

**Town of Montville**  
**Sustainable CT Committee**  
**Meeting Minutes**  
**August 24, 2022, 3:00 p.m. Room 203 – Town**  
**Hall**

**Town of Montville has lifted the mask mandate effective Monday, February 28, 2022 throughout Town facilities in coordination with our schools. Although the mask mandate has been lifted, Uncas Health strongly recommends that all individuals, both vaccinated and unvaccinated, continue to wear masks indoors.**

1. **Call to Order.** Colleen Bezanson called the meeting to order at 3:00 pm.
2. **Pledge of Allegiance:** All rose and recited pledge of allegiance.
3. **Roll Call.** Present were Colleen Bezanson (Assistant Planner), Barbara Lockhart (Youth Services Director), Wills Pike (Board of Education Chairman), Peter Bushway (Parks and Recreation Director) and Mayor Ron McDaniel. Absent Kathie Doherty-Peck (Senior & Social Services Director)
4. **New Business:**
  - a. List of completed items and those items that still need to be worked on from Annika. Colleen Bezanson stated that she had been working with Annika, the intern, to create a list of completed action items, items that needed additional material to complete, and items that still needed to be started. She went through the list of action items and their points and stated that the following were complete and uploaded to the website:
    - 3.2.1 (Watershed Management Plan Inventory Plan) The 2020 Revisions to the Niantic River Watershed Plan was submitted and those pages referenced that address the 5 topics needed for 10 pts
    - 4.2 (Support of Arts and Culture) was discussed under agenda item 4b
    - 5.1 (Integrate Sustainability into the POCD) - the 2022 POCD was submitted along with a required completed worksheet indicating what pages the topic questions were on for 20 pts
    - 8.1 (Hold a Sustainability Event) – A worksheet was submitted indicating the number of farmers markets held as well as the Tree ID presentation and Hope Mead State Park Trail Cleanup. The required worksheet included attendance numbers and what was learned or showcased at the event. This was 15 pts
    - 9.3 (Recycle Additional Materials and Compost) – The webpage for the transfer station as well as the re-use tag sale program were submitted. The Town’s solid waste regulations with highlights for batteries, carpet, mattresses, textile and household reusable items and the free drop off program was submitted. This was for 40 pts.
    - 10.3 (Improve Air Quality in Public Spaces) – The Youth Services Kick’s Butt day flyers and pictures were submitted under 10.3.2 (Smoking Reduction Campaign) and for 10.3.3 (Policies for reduction of tobacco use in community) the 2011 Town ordinance was submitted along with the 2016 Board of Education (BOE) Rules. Pictures of existing signs indicating areas of no smoking at the schools and Camp Oakdale will be provided by Barbara Lockhart and Wills Pike. These two items are for a total of 25 pts.
    - 11.2 (Create, expand or maintain your community’s housing data profile) the 2020 Partnership for Strong Communities Housing Data Profile was submitted. If the 2021 Profile comes out then that will be posted in its place. This was for 10 pts.

- 11.1.3 (Create an Affordable Housing Plan) - the Town's 2022 Affordable Housing Plan was submitted along with the required worksheet. The points awarded may be 5 or 10. The plan did not totally answer some of the required questions but pages provided may be close enough to count.
- 12.1 (Strengthen Municipal Workforce Capacity to Address Homelessness) - The appointment letter of Kathie Doherty-Peck to be the Homeless Services Liaison was submitted along with the training she took. This was for 10 pts

The total points for action items completed to date is 145. A total of 200 is required for Bronze Status.

Items that are in the process of completion are:

- 2.1.4 (Brownfield Grant application) - This is 99% complete, however there are some final signatures that need to be obtained. This is for 10 pts.
- 2.3.1a (Inventory and Map for Businesses) - The Economic Development Commission (EDC) is working on a business survey that will be used to create a list of businesses that will be mapped using the GIS. They are also looking into a way to put the information on the website. This is for 10 pts.
- 2.3.1b (Inventory and Map for Businesses with special designation) - A question will be added to the business survey if the business is woman owned, minority owned or veteran owned. The information will be used to create a list of businesses with special designations that will be mapped using the GIS. They are also looking into a way to put the information on the website. This is for 10 pts.
- 2.6 (Participate in CPace Training) – Working with the EDC on having a presentation for business owners and multifamily housing owners. This is for 10 pts
- 3.10.3 (Educate Residents on Invasive Species)- The Conservation Commission (CC) has already held a public information presentation on invasive species of plants and has discussed on having one for insects as well. Will work with Commission to add invasive species information to the website. This will be for 5 pts
- 6.4.2 (Promote Effective Parking Management)- A training video can be watched and be counted for 5 points. Discussion was held over who could watch the video. The Mayor indicated that he would. This will be for 5 pts.
- 8.3 (Training Municipal Representatives) – Two members of the CC attended training and 1 member from EDC. Still needed are one more from EDC. Wills Pike will get information back to Committee on his and Sara Lundy's attendance of training for Planning and Zoning Commissioners. The Inland Wetlands Commission still requires two to attend training. A web link will be provided to them for their next meeting. This is for 5 pts.

