be found in the document titled "2025 - 1.2.1 - SustainableCT Equity Training Information" The description of the equity training provided to Town staff in September 2023 can be found in the document titled "2025 - 1.2.2 - Host an Equity Training - Course Description" An email describing the training send to Department Heads in September 2023 can be found in the document titled "2025 - 1.2.2 - Host an Equity Training - Training Email to Staff" The original sign-in sheets from the equity training provided to Town staff in September 2023 can be found in the document titled "2025 - 1.2.2 - Host an Equity Training - Original Sign In Sheets" The names and departments of the attendees of the Town's equity training in September 2023 can be found in the document titled "2025 - 1.2.2 - Host an Equity Training - Attendee List with Department"

Partners: 2025 Application 1.2.2 The Triangle Community Center was contracted by the Town to provide equity training to staff in September 2023. <https://www.ctpridecenter.org/programs-and-services/community-training>

Additional Information: NA

1.3 Develop and Adopt a Statement on Equity – REQUIRED for Gold Certification

20 Points

Approved Information: 1.3.1 (20 points)

Supporting Documentation:

PDF: [2025 - 1.3.1 - RACISM AS A PUBLIC HEALTH CRISIS](#)

PDF: [2025 - 1.3.1 - APPROVAL OF RACISM AS A PUBLIC HEALTH CRISIS](#)

Documentation Details: 2025 Application Board approval (July 2020) of the Racism as a Public Health Crisis resolution can be found in the document titled "2025 - 1.3.1 - Approval of Racism as a Public Health Crisis" Report from the Town's Office of Budget and Research published in November 2022 can be found in the document titled "2025 - 1.3.1 - Racism as a Public Health Crisis"

Partners: None.

Additional Information: NA

2. Thriving Local Economies

2.1 Support Redevelopment of Brownfield Sites

15 Points

Approved Information: 2.1.1 (15 points)

Supporting Documentation:

EXCEL: [2025 - 2.1.1 - BROWNFIELD INVENTORY LIST](#)

PDF: [2025 - 2.1.1 - BROWNFIELD INVENTORY MAP FROM TOWN GIS](#)

Documentation Details: 2025 Application The required inventory list created by the Town's Planning and Economic Development Department can be found in the document titled "2025 - 2.1.1 - Brownfield Inventory List" A map of the Brownfield Inventory can be found in the document titled "2025 - 2.1.1 - Brownfield Inventory Map from Town GIS"

Partners: None.

2.3 Inventory and Promote Local Products and Services

20 Points

Approved Information: 2.3.1a (10 points) 2.3.2 (10 points)

Supporting Documentation:

PDF: [2025 - 2.3.1 - BUSINESS INVENTORY FLYER](#)

IMAGE: [2025 - 2.3.1 - DOWNTOWN LOCAL BUSINESS INVENTORY WEBSITE MAIN PAGE](#)

IMAGE: [2025 - 2.3.1 - DOWNTOWN LOCAL BUSINESS INVENTORY WEBSITE](#)

WORD: [2025 - 2.3.2 - BUY LOCAL WORKSHEET](#)

IMAGE: [2025 - 2.3.2 - LOVE YOUR LOCAL WEBSITE EVENT 2023](#)

IMAGE: [2025 - 2.3.2 - LOVE YOUR LOCAL WEBSITE EVENT 2024](#)

IMAGE: [2025 - 2.3.2 - LOVE YOUR LOCAL WEBSITE POSTING AND DESCRIPTION](#)

Documentation Details: 2025 Application A printable inventory of local businesses, divided into categories (Calendar, Eating/Drinking, Services, Shopping, Points of Interest, and Things to Do) can be found in the document titled "2025 - 2.3.1 - Business Inventory Flyer" Screenshots of the business inventory website (hosted by the Town's Downtown Special Services District) can be found in the documents titled "2025 - 2.3.1 - Downtown Local Business Inventory Website Main Page" and "2025 - 2.3.1 - Downtown Local Business Inventory Website" The required "buy local" campaign discussion worksheet can be found in the document titled "2025 - 2.3.2 - Buy Local Worksheet" Examples of "Love Your Local" event postings on the Town website can be found in the screenshots titled "2025 - 2.3.2 - Love Your Local Website Event 2023/2024" A website post (Better Manchester Magazine) can be found in the screenshot titled "2025 - 2.3.2 - Love Your Local Website Posting and Description" and can be accessed via this link:

<https://bettermanchester.com/2023/01/spruce-street-farmers-market-love-your-localmarket/>

Partners: Partners included the vendors and farms that participate in the Spruce Street and Northwest Park Farmers Markets.

Additional Information: While the original printed flyer was created more than three years ago, the business inventory flyer and online listings are regularly updated as businesses open and close. For example, Audacity British Pub, which opened in May 2024, is listed under the Food and Drink designation at the following website: <https://www.downtownmanchester.org/eat-drink> The Love Your Local and Farmers Market events are closely related, as each Farmers Market event that the Town hosts also doubles as an opportunity to support local vendors and craftspeople.

2.4 Provide Resources and Supports to Local Businesses

10 Points

Approved Information: 2.4.1 (5 points) 2.4.2 (5 points)

Supporting Documentation:

WORD: [2025 - 2.4.1 - BUSINESS ROUNDTABLES WORKSHEET](#)

IMAGE: [2025 - 2.4.1 - BUSINESS LINK EVENT WEB POST/DESCRIPTION](#)

IMAGE: [2025 - 2.4.1 - DOWNTOWN MANCHESTER SOCIAL HOUR EVENT WEB POST/DESCRIPTION](#)

PDF: [2025 - 2.4.2 DOWNTOWN SPECIAL SERVICES DISTRICT ESTABLISHING ORDINANCE](#)

PDF: [2025 - 2.4.2 DOWNTOWN SPECIAL SERVICES DISTRICT FY26 BUDGET](#)

Documentation Details: 2025 Application Required worksheet for the Business Roundtables can be found in the document titled "2025 - 2.4.1 - Business Roundtables Worksheet" Examples of Business Roundtable events can be found in the screenshots titled "2025 - 2.4.1 - Business Link Event Web Post/Description" and "2025 - 2.4.1 - Downtown Manchester Social Hour Event Web Post/Description" and can also be accessed via the following hyperlnks: - <https://www.downtownmanchester.org/2024/05/07/187647/business-link-2/> - <https://www.downtownmanchester.org/2025/03/28/18011/downtown-social-hour-2/> The ordinance that established Manchester's Downtown Service Special District (DSSD) is attached and can be found titled "2025 - 2.4.2 Downtown Special Services District Establishing Ordinance". On page 2 of the PDF the purpose of the District is explained as being "to promote the economic and general welfare of the citizens of Manchester, and specifically the property owners and tenants of the downtown district" The Town's financial support of the DSSD can be proven via the attached PDF "2025 - 2.4.2 Downtown Special Services District FY26 Budget"

Partners: Work_Space and the Downtown Special Services District (DSSD), while financially supported by the Town, were partners for this action, as well as the businesses (Silk City Coffee, etc.) that hosted the business roundtable events.

3. Well-Stewarded Land and Natural Resources

3.1 Provide Watershed Education

5 Points

Approved Information: 3.1.1a (5 points)

Supporting Documentation:

IMAGE: [2025 - 3.1.1 - STORMWATER EDUCATION WEBSITE I](#)

IMAGE: [2025 - 3.1.1 - STORMWATER EDUCATION WEBSITE II](#)

IMAGE: [2025 - 3.1.1 - STORMWATER EDUCATION WEBSITE III](#)

IMAGE: [2025 - 3.1.1 - STORMWATER EDUCATION WEBSITE IV](#)

PDF: [2025 - 3.1.1 - STORMWATER RESIDENTIAL BEST PRACTICES](#)

PDF: [2025 - 3.1.1 - STORMWATER LID AND SUSTAINABLE DESIGN CHECKLIST](#)

IMAGE: [2025 - 3.1.1 - STORMWATER EDUCATION PLANS FROM MS4 2023 ANNUAL REPORT](#)

Documentation Details: Files titled "2025 - 3.1.1 - Stormwater Education Website i, ii, iii, etc." are screenshots of the Town's website that show stormwater information for residents. Website: <https://www.manchesterct.gov/Government/Departments/Public-Works/Engineering-GIS/Storm-Water-Pollution-Prevention> The file titled "2025 - 3.1.1 - Stormwater Residential Best Practices" is a PDF of a stormwater info flyer available on the website. The file titled "2025 - 3.1.1 - Stormwater LID and Sustainable Design Checklist" is additional information for residents, providing guidelines for implementation and maintenance of sustainable design practices and low impact development techniques with a particular focus on stormwater management. The file titled "2025 - 3.1.1 - Stormwater Education Plans from MS4 2023 Annual Report" are the components of the Town's stormwater education plan/platform.

Partners: None.

Additional Information: The Town's stormwater education program includes several techniques to disseminate information to residents. First, the Town's website will be maintained with current and relevant information on why stormwater management is important and what they can do to protect the Town's watersheds. The Town also utilizes time during annual "Government Academy" presentations, where departments "teach" a class to a group of residents interested in learning more about how municipal government works, to explain various watershed protection strategies. Meetings with the Hockanum River Committee and Manchester Public Schools are also being planned. There are also several documents that the Town created to explain stormwater/watershed, including the Stormwater LID and Sustainable Design Checklist, which instructs residents and developers on how to best incorporate LID techniques, which limits stormwater runoff and thus promotes watershed health.

3.4 Develop an Open Space Plan

35 Points

Approved Information: 3.4.3: Develop an Open Space Plan (10 points) 3.4.4a: Acquire new preserved open space (15 points) 3.4.4b: Establish an open space acquisition fund (10 points)

Supporting Documentation:

PDF: [2025 - 3.4.3 - MANCHESTER POCD \(2ND HALF\)](#)

PDF: [2025 - 3.4.3 - MANCHESTER POCD \(1ST HALF\)](#)

PDF: [2025 - 3.4.3 - MANCHESTER TRAILS CONNECTIVITY PLAN](#)

PDF: [2025 - 3.4.3 - MANCHESTER P&R MASTER PLAN \(1ST HALF\)](#)

PDF: [2025 - 3.4.3 - MANCHESTER P&R MASTER PLAN \(2ND HALF\)](#)

WORD: [2025 - 3.4.3 - OPEN SPACE PLAN WORKSHEET](#)

PDF: [2025 - 3.4.3 - MANCHESTER POCD PZC APPROVAL](#)

PDF: [2025 - 3.4.3 - MANCHESTER PARKS AND REC MASTER PLAN BOARD PRESENTATION](#)

PDF: [2025 - 3.4.3 - MANCHESTER TRAILS CONNECTIVITY PLAN](#)

PDF: [2025 - 3.4.4.A - TRANSACTION INFORMATION FOR OPEN SPACE PURCHASE](#)

PDF: [2025 - 3.4.4.A - TRAIL ENHANCEMENT PROPERTY REPORT FOR OPEN SPACE PURCHASE](#)

PDF: [2025 - 3.4.4.B - OPEN SPACE FUND ESTABLISHMENT](#)

PDF: [2025 - 3.4.4.B - OPEN SPACE FUND CURRENT BALANCE](#)

Documentation Details: 2025 Application 3.4.3: Develop an Open Space Plan (10 points) The full POCD document can be found split within the files titled "2025 - 3.4.3 - Manchester POCD (2nd Half)" and "2025 - 3.4.3 - Manchester POCD (2nd Half)" The Planning and Zoning Commission's formal adoption of the POCD can be found in the file titled "2025 - 3.4.3 - Manchester POCD PZC Approval" The full Parks and Recreation Master Plan can be found split within the files titled "2025 - 3.4.3 - Manchester P&R Master Plan (1st Half)" and "2025 - 3.4.3 - Manchester P&R Master Plan (2nd Half)" The presentation of the Parks and Recreation Master Plan to the Board of Directors can be found in the file titled "2025 - 3.4.3 - Manchester Parks and Rec Master Plan Board Presentation" -- there was no official "approval" required for this plan. The Open Space Plan Worksheet with the relevant sections of the abovementioned plans outlined can be found within the document titled "2025 - 3.4.3 - Open Space Plan Worksheet" 3.4.4a: Acquire new preserved open space (15 points) The list of real estate transactions involving the Town is attached as the document titled "2025 - 3.4.4.a - Transaction Information for Open Space Purchase", which details the recent purchase of 571R Gardener Street, 13 acres of open space on 12/10/2024. The description of why that parcel was targeted for acquisition is detailed in the attachment titled "2025 - 3.4.4.a - Trail Enhancement Property Report for Open Space Purchase" in the highlighted section on page 2 (preserving access to a trail attached to Case Mountain). 3.4.4b: Establish an open space acquisition fund (10 points) The open space acquisition fund was established via bond resolution (language attached as document titled "2025 - 3.4.4.b - Open Space Fund Establishment") for the 2016/2017 fiscal year, and a financial report showing the current balance (approx. \$1.5m) can be found in the highlighted sections of the document titled "2025 - 3.4.4.b - Open Space Fund Current Balance"

Partners: None.

3.6 Manage for Drought and Municipal Water Use

30 Points

Approved Information: 2025 Application 3.6.2: Develop a drought communications plan (10 points) 3.6.3: Develop and pass a drought restriction ordinance (20 points)

Supporting Documentation:

PDF: [2025 - 3.6.1 - KEENEY SCHOOL PLUMBING FIXTURES](#)

PDF: [2025 - 3.6.1 - NEW LIBRARY BUILDING SPECS](#)

PDF: [2025 - 3.6.2 - MANCHESTER DROUGHT RESPONSE PLAN](#)

IMAGE: [2025 - 3.6.2 - WATER SUPPLY NOTICE ON WEBSITE](#)

PDF: [2025 - 3.6.3 - DROUGHT RESTRICTION ORDINANCE](#)

IMAGE: [2025 - 3.6.3 - WATER SUPPLY EMERGENCY WEBSITE EXAMPLE](#)

Documentation Details: 3.6.1: Reduce municipal water use by adopting best management practices (10 points) The attachment titled "2025 - 3.6.1 -Keeney School Plumbing Fixtures" demonstrates that the Town, as recently as 2024, was working with vendors on school renovation projects that were able to deliver high-efficiency bathroom and water-related fixtures, as can be seen on the third page, where it is specified that the toilet fixtures "Meets definition of HET (High Efficiency Toilet) when used with a high efficiency flush valve (1.1 gpf - 1.6 gpf or 1.28/1.1 gpf dual flush)". Similarly, the attachment titled "2025 - 3.6.1 - New Library Building Specs" demonstrates that as a best practice the Town requires, as part of the bid process, the submission of high-efficiency fixtures, as evidenced by the inclusion of the highlighted language on page 11: "Water Consumption: Maximum 1.6 gallons [1.28 gallons] per flush." This flush measurement meets the WaterSense standard of 1.28 gallons per flush. 3.6.2: Develop a drought communications plan (10 points) In 2020 the Town formally developed a drought communications plan with the assistance of a consultant (Milone & MacBroom). As part of the larger Staged Drought Response Plan, and including references to the existing Water Supply Emergency Ordinance (page 15), specific communications steps can be found on pages 5 (Water Supply Alert), 6 (Water Supply Advisory) and 7 (Water Supply Emergency) of the document titled "2025 - 3.6.2 - Manchester Drought Response Plan". Those communicative measures include contacting DPH, pushing the notice to media, mailing letters to all large users or all users in extreme cases, and including information in mailed bills. In addition, the Town's Water Supply Emergency Ordinance lists the communication steps necessary after the declaration, including posting in a newspaper within three days. While this plan and the emergency ordinance are more than three years old, they are still utilized, as can be seen in the attachment titled "2025 - 3.6.2 - Water Supply Notice on Website", where the Town posts regular updates on the status of the water supply and reservoirs in general. An example of communications posted to the Town's website from 2024 can be found within the attachment titled "2025 - 3.6.3 - Water Supply Emergency Website Example". 3.6.3: Develop and pass a drought restriction ordinance (20 points) Article III of the Town's code (Water Supply Emergencies) was adopted in 2002. In the attached document titled "2025 - 3.6.3 - Drought Restriction Ordinance", the ordinance outlines the stages of water supply emergencies, public notice requirements, and the powers of the Board and Town Manger during such events. The State of Connecticut's DPH is referenced multiple times, including reference to the fact that the Town's "Emergency Contingency Plan...has been reviewed and approved by the State of Connecticut Department of Public Health, Water Supply Section"

Partners: Consulting firm Milone & MacBroom.

3.8 Implement Low Impact Development

5 Points

Approved Information: 3.8.1a: Education projects for LID (5 points)

Supporting Documentation:

IMAGE: [2025 - 3.8.1A - LID EDUCATION WEBSITE](#)

Documentation Details: 3.8.1a: Education projects for LID (5 points) The attachment titled "2025 - 3.8.1a - LID Education Website" are screenshots of the following webpage:

<https://www.manchesterct.gov/Government/Departments/Public-Works/Engineering-GIS/Low-Impact-Development> which is continuously updated to reflect the latest guidance on Low Impact Development strategies for residents and businesses. For example, there is a link to the updated Connecticut Stormwater Quality Manual that went into effect in March 2024. This shows a continuing attempt to maintain a website that brings Manchester residents the most up-to-date information regarding stormwater and LID. Also linked on that page is the Town's Sustainable Design and Low Impact Development Guidelines, which aim to encourage LID implementation for new development projects in town.

Partners: None.

3.9 Manage Woodlands and Urban Forests

20 Points

Approved Information: 3.9.1: Establish a Forestry Advisory Committee or similar group (5 points) 3.9.3: Implement at least two best practices (15 points)

Supporting Documentation:

IMAGE: [2025 - 3.9.1 - CONSERVATION COMMISSION WEBSITE](#)

PDF: [2025 - 3.9.1 - CONSERVATION COMMISSION AGENDA](#)

IMAGE: [2025 - 3.9.3 - TREE MAINTENANCE HOURS](#)

IMAGE: [2025 - 3.9.3 - TREE MAINTENANCE COSTS](#)

IMAGE: [2025 - 3.9.3 - TREE PRUNING PROGRAM DESCRIPTION](#)

WORD: [2025 - 3.9.3 - TREE PLANTING INVENTORY 2021 TO 2024](#)

IMAGE: [2025 - 3.9.3 - EVERSOURCE AND ARBOR DAY FOUNDATION TREE GIVEAWAY EVENT](#)

IMAGE: [2025 - 3.9.3 - ARBOR DAY FOUNDATION MANCHESTER LISTING](#)

Documentation Details: 3.9.1: Establish a Forestry Advisory Committee or similar group (5 points) The list of names of Conservation Commission members can be found via this link: <https://www.manchesterct.gov/Government/Town-Leadership/Boards-Commissions-Committees/Conservation-Commission>, and also the document titled "2025 - 3.9.1 - Conservation Commission Website" on the right hand side of the screenshot. The members are residents of Manchester who do not have titles with the Town. There is also a specific "Tree Committee" under the Conservation Commission, which can be seen as an agenda item in the attachment titled "2025 - 3.9.1 - Conservation Commission Agenda" 3.9.3: Implement at least two best practices (15 points) The best practices being applied in the Town of Manchester are: 1. Provide proactive maintenance to existing trees within your municipality, such as a pruning program for existing trees. The Town's pruning and tree maintenance efforts can be quantified by the Town's performance measurement program, which tracks the amount of hours spent by DPW staff on Tree Maintenance operations. These figures (1,600 hours in FY24, for example) can be seen in the attachment titled "2025 - 3.9.3 - Tree Maintenance Hours". Additional costs above staff time can be found in the attachment titled "2025 - 3.9.3 - Tree Maintenance Costs", in which the Town's Parks and Recreation Facilities Manager outlines that between \$50,000 and \$75,000 is spent annually on tree pruning and removal. A brief conformation and description of that program can be found in the attachment titled "2025 - 3.9.3 - Tree Pruning Program Description" 2. Complete a tree planting program in your municipality that increases tree equity and/or access to green space. A complete list of new tree plantings from between 2021 and 2024 can be found in the attachment titled "2025 - 3.9.3 - Tree Planting Inventory 2021 to 2024" (roughly 227 trees in that span). Several of those plantings were in socioeconomically disadvantaged neighborhoods that are more highly impacted by urban heat island effect, such as the Spruce Street neighborhood, the West Side, New State Road, and the Main Street areas. In addition, Manchester participated in a tree giveaway for residents planned in conjunction with Eversource and the Arbor Day Foundation. The event information and listing on the Arbor Day Foundation website can be found in the attachments titled "2025 - 3.9.3 - Eversource and Arbor Day Foundation Tree Giveaway Event" and "2025 - 3.9.3 - Arbor Day Foundation Manchester Listing". This event distributed roughly 200 trees to residents, free of charge, with the stated goal of improving the Town's tree canopy.

Partners: Arbor Day Foundation Eversource Both were partners for the tree giveaway on May 8, 2025.

3.10 Facilitate Invasive Species Education and Management

10 Points

Approved Information: 3.10.3a: On your municipal website, post invasive species education resources (5 points) 3.10.3b: Host or sponsor an educational workshop for residents (5 points)

Supporting Documentation:

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

IMAGE: [2025 - 3.10.3A - INVASIVES WEBSITE PAGE I](#)

IMAGE: [2025 - 3.10.3A - INVASIVES WEBSITE PAGE II](#)

IMAGE: [2025 - 3.10.3A - INVASIVES WEBSITE PAGE III](#)

PDF: [2025 - 3.10.3B - INVASIVE PLANT ID AND PULL WALK FLYER](#)

IMAGE: [2025 - 3.10.3B - INVASIVE PLANT WALK, CUT AND PULL PARTY WEBSITE POST](#)

PDF: [2025 - 3.10.3B - UCONN INFORMATIONAL FLYER KNOTWEED](#)

Documentation Details: 3.10.3a: On your municipal website, post invasive species education resources (5 points) Invasives management resources on the Town website can be found at the following links:
<https://www.manchesterct.gov/Government/Town-Leadership/Boards-Commissions-Committees/Conservation-Commission/Invasive-Plant-Management-Committee>
<https://www.manchesterct.gov/Government/Departments/Public-Works/Integrated-Pest-Management> As well as in the documents titled "2025 - 3.10.3a - Invasives Website Page i, ii, iii, etc.", which are screenshots from the Invasive Plant Management Committee's page, a subcommittee of the Town's Conservation Commission. 3.10.3b: Host or sponsor an educational workshop for residents (5 points) The Town holds semi-regular education Plant ID and Pull Walks at various public and private properties. One recent example can be found at this link: <https://www.manchesterct.gov/Government/Sustainable-Manchester/Resident-Resources/24-07-06-Invasive-Plant-ID-Walk>, which was for an event at the Nike trails, a series of trails in the area surrounding a decommissioned military site that now hold a baseball field and several other amenities. During walks, members of the Conservation Commission instruct attendees on how to spot invasive plants such as knotweed, garlic mustard, and others and techniques on removal and maintenance of impacted areas. A flyer for the July 2024 Plant ID and Walk event can be found in the attachment titled "2025 - 3.10.3a - Invasive Plant ID and Pull Walk Flyer" A more recent example can be found in the attachment titled "2025 - 3.10.3a - Invasive Plant Walk, Cut and Pull Party Website Post", advertising two events in August 2025. The target population for this and other events are all Manchester residents interested in learning more about invasive plants, and introducing Land Trust subject matter experts who can share advice with participants.

Partners: Manchester Land Trust (leading instruction at Plant ID Walks)

Additional Information:

3.12 Enhance Pollinator Pathways

5 Points

Approved Information: 3.12.1 Provide educational outreach about pollinators (5 points)

Supporting Documentation:

IMAGE: [2025 - 3.12.1 - CONSERVATION COMMISSION WEBSITE POST](#)

IMAGE: [2025 - 3.12.1 - LANDSCAPING FOR POLLINATORS EVENT POST](#)

IMAGE: [2025 - 3.12.1 - DPW SOCIAL MEDIA POST POLLINATOR WEEK](#)

IMAGE: [2025 - 3.12.1 - LANDSCAPING FOR POLLINATORS EVENT REGISTRATION](#)

Documentation Details: 3.12.1 Provide educational outreach about pollinators (5 points) In 2024, the Town made an effort to expand the information available to the public regarding pollinators and their benefits. This included regular posts from the Conservation Commission (2025 - 3.12.1 - Conservation Commission Website Post), cross-promoting educational events such as the "Landscaping for Birds, Bees, and Butterflies Using Native Plants" webinar held by the North Central Conservation District (2025 - 3.12.1 - Landscaping for Pollinators Event Post), and posts from the Town's own social media channels (2025 - 3.12.1 - DPW Social Media Post Pollinator Week).

Partners: North Central Conservation District CT DEEP (speaker at NCCD pollinator event)

4. Vibrant and Creative Cultural Ecosystems

4.1 Inventory Tourism and Cultural Assets

20 Points

Approved Information: 4.1.1a: Identify potential tourism and cultural assets (10 points) 4.1.2b: Promote the public online resource through municipal communication channels (5 points) 4.1.2: Update and maintain the municipal profile on the CTVisit website (5 points)

Supporting Documentation:

WORD: [2025 - 4.1.1A - INVENTORY WORKSHEET](#)

IMAGE: [2025 - 4.1.1A - CULTURAL ASSET WEBPAGE SCREENSHOT](#)

PDF: [2025 - 4.1.2B - CULTURAL DISTRICT CELEBRATION & STROLL PRESS RELEASE](#)

IMAGE: [2025 - 4.1.2B - CULTURAL DISTRICT CELEBRATION & STROLL WEBSITE POST LINKED TO INVENTORY](#)

IMAGE: [2025 - 4.1.2 - CTVISIT WEBPAGE SCREENSHOT](#)

Documentation Details: 4.1.1a: Identify potential tourism and cultural assets (10 points) The online map/inventory tool can be found at this link: <https://www.manchesterct.gov/Community/Arts-Performance/Arts-Culture>, and the attachment titled "2025 - 4.1.1a - Cultural Asset Webpage Screenshot". The elements included in that map are also described in the attachment titled "2025 - 4.1.1a - Inventory Worksheet". The inventory and web tool are still active, and are a hub for those interested in visiting Manchester. Many of the same cultural assets included in the webpage and inventory map/tool are also utilized and trafficked during Celebrate Manchester weeks. 4.1.2b: Promote the public online resource through municipal communication channels (5 points) On May 11th, 2024 the Town held a celebration of being named a Cultural District by the State. This included publicizing the cultural assets that are also included in the cultural asset inventory. This can be seen via the attachment titled "2025 - 4.1.2b - Cultural District Celebration & Stroll Website Post Linked to Inventory", which is the event posting that links directly to the online map/inventory tool. 4.1.2: Update and maintain the municipal profile on the CTVisit website (5 points) <https://ctvisit.com/manchester-cultural-district>

Partners: None.

4.2 Support Arts and Creative Culture

30 Points

Approved Information: 4.2.1: Establish a Poet Laureate (10 points) 4.2.3: Commit dedicated funding to the arts (10 points) 4.2.5: Establish a Cultural Office or Arts and Culture Department/Council (5 points) 4.2.10: Support arts and cultural activities offered at the local library(ies) via promotion through municipal outlets (5 points)

Supporting Documentation:

PDF: [2025 - 4.2.1 - BOARD APPROVAL FOR POET LAUREATE](#)

IMAGE: [2025 - 4.2.1 - RECENT POET LAUREATE READINGS AND EVENTS FROM WEBSITE](#)

PDF: [2025 - 4.2.3 - FY24 TOWN BUDGET WITH ARTS ITEMS HIGHLIGHTED](#)

PDF: [2025 - 4.2.3 - FY25 TOWN BUDGET WITH ARTS ITEMS HIGHLIGHTED](#)

PDF: [2025 - 4.2.5 - TOWN CODE ESTABLISHING ARTS COMMISSION](#)

IMAGE: [2025 - 4.2.5 - CURRENT ARTS COMMISSION WEBSITE](#)

IMAGE: [2025 - 4.2.5 - ACTIVE ARTS COMMISSION FB PAGE](#)

IMAGE: [2025 - 4.2.10 - ADULTS LEARN PROGRAM AT THE LIBRARY AUTHORS TALK](#)

IMAGE: [2025 - 4.2.10 - ADULTS LEARN PROGRAM AT THE LIBRARY POETRY READING](#)

IMAGE: [2025 - 4.2.10 - ADULTS CREATE PROGRAM AT THE LIBRARY EVENT FB POST](#)

Documentation Details: 4.2.1: Establish a Poet Laureate (10 points) The Town established its Poet Laureate program via Board action in 2012. The minutes and actions from that meeting can be found in the attachment titled "2025 - 4.2.1 - Board Approval for Poet Laureate". An example of events put on by the Town's current/active Poet Laureate (Nadia Sims) can be found in the website posting reproduced in attachment titled "2025 - 4.2.1 - Recent Poet Laureate Readings and Events from Website". 4.2.3: Commit dedicated funding to the arts (10 points) The Town annually commits funding to the arts in several ways via the budget process. Specifically, funding is distributed to the Manchester Arts Commission (\$3,000), the Downtown Arts and Culture Grant Program (\$45,000), and the Work_Space fund (roughly \$250,000). The Arts Commission exists to "encourage and generate community-wide participation in the development and appreciation of artistic and cultural activities within the Town of Manchester", which includes leading the search for the Town Poet Laureate and Troubadour. The Downtown Arts and Culture Grant Program (<https://www.manchesterct.gov/Government/Latest-News/Downtown-Arts-Culture-Mini-Grant-Program>) provides funding to residents and nonprofit groups to encourage and support initiatives, events and installations that contribute to the vibrancy and engaging atmosphere in the Downtown area. Work_Space is a dynamic Coworking, Meeting & Gallery space owned and operated by the Town of Manchester, which hold events, art shows, open mic nights, and other arts-focused content. There is also an Artist in Residence staffed there. The final Budget Resolutions from FY24 and FY25 are attached and titled "2025 - 4.2.3 - FY24/FY25 Town Budget with Arts Items Highlighted", and each has the Arts-focused funding lines highlighted. For FY24 the Arts lines can be found on pages 15 and 20. 4.2.5: Establish a Cultural Office or Arts and Culture Department/Council (5 points) The Manchester Arts Commission was established in 2001, with the goal to "encourage and generate community-wide participation in the development and appreciation of artistic and cultural activities within the Town of Manchester; to advocate for and support the goals of the arts community" The language from the Town Code can be found in the attachment titled "2025 - 4.2.5 - Town Code Establishing Arts Commission" The current website and Facebook page for the Arts Commission can be seen in the attachments titled "2025 - 4.2.5 - Current Arts Commission Website" and "2025 - 4.2.5 - Active Arts Commission FB Page" 4.2.10: Support arts and cultural activities offered at the local library(ies) via promotion through municipal outlets (5 points) The Manchester Public Library regularly advertises its Adults Learn and Adults Create programs via their Facebook pages and website calendar and postings. These events include poetry readings, author talks, and arts lessons, such as a clay modeling class scheduled for pater this year. Examples can be found in the attachments titled "2025 - 4.2.10 - Adults Learn Program at the Library Authors Talk" "2025 - 4.2.10 - Adults Learn Program at the Library Poetry Reading" and "2025 - 4.2.10 - Adults Create Program at the Library Event FB Post"

Partners: None.

5. Dynamic and Resilient Planning

5.1 Integrate Sustainability into Plan of Conservation and Development

35 Points

Approved Information: 5.1.1b: Incorporate at least three sustainability concepts as policy from the list provided (30 points) 5.1.1c: Engage in intentional and ongoing public outreach and participation on planning issues (5 points)

Supporting Documentation:

WORD: [2025 - 5.1.1B - WORKSHEET 2 FOR POCD SUSTAINABILITY CONCEPTS](#)

PDF: [2025 - 5.1.1B - POCD PART 1](#)

PDF: [2025 - 5.1.1B - POCD PART 2](#)

PDF: [2025 - 5.1.1C - IMPLEMENTATION MATRIX FOR POCD PROGRESS](#)

PDF: [2025 - 5.1.1C - FOCUS AREA SHEETS FOR PUBLIC PART 1](#)

PDF: [2025 - 5.1.1C - FOCUS AREA SHEETS FOR PUBLIC PART 2](#)

PDF: [2025 - 5.1.1C - DOWNTOWN IMPROVEMENTS STORY MAP](#)

Documentation Details: 5.1.1b: Incorporate at least three sustainability concepts as policy from the list provided (40 points) The required worksheet, with references to specific sections of the POCD, can be found in the attachment titled "2025 - 5.1.1b - Worksheet 2 for POCD Sustainability Concepts". The Town's current POCD is attached in two parts, as "2025 - 5.1.1b - POCD Part 1" and "2025 - 5.1.1b - POCD Part 2". 5.1.1c: Engage in intentional and ongoing public outreach and participation on planning issues (10 points, 2 concepts) POCD IMPLEMENTATION MATRIX The Town created a publicly available implementation matrix document that compiles all of the recommendations from the POCD and assigns a timeline and organizes them into categories (Plans/Studies, Capital Projects, Policies, and Initiatives), which can be found in the attachment titled "2025 - 5.1.1c - Implementation Matrix for POCD Progress". This document will be updated as projects are completed or progress. The document is available on the Town's website as well as via the communications platform "Your Voice Matters".

<https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Long-Term-Planning> https://yourvoicemattersmanchesterct.com/manchesternext?tool=news_feed#tool_tab_FACT SHEETS/FOCUS AREA DOCUMENTS In addition to the implementation matrix, the Town also put together an easy-to-use booklet of potential development sites that show how the concepts outlined in the POCD could be applied in the future to several high-interest parcels in Manchester. This can be found in two parts, attachments titled "2025 - 5.1.1c - Focus Area Sheets for Public Part 1/Part2". These focus area sheets can serve as a starting point for any residents interested in practical applications of what can be often confusing terms and strategies employed by planning departments. For example, the creation of a "Midtown Wellness District" around the site of Manchester Memorial Hospital is projected, with a new trail network, additional civic spaces and community gardens, and other amenities (page 5 of Part 2). ENGAGE COMMUNITY RESIDENTS One recent example of how Manchester engaged residents on a planning issue was during the public engagement and comment period of the Downtown For All Main Street redevelopment project. The Town created several resources, including this online resource: <https://storymaps.arcgis.com/stories/5fb1c7453a3948a7afd8906871afb185>, also saved as an attachment titled "2025 - 5.1.1c - Downtown Improvements Story Map" That explains the potential improvements that could be made to Main Street, and why they are necessary. This public information was crucial in alleviating concerns that business owners on Main Street and some residents had about losing the historical and business-friendly character of the original Main Street corridor. A summary of outreach activities, including photos, can be found here: https://yourvoicemattersmanchesterct.com/downtown-manchester-improvements-project/news_feed/recap-insights-and-engagement-from-our-downtown-manchester-business-open-house-events

Partners: None.

5.3 Develop Agriculture-Friendly Practices

20 Points

Approved Information: 5.3.1: Adopt land use policies and regulations that promote and support active agricultural uses (20 points)

Supporting Documentation:

PDF: [2025 - 5.3.1 - MANCHESTER ZONING REGULATIONS](#)

PDF: [2025 - 5.3.1 - MANCHESTER ZONING REGULATIONS WITH AGRICULTURE HIGHLIGHTS](#)

IMAGE: [2025 - 5.3.1 - HIGH AND LOW IMPACT AGRITOURISM DEFINITIONS AND ALLOWABILITY](#)

PDF: [2025 - 5.3.1 - MANCHESTER ZONING MAP](#)

Documentation Details: 5.3.1: Adopt land use policies and regulations that promote and support active agricultural uses (20 points) The Town's Zoning Regulations call out a number of activities that promote and support active agricultural uses. For the purposes of this Action, we will be seeking points under "Allowing farm support activities (e.g., roadside farm stands) in certain zones, including in urban settings" and "Reducing barriers to and/or encouraging agri-tourism" FARM SUPPORT ACTIVITIES References can be found on pages 7 and 8 in the attachment titled "2025 - 5.3.1 - Manchester Zoning Regulations with Agriculture Highlights". Both "greenhouses for plant culture" and "temporary roadside stand for sale of agricultural produce grown on the premises" are allowable accessory uses in the residential zone. AGRITOURISM References can be found on pages 3-4, 9, and 11-12 in the attachment titled "2025 - 5.3.1 - Manchester Zoning Regulations with Agriculture Highlights". The Town's Zoning Regulations define Agri-Tourism (a new inclusion in the regulations as of 2019) as "an activity conducted on a farm of 2 acres or greater intended to attract visitors to a farm that members of the general public or special interest groups are allowed to view or participate in..." with distinctions between high and low-impact agri-tourism activities. The only restrictions on low-impact agritourism activities are the size of the plot/farm (min.2 acres), line of sight from the street, and parking considerations. The restrictions on high-impact activities include all of those listed for low-impact, with the addition of maintaining the ability of the plot to function as a productive farm, light and noise considerations, and all special exemption criteria in Article IV, Sec. 20. Both high and low-impact agritourism activities are permitted in Rural Residence Zones (as seen in the attachment titled "2025 - 5.3.1 - Manchester Zoning Regulations" on page 59 (Sections 2.01, then 2.01.16, 2.02.19) Most of the agricultural-related language in the Zoning Regulations was formally adopted on 1/23/19, eff. 2/8/19, as can be seen in the footnotes of the highlighted sections.
<https://www.manchesterct.gov/files/assets/public/v/1/planning/documents/manchesterzoning-063025.pdf> A summary of high and low impact agritourism, attachment titled "2025 - 5.3.1 - High and low Impact Agritourism Definitions and Allowability" Zoning Map for easy view of Rural Residence Zones: in attachment titled "2025 - 5.3.1 - Manchester Zoning Map"

Partners: None.

5.4 Assess Climate Vulnerability

10 Points

Approved Information: 5.4.2: Host a Community Resilience Building Workshop (10 points)

Supporting Documentation:

PDF: [2023 - 5.4.2 - FINAL MANCHESTER COMMUNITY RESILIENCE BUILDING SUMMARY OF FINDINGS](#)

Documentation Details: Completed in August 2022, required documentation: "2023 - 5.4.2 - Final Manchester Community Resilience Building Summary of Findings"

Partners: Sustainable CT and The Nature Conservancy

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 program (20 points)

Supporting Documentation:

PDF: [2025- 5.6.2 - SOLSMART DESIGNATION REVIEW RESULTS](#)

Documentation Details: The required SolSmart documentation can be found in the attachment titled "2025- 5.6.2 - SolSmart Designation Review Results"

Partners: SolSmart

6. Clean and Diverse Transportation Systems and Choices

6.1 Implement Complete Streets

60 Points

Approved Information: 6.1.2: Have at least one staff member participate in a Complete Streets training (5 points) 6.1.3: By municipal resolution or ordinance, adopt a Complete Streets Policy (20 points) 6.1.5: Achieve at least bronze-level status in the League of American Bicyclists, Bicycle Friendly Community designation program (10 points) 6.1.6: Implement, repair and maintain specific projects that expand safe, connected, active transportation networks (25 points)

Supporting Documentation:

PDF: [2025 - 6.1.2 - UCONN COURSE CERTIFICATE](#)

PDF: [2025 - 6.1.2 - UCONN COURSE DESCRIPTION](#)

PDF: [2025 - 6.1.3 - MANCHESTER COMPLETE STREETS POLICY](#)

PDF: [2025 - 6.1.3 - MANCHESTER COMPLETE STREETS POLICY BOARD APPROVAL](#)

WORD: [2025 - 6.1.3 - WORKSHEET](#)

PDF: [2025 - 6.1.5 - MANCHESTER BIKE FRIENDLY REPORT CARD](#)

WORD: [2025 - 6.1.6 - REQUIRED WORKSHEET](#)

Documentation Details: 6.1.2: Have at least one staff member participate in a Complete Streets training (5 points) In March 2022, Assistant Town Engineer John DiBiasi attended a UCONN training titled "Complete Streets Strategies: Road Reconfiguration, A Connecticut Safety Academy Workshop". The training reviewed the benefits and technical properties of "road diets". His certificate of completion can be found attached as "2025 - 6.1.2 - UCONN Course Certificate" and a summary flyer of the course can be found attached as "2025 - 6.1.2 - UCONN Course Description" 6.1.3: By municipal resolution or ordinance, adopt a Complete Streets Policy (20 points) The Town adopted its Complete Streets Policy on October 10, 2017 via Board Action. That policy can be found attached as "2025 - 6.1.3 - Manchester Complete Streets Policy" and the formal Board approval can be found attached as "2025 - 6.1.3 - Manchester Complete Streets Policy Board Approval". The required worksheet assessing the policy can be found attached as "2025 - 6.1.3 - Worksheet" 6.1.5: Achieve at least bronze-level status in the League of American Bicyclists, Bicycle Friendly Community designation program (10 points) Manchester was awarded the Bike Friendly Community Bronze designation in 2024. The Report Card can be found attached as "2025 - 6.1.5 - Manchester Bike Friendly Report Card" 6.1.6: Implement, repair and maintain specific projects that expand safe, connected, active transportation networks (25 points) The required worksheet for this Action is attached as "2025 - 6.1.6 - Required Worksheet". The point total was arrived at via the following tally of projects: Holl Street Crosswalk RRFB Signal Installation (Spot) Benton Street Crosswalk RRFB Signal Installation (Spot) Buckland Street/Tolland Turnpike/Adams Street Intersection Improvements - Bike, Pedestrian, Traffic Signals, and Bus Infrastructure (Spot, 4) Lydall Street Sidewalk Installation (Corridor) One Corridor-Wide project (15 points) and six spot improvements (10 points)

Partners: UCONN (for training) American Bicyclists, Bicycle Friendly Community designation program

6.4 Support Zero Emission Vehicle Deployment

25 Points

Approved Information: 6.4.4: Conduct an assessment of where ZEV charging infrastructure is needed in your community (10 points) 6.4.5: Install electric vehicle charging stations (15 points)

Supporting Documentation:

PDF: [2025 - 6.4.4 - MANCHESTER ZEV ASSESSMENT MEMO](#)

WORD: [2025 - 6.4.5 - LIST OF EV SITES AND PHOTOS](#)

PDF: [2025 - 6.4.5 - BOWERS RECEIPT](#)

PDF: [2025 - 6.4.5 - BUCKLEY RECEIPT](#)

PDF: [2025 - 6.4.5 - DPW, PURNELL PLACE, AND TOWN HALL PAYMENTS](#)

PDF: [2025 - 6.4.5 - KEENEY RECEIPTS](#)

Documentation Details: 6.4.4: Conduct an assessment of where ZEV charging infrastructure is needed in your community The assessment completed by the Town's Facilities Manager is attached as the file titled "2025 - 6.4.4 - Manchester ZEV Assessment Memo" 6.4.5: Install electric vehicle charging stations The number, address, individual photos, and GIS EV Charger map layer area attached as the file titled "2025 - 6.4.5 - List of EV Sites and Photos" Receipts are also attached for each site, as follows:

Partners: None.

6.5 Promote Public Transit and Other Mobility Strategies

20 Points

Approved Information: 6.5.2: Conduct a bicycle education program (5 points) 6.5.6: Provide shared mobility services (15 points)

Supporting Documentation:

IMAGE: [2025 - 6.5.6 - DIAL-A-RIDE PROGRAM WEBSITE INFO](#)

PDF: [2025 - 6.5.2 - BIKE OUTREACH AND EDUCATION SUMMARY](#)

IMAGE: [2025 - 6.5.6 - SENIOR CENTER TRANSPORTATION WEBSITE INFO](#)

IMAGE: [2025 - 6.5.6 - SENIOR CENTER TRANSPORTATION ANNUAL RIDERSHIP COUNTS](#)

Documentation Details: 6.5.2: Conduct a bicycle education program (5 points) The Town participates in events and collaborates with other organizations to provide several bike education programs to residents, such as regular "Bike Rodeo" events in Town parks and annual "Rotary in Motion/SpinFest" events. Summaries of both events can be found in the attachment titled "2025 - 6.5.2 - Bike Outreach and Education Summary". 6.5.6: Provide shared mobility services (15 points) 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. The Town promote this program through various channels including our website: <https://www.manchesterct.gov/Government/Departments/Senior-Adult-Family-Services/Transportation> The Town also supports a Senior Center van/bus, which in FY24 provided over 3,000 rides, as seen in attachment titled "2025 - 6.5.6 - Senior Center Transportation Annual Ridership Counts"

Partners: Rotary Club of Manchester (Rotary in Motion Events) Elks of Manchester (Bike Rodeos) Hartford Vally Community Center Dial a Ride

7. Renewable and Efficient Energy Infrastructure and Operations

7.3 Achieve High Energy Performance for Individual Buildings

40 Points

Approved Information: 7.3.3: Achieve net zero status for at least one municipal/Board of Education building (40 points)

Supporting Documentation:

IMAGE: [2025 - 7.3.3 - NET ZERO BUILDINGS FROM THE NEW BUILDING INST](#)

Documentation Details: 7.3.3: Achieve net zero status for at least one municipal/Board of Education building (40 points) Manchester is submitting two buildings (Bowers & Buckley Elementary Schools) under this action, as they are both certified Net Zero by the New Buildings Institute. The file attached titled "2025 - 7.3.3 - Net Zero Buildings from the New Building Inst" is from the NBI website and shows the two facilities as both "verified".

Partners: New Buildings Institute

7.6 Install Efficient Exterior Lighting

10 Points

Approved Information: 7.6.1 Create a Streetlight Inventory and Perform a Lighting Needs Assessment (10 points)

Supporting Documentation:

PDF: [2025 - 7.6.1 - STREETLIGHT ASSESSMENT AND POLICY](#)

EXCEL: [2025 - 7.6.1 - STREETLIGHT INVENTORY](#)

Documentation Details: 7.6.1 Create a Streetlight Inventory and Perform a Lighting Needs Assessment (10 points) The Town of Manchester maintains an updated streetlight inventory, attached as "2025 - 7.6.1 - Streetlight Inventory", which shows that the Town has converted approximately 99% of its streetlights to more energy efficient LEDs. 4,933 / 4,972 bulbs in Town converted.

Partners: None.

7.7 Implement a Community Energy Campaign

10 Points

Approved Information: 7.7.1: Implement a community energy campaign to promote adoption of energy practices or technologies (10 points)

Supporting Documentation:

WORD: [2025 - 7.7.1 - ENERGY CAMPAIGN WORKSHEET](#)

PDF: [2025 - 7.7.1 - ENERGY CAMPAIGN FLYER](#)

PDF: [2025 - 7.7.1 - ENERGY CAMPAIGN MAILER FRONT](#)

PDF: [2025 - 7.7.1 - ENERGY CAMPAIGN MAILER BACK](#)

Documentation Details: 7.7.1: Implement a community energy campaign to promote adoption of energy practices or technologies (10 points) The required worksheet for 7.7.1 is attached as "2025 - 7.7.1 - Energy Campaign Worksheet". The Town is seeking credit for one campaign (via Eversource Community Partnership Initiative 2024). Examples of bilingual flyers and mailers are also attached.

Partners: Eversource (via the Community Partnership Initiative 2024) Lantern Energy (authorized contractor for the Eversource CPI 2024)

8. Inclusive Engagement, Communication and Education

8.1 Hold a Sustainability Event

20 Points

Approved Information: 8.1.1: Hold a sustainability event (20 points)

Supporting Documentation:

EXCEL: [2025 - 8.1.1 - SUSTAINABILITY EVENT WORKSHEET](#)

PDF: [2025 - 8.1.1 - HOUSEHOLD HAZ WASTE FLYER 2025](#)

Documentation Details: 8.1.1: Hold a sustainability event The Town is applying for 20 points for 15 events, which are listed in the required worksheet, titled "2025 - 8.1.1 - Sustainability Event Worksheet". A mailer advertising the HHW collection events is also attached as "2025 - 8.1.1 - Household Haz Waste Flyer 2025"

Partners: CREOC

8.6 Collaborate with Other Municipalities on Sustainability Actions – REQUIRED for Gold Certification

15 Points

Approved Information: 8.6.1 (15 points)

Supporting Documentation:

WORD: [2025 - 8.6.1 - REQUIRED WORKSHEET](#)

WORD: [2025 - 8.6.1 - DETAILED SUMMARY OF HRTA QUALIFICATIONS](#)

WORD: [2025 - 8.6.1 - HRTA FIRST MEETING MINUTES 2022](#)

WORD: [2025 - 8.6.1 - HRTA MEETING MINUTES 2025](#)

Documentation Details: "2025 - 8.6.1 - HRTA First Meeting Minutes 2022" - Shows how Manchester committed to the group from the very first meeting ("Master plan for Manchester and includes the HRT...Resources into the trail systems from tax \$...") "2025 - 8.6.1 - HRTA Meeting Minutes 2025" - Note the presentation from Manchester Town staff regarding the proposed trail extension/connection project to link the Hop River Trail and Cheney Rail Trail.

Partners: Hop River Trail Alliance (Manchester, Andover, Bolton, Columbia, Coventry, Vernon) CT DEEP Various Volunteers

Additional Information: None.

9. Strategic Materials Management

9.1 Report Materials Management Data and Reduce Waste

5 Points

Approved Information: 9.1.1 (5 points)

Supporting Documentation:

PDF: [2025 - 9.1.1 - REQUIRED WORKSHEET](#)

PDF: [2025 - 9.1.1 - WEBSITE WITH WASTE GENERATION DATA](#)

Documentation Details: 9.1.1: Review materials management data The required worksheet is attached as "2025 - 9.1.1 - Required Worksheet" The Town's website with the waste generation data is attached as "2025 - 9.1.1 - Website with Waste Generation Data"

Partners: None.

9.4 Compost Organic Waste

15 Points

Approved Information: 9.4.1 (15 points)

Supporting Documentation:

PDF: [2025 - 9.4.1 - SIGNED LETTER TO CT DEEP](#)

PDF: [2025 - 9.4.1 - FOOD SCRAP DROP-OFF PROGRAM PRESENTATION](#)

PDF: [2025 - 9.4.1 - FOOD SCRAP DROP-OFF PROGRAM FLYER TRANSFER STATION LOCATION](#)

IMAGE: [2025 - 9.4.1 - FOOD SCRAP DROP-OFF PROGRAM WEBSITE INFO](#)

Documentation Details: 9.4.1: Implement a program to divert food waste or other non-mandated organic waste (15 points) In early 2024 (see attached "2025 - 9.4.1 - Signed Letter to CT DEEP") the Town of Manchester began accepting residential food waste drop-offs at the Transfer Station attached to the landfill (see attached flyer titled "2025 - 9.4.1 - Food Scrap Drop-Off Program Flyer Transfer Station Location"). The program has since expanded to include several more drop-off locations around Town, including at the Senior Center, several parks, and one of the libraries. A complete overview of the program can be found at the following link: <https://www.manchesterct.gov/Government/Departments/Public-Works/Sanitation-Division/Residential-Food-Waste#section-4> Participants use one of the app-controlled collection bins to remove food waste from the MSW stream.

Partners: None.

9.5 Promote Waste Reduction and Reuse

30 Points

Approved Information: 9.5.1 (5 points) 9.5.2 (5 points) 9.5.3 (20 points)

Supporting Documentation:

PDF: [2025 - 9.5.1 - COMPLETE DOCUMENTATION](#)

PDF: [2025 - 9.5.2 - COMPLETE DOCUMENTATION](#)

PDF: [2025 - 9.5.3 - TALKING TRASH SENIOR CENTER PRESENTATION](#)

WORD: [2025 - 9.5.3 - REQUIRED WORKSHEET](#)

PDF: [2025 - 9.5.4 - FREE DROP OFF TAKE IT OR LEAVE IT EVENT FLYER](#)

Documentation Details: 9.5.1: Sponsor or host outreach or a program to educate residents and/or business owners in your community about food waste prevention (5 points) The Town of Manchester Sanitation Division website, Residential Food Waste section begins by providing resources and information on how to reduce food waste. The page includes tips for planning ahead, storing food smartly, and how to use food that is "past its prime". Visitors are then directed to the composting and food scrap program information. The target audience is adult Manchester residents. An example of a social media post from the Town's DPW account and a screenshot of the Town's website can be found within the attachment "2025 - 9.5.1 - Complete Documentation" 9.5.2: Sponsor or host outreach a program to educate residents and/or business owners in your community about waste contamination (5 points) The Town of Manchester hosts an annual Recycling Education event for available for all residents. The first event: the Recycle Right Webinar was held on Nov 15, 2023. The recording can be found on the Sustainable Manchester Website: <https://youtu.be/Ro5LoBEQpao?si=dX8xCy-98f6YCL7b> . The second event was Dec 2, 2024 in-person at the Mary Cheney Library with guest speaker Sherill Baldwin from CT DEEP. Sherill spoke on the What's In What's Out program. An example of a social media post, a web post about the concept of "Wish-cycling", and the Facebook Event page for the "What's In, What's Out" talk is included in attachment "2025 - 9.5.2 - Complete Documentation" 9.5.3: Implement a campaign to promote recycling, composting, or food waste prevention in your community (30 points) The Town is seeking 30 points for three campaigns (10 points per campaign) for the following: - Food and Waste Prevention Learnshops: <https://www.manchesterct.gov/Community/Town-Calendar-of-Events/Sustainability-Workshops> - Food Scrap Drop-Off Program Participation Drive (attendance at several Farmers Markets and other cultural celebrations put on by the Town) - Annual Recycling Talks Specific events are linked within the required worksheet titled "2025 - 9.5.3 - Required Worksheet" 9.5.4: Host or support initiatives in your community that promote waste prevention, waste reuse, and/or waste reduction. These programs must be long-term (15 points) The Town of Manchester has hosted two Free Drop off Days at the town Transfer Station since 2022. The goal of these events is to make the recycling of non-single-stream items more accessible and easier for all Manchester residents. These events often attract residents who have never used the Transfer Station. In addition, starting in 2024, the town organizes a "Take it or Leave it" station at the Transfer Station during Free Drop Off Day. This is a one-day opportunity for residents to drop off gently used furniture and housewares for other residents to then take home for free. The event coincides with Free Drop Off Day so that if someone wants to drop off furniture, but it is not in good enough shape, they will not then need to pay to dispose of it. For any items that are not taken, they are either collected by a local charity or placed in the landfill. The 2024 flyer is available as the attachment titled "2025 - 9.5.4 - Free Drop Off Take It or Leave It Event Flyer", and the 2025 event information is available at this link: <https://www.manchesterct.gov/Government/Departments/Public-Works/Sanitation-Division/Transfer-Station#section-3>

Partners: None.

10. Optimal Health and Wellness Opportunities

10.3 Improve Air Quality in Public Spaces

40 Points

Approved Information: 10.3.1 (10 points) 10.3.2 (10 points) 10.3.3 (20 points)

Supporting Documentation:

WORD: [2025 - 10.3.1 - REQUIRED WORKSHEET SMOKING DATA](#)

PDF: [2025 - 10.3.1 - ECHN COMMUNITY HEALTH DATA 2019](#)

PDF: [2025 - 10.3.1 - CT DMHAS TOBACCO SALE COMPLIANCE INSPECTION RESULTS 2023](#)

WORD: [2025 - 10.3.2 - REQUIRED WORKSHEET ANTI SMOKING CAMPAIGN EVENTS](#)

IMAGE: [2025 - 10.3.2 - SMOKING AND VAPING EVENT DISPLAY AND YOUTH VOLUNTEERS](#)

IMAGE: [2025 - 10.3.2 - FACTS ANNUAL PREVENTION WALK FLYER](#)

IMAGE: [2025 - 10.3.2 - FACT SHEET MARIJUANA AND MENTAL HEALTH](#)

PDF: [2025 - 10.3.3 - TOWN NO SMOKING POLICY](#)

PDF: [2025 - 10.3.3 - TOWN CODE SECTION ON SALE OF TOBACCO PRODUCTS AND REQUIRED PUBLIC ED](#)

Documentation Details: 10.3.1: Gather local and regional data on tobacco use in the community and research effective educational and policy strategies The required worksheet is attached as "2025 - 10.3.1 - Required Worksheet Smoking Data", in addition to the regional 2019 ECHN Community Health Report, which reported on the impacts of smoking/tobacco use and the prevalence of those actions in Manchester and surrounding Towns on pages 12, 13, and 17 of the attachment titled "2025 - 10.3.1 - ECHN Community Health Data 2019". This report and data available from the State DMHAS and DRS sites were used to complete the worksheet. 10.3.2: Implement or maintain a smoking and tobacco use reduction campaign The required worksheet is attached as "2025 - 10.3.2 - Required Worksheet Anti Smoking Campaign Events". The document lists several examples of often youth-led efforts to reduce smoking and other substance abuses, as pictured in the separate attachment "2025 - 10.3.2 - Smoking and Vaping Event Display and Youth Volunteers". Also attached are examples of events and materials from FACTS, the youth sector of the Change Collaborative of Manchester. Attachments included are the flyer advertising the annual "prevention walk" (2025 - 10.3.2 - FACTS Annual Prevention Walk Flyer) and an example of a fact sheet distributed at their events that links smoking marijuana to several negative mental health outcomes. 10.3.3: Adopt one or more policies designed to reduce tobacco use in the municipality The attachment titled "2025 - 10.3.3 - Town No Smoking Policy" is the Town's no-smoking policy, while the attachment titled "2025 - 10.3.3 - Town Code Section on Sale of Tobacco Products and Required Public Ed" is the section of the Town Code that relates to the sale of tobacco products within Manchester. Going beyond regulating the sale of tobacco products, however, this section of the Town's code specifically calls for the Health Department, Youth Services Bureau, Office of Neighborhoods and Families, and the Youth Commission to "engage in substance abuse prevention campaigns, peer advocacy, and continuing public health programs to reduce exposure...to the marketing and sales of tobacco and nicotine products..." (highlighted section, page 4.

Partners: FACTS/Manchester Change Collaborative - <https://changecollaborative.squarespace.com/facts>

10.4 Develop and Promote Community Growing Spaces

15 Points

Approved Information: 10.4.1 (15 points)

Supporting Documentation:

WORD: [2025 - 10.4.1 - COMMUNITY GARDEN PROGRAM OVERVIEW WITH PHOTOS](#)

Documentation Details: 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 Required documentation attached as "2025 - 10.4.1 - Community Garden Program Overview with Photos", includes photos, program description, outreach strategies, and work done since the project began in 2014, including the recent expansion of the garden in 2022.

Partners: Fresh Start Pallet Products (assisted with 2022 expansion)

10.5 Support Equitable Food Access and Local Farmers

30 Points

Approved Information: 10.5.1 (15 points) 10.5.2 (15 points)

Supporting Documentation:

IMAGE: [2025 - 10.5.1 - 2024 FARMERS MARKET EVENTS](#)

IMAGE: [2025 - 10.5.1 - 2025 FARMERS MARKET EVENTS](#)

WORD: [2025 - 10.5.1 - MANCHESTER FARMERS MARKET SUMMARY DOCUMENT](#)

IMAGE: [2025 - 10.5.2 - SNAP ACCEPTED EXPLAINER](#)

IMAGE: [2025 - 10.5.2 - SPRUCE STREET \(SUMMER\) FARMERS MARKET FB PAGE](#)

IMAGE: [2025 - 10.5.2 - NW PARK \(FALL\) FARMERS MARKET FB PAGE](#)

Documentation Details: 10.5.1: Host a farmers' market in your municipality, or in partnership with neighboring municipalities Manchester holds weekly farmers markets during two "seasons"--summer and fall--and provides support via hosting the events at municipal facilities, funding the Town staff who organize and manage the vendor lists, and who are responsible for concurrent programs during each themed week to attract families and residents with a diverse set of interests. The schedules for the past two years--2024 and 2025 are attached, with the themes of each session included (Manchester Day, Halloween, Dog Day, etc.). An overall summary and description of outreach are also included as attachment "2025 - 10.5.1 - Manchester Farmers Market Summary Document" 10.5.2: Directly or through community partnerships, encourage and support at least one farmers' market to accept Farmer Market Nutrition Program (FMNP) vouchers and the Connecticut Electronic Benefit Transfer (EBT) card The attachments titled "2025 - 10.5.2 - Spruce Street (Summer) Farmers Market FB Page" and "2025 - 10.5.2 - NW Park (Fall) Farmers Market FB Page" are Facebook pages for each season of the Town's farmers markets, where there is language (highlighted) that explains that SNAP/EBT is accepted as payment and the benefit doubled up to \$30. Select farms also accept WIC. The attachment titled "2025 - 10.5.2 - SNAP Accepted Explainer" is from the Town's website and explains that SNAP is accepted. Also available here: <https://www.manchesterct.gov/Government/Departments/Leisure-Family-and-Recreation-Department/Neighborhoods-and-Families-Division/Manchesters-Farmers-Market-Series>

Partners: Participating Farms and other vendors

10.6 Plan and Prepare for Extreme Heat

15 Points

Approved Information: 10.6.1c (5 points) 10.6.2a (10 points)

Supporting Documentation:

IMAGE: [2025 - 10.6.1C - HEAT EMERGENCY WEBSITE BANNER](#)

IMAGE: [2025 - 10.6.1C - HEAT RESOURCES WEBSITE](#)

IMAGE: [2025 - 10.6.1C - SEASONAL TIPS HEALTH DEPT WEBSITE](#)

PDF: [2025 - 10.6.1C - HEAT EMERGENCY EMAIL IN NEWSLETTER](#)

PDF: [2025 - 10.6.1C - HEAT EXHAUSTION FLYER](#)

PDF: [2025 - 10.6.1C - HEAT STRESS PREVENTION FLYER](#)

WORD: [2025 - 10.6.2 - COOLING CENTER INVENTORY](#)

Documentation Details: 10.6.1c: Identify and disseminate extreme heat educational materials to residents and and/or businesses The Town of Manchester communicates heat-related safety information to residents through a variety of channels and formats. Potentially most importantly, the Town communicates in emergency situations via the Town website, social media channels, and the Manchester Matters Newsletter, which has over 5,000 subscribers. The town also posts printed notices and tips for hot weather in various locations. Examples attached include: - "2025 - 10.6.1c - Heat Emergency Website Banner" - this banner appears on the website and links to the Heat Resources page - "2025 - 10.6.1c - Heat Resources Website" - includes locations of municipal cooling centers and other resources for residents, both housed and unhoused - "2025 - 10.6.1c - Seasonal Tips Health Dept Website" - includes informational PDFs and other links on how to stay safe in the summer/heat, reproductions of printed materials on display in Town offices. 10.6.2a: Inventory, create, and improve cooling centers -- Inventory: Assess existing cooling centers in the municipality The required cooling center inventory worksheet is attached as "2025 - 10.6.2 - Cooling Center Inventory"

Partners: None.

10.7 Improve Outdoor Access for All

30 Points

Approved Information: 10.7.2 (30 points)

Supporting Documentation:

PDF: [2025 - 10.7.2 - OPEN SPACE/PARK IMPROVEMENTS DESCRIPTIONS AND PHOTOS](#)

WORD: [2025 - 10.7.2 - OPEN SPACE/PARK IMPROVEMENTS DESCRIPTIONS AND PHOTOS_HRTA](#)

Documentation Details: 10.7.2: Improve an open space parcel in your municipality The Town is applying for points for the following two parks: 1) Charter Oak Park West: construction of a 360' x 240' synthetic turf soccer field, a combination skate/pump track, and a 74-stall parking lot at 30 Charter Oak Street, enhancing the recreational facilities at Charter Oak Park. 2) Town Hall Parking Lot Connectivity: the reconstruction of the municipal parking lot serving Town Hall and Fire Station No. 2, while simultaneously enhancing the connectivity between Center Springs Park and Center Street/Center Memorial Park by installing a new sidewalk connection with landscaping and wayfinding signs. EV charging stations were also installed at the same time as the parking lot. Both projects and photos are included in the attachment titled "2025 - 10.7.2 - Open Space/Park Improvements Descriptions and Photos" UPDATE 8/18/25 The Town would also like to submit for consideration, connected to Action 8.6 (Collaborate with other municipalities), an additional open space improvement performed in partnership with the Hop River Trail Alliance. Information about the improvement(s) can be found in the attachment titled "2025 - 10.7.2 - Open Space/Park Improvements_HRTA"

Partners: HRTA

11. Healthy, Efficient and Diverse Housing

11.1 Implement an Affordable Housing Plan

15 Points

Approved Information: 11.1.1 (5 points) 11.1.3 (10 points)

Supporting Documentation:

PDF: [2025 - 11.1.1 - HOUSING AND FAIR RENT COMMISSION MINUTES](#)

IMAGE: [2025 - 11.1.1 - HOUSING AND FAIR RENT COMMISSION WEBPAGE](#)

PDF: [2025 - 11.1.1 - HOUSING AND FAIR RENT COMMISSION ESTABLISHING LANGUAGE](#)

WORD: [2025 - 11.1.3 - AHP IMPLEMENTATION WORKSHEET](#)

IMAGE: [2025 - 11.1.3 - MANCHESTER AFFORDABLE HOUSING PLAN GOALS](#)

PDF: [2025 - 11.1.3 - AFFORDABLE HOUSING PLAN](#)

IMAGE: [2025 - 11.1.3 - RFP POSTING FOR 942 MAIN STREET REDEVELOPMENT](#)

PDF: [2025 - 11.1.3 - WESTHILL GENERATOR PROJECT INCLUSION IN CDBG PLAN](#)

Documentation Details: 11.1.1: Create a housing committee with diverse membership, ideally reflective of the demographics of your community and regions. The committee must be active and meet at least annually. The most recent meeting of the Manchester Housing and Fair Rent Commission was July 21, 2025. The website for the Commission can be accessed via this link: <https://www.manchesterct.gov/Government/Town-Leadership/Boards-Commissions-Committees/Housing-and-Fair-Rent-Commission>. The names of all members can be found in the attached minutes (attachment titled "2025 - 11.1.1 - Housing and Fair Rent Commission Minutes") and screenshot of the website (attachment titled "2025 - 11.1.1 - Housing and Fair Rent Commission Webpage"). While there is typically no direct-to-resident outreach done by the Commission, the establishing language in the Town Code charges the group to "promote and encourage the development and continued availability of affordable housing for the people of Manchester" (attachment "2025 - 11.1.1 - Housing and Fair Rent Commission Establishing Language"). 11.1.3 - Implement strategies identified in the Affordable Housing Plan adopted by your municipality. The Town is applying for 30 points for two implementations of its Affordable Housing Plan (required worksheet attached, along with the Full Affordable Housing Plan, with Goals on Page 67): 1) Emergency generator installation at Westhill Gardens (from AHP: "Support existing public housing – Work with the Manchester Housing Authority on capital repairs, improvements, and redevelopment for the long-term preservation of local affordable housing") Excerpt from Town's CDBG Plan: "2025 - 11.1.3 - Westhill Generator Project Inclusion in CDBG Plan" 2) Current RFP document for the redevelopment of 942 Main Street, a large parcel recently purchased/demolished/cleared by the Town on Main Street (from AHP: "Prioritize housing as a tool for redeveloping underutilized or vacant properties and Downtown revitalization") Screenshot of the RFP page: "2025 - 11.1.3 - RFP Posting for 942 Main Street Redevelopment"

Partners: None.

11.2 Grow Sustainable and Affordable Housing Options

10 Points

Approved Information: 11.2.1 (5 points) 11.2.2 (10 points)

Supporting Documentation:

PDF: [2025 - 11.2.1 - CURRENT PERCENTAGE OF AFFORDABLE HOUSING](#)

PDF: [2025 - 11.2.2 - 2024 AFFORDABLE HOUSING PERCENTAGE](#)

PDF: [2025 - 11.2.2 - 2023 AFFORDABLE HOUSING PERCENTAGE](#)

PDF: [2025 - 11.2.3 - NATHAN HALE SCHOOL REPURPOSING BOARD OF DIRECTORS APPROVAL](#)

PDF: [2025 - 11.2.3 - SCHOOL REPURPOSING REPORT](#)

PDF: [2025 - 11.2.3 - NATHAN HALE SCHOOL REPURPOSING PZC APPROVAL](#)

PDF: [2025 - 11.2.3 - NATHAN HALE STREETScape IMPROVEMENTS PRESENTATIONS](#)

Documentation Details: 11.2.1: Identify the current percentage of affordable housing in the community The most recent annual Connecticut Department of Housing Affordable Housing Appeals List is attached as "2025 - 11.2.1 - Current Percentage of Affordable Housing". Manchester's percentage is highlighted at 14.45%. 11.2.2: Increase the municipality's affordable housing, as compared to a baseline year. Baseline year (2023) percentage was 14.03% (attachment "2025 - 11.2.2 - 2023 Affordable Housing Percentage") Current year (2024) percentage is 14.45% (attachment "2025 - 11.2.2 - 2024 Affordable Housing Percentage") Increase = 0.42%, 1/4 of a percentage point = 10 points 11.2.3: Commit dedicated funding to affordable housing development After years of planning and community engagement (see attachment titled "2025 - 11.2.3 - School Repurposing Report", highlighted sections related to the Nathan Hale School on pages 9, 30, and 45), the Town of Manchester decided to sell the former Nathan Hale School for redevelopment into housing in order to attempt to alleviate the housing crisis currently impacting the residents of the Town and region as a whole, while also completing significant streetscape and recreation improvements to the adjacent properties and area, thereby not only providing housing, but also community amenities for public access. The PZC and Board of Directors approvals of the project can be found in the attachments titled "2025 - 11.2.3 - Nathan Hale School Repurposing Board of Directors Approval" and "2025 - 11.2.3 - Nathan Hale School Repurposing PZC Approval", both with the relevant sections highlighted. More information about the municipally-funded (via ARPA and CDBG funds) streetscape project can be found at this link: <https://www.manchesterct.gov/Government/Departments/Public-Works/Engineering-GIS/Project-Info/2023111> The streetscape project includes traffic calming, a pocket park and splash pad, and improved pedestrian connectivity for roughly \$2.3m. Attachment titled "2025 - 11.2.3 - Nathan Hale Streetscape Improvements Presentations" provides additional details.

Partners: None.

12. Effective, Compassionate Homelessness Prevention

12.1 Strengthen Municipal Workforce Capacity to Address Homelessness

10 Points

Approved Information: 12.1.1a (5 points) 12.1.2 (5 points)

Supporting Documentation:

IMAGE: [2025 - 12.1.1A - HOMELESSNESS EMPLOYEE LEADER](#)

PDF: [2025 - 12.1.2 - CONTINUUM OF CARE TASK FORCE MEMBER LIST](#)

IMAGE: [2025 - 12.1.2 - CONTINUUM OF CARE WEB PAGE SCREEN SHOT](#)

PDF: [2025 - 12.1.2 - CONTINUUM OF CARE MEETING MINUTES](#)

Documentation Details: 12.1.1a: Designate a municipal employee, elected leader, other individual officially designated by the municipality to serve as the liaison for homeless services in your municipality Required hyperlink: <https://www.manchesterct.gov/Government/Departments/Human-Services/Homelessness-Resources> 12.1.2: In coordination with your municipality's Coordinated Access Network develop a municipal Task Force to address homelessness The Town's Continuum of Care group exists 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. Minutes from the November 2024 meeting are attached, as well as a screenshot of this webpage: <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Continuum-of-Care> A list of members of the Continuum can be found in the email from the Town's Human Service Director titled "2025 - 12.1.2 - Continuum of Care Task Force Member List"

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

25 Points

Approved Information: 12.2.1 (20 points) 12.2.2 (5 points)

Supporting Documentation:

PDF: [2025 - 12.2.1 - HOMELESSNESS RESOLUTION.PDF](#)

IMAGE: [2025 - 12.2.2 - HOMELESSNESS RESOURCES ON TOWN WEBPAGE](#)

Documentation Details: 12.2.1: Pass a municipal resolution issuing a call to action The adopted resolution from the Manchester Board of Directors is attached as the file titled "2025 - 12.2.1 - Homelessness Resolution.pdf". The resolution "commit(s) to continuing to address homelessness in our community, coordinating municipal efforts with our Regional Coordinated Access Network, sharing lessons learned..." 12.2.2: Develop and post information on your municipality's website or other platform that includes guidance and resources for individuals or families experiencing unsheltered homelessness and families or youth experiencing homelessness and/or housing instability
<https://www.manchesterct.gov/Government/Departments/Human-Services/Homelessness-Resources>

Partners: None.

12.3 Collect and Share Homelessness Data

10 Points

Approved Information: 12.3.1 (10 points)

Supporting Documentation:

WORD: [2025 - 12.3.1 - HOMELESSNESS DATA 2022-24](#)

Documentation Details: 12.3.1: In coordination with your CAN have your homelessness municipal liaison, Task Force, or other relevant municipal staff, compile, collected information The attachment titled "2025 - 12.3.1 - Homelessness Data 2022-24" is a report from MACC Outreach, who via municipal funding staff employees to conduct outreach and connect those experiencing or in danger of experiencing homelessness to the necessary services. Per the Town's Human Services Director, Manchester's role in obtaining this data involves: 1) Providing funding to MACC which covers the majority of expenses for their outreach efforts and collection of the relevant data. Without our funding there would be no outreach or data. 2) Providing dedicated MPD staff support to MACC's weekly homeless outreach efforts. 3) Providing 100% of the funding for non-congregate winter sheltering. 4) Facilitating referrals, collaboration and data sharing between MACC, Journey Home, town social workers and other local/regional local stakeholders such as shelter providers.

Partners: MACC Community Outreach

12.4 Provide or Mobilize Resources to Address Homelessness

25 Points

Approved Information: 12.4.1 (10 points) 12.4.2 (15 points)

Supporting Documentation:

WORD: [2025 - 12.4.1 - REQUIRED WORKSHEET](#)

PDF: [2025 - 12.4.1 - MACC OUTREACH FUNDING LINES](#)

WORD: [2025 - 12.4.2 - REQUIRED WORKSHEET](#)

PDF: [2025 - 12.4.2 - WINTER WARMING PRESENTATION](#)

IMAGE: [2025 - 12.4.2 - WINTER WARMING PROGRAM FINANCIAL REPORT](#)

Documentation Details: 12.4.1: Commit dedicated funding to directly address and prevent homelessness (10 points) In addition to the required worksheet, the file titled "2025 - 12.4.1 - MACC Outreach Funding Lines" is the FY25 Adopted budget document that, on page 2 (highlighted), lists the two homelessness prevention items included in the worksheet (MACC and MACC Outreach) 12.4.2: Ensure that individuals experiencing literal homelessness within your municipality have locations where they can safely access services and/or stay 24 hours a day (15 points) In addition to the required worksheet the file titled "2025 - 12.4.2 - Winter Warming Presentation" provides an overview of the Town's effort to provide overnight shelter during the winter months for the homeless population of Manchester. ARPA funding has been utilized each winter for the past three seasons, in the following amounts, to operate the Warming Center at the Manchester Inn, usually from December - March each year. Manchester Fire and PD had access to hotel vouchers for individuals they encountered overnight who they are unable to assist otherwise, and Senior/Adult/Family Services workers were on site to assist with other service connections as needed. FY23 \$217,000 FY24 \$243,000 FY25 \$325,000 (additional rooms explain increase)

Partners: MACC <https://macc-ct.org/>

13. Innovative Strategies and Practices

13.1 Implement Your Own Sustainability Action

30 Points

Approved Information: 13.1.1 It Takes a Village program (15 points) 13.1.1 Micro-grant program (15 points)

Supporting Documentation:

PDF: [2025 - 13.1.1 - ARPA SUSTAINABILITY GRANT FINAL REPORT](#)

IMAGE: [2025 - 13.1.1 - ARPA SUSTAINABILITY GRANT EVALUATION CRITERIA](#)

WORD: [2025 - 13.1.1 - ARPA SUSTAINABILITY GRANT INITIAL RECOMMENDATION TO BOARD](#)

PDF: [2025 - 13.1.1 - ARPA SUSTAINABILITY GRANT PRESENTATION TO BOARD](#)

PDF: [2025 - 13.1.1 - ARPA SUSTAINABILITY GRANT SAMPLE MOU](#)

IMAGE: [2025 - 13.1.1 - IT TAKES A VILLAGE REGISTRATION LINK SCREENSHOT](#)

IMAGE: [2025 - 13.1.1 - IT TAKES A VILLAGE PROGRAM LOGO](#)

PDF: [2025 - 13.1.1 - IT TAKES A VILLAGE BOARD OF DIRECTORS DISCUSSION AND ARPA APPROVAL](#)

PDF: [2025 - 13.1.1 - IT TAKES A VILLAGE SPEND PROGRAM PRESENTATION](#)

Documentation Details: ARPA SUSTAINABILITY GRANT PROGRAM The final report for the ARPA Sustainability Grant Program, which includes a description of all funded partners, award amounts, and activities funded via the Town, is attached as "2025 - 13.1.1 - ARPA Sustainability Grant Final Report". A copy of the evaluation criteria for the grant program is attached separately as "2025 - 13.1.1 - ARPA Sustainability Grant Evaluation Criteria", this is the rubric by which applicants were graded by the evaluation committee. The original 2020 recommendation to the Manchester Board of Directors for a "community-grant program" is attached as "2025 - 13.1.1 - ARPA Sustainability Grant Initial Recommendation to Board". In that letter from the Sustainability Commission, the group advocated for a set-aside of ARPA funds to be used for providing "funding to community-based organizations in Manchester with a focus on resilience and sustainability," with a stated focus on "community groups...Youth development organizations...Organizations that build social capital...with a focus on disenfranchised communities and those with higher social vulnerability...[and]...Organizations that value and prioritize environmental sustainability and climate change mitigation and adaptation". Due in part to this advocacy by the Sustainability Commission, the Board of Directors allocated \$500,000 on October 4, 2022 in ARPA funds towards a grant program that was to be run through the Commission. The group used a portion of those funds to hire a grants management consultant, and worked with the Town's Budget and Finance Offices to develop grant materials for the application process, regular monitoring, and ultimately the attached final report. There were two "rounds" of funding/applications, with the first deadline for applicants being November 2023, and the second being due in March 2024. A copy of the presentation made to the Board of Directors in December 2023 can be found attached as "2025 - 13.1.1 - ARPA Sustainability Grant Presentation to Board" which outlines the intent and timeline in more detail. A list and detailed descriptions of the funded partners and the initiatives supported through this process can be found in the attached "2025 - 13.1.1 - ARPA Sustainability Grant Final Report" but it includes funding to build a community garden space, expanding a food pantry at a LGBTQ-focused health collective, housing infrastructure for residents with disabilities and related group homes, support for a senior-focused tech center, a car seats for kids program, and an invasive plant removal project, among others. It is the hope of the Commission that this program becomes a model for the Town and potentially the region on an equitable way to disburse federal or other funds in a targeted, impactful way: <https://www.manchesterct.gov/Government/Town-Leadership/Boards-Commissions-Committees/Sustainable-ManchesterX/ARPA-Sustainability-Grant-Program> IT TAKES A VILLAGE MATERNITY PROGRAM More program info available at: <https://www.manchesterct.gov/Government/Latest-News/It-Takes-a-Village-Postpartum-Program> Following the allocation of ARPA funds by the Board of Directors, the Maternal Health Working Group was formed, comprising of doulas, healthcare professionals, town employees, fatherhood specialists, educators, parents, and other Manchester residents. This collaborative effort aimed to create a comprehensive financial and social assistance pilot program that supports families during the postpartum phase. Initially, the program intended to provide a one-time box of baby supplies for new families, however, identification of barriers during monthly meetings highlighted a critical lack of structural support and informal social networks for new parents. This prompted the group to design a program that fosters a nurturing environment akin to having an extended family present during post-birth recovery. Formal partnerships were formed with town businesses and organizations, such as Eastern Connecticut Health Network (ECHN)'s Family Development Center and Women's Wellness Center, October Kitchen, Swiss Cleaners, Real Dads Forever, and Multiple Perspectives, to create a robust support network for families in need. Each provides unique supportive and evidence-based integrative health services free of charge to participants, such as wash and fold laundry delivery service, frozen meals, fatherhood support, postpartum massages, and acupuncture. The It Takes a Village Program will track 100 families throughout the duration of six weeks post-childbirth to provide wraparound support in the form of vouchers for services, financial support, mentorship, and education to address challenges such as isolation and loneliness, financial stress, and lack of support during the postpartum period. For six weeks, participants will be connected to these services while having empowering conversations with a member of the Town's care team. Each week has a dedicated topic tailored to the postpartum experience such as community support, coordination of integrative health services, support systems, and more. Benefits include weekly financial assistance up to 6 weeks totaling \$600, education and resources to address postpartum challenges, mentorship for fathers, and a postpartum care bundle. To qualify, participants must be 18 and older, onset of 32 weeks pregnant and up, or up to 8 weeks postpartum. Applicants must live, work, or receive pregnancy-related services in Manchester. Board of Directors approval of funds: "2025 - 13.1.1 - It Takes a Village Board of Directors Discussion and ARPA Approval", highlighted sections on pages 6, 8, 10, 11. Financial statement regarding the expended funds out of the \$100,000 ARPA allocation for the It Takes a Village

program: "2025 - 13.1.1 - It Takes a Village Spend to Date via Financial Software" Program overview and rationale available within "2025 - 13.1.1 - It Takes a Village Spend Program Presentation"

Partners: ARPA SUSTAINABILITY GRANT PROGRAM Debra Forand (ARPA Sustainability Grant Program, hired grant administrator) See list of funded partners in the attached documents for the ARPA Sustainability Grant Program IT TAKES A VILLAGE MATERNITY PROGRAM Manchester Maternal Health Working Group, including representation from Eastern Connecticut Health Network (ECHN)'s Family Development Center and Women's Wellness Center, October Kitchen, Swiss Cleaners, Real Dads Forever, and Multiple Perspectives.