



# Sustainable CT Community Certification Report

This is the Sustainable CT Certification Report of Guilford, a Sustainable CT silver certified applicant.

Guilford was certified on October 28, 2019 with 410 points. Listed below is information regarding Guilford's Sustainable CT efforts and materials associated with the applicant's certified actions.

## Contact Information

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## Actions Implemented

Each approved action and supporting documentation for which Guilford was approved for in 2019 appears below. Please enjoy this opportunity to view and learn from the information and materials provided.

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

### 1. Thriving Local Economies

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#### 1.2 Implement Sustainable Purchasing

20 Points

**Approved Information:** 1.2.1 Sustainable Purchasing Policy (20 points), updated 8/20/19

**Supporting Documentation:**

PDF: [1.2.1 SUSTAINABLE PURCHASING ADDENDUM ADOPTED BY GUILFORD 2019](#)

PDF: [1.2.1 MEMO TO SGT](#)

PDF: [1.2.1 EMAIL TO DEPARTMENT HEADS](#)

PDF: [1.2.1 GUILFORD COURIER ARTICLE](#)

PDF: [1.2.1 GUILFORD PURCHASING DEPARTMENT SCREENSHOT](#)

### 1.3 Inventory and Promote Local Retail Options

5 Points

**Approved Information:** 1.3.1 Local Retail Inventory (5 points), updated 4/30/19

#### Supporting Documentation:

PDF: [1.3.2 SIDEWALK SALES ADVERTISEMENT.PDF](#)

PDF: [1.3.2 SCREENSHOTS OF VARIOUS EVENTS.PDF](#)

PDF: [1.3.2 BE LOYAL TO LOCAL.PDF](#)

PDF: [1.3.1 CHAMBER OF COMMERCE INVENTORY.PDF](#)

PDF: [1.3.1 FARM MAP OF GUILFORD CONNECTICUT.PDF](#)

PDF: [1.3.2 GUILFORD ARTICLE EXPLAINING WHY LOCAL IS IMPORTANT.PDF](#)

WORD: [1.3.2 WHY BUY LOCAL WORKSHEET.DOCX](#)

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### 1.4 Provide Resources and Supports to Local Businesses

10 Points

**Approved Information:** 1.4.1 Business forums / peer learning (5 points), updated 8/20/19 The Town of Guilford employs a Coordinator of Economic Development & Tourism who hosts business forums at least twice per year to share information about the needs and opportunities to build and expand businesses in Guilford. Two recent forums were held on April 16, 2019 and May 15, 2019. The Coordinator also contributes a quarterly column to "Guilford Events" magazine covering new business, new opportunities, and resources available to the business community at large. 1.4.2 Support business development centers (5 points), updated 4/30/19 The Town's Coordinator of Economic Development & Tourism is a member of the Shoreline Chamber of Commerce Board of Directors. The Shoreline Chamber is very active in supporting local and regional businesses of all scopes.

#### Supporting Documentation:

PDF: [1.4.2 CHAMBER OF COMMERCE BOARD OF DIRECTORS.PDF](#)

PDF: [1.4.1 MAY 2019 BUSINESS FORUM \(FLYER, AGENDA, MINUTES, PARTICIPANTS\)](#)

PDF: [1.4.1 FLYER ADVERTISING GUILFORD BUSINESS FORUMS](#)

PDF: [1.4.1 EVENTS MAGAZINE ADVERTISING GUILFORD BUSINESS FORUMS](#)

## 1.6 Participate in and Promote the C-PACE Program

10 Points

**Approved Information:** 1.6.1 Opt in to C-PACE (5 points), updated 4/30/19 At the recommendation of the Town of Guilford's former Energy Task Force, Guilford passed a municipal resolution to opt-in to C-PACE and signed a legal agreement with CT Green Bank in 2016. Information about the program is linked from the Town's Economic Development Website. 1.6.2 Outreach / Marketing with Green Bank (5 points), updated 4/30/19 Green Bank representatives are visiting Guilford on 4/27/19 for the Earth Day Fest making C-PACE program more visible to town residents and small business who will also be participating in the Earth Day Fest. This will kick off a shared marketing campaign.

### Supporting Documentation:

PDF: [1.6.1: MINUTES OF BOARD OF SELECTMAN MEETING FOR CPACE](#)

PDF: [1.6.1: NOTICE OF TOWN MEETING FOR CPACE](#)

PDF: [1.6.1: GUILFORD'S CPACE MUNICIPAL AGREEMENT FULLY EXECUTED](#)

PDF: [1.6.1: SCREENSHOT OF CPACE LINK ON TOWN WEBSITE](#)

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## 2. Well-Stewarded Land and Natural Resources

## 2.1 Provide Watershed Education

5 Points

**Approved Information:** 2.1.1: Citizen and Business Owner Watershed Health Pledge (5 points), updated 8/20/19 The Len Hubbard Municipal Marina (Guilford Town Marina) was one of the first marinas certified under the CT "Clean Marina" program offered by CT Deep in 2006. The Clean Marina Program is a voluntary program that encourages inland and coastal marina operators to minimize pollution. The program also recognizes Connecticut's marinas, boatyards, and yacht clubs that go above and beyond regulatory compliance as "Certified Clean Marinas." The Clean Marina program is a point of pride for the Guilford Town Marina staff and users: the Clean Marina logo is prominent on stationary and the Flag is also displayed regularly. All slip owners acknowledge having read the Guilford Marina Commission Rules and Regulations which specifically prohibit activities at the marina that would impact the environment. The Marina also stocks and makes available environmental educational materials such as the "Connecticut Boaters Guide" which includes specific information about environmental impacts of boating and boat maintenance to all.

### Supporting Documentation:

PDF: [2.1.1 SCREENSHOT OF GUILFORD CLEAN MARINA.PDF](#)

PDF: [2.1.1 SCREENSHOT OF HEALTH DEPARTMENT WATER POLLUTION CONTROL SERVICES & INFORMATION.PDF](#)

PDF: [2.1.1. GUILFORD MARINA RULES AND REGULATIONS 2019](#)

PDF: [2.1.1 GUILFORD CLEAN MARINA PROGRAM PHOTOS](#)

PDF: [2.1.1 ENVIRONMENTAL AWARENESS PAGES FROM CT STATE BOATING GUIDE.PDF](#)

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## 2.4 Develop an Open Space Plan

25 Points

**Approved Information:** 2.4.1 Open space inventory (5 points), updated 8/22/19 The Town of Guilford completed and updated an open space inventory and map as part of the 2015 Plan for Conservation and Development. The map shows agricultural land, conservation easements, municipal open space, water company owned open space, land trust open space, and open space that is not currently protected. Guilford also maintains a spreadsheet showing more detail on these properties, including ownership and protection status. 2.4.3 Develop an Open Space Plan (10 points), updated 8/22/19 The Town's Plan of Conservation and Development serves as an open space plan with priorities, strategies, and actions for protection, including water quality, natural green infrastructure, native vegetation, significant forest blocks, The Plan of Conservation and Development (2015) is the most recent of plans which reinforces and enhances details of previous plans, including: Town of Guilford Plan for Open Space and Municipal Land Needs (2001), Town of Guilford Natural Resource Inventory (2005 and 2010), and Planning for Farmland Preservation (2009),. It should be noted that the 2001 Plan for Open Space and Municipal Land Needs specifically identifies criteria that is used for prioritization of land acquisition, which includes: - Giving Priority evaluation to contiguous large tracts of land with connecting corridors as they have been shown to be critical for the maintenance of

biological integrity, biodiversity, sustainability, and resiliency of the land. Of particular interest, is undeveloped land with habitats that are becoming increasingly scarce regionally, such as large meadows. - Prioritizing water access sites. Give priority to acquisitions of water areas for public access to water bodies, rivers, ponds, lakes, and coastal waters for fishing, boat launching, and passive recreation. - Promoting payment in lieu of open space set-asides in subdivision where open space is not critical issue. The set aside would be earmarked for open space (Class A and B) acquisition. - Favoring open space land acquisition that includes or is adjacent to any wetlands system in Guilford. These major wetlands area identified by the Guilford Inland Wetlands Commission and the Guilford Conservation Commission merit special attention and add priority to properties being considered for purchase that contain or border on them. - Investigating areas that provide potential for active and passive recreation: Look for areas that would provide the potential for active and passive recreation. Development of multi-use fields, neighborhood parks, hiking trails, and access for water-related activities are needed to meet the growing recreational needs of the citizens of Guilford. Priority should be given to sites north of Route 80. Playing fields are needed in North Guilford. A multi-use park is specifically needed in the Podunk Road area. Appropriate sites, with economical access to necessary utilities, should be considered for potential development of indoor recreational facilities, such as an ice rink, swimming facility, and art center. - Prioritizing open space linkages to bordering Town's greenways - Prioritizing preservation/protection/acquisition of those natural areas designated by the State of Connecticut Department of Environmental Protection "Natural Diversity Database Map" for the Town of Guilford - Prioritizing riparian corridor preservation and protection to foster preservation of water quality, for wildlife, and for passive recreation and fishing where appropriate In addition, when potential farmland protection projects are identified, the Agricultural Commission can use GIS software to provide a score for many factors on the ranking sheet including: prime or statewide important farmland soils, size of parcel, potential use, development pressure, proximity to agricultural land/protected land, current use, and co-occurrence of other resources. Agricultural Commission members will also need to walk the site to verify some answers and to score other factors including: eligibility for state and federal farmland protection funding, resources available to farmer, and view from town roads.

2.4.4 Protect Open Space (5 points), updated 8/22/19 Guilford has long worked as a municipality and with not-for-profit partners to protect open space. Perhaps the most significant example of this effort is the acquisition and protection of the Goss Family Property on August 26, 2009 just within the 10-year look-back period. The Goss Property added 624 acres of protected open land. The land was of highest priority because it is adjacent to and connects to a variety of already existing protected lands owned by the Guilford Land Trust, the Town, the Audubon society and a variety of protected wetlands. It was further determined ecologically sensitive and significant abating the East River and critical bird species nesting areas. It also allows unique recreation opportunities with walking trail connections from the Long Island Sound to Durham. The Guilford Town Land Acquisition Committee was able to demonstrate that this usually large bonding necessary to acquire this land, would in the long term, be less expensive than having the schools and Town infrastructure accommodate the estimated number of new residents, and obtained financing from NOAA (federal grant for \$3M) and bonding (Town of Guilford for \$11,245,000). The decision on the acquisition and protection plan for such a large bond required a public vote. The citizens turned out in surprisingly large numbers for a single issue referendum, which passed with 88% in favor. The vote changed the Town leadership's understanding of the degree to which Guilford residents support protecting it's ecological resources, which was further cited in 2011 as a top priority in a survey of residents.

#### **Supporting Documentation:**

PDF: [2.4.4 DESIGNATION OF OPEN SPACE LAND.PDF](#)

PDF: [GUILFORD PLAN FOR CONSERVATION AND DEVELOPMENT.PDF](#)

PDF: [GUILFORD POCD EXECUTIVE SUMMARY.PDF](#)

PDF: [2.4.4 GUILFORD CLOSES \\$11.4M LAND DEAL - NEW HAVEN REGISTER.PDF](#)

PDF: [2.4.2 LETTER DESCRIBING PLANS AND RESOURCE PRIORITIZATION](#)

PDF: [2.4.2 PLAN FOR OPEN SPACE AND MUNICIPAL LAND NEEDS](#)

EXCEL: [2.4.1 GUILFORD PROTECTIVE OPEN SPACE INVENTORY.XLSX](#)

**Documentation Details:** Pages within the Guilford Plan of Conservation and Development that are relevant to this Action are 16-25/88 and 61-62/88 for easier reference. Maps referenced above are on pages 16 and 62.

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## 2.5 Create a Natural Resource and Wildlife Inventory

15 Points

**Approved Information:** 2.5.1 NRW Inventory (10 points), updated 8/23/19 Guilford developed a comprehensive inventory in 2005 and updated the document in 2010. 2.5.2 Integrate NRW Inventory into planning documents (5 points), updated 8/23/19 Our Inventory has been referenced in nearly all planning documents since 2005. Such documents are summarized in the Plan of Conservation and Development.

### Supporting Documentation:

PDF: [2.5.1 GUILFORD NATURAL RESOURCE INVENTORY AND ASSESSMENT UPDATED APRIL 2010](#)

PDF: [2.5.1 GUILFORD NATURAL RESOURCE INVENTORY AND ASSESSMENT MAP ATLAS UPDATED APRIL 2010](#)

PDF: [2.5.2 GUILFORD PLAN OF CONSERVATION AND DEVELOPMENT](#)

PDF: [2.5.2 GUILFORD POCD EXECUTIVE SUMMARY](#)

**Documentation Details:** The NWRI is specifically referenced on Page 5/88 of the Plan of Conservation and Development. Goal 2 detailed on Pages 21-25/88 references the NWRI extensively as it details efforts to conserve Guilford's lands, waters, and natural areas.

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## 2.9 Manage Woodlands and Forests

10 Points

**Approved Information:** 2.9 all elements: (10 points) 2.9.1: Establish a Forestry Advisory Committee (FAC), updated 3/27/19 2.9.2: FAC Activities

### Supporting Documentation:

PDF: [2.9 TREE ADVISORY BOARD](#)

PDF: [2.9 CONSERVATION COMMISSION](#)

PDF: [2.9 CONSERVATION COMMISSION MEETING MINUTES 8-2018](#)

PDF: [2.9 CONSERVATION COMMISSION MEETING MINUTES 9-2018](#)

PDF: [2.9 CONSERVATION COMMISSION MEETING MINUTES 10-2018](#)

PDF: [2.9 CONSERVATION COMMISSION MEETING MINUTES 11-2018](#)

PDF: [2.9 CONSERVATION COMMISSION MEETING MINUTES 3-2019](#)

## 3. Vibrant and Creative Cultural Ecosystems

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### 3.1 Map Tourism and Cultural Assets

15 Points

**Approved Information:** 3.1.1 Identify tourism and cultural assets (10 points), updated 4/30/19 The Town of Guilford supported the creation of a publicly accessible inventory of tourism and cultural assets with an online presence and Information kiosk located on public land adjacent to the Town Green, The website is updated and kiosk staffed by volunteers of the Guilford Preservation Alliance on a continuous basis. The Town website links to the site, and the Town provides land and electricity to the information kiosk which posts information year-round but is staffed seasonally. <http://www.visitguilfordct.com> 3.1.2: Update Your Profile on CTVisit (5 points), updated 4/30/19 The Guilford Preservation Alliance has also committed to updating the Town's VisitCT profile regularly on behalf of the Town. <http://www.ctvisit.com/listings/town-guilford>

#### Supporting Documentation:

PDF: [3.1 GUILFORD CULTURAL HERITAGE WEBSITES AND INFORMATION KIOSK IMAGES](#)

PDF: [3.1 ARTICLE ABOUT GUILFORD INFORMATION KIOSK](#)

PDF: [3.1.1 VISIT GUILFORD MAINTENANCE PLAN.PDF](#)

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### 3.2 Support Arts and Creative Culture

25 Points

**Approved Information:** 3.2: Support Arts and Creative Culture (25 points): 3.2.1, 3.2.2, 3.2.3, 3.2.7, 3.2.10. and 3.2.11 (2019)

#### Supporting Documentation:

PDF: [3.2 LIBRARY EVENTS.PDF](#)

PDF: [3.2 PERMITTING EVENTS.PDF](#)

PDF: [3.2 GUILFORD ORDINANCE FOR POET LAUREATE.PDF](#)

PDF: [3.2 GUILFORD PARKS & RECREATION SUMMER BROCHURE.PDF](#)

PDF: [3.2 TOWN GREEN EVENTS APPLICATION.PDF](#)

PDF: [3.2 GUILFORD ART CENTER MUNICIPAL PARTNERSHIP.PDF](#)

PDF: [3.2 GUILFORD LETTER OF ONGOING COMMITMENT TO POET LAUREATE.PDF](#)

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## 4. Dynamic and Resilient Planning



## 4.2 Adapt Permitting Process to Promote Sustainable Development

15 Points

**Approved Information:** 4.2.1 Sustainability Checklists (5 points), updated 4/30/19 4.2.3 Establish a pre-application review process (5 points), updated 4/30/19 4.2.4 Create a Development Review Manual (5 points), updated 8/26/19

### Supporting Documentation:

PDF: [4.2.1: SUSTAINABILITY CHECKLIST](#)

PDF: [4.2.3: PROCESS FOR PRE-APPLICATION REVIEW](#)

PDF: [4.2.4: DEVELOPMENT REVIEW MANUAL](#)

PDF: [4.2.4: SCREENSHOT OF MANUAL LINK ON TOWN WEBSITE](#)

PDF: [4.2.4 TOWN PLANNER VALIDATION OF REVIEW MANUAL](#)

**Documentation Details:** 4.2.1 - - Sustainability Checklist.pdf 4.2.3 - - Process for Pre-Application Review 4.2.4 - - Development Review Manual, screenshot to show where Development Review Manual is made available online, and letter from Town Planner verifying that Development Review Manual is current and applicable in 2019.

## 4.3 Develop Agriculture-Friendly Practices

10 Points

**Approved Information:** 4.3.1 Agricultural Friendly Practices (5 points), updated 8/26/19 4.3.2 Agricultural use of municipal land (5 points), updated 8/28/19

### Supporting Documentation:

PDF: [4.3.1 RIGHT TO FARM ORDINANCE.PDF](#)

PDF: [4.3.1 GUILFORD AGRICULTURAL COMMISSION](#)

PDF: [4.3.2 BID #13-1516 FULLY EXECUTED NORTHERