THESE MINUTES ARE SUBJECT TO APPROVAL BY THE SUSTAINABLE ENERGY COMMISSION

The Sustainable Energy Commission held a special meeting Thursday, May 31, 2018 in the Council Chamber of the Newtown Municipal Center, 3 Primrose Street, Newtown, CT 6470.

The meeting was called to order by Chairman Kathy Quinn at 6:37pm.

Present: Chairman Kathy Quinn, Allen Adriani, Vanessa Villamil
Also Present: Holly Kocet, Conservation; Don Mitchell, P&Z; Jennifer Cebry, Cultural Arts; Barbara Donahue, Carol Hart, Lynn Hungaski, Newtown Environmental Action Group; Rob Sibley, Land Use; Amy Mangold, P&R; Ryan Knapp, Legislative Council, Ordinance Committee and Pootatuck Watershed Association; Fred Hurley and Arlene Miles, DPW
Absent: George Brown, Graham Clifford, Jeff Jorgensen, Mark Sievel, Tom Snayd, Dave Stout

Communications: Ms. Quinn said that the Sustainable Energy Commission was charged with getting Sustainable CT off the ground. The deadline to submit completed action items is August 24. John Bocuzzi looked at senior initiatives relative to sustainability. WestCOG will have interns available to work on projects.

The group went over each action item (att.), line by line, to decide which items have been completed and by whom. Also discussed were items that have not been completed and who the proper person or group is to work on the items. Some items were labeled as future, not necessarily to be completed in time for the deadline.

The group will meet again at the end of June to continue discussion of completed items and to continue working on the remaining items.

Adjournment: Having no further business the special meeting of the Sustainable Energy Commission at 8:37p.m.

Att: Sustainable CT local actions.

Susan Marcinek, clerk

Rec'd. for Record 6-5 2018
Town Clerk of Newtown 8:02 am
Debbie Aurelia Halstead

Sustainable CT

Local Actions. Statewide Impact.

Master Action List

The Sustainable CT Master Action List may serve as a helpful resource as you track your progress towards certification. Actions for 2018 are broken down by the different ways you can achieve points in each action. Submission requirements and the length of time an action qualifies for eligibility (e.g. the lookback period) are also noted.

Actions	Sub-Actions	Submission Requirements	Lookback Period	Points	Status
1. Thriving Local Economies					
1.1 Support Redevelopment of Brownfield Sites	Create a municipal or regional brownfields inventory.	• The brownfield inventory and the name of the person(s) responsible for updating the inventory.	Up to 5 years prior to application submission.	10	
	Create a map of the brownfield sites within your community.	• A link to the map of brownfield sites listed in the inventory.	Up to 5 years prior to application submission.	5	
	Engage the community to prioritize brownfield sites for redevelopment.	• A list of priority sites. • The dates of the community planning meeting(s) or workshop(s) held.	Up to 5 years prior to application submission.	10	
	Collect additional information for priority sites.	• A written summary of the necessary information for each priority site, incorporating photographs.	Up to 5 years prior to application submission.	5	
	Hold a process of public engagement to identify potential reuse options.	• A list of reuse options, which may be general to any brownfield site or specific to one or more brownfield sites. • The dates of any community planning events.	Up to 5 years prior to application submission.	10	
	Communicate and actively market brownfield redevelopment opportunities.	• A list of links to any websites that post redevelopment opportunities for your municipality's brownfield sites. • Any printed materials used to market those sites.	Website links must be current at time of submission and printed materials must have been developed or revised 3 years prior to application submission.	10	
1.2 Implement Sustainable Purchasing	Adopt a sustainable purchasing policy and distribute it to all municipal departments.	• The sustainable purchasing policy that the governing body has adopted by resolution or ordinance. • Evidence that adopted policy has been distributed to all municipal departments.	The sustainable purchasing policy must have been adopted or updated within 5 years prior to application submission and still be in place.	20	
	Develop and maintain an up-to-date vendor list.	• The vendor list. • Explain, in 200 words or less, any special designations incorporated into the list.	Vendor lists must have been created or updated within 1 year prior to application submission.	5	
1.3 Inventory and Promote Local Retail Options	Select a target sector and develop an inventory of local retail options for that sector.	• A copy of each sector-specific inventory.	Inventories must have been created or updated within 1 year prior to application submission.	10 points per sector-specific inventory, up to 20 points	
	Develop, implement and maintain an ongoing "buy local" campaign.	• Examples of materials used to engage in public outreach and education (flyers, newsletters, website links, etc.). • A list of any campaign sponsored events or public meetings where the campaign was highlighted and discussed, as well as the dates held.	"Buy Local" campaign materials, events or meetings should have been distributed or occurred within 1 year prior to application submission.	10	
1.4 Provide Resources and Supports to Local Businesses	Create and maintain a business-to-business registry to promote peer learning, the sharing of best practices, and mutual support.	• A copy of the business-to-business registry. • Evidence of its dissemination among businesses (email, in-person convening, etc.). • Contact information of the person(s) responsible for updating the registry at least annually.	Registries must have been created or updated and disseminated within 1 year prior to application submission.	5	
	Identify, or create and disseminate, a toolkit for pre-disaster business preparedness and for post-disaster conditions.	• A copy of the toolkit. • Evidence of its dissemination among businesses. • Contact information of the person(s) responsible for disseminating the toolkit and evaluating when identifying or creating an updated toolkit is necessary.	Toolkits must have been created or updated and disseminated within 1 year prior to application submission.	5	

	Host one or more business roundtables with municipal officials to support dialogue on topics including but not limited to the needs and opportunities to build and expand business development in the community.	• A list of business roundtables or other events. • The dates that they were held. • Contact information for the person responsible for coordination.	The roundtable must have occurred within 1 year prior to application submission.	5	
	Create or support Small Business Development Centers, Main Street Programs, Tourism Boards, Central Business Development Districts, or other comparable entities.	• A partnership letter, memorandum of understanding, or comparable document outlining the nature and extent of municipal resources being used to support one or more of these entities.	Entities may have been created at any time, so long as support has been ongoing and has occurred within 1 year prior to application submission.	5	
	Invite businesses to participate in at least three events to build community recognition, provide access to potential customers, and connect the businesses to civic and community organizations.	• For each event, a flyer or other document describing the event to which businesses were invited. • A list of businesses that participated in the event.	The events must have occurred within 1 year prior to application submission.	5	
1.5 Promote Sustainable Workforce Development	Conduct a sustainable jobs and workforce capacity assessment for the municipality or region.	• The sustainable jobs and workforce capacity assessment. • A list of any roundtable events and the dates they occurred.	The assessment must have been completed or updated within 4 years and the stakeholder meetings must have occurred within 1 year prior to application submission.	10	
	Establish or support a sustainable job training partnership.	• A link to a website or hard copy materials describing the nature of the sustainable job training partnership.	The job training program must have been in place within 1 year prior to application submission.	10	
	Create networking opportunities for local job seekers to meet individuals working in or operating sustainable businesses.	• A list of any networking events to foster sustainable development opportunities and the dates that they occurred.	The networking meeting must have occurred within 1 year prior to application submission.	5	
1.6 Participate in and Promote C-Pace Program	Pass a municipal resolution to opt-in to C-PACE, sign a legal agreement with C-PACE, and post a link to information about C-PACE on your municipality's website.	• A certified, signed copy of your municipality's resolution opting-in to C-PACE. • A certified copy of your municipality's legal agreement with C-PACE.	Points will be earned for resolutions and legal agreements, regardless of when they were adopted or executed prior to application submission.	5	
	Encourage local building owners to access C-PACE financing by organizing an educational event, conducting educational outreach to individual property owners, or working with the CT Green Bank on a marketing partnership initiative.	• A list of the names of any educational events and the dates they were held. • A list of property owners to whom you sent individual outreach and copies of material provided. • A letter documenting a marketing partnership initiative. • Or any other documentation that verifies your municipality's efforts to access C-PACE financing.	C-PACE specific educational efforts must have been conducted within 1 year prior to application submission.	5	
	Earn credit for C-PACE projects approved by the Green Bank and completed by the local contractor for commercial, manufacturing, multifamily, and nonprofit buildings undertaking clean energy improvements.	• A list of buildings approved for C-PACE financing, to be verified by the Connecticut Green Bank.	Buildings should only be included that received C-PACE approval within 3 years prior to application submission.	5	
2. Well-Stewarded Land and Natural Resources					
2.1 Provide Watershed Education	Sponsor or host a program to educate citizens and business owners in your community about the value of watersheds AND implement and maintain a signage program that highlights key watershed issues, OR Promote and encourage citizens and business owners to take a watershed health pledge.	• A sample education program and proof of implementation AND maps, promotional materials, or photos of educational signage, • OR examples of pledges taken (first remove contact information).	Action must be completed within 12 months prior to application submission.	5	
	Institute a local monitoring program related to watershed functions or health to be conducted by citizen groups such as local nonprofits or K-12 students.	• A description of monitoring program and photos of monitoring in progress.	Action must be completed within 12 months prior to application submission	5	
2.2 Create a Watershed Management Plan	Conduct a Natural Resources Inventory for a watershed.	• A completed natural resources inventory. • A map depicting all aquifers, riparian corridors, wetlands, vernal pools and headwaters. • A map depicting land uses and possible locations where pollutant loads may enter watershed.	Action must have been completed within 10 years prior to application submission.	10	
	Review existing zoning and subdivision regulations for alignment with watershed protection goals.	• A summary of regulation review, including a description of how it aligns (or doesn't) with watershed protection goals. • Copies of all complementary regulations edited or enacted to promote	Action must have been completed within 10 years prior to application submission.	10	

	Develop a list of priority actions and projects for reaching watershed protection goals.	• A copy of the action plan.	Action must have been completed within 10 years prior to application submission.	10	
2.3 Engage in Watershed Protection and Restoration	Complete an Action Plan Project.	• Documentation of the completed action plan project.	Action must have been completed within 10 years prior to application submission.	15	
	Adopt Source Water/Riparian Corridor Protection.	• A description of Source Water/Riparian Corridor Protection Overlay Zones or other regulations. Provide a hyperlink for any online materials.	Action must have been completed within 10 years prior to application submission.	15	
2.4 Develop an Open Space Plan	Complete an open space inventory, including a corresponding geodatabase, protected agricultural lands, open space protected by conservation easements, municipally-owned open space, state-owned open space, water company owned open space, and land trust open space.	• A copy of completed open space inventory and a map layer with attached template included as an attribute table.	Must include proof of update for documents completed up to 10 years prior to application submission.	10	
	Prioritize resources for protection.	• A list of resources prioritized for protection, including criteria used and a description of your long-term acquisition plan.	Must include proof of update for documents completed up to 10 years prior to application submission.		
	Develop an open space preservation plan.	• A copy of the open space preservation plan.	Must include proof of update for documents completed up to 10 years prior to application submission.		
2.5 Create a Natural Resource and Wildlife Inventory	Develop a natural resources and wildlife (NRW) inventory.	• A copy of the NRW inventory with mapping and descriptions of inventory .	Must include proof of update for the NRW inventory within the past 10 years prior to application submission.	10	
	Create a basic map set and include: base map, land cover, soils, water resources, unique and fragile lands, and committed open space.		Must include proof of update for the NRW inventory within the past 10 years prior to application submission.		
	Integrate your NRW inventory into municipal planning documents and/or decision-making processes.	• A description of the process of integrating natural resources and wildlife inventory into planning documents and decision making processes.	Must include proof of update for the NRW inventory within the past 10 years prior to application submission.		
2.6 Manage for Drought and Municipal Water Use	Establish a policy to 1.) utilize WaterSense labeled toilets, urinals, bathroom faucets, showerheads, and pre-rinse sprayers in all new municipal construction and 2.) replace all toilets, urinals, bathroom faucets, showerheads, and pre-rinse spray valves in municipal buildings with WaterSense labeled equivalents upon their scheduled or unscheduled replacement.	• A copy of the policy.	The policy will not expire.	10	
	Develop a drought communications plan to inform residents about voluntary and mandatory drought restrictions.	• A copy of your Drought Communications Plan and links on municipal website with utility and state drought information.	The Communications Plan and drought ordinance must be reviewed and updated as needed every 3 years prior to application submission.		
2.7 Provide Education on Water Conservation	Sponsor or host a water conservation education workshop that targets local businesses and residents in your community.	• A description of the water conservation education workshop.	The action must be completed no more than 12 months prior to application submission.	5	
	Identify and disseminate water conservation educational materials to businesses and residents through multiple communications channels.	• A description of outreach strategies, including examples.	The action must be completed no more than 12 months prior to application submission.		
2.8 Implement Low Impact Development	*Education Projects*	See below:	Action must have been completed within 12 months of application submission.	Up to 15	
	Establish a program to encourage low impact development practices on private property.	• A copy of the program announcement and program description and website, if applicable.		5	
	Develop and distribute educational materials on LID to the general public.	• The web address of posted materials and/or PDF copy of physically distributed materials.		5	
	Host an educational event on stormwater issues and LID.	• The event notice/poster.		5	