This total for these actions once completed will be 55 pts. Which would bring the total to 195 points but there are two action items that must be completed.

Items that have not been looked into but need to be completed are:

- Action item 1 (Inclusive and Equitable Community Impacts)
  - 1.1(Optimize for Equity) – This is a requirement for the submission. Barbara Lockhart was going to look at the Equity Toolkit again. Ashley Stewart, Equity Coach, will be contacted to attend a future meeting to discuss this item. Discussion was held regarding more diverse cultural events being held in the town. See also Agenda Item 4c.
  - 1.2.2 (Participate in Equity Training) - Barbara Lockhart has a contact who does Equity Training and will see if they can come and present to the Committee. This is for 5 pts.
- Action item 7. Action items that were discussed for possible submission if achievable:
  - 7.1.1(Benchmark and Track Energy Use)- Discussion was held regarding working with the BOE facilities manager, Steve Carrol, on this action to see if they use ENERGY STAR to track the school buildings data. Wills Pike and Steve Carrol will be send the action item to see if this is attainable. This would be 5 pts.
  - 7.6.1 (Install Efficient Exterior Lighting) – The Town installed LED street lighting in 2018. There is still one light that has not been changed out. In addition there is a line item for replacement of bulbs as needed. John McNeil replaces the bulbs so can get information from him. This will be looked into to see if it can be used or if out of time frame credit range. This would be 10 pts.
  - 7.8.1 (Benchmark Energy and Water Use for Multifamily Housing)- Develop and implement an ongoing educational campaign, including hosting or sponsoring one or more educational forums, for owners of multifamily properties within the municipality. Demonstrate the importance and benefits of comparing their properties' residential energy and water use over time. Demonstrate how and why to benchmark. Benchmarking involves comparing utility accounts, and energy and water use data from similar buildings over time, followed by analyzing trends in energy and water use patterns for each building. Platforms such as ENERGY STAR Portfolio Manager and WegoWise aid in this process. Disseminate a current list of resources to help property owners implement energy and water-saving actions, including energy audits, retro-commissioning, and financing. Discussion was held on having the forums and putting information on the website. This would be 10 pts.
  - 7.8.2 (Benchmark Energy and Water Use for Multifamily Housing)- Track multifamily buildings that have had their energy and water use benchmarked, the dates covered, and the property owner(s) for the time period benchmarked. Mayor indicated that the Meadows Apts may track their usage and to contact them. In addition get list from Lucy of multifamily housing units. This would be for 5 points

The Committee will review to see if there are other options that can be completed for Action items 1 and 7.

- b. Discussion of Action Item's 4 and 5. Colleen Bezanson indicated that under action item 4 they would no longer be pursuing a poet laureate for the Town. This would still be looked at for future plans though. Instead they would be adding Library activities to the Parks and Recreation and Youth Services monthly newsletter. Barbara Lockhart said she would coordinate with the Raymond Hill Library and then pass it on to Peter Bushway. Discussion was held that the Library had a section in the spring/summer community booklet but it did not go into detail about the monthly activities. The community booklet was uploaded as it considered municipal marketing as it promotes the summer concerts, and the classes and crafts done at the senior center. This action item is 10 pts.
- c. Discussion of ongoing projects and proposed projects from various departments or commissions that meet action item criteria. Peter Bushway has asked Maria Matos of CT LEAD to meet with the Committee next month to discuss what LEAD does and possibly suggest how we can better serve the Latino community. Barbara Lockhart indicated that meeting with Maria is important since the Latino population is at 11 % for the Town.

**5. Other Business:**

- a. Updates from meetings with Boards or Commissions. Wills Pike stated that the Board of Education is working on an energy project and as stated in the Board of Education minutes they would be "working with Environmental Systems Corporation, an Eversource approved vendor, for energy efficiency projects (lighting projects, HVAC controls at the elementary schools and actuators) throughout the district." This would be a 3-4 year project.
- b. Approval of Minutes from meetings of 6/22/2022. Motion by Wills Pike and seconded by Peter Bushway to approve the minutes of 6/22/2022. All in Favor. Motion Carried

6. **Correspondence:** None

7. **Remarks from the Public.** None.

8. **Adjournment.** Motion by Wills Pike seconded by Peter Bushway to adjourn. All in Favor. Meeting was adjourned at 4:10 pm