	Planning, Regulation and Policy Projects	See below:	Actions completed in 2012 and onward may be considered. Regulation review and revision may be considered prior to 2012.	20	
	Revise your POCD to include a section on the importance of stormwater management and support of LID solutions.	• The revised section of POCD and documentation of town approval.		10	
	Review and revise regulations to encourage and promote LID.	• A description of the regulation review process, including a description of how the governing body amended each regulation.		10	
	Implementation Projects	See below:	Actions completed in 2012 and onward may be considered.	10	
	Develop and implement a LID demonstration project with signage in a high-visibility location.	• Photos and a brief description of the demonstration project with accompanying signage.		5	
	Develop a long-term maintenance plan for LID installations on municipal property.	• The maintenance plan and evidence of adoption by the Department of Public Works or appropriate town body.		5	
2.9 Manage Woodlands and Forests	Establish a Forestry Advisory Committee.	• Submit proof of creation of the Forestry Advisory Committee .	This action does not expire, but the Forestry Advisory Committee must be active within the 12 months prior to application submission.	10	
	The Forestry Advisory Committee must complete at least one activity, i.e. assessing tree cover, establishing a tree planting program, etc.	• Documentation of the activities performed by the Forestry Advisory Committee.	This action does not expire, but the Forestry Advisory Committee must be active within the 12 months prior to application submission.		
2.10 Facilitate Invasive Species Education and Management	*Municipal Management of Invasive Species*	See below:	Regulation review must be done within 10 years prior to application submission. Removal components must be done within 12 months prior to application submission.	10	
	Examine regulations to ensure that your municipality is not unintentionally supporting the use of non-native species; eliminate all invasive species from lists of acceptable plants.	• A description of regulation review process, including which regulations were reviewed and amended and how they were amended.			
	Educate municipal staff and adapt management practices to reduce unintended contamination of plant invasive species through environmentally-sound methods.	• A description of the education provided to municipal grounds keeping staff.			
	Engage in invasive species management practices on municipal properties.	• A description of the invasive species management practices now being employed on your municipal properties. Include before and after photos, as well as detailed information about the area treated, and when and how it was treated.			
	Embed invasive species management practices into your grounds maintenance practices.	• Your community's plan for future invasive species treatments, and include a description of how you have included invasive species management practices into your grounds maintenance practices.			
	Residential Education	See below:	Education must be done within 12 months prior to application submission.	5	
	On your municipal website post invasive species education resources. Provide links to sources (may be external) outlining invasive species identification and removal techniques.	• A link to the invasive species education resources on your municipal website.			
	Host or sponsor an educational workshop for residents about invasive species and removal processes.	• Title and date of workshop.			
2.11 Implement Green Grounds and Maintenance Program	Complete an inventory for all properties maintained by your municipality AND completed at least one of the Best Management Practices (BMP) below:	• A copy of the completed inventory. State which BMP(s) were completed and how.	Must be completed within 12 months prior to application submission.	10	
	Ground Treatment BMP: Utilize Integrated Pest Management OR Utilize an Organic Lawn Care Standard.	• A description of which IPM practice your community used and where it was applied, OR • A copy of the organic lawn care standard developed with a description of how your community is following the standard.	Must be completed within 12 months prior to application submission.	5	

	Irrigation BMP: Assess Annual Irrigation Patterns and Reduce Where Possible.	• A copy of your irrigation assessment with a description of the efficient irrigation practices implemented and amount by which this plan reduced irrigation (if available).	Must be completed within 12 months prior to application submission.	5	
	Runoff BMP: Pervious Pavement OR Disconnect Impervious Surface.	• A copy of your new pervious pavement policy OR a description of how you support the disconnection of impervious areas and rooftops from the stormwater system.	Must be completed within 12 months prior to application submission.	5	
	Land Use Practices BMP: Native Planting and Pruning Policy OR Education Program.	• A copy of your native planting and pruning policy, OR a description and supporting materials of the education program, including who and how many people you reached via the program.	Must be completed within 12 months prior to application submission.	5	
3. Vibrant and Creative Cultural Ecosystems					
3.1 Map Tourism and Cultural Assets	*Create a Tourism and Cultural Asset Map*	See below:	Tourism and cultural asset map must have been published within the past 5 years prior to application submission and must be updated for each year seeking certification.		
	Identify potential tourism and cultural assets AND Create and distribute a survey to those identified to gather information about the tourism and cultural assets in your community.	• A copy of the completed survey.		10	
	Create a useable and public online resource that enables the community to search, learn and use the information generated from the survey responses.	• Hyperlink to the finished web-based resource.			
	Create a maintenance plan for updating the dynamic tourism and cultural asset web resource defining how often the map will be updated (for instance, seasonally).	• A copy of the plan for maintaining and updating the tourism and cultural asset map.			
	Update CTVisit Profile	See below:	CTVisit account must be updated for the year seeking certification.		
	Update the municipal profile on CTVisit AND maintain the content, images, and functioning links periodically.	• The hyperlink to the municipal profile on CTVisit.		5	
3.2 Support Arts and Creative Culture	*Implement three of the eleven activities that support arts, outlined below:*	*• Submit required materials for at least 3 of the 11 activities outlined below:*			
	Establish a Poet Laureate through ordinance.	• A copy of the ordinance.			
	Include arts and culture in all publicly available municipal marketing (printed or web-based).	• Links to online marketing materials and/or samples of printed marketing materials.			
	Commit dedicated funding to the arts (during the twelve-months prior to application submission).	• A description of amount of funding allocated and what was funded.			
	Establish a percent for art/public art program (at least 1% of project cost must be spent on art, municipality can adjust the % requirement in excess of 1%).	• A description of the program you established.			
	Establish a Cultural Office or Arts and Culture Department/Council.	• Proof you established the Cultural Office or Arts and Culture Department/Council (for example, a signed letter from the Department Head or Chief Elected Official). • A list of staff who will oversee and operate the office. • A description of the office's mission and copy of its work plan, including how the Office fits within the existing municipal organizational chart. • A copy of the office's budget and proof funding.			
	Establish and designate/appoint an Arts and Culture Liaison or Artist-in-Residence to your municipality.	• The name of your appointed Arts and Culture Liaison or Artist-in-Residence and proof of appointment (for example, a signed letter from the Department Head or Chief Elected Official). • A description of how the position integrates within ongoing municipal operations. • A description of the selection process, including duration of the appointment.			
	Streamline permitting system for events, performances, etc. in public spaces.	• A description of how permitting systems were altered to facilitate permitting for events, performances, etc. in public spaces.		10 points per	

	Establish an Arts District.	• Documentation proving the new Arts District exists. Describe how the district was created and how the area was selected.	Proof of current status for all actions is required prior to application submission.	completion of 3 activities, additional 5 points for each additional activity with a maximum of 20 points for this action	
	Establish an annual recognition program for local artists.	• A description of the components included in the recognition program, include selection process and award criteria, outreach and marketing, etc.			
	Support arts and cultural activities offered at the local library(ies) by either: Promoting, through municipal outlets, events offered at your local library, OR Partnering with your local library to create an arts and culture program and promoting it through municipal outlets.	• If selecting option 1: List all arts and culture programs offered by your local library for the current year, noting which you will promote. Provide one example of how a program was promoted. • If selecting option 2: Describe the program created and how it was promoted (include a url, copy of printed materials, or other).			
	Support artists. 5 additional points will be added to your total score if you support artists that identify as marginalized or underserved (for example, young and emerging, veterans, seniors).	• Develop professional development services for artists, art administrators, and arts presenters/curators (they may be virtual). • Submit: A description of the professional development services developed. Description of how it was administered and number of participants.			
		• Develop municipal internship opportunities (paid or unpaid) or an apprenticeship program. • Submit: A description of the internship/apprenticeship program created. • Link to the website hosting information on program.			
		• Develop workshops and discussion opportunities for artists, art administrators, and arts presenters/curators. • Submit: Workshop/discussion opportunity flyers, agendas, photos.			
		• Develop municipal professional artist networks and peer sharing opportunities. • Submit: A description of the artist professional network and peer sharing opportunities. Describe events, number of members, outreach and engagement plan, mission statement of network, description of oversight process.			
		• Develop an artist mentoring program. • Submit: A description of the mentoring program, include number of participants, oversight plan, budget, schedule, and outreach.			
3.3 Develop a Creative Placemaking Plan	Develop a Creative Placemaking Plan.	• A copy of the Creative Placemaking Plan and verification that the plan has been formally adopted by the local governing body.	The Creative Placemaking Plan must be published within the past 10 years prior to application submission.	10	
	Integrate the Placemaking Plan into the Plan of Conservation and Development (POCD).	• A copy of the updated, adopted POCD that integrates the Creative Placemaking Plan.	The Creative Placemaking Plan must be published within the past 10 years prior to application submission.	5	
3.4 Provide and Arts and Culture Program for Youth	Gather organizations involved with youth to determine what has been done and create an education program dedicated to arts and culture.	• A completed inventory of what arts and culture programs are offered in the school system and after school. • Stakeholder meeting agendas and the list of recommended steps developed. • A copy of the educational program and description of the training session. • A copy of the budget and proof of funding source. • Documentation of completion of actions recommended in the program.	The arts program must be completed in the 12 months prior to application submission.	20	
	Inventory what is currently offered in the school system and after school, what types of arts and culture programming community members want to create in the future, and what has been done historically (go as far back as is appropriate for your community).	• Completed inventory.			
	Convene a diverse selection of community representatives for a round table discussion about connecting to the town's youth.	• Stakeholder meeting agenda, and the list of recommended steps developed.			

	Using the inventory, create an education program that includes the recommended steps developed in the stakeholder meeting, plus event examples and/or documentation of completion. Identify which entity will implement each recommended step.	• Copy of the educational program, lead entity, description of training session attended, including a description of why it was relevant, proof of attendance.			
	Describe the budget and funding source to implement the program.	• Copy of the budget and proof of funding source.			
	Implement elements of the program as identified in the recommended actions.	• Documentation of completion of actions recommended in the program.			
4. Dynamic and Resilient Planning					
4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning	Review the POCD and adopt a revised POCD that includes the Hazard Mitigation Plan goals and at least three other sustainability concepts.	• A description of the review of current POCD for areas where Sustainability Concepts could be added. • A copy of Planning and Zoning Commission agenda and minutes where updates were discussed. • A copy of the agenda and minutes from the public hearing on the proposed changes. • A copy of the adopted, amended POCD, noting where updates required in this action were made.	The action must be completed within 10 years prior to application submission.	20	
	Review zoning regulations, and after community engagement, adopt revisions to incorporate at least 3 sustainability concepts.	• A description of the community engagement process. • A copy of the Planning and Zoning Commission agenda where such updates were discussed. • A copy of the agenda and minutes from the public hearing on the proposed changes. • A copy of the adopted, amended POCD, noting where updates required in this action were made.	The action must be completed within 10 years prior to application submission.	20	
	Revise the POCD or zoning regulations to integrate additional sustainability concepts.	• A copy of the Planning and Zoning Commission agenda where such updates were discussed. • A copy of the agenda and minutes from the public hearing on the proposed changes. • A copy of the adopted, amended POCD, noting where updates required in this action were made.	The action must be completed within 10 years prior to application submission.	5 points for each additional sustainability concept	
	Create an implementation guidance document for the revised POCD that integrates sustainability concepts.	• A copy of the adopted, amended POCD that includes the implementation guidance document.	The action must be completed within 10 years prior to application submission.	5	
4.2 Adapt Permitting Process to Promote Sustainable Development	Develop sustainability checklists for zoning and building applicants that identify sustainable site plan design elements.	• A copy of the sustainability checklists.	Actions must have been completed within 3 years prior to application submission.	5	
	Identify applications where expedited permitting is viable and amend zoning regulations to provide an as-of-right (Site Plan) approval process for projects that meet sustainable design standards.	• A copy of amended zoning regulations, noting where revisions were made to allow as-of-right uses that meet sustainable design standards.	Actions must have been completed within 3 years prior to application submission.	5	
	Establish or amend municipal policy for pre-application review.	• A copy of the written policy describing the pre-application review process.	Actions must have been completed within 3 years prior to application submission.	5	
	Review town processes for permitting and create a Development Review Manual.	• A copy of the Development Review Manual.	Actions must have been completed within 3 years prior to application submission.	5	
4.3 Develop Agricultural-Friendly Practices	*Complete one of the nine activities that support agriculture, outlined below:*	*• Required materials for any of the nine activities chosen:*		5-10 points per activity Up to a maximum of 25 points	
	Pass a right-to-farm ordinance.	• A copy of the right-to-farm ordinance.		5	
	Lease appropriate municipal land to farmers or provide outreach on CT Farmlink (linking available municipal or private land to farmers looking for land to farm).	• Number of municipal parcels available for lease to farmers; number of municipal parcels leased and description of lease agreement(s); or documentation of outreach provided on CT Farmlink.		5	
	Develop a Transfer or Purchase of Development Rights program.	• A description of your Transfer or Purchase of Development Rights program; Hyperlink if available.		10	

	Hold a farmer forum to identify critical needs or issues for agriculture in municipality.	• Your agenda, presentations, and minutes from the farmer forum.	Proof of current status for all actions is required prior to application submission.	5	
	Create regulations to mandate open space, subdivisions/clustering of housing.	• A copy of the regulations you created.		10	
	Create right-to-farm regulations allowing roadside farm stands and farm signage. Reduce regulations on farming where appropriate (for example, farm stand versus farm store).	• A copy of the right-to-farm ordinance/regulation; copies of regulations removed or amended to facilitate farming (if amended, describe how).		5	
	Establish an open space/farmland acquisition fund.	• Documentation establishing the fund, noting the dollar amount available in fund.		10	
	Create regulations or reduce barriers to encourage agriculture, agri-tourism, and use of renewable energy (including anaerobic digestion) on working farms.	• Copies of regulations created or amended. If amended, describe how.		10	
	Develop and promote community garden spaces for residents on municipal land.	• A photo of each community garden space on municipal land; upload outreach and promotion materials.		10	
4.4 Assess Climate Vulnerability	Conduct a Climate Vulnerability Assessment, identify how the secondary impacts of climate change will likely affect the community and demonstrate special consideration has been given to low-income residents and their particular vulnerability to extreme weather events.	• A completed copy of the Climate Vulnerability Assessment including a list of priority vulnerabilities.	This action must be completed within 5 years prior to application submission.	15	
4.5 Inventory and Assess Historic Resources	Inventory Resources.	• A completed copy of the historic resources inventory. • A copy of the long-term viability assessment for all historic resources. • A list of priority historic resources and the list of actions required to sustain their long-term viability.	Inventory must have been completed within 10 years, with proof of update prior to application submission.	10	
	Education.	• A description of outreach and documentation of education programming. • Number of historic buildings in municipality and number of property owners reached through education program.	Educational workshops must have occurred within the most recent complete year prior to application submission.	5	
	Achieve Recognition.	•Proof of recognition from the National Park Service regarding attainment of Certified Local Government status.	Certified Local Government status may be included each time certification is sought.	5	
4.6 Streamline Solar Permitting for Small Solar Installations	Make the solar permitting process simple and transparent.	See below:	This action does not expire and can be completed at any time to receive credit.	10	
	Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo.	• A copy of the memo.			
	Create and make available an online checklist detailing the steps of your community's solar permitting process.	• A link to your online permitting checklist (which applies to at least the permit process for solar).			
	Require no more than one application form for a rooftop PV project.	• A link to your residential solar PV permitting process and permit application form required by your municipality.			
	Review the permitting process for efficiency improvements. Reduce processing time to 30 days or fewer (or 10 days or fewer, if you want to receive SolSmart certification).	• A document that tracks the date of permit application submissions and decision dates; or documentation from a local solar installation company indicating the average permit turnaround time; or a memo stating that the typical permitting process is 30 days or less.			
	Integrate solar PV and/or shared solar (pilot project(s) and/or virtual net metering) into your local energy, climate, and conservation plans. Include quantifiable metrics or specific actions.	• The link to relevant plans that incorporate solar PV goals or metrics. Please indicate relevant sections.			
	Train building inspectors and permitting staff on solar PV technologies and best practices for solar permitting.	• A memo from building official or staff describing training; or the link to an agenda with materials from the training; or the link to written verification from the training provider. (Documentation should include information on date, time, location, and content covered).			

	Train planning staff on best practices in planning and zoning for solar PV. Training must have occurred within the past five years.	• The link to a memo providing an agenda from the training, when it was held and who attended. Please list any continuing education requirements attendees received.			
5. Clean and Diverse Transportation Systems and Choices					
5.1 Implement Complete Streets	Build a Complete Streets Team that reflects the demographics of your town.	• The name and contact information of the Complete Streets Team lead person, agency or committee members. • The date of the most recent Complete Streets Team meeting held. • The dates of the Complete Streets stakeholder meetings or workshops.	Regardless of implementation, a Complete Streets Team will receive points as long as its most recent meeting or stakeholder meeting occurred within 1 year prior to application submission.	5	
	Have municipal elected officials and/or staff members participate in a Complete Streets training.	• The names and contact information of the individuals who attended the training. • The name of the training, the date it occurred and the organization that provided the training.	The Complete Streets training must have occurred within 2 years prior to application submission.	5	
	By municipal resolution or ordinance, adopt a Complete Streets Policy that states an intent to plan, design, build and maintain all roads to meet the needs of all users.	• The Complete Streets Policy. • Evidence that the adopted policy was distributed to all municipal departments.	The policy will be considered for points as long as it meets the requirements and distribution occurred within 5 years prior to application submission.	20	
	Inventory and review planning and design documents and conduct an audit of existing plans, policies and other guidance documents to ensure consistency with Complete Streets Team meeting and workshop discussion outcomes.	• The inventory of planning and design documents that require update to incorporate Complete Streets program objectives. • A checklist of changes that need to made to each document listed in the inventory. • Planning or design documents that have been updated as a result of the inventory and review process.	Inventories and reviews must have occurred within 1 year prior to application submission.	10	
	Implement, repair and maintain specific projects that expand safe, connected active transportation networks across all neighborhoods.	• A photo of each completed project and where possible, a "before" photo • A 1-2 sentence description of the project implemented	Eligible implementation projects must have been completed within 3 years prior to application submission and can include projects that are currently in the design phase.	15-60 Each eligible project will be awarded 15 points with a maximum of 4 projects and 60 points	
5.2 Promote Effective Parking Management	Conduct a parking needs assessment.	• The parking needs assessment. • Evidence that the assessment was distributed to all municipal departments. • The date of the publicly advertised meeting at which the parking needs assessment was presented.	Any parking needs assessment completed within 5 years prior to application submission will be considered for points.	10	
	Implement non-regulatory parking management strategies.	• Documentation showing the implementation of the selected parking management strategies. • If possible, submit before and after photographs that show a visible reduction in parking demands.	Any parking management strategy will be considered for points regardless of adoption as long as the ongoing impact and efficacy can be demonstrated within 1 year prior to application submission.	15	
	Implement regulatory parking management strategies.	• Documentation showing the implementation of the selected parking management strategies. • If possible, submit before and after photographs that show a visible reduction in parking demands.	Any parking management strategy will be considered for points regardless of adoption as long as the ongoing impact and efficacy can be demonstrated within 1 year prior to application submission.	20	
5.3 Encourage Smart Commuting	Achieve silver or gold status as a Partner in the CTrides program or provide at least six incentives or amenities from the checklist provided in the action.	• Documentation of silver or gold status as a partner in the CTrides program, or a checklist of steps taken. • Annual data on percentage of municipal employees impacted/participating in each strategy.	Steps taken to fulfill this action with count if they are active within 1 year prior to application submission.	10	
5.4 Support Zero Emission Vehicle Deployment	Clarify the status of zero emission vehicle (ZEV) infrastructure within municipal regulations and host an educational workshop.	• Ordinance(s) or regulation(s) referencing inclusion or treatment of electric vehicle charging stations. • The title, date and short description of the workshop.	Electric vehicle charging station installations do not expire. All other elements require a proof of update prior to application submission.	5	
	Replace at least 5% of non-emergency passenger vehicles with ZEVs.	•Purchase receipts for zero emission fleet vehicles. •The number of total non-emergency fleet vehicles in municipality.	Electric vehicle charging station installations do not expire. All other elements require a proof of update prior to application submission.	5	

	Conduct an assessment of where ZEV charging infrastructure is needed in the community.	• A copy of the assessment.	Electric vehicle charging station installations do not expire. All other elements require a proof of update prior to application submission.	5	
	Host at least one electric vehicle charging station for public use on municipal property.	• Proof of an operational electric vehicle charging station on a municipal property.	Electric vehicle charging station installations do not expire. All other elements require a proof of update prior to application submission.	5	
5.5 Promote Public Transit and Other Mobility Strategies	Educate residents about alternative routes and transportation methods.	• Examples of outreach and educational materials.	Hard copy materials should include dissemination dates that occurred within 1 year prior to application submission.	5	
	With community engagement and education, conduct a community mobility needs assessment.	• The transportation needs assessment. • Evidence that the assessment was distributed to all municipal departments.	The transportation needs assessment should have been completed within 5 years and the assessment must have been distributed within 1 year prior to application submission.	10	
	In collaboration with other municipal, regional or state entities, coordinate local, state and interstate transit schedules to ensure proper connections.	• A narrative description of less than 200 words describing: the misalignment that existed between transit schedules and other programs and what affirmative steps the municipality took to address the misalignment. • What was changed to create greater coordination. • Which partners were involved in the process.	Coordination must have occurred within 3 years prior to application submission.	15	
	Support shared mobility services.	• A partnership letter, contract or other written articulation of the collaboration between the municipality and business/other community partner to establish shared mobility services.	The document must have been dated within 3 years prior to application submission.	15	
	Ensure that municipal transit vehicles meet the needs of all users, including but not limited to bicyclists and pedestrians of all abilities.	• Receipts, contracts, or other documentation that verifies the municipality owns or uses one or more transit vehicles that can accommodate the needs of all users. • A brief statement noting the specific features of the vehicle that make it an improvement over previous, less inclusive-supportive vehicles. • Before and after photos, if possible.	Each vehicle must have been in active use within 1 year prior to application submission.	15	
6. Efficient Physical Infrastructure and Operations					
6.1 Benchmark and Track Energy Use	*Track Energy Use in Municipal and Board of Education Buildings:* Keep your ENERGYSTAR Portfolio Manager, or equivalent third-party energy tracking management program account current within 6 months for 100% of municipal and Board of Education buildings, excluding wastewater treatment plants.	• Name and description of energy tracking program used (if not ENERGYSTAR). • Proof of account updated within 6 months of submission.	Action must be completed within 6 months prior to application submission.	5	
	Track Energy Use of Wastewater Treatment Plants: Keep your ENERGYSTAR Portfolio Manager, or equivalent third-party energy tracking management program account current within 6 months for your municipality's water or wastewater treatment plants.	• Name and description of energy tracking program used (if not ENERGYSTAR). • Proof of account updated within 6 months of submission.	Action must be completed within 6 months prior to application submission.	5	
6.2 Reduce Energy Use Across All Municipal Buildings	Complete the Sustainable CT action: Benchmark and Track Energy Use.	• Proof of completion of the Benchmark and Track Energy Use action.	Proof of energy use reduction must be demonstrated for the most recent, complete year for each time certification is sought.	Up to 50 points--10 points will be given for every 10% reduction of energy use	
	Choose an energy efficiency target.	• Benchmarked data for the baseline year.			
	Achieve weighted energy use intensity reductions of at least 10% of overall municipal buildings as compared to the baseline year. Additional points will be awarded in 10% per 10 point intervals (maximum 50 points).	• The energy use data for the most recent calendar year, calculating the percent change of energy use from established baseline.			
6.3 Achieve High Energy Performance for Individual	*Achieve an Energy Efficiency Target in Buildings*	See below:	See below:		

Buildings	Achieve a score of 87 or above for at least one municipal/Board of Education building in ENERGYSTAR Portfolio Manager and achieve Energy Star certification by the US EPA .	• Proof of certification by EPA for each building included. Note: Buildings certified under EnergyStar Program must be current within 3 years to the year seeking certification).	Buildings certified under EnergyStar Program must be current within 3 years prior to application submission.	Up to 50 points 5 points per building	
	OR Achieve LEED Silver certification for at least one municipal/Board of Education building.	• OR Proof of LEED Silver status.	LEED Silver (or greater) buildings can be submitted each time prior to application submission.		
	Achieve an Energy Efficiency Target in Wastewater Treatment Plants: Achieve measurable reductions in energy use for water or wastewater treatment facilities.	• Energy use data as compared to the baseline year.	Water/wastewater reduction data must be updated and calculated to the more recent, complete year prior to application submission.	Earn 10 points for each 10% reduction in water or wastewater treatment facilities in MMBtu per million gallons against a baseline year	
6.4 Increase Use of Renewable Energy in Municipal Buildings	Purchase or install Class I clean energy sources to power municipal buildings (including Board of Education).	• A completed calculator outlining renewable energy generation and/or procurement.	The renewable energy calculator must be completed each time certification is sought.	Up to 50 points 10 points will given for every 10% use of renewable energy, up to 50%	
6.5 Develop a Municipal Energy Plan	For the Municipal Energy Plan: Adopt an energy use reduction pledge, develop a plan to fulfill the energy use reduction pledge and formally adopt the Municipal Energy Plan.	• The energy use reduction pledge. • A copy of the Municipal Energy Plan. • Proof of adoption by a municipal process.	Municipal Energy Plan: 10 years prior to application submission on cycle with the POCD. Plan must be updated when it is time to recertify.	10	
	For the Residential and Business Energy Plan: Identify how the municipality will track energy use, calculate current energy use, adopt a target for energy use reduction, develop a plan to fulfill the pledge and formally adopt the Residential and Business Energy Plan.	• A description of how municipality will measure and track energy use. • Current residential and business sector energy use and renewable energy generation potential. • Energy use reduction target for residential and business sectors. • A copy of the Residential and Business Energy Plan. • Proof of formal municipal adoption.	Residential and Business Energy Plan is 10 years on a cycle with the POCD. Plan must be updated when it is time to recertify.	10	
6.6 Manage Municipal Fleets	Inventory the existing fleet and complete and adopt a Municipal Fleet Improvement Strategy.	• A copy of the most recently completed fleet inventory. • A copy of the new fleet management strategy with necessary components included.	Inventory and strategy document must be updated prior to application submission.	10	
6.7 Install Efficient Street Lights	If a utility company owns the street lights, initiate the conversion process with the utility.	• Documentation of utility-ownership of street lights. • Proof that representative initiated the conversion process with the utility. •Date when the conversion did (or will) occur.	Street lights will need to have been replaced within 5 years prior to application submission to receive full credit.	5	
	If the municipality owns the streetlights, create a streetlight plan, inventory and needs assessment.	• A copy of the street light plan, inventory and needs assessment. • Proof of street light replacement (if street lights have been replaced in the last 5 years with or without a plan, credit will be given).	Street lights will need to have been replaced within 5 years prior to application submission to receive full credit.	15	
6.8 Implement a Community Energy Campaign	Identify a target audience on which to focus your energy campaign. Design the campaign to educate the audience about energy efficiency and carry out the campaign.	• A description of the campaign's target audience and goal. • The outline of campaign and steps taken to achieve the campaign mission. • A description of how the audience was engaged throughout campaign and information about the number of participants and time period offered, impact (if possible), and lessons learned.	The community energy campaign must have been completed within 3 years prior to application submission.	5	
7. Strategic and Inclusive Public Services					
7.1 Hold a Sustainability Event	Hold a new sustainability event.	• A description of the event that highlights the sustainability focus. • Identification of municipal support provided. • Event statistics showing the number of participants and other data, as well as follow-up improvements and actions.	Event must be held within 1 year prior to application submission.	Hold 1 event = 5 Hold 5-10 events= 10 Hold 10+ events= 15	

	AND/OR Incorporate sustainability into an existing event and educate event attendees about the sustainability initiatives incorporated into the event.	• A description of how sustainability initiatives were incorporated into the events and how attendees were educated.	Event must be held within 1 year prior to application submission.	Apply a sustainability initiative to 5 existing events = 5 Apply a sustainability initiative to more than 5 existing events =10	
7.2 Provide Effective Community Communications	Inventory existing communication channels and assess their effectiveness, develop a communications strategy to target all audiences in your community, and implement your communications strategy.	• A copy of the communications inventory. • A copy of the communications strategy. • Proof of implementation, such as examples and hyperlinks.	This action must be completed within the calendar year prior to application submission.	15	
7.3 Train Municipal Commissions	Send at least one commissioner from each active and official municipal commissions to an equity training session.	• A list of active, municipally appointed commissions. • The name of each commissioner who attended each training. • The name of the training and date of completion.	This action must be completed within 24 months prior to application submission.	5	
7.4 Encourage Healthy and Sustainable Food Networks	Form a local or regional Food Policy Council.	• The names and contact information of the Food Policy Council lead person, agency or committee members. • The date of the most recent Food Policy Council Meeting.	Any council will be considered for points regardless of when it was created, so long as the most recent meeting was within 1 year prior to application submission.	10	
	Conduct a scan of at least 10 food access indicators and compile it into a Community Food Indicators Report.	• The Community Food Indicators Report that includes the required elements plus additional elements that the municipality determines are pertinent. • A summary of themes, action and priorities that have been generated through community dialogues.	Must be completed within 10 years prior to application submission.	10	
	Distribute the Community Food Indicators Report to all municipal departments and make a presentation on the report to elected officials.	• Evidence that the Community Food Indicators Report has been distributed to all municipal departments. •A copy of the final presentation of the assessment made to local elected officials, the governing body and other town leaders.	Distribution must have occurred within 1 year prior to application submission.	5	
	Including resident and stakeholder participation, create a community food action plan to ensure that all community members can access sustainable, healthy food.	• The Community Food Action Plan.	Must be completed or updated within 10 years prior to application submission.	10	
7.5 Report Materials Management Data and Reduce Waste	Identify the town's staff member(s) responsible for collecting data on municipal solid waste and recycling and reporting that data to the CT DEEP. Make annual data publically available.	• Contact information of the person(s) responsible for collecting and reporting waste and recycling data. • The required data noted in the action. • The municipality's population. • Evidence that the data was publically disseminated.	Required annual data must be reported for each of the last 3 full years prior to application submission. The population data and website link must be current and active.	5	
	Reduce residential solid waste generation per capita by at least 10% compared to a baseline year within the past 5 years.	• A report of the community's solid waste generation per capita for the baseline year. • A report for the most recent, complete year at the time of submission. • The percent change between the two reported numbers.	The community's waste reduction must be demonstrated by comparing to a baseline year within 5 years prior to application submission.	10-50 10 points will be awarded for every 10% reduction in solid waste generation up to 50%	
7.6 Implement Save Money and Reduce Trash (SMART) Program	Build a SMART Task Force.	• The contact information of the SMART Task Force lead person, agency or task force members. • The date of the most recent SMART Task Force meeting. • The contact information of the CT DEEP liaison who is supporting the implementation of the SMART program.	Any task force will be considered for points so long as the most recent meeting occurred within 1 year prior to application submission.	5	
	Conduct research, an analysis and a process of community engagement, and education regarding SMART program adoption.	• A list of research and analyses into other municipalities' efforts to implement SMART. • The projected cost savings or new municipal revenue. • The dates of every public engagement and education meeting organized by the SMART Task Force.	Research must be completed or updated within 1 year prior to application submission. Meetings must have occurred within 1 year prior to application submission.	15	
	By municipal resolution, ordinance or other implementation method, adopt a SMART program.	• Documentation showing the implementation of SMART.	Any SMART program will earn points as long as it includes the outlined elements and is in place during the year prior to application submission.	20	

7.7 Recycle Additional Materials	Develop, implement and educate residents about targeted recycling initiatives for materials that CT law has not designated as mandatory recyclable items.	• Evidence of implementation of each item-specific recycling initiative. • Examples of materials used to engage in public outreach and education.	Any initiative will receive points for this action as long as the program is active and ongoing and education efforts have occurred within the year prior to application submission.	10-40 10 points for each non-mandated material recycled, up to 40 points	
7.8 Develop a Food Waste Reduction Campaign	Choose a target sector and implement or maintain an ongoing food waste reduction campaign in those sectors.	• Examples of outreach and educational materials used (flyers, articles, PowerPoint presentations, etc.). •A list of any campaign sponsored events or public meetings where the campaign was highlighted/discussed.	Each campaign must have been initiated or actively continued within 1 year prior to application submission.	10	
7.9 Conduct Health Impact Assessments	Identify and have your elected officials and/or staff members participate in training on performing health impact assessments. Then have them give a presentation at a public meeting to your municipality's elected officials about health impact assessments and how your community can conduct one.	• The names and contact information of individuals who attended the training. • The name of the training, date it occurred and the organization that provided the training.	The training must have occurred within 3 years prior to application submission.	5	
	Conduct a health impact assessment on a proposed project, initiative, or policy in the community.	• A copy of the health impact assessment, evidence that it was disseminated, and a link to the assessment on the municipal website.	The assessment must have been completed within 5 years prior to application submission.	20	
7.10 Encourage Smoke-Free and Tobacco-Free Public Spaces	Gather local and regional data on tobacco use in the community and research effective educational and policy strategies to reduce smoking and tobacco use in the community.	• A summary of any data gathered about tobacco use, health consequences, costs and points of access. • A list of educational and policy strategies the municipality will consider to reduce smoking and tobacco use.	Data analysis and policy strategies must have been created or updated within 1 year prior to application submission.	10	
	Choose a target sector and implement or maintain a smoking and tobacco use reduction campaign in those sectors.	• A list of names of any educational events and the dates they were held. • Any other documentation that verifies municipality's efforts to reduce smoking and tobaccos use.	Education materials must have been distributed within 1 year prior to application. Events or meetings should have been held within 1 year prior to application submission.	10	
	Adopt one or more policies designed to reduce tobacco use in the municipality.	• A resolution, ordinance, or letter from municipal chief, elected official or legislative body to document implementation of one or more policies to reduce tobacco use.	Any tobacco policy will be considered for points regardless of when it was adopted as long as it meets the requirements and continued to be enforced within 1 year prior to application submission.	15	
	Implement or maintain a strategic campaign to prevent excessive idling of motor vehicles.	• Any documentation that verifies municipality's efforts to reduce excessive idling of motor vehicles.	Education materials must have been distributed within 1 year prior to application submission. Events or meetings should have been held within one year of application submission.	10	
8. Healthy, Efficient and Diverse Housing					
8.1 Design and Implement a Housing Needs Assessment	Create, expand and maintain the community's housing data profile.	• The most recent Partnership for Strong Communities housing data profile or municipally-generated report containing comparable data indicators, data on residents' energy burden, and any additional elements. • The completed housing data analysis worksheet. • A letter documenting that the elected officials have read the housing data profile and presented the data at a public meeting.	The most recent housing data profile may be submitted. Any other data submitted must be within 3 years prior to application submission. The data profile must be presented within 1 year prior to application submission.	10 to 15	
	With community engagement and education, conduct a municipal and regional housing needs assessment.	• The housing needs assessment.	The housing needs assessment must be conducted or updated within 5 years prior to application submission.	15	
	Distribute the Housing Needs Assessment to all municipal departments and relevant regional organizations.	• Evidence that the housing needs assessment has been distributed to all municipal departments. • A copy of the presentation made to the local elected officials, governing body and other town leaders.	The housing needs assessment may have been distributed within 1 year prior to application submission and the assessment must have been presented within 3 years prior to application submission.	5	
8.2 Grow Sustainable and Affordable Housing Options	Identify the current percentage of affordable housing in the community.	• A copy of the most recent annual CT Department of Housing Affordable Housing Appeals List. • Data about the affordability of housing in the community.	Municipality must be above the 10% affordable housing threshold within 1 year prior to application submission.	10	

	Increase the municipality's affordable housing, as compared to a baseline year within the past 5 years.	• A copy of the most recent annual CT Department of Housing Affordable Housing Appeals List. • A list for the baseline year which is used as a comparison.	For demonstrating increases in affordable housing over time, the baseline year must be within 5 years prior to application submission.	10-40 10 points will be awarded for each 1/4 percentage point increase or increase of 50 affordable units, up to 40 points	
8.3 Benchmark Energy and Water Use for Multifamily Housing	Develop and implement an educational campaign for owners of multifamily properties.	• Examples of materials used to engage in public outreach and education. • A list of educational forums and the dates they were held.	Public outreach activities must have occurred and the resource list must have been distributed within 3 years prior to application submission.	10	
	Track multifamily buildings that have had their energy and water use benchmarked.	• For each building benchmarked, submit a document containing address of property, dates covered by benchmarking and the property owner(s) for the time benchmarked.	Buildings must have been benchmarked within 3 years prior to application submission.	5	
9. Inclusive and Equitable Community Impacts					
9.1 Optimize for Equity	The Sustainable CT Equity Toolkit may be completed for up to five actions.	• A completed and signed Sustainable CT Equity Toolkit.	The action must be completed within 12 months prior to application submission.	10-50 Up to 5 actions may be completed with the Sustainable CT Equity Toolkit, with every application being awarded 10 points	
10. Innovation Action					
10.1 Implement Your Own Sustainability Action	Implement a sustainability action not listed on the Sustainable CT actions list.	• Describe the innovative sustainability action, how it was accomplished, who participated in it and how it will benefit the municipality. • Upload additional materials to substantiate that the action has been completed and to provide a model for other municipalities.	The action must be completed within 3 years prior to application submission.	5-20 points, depending on impact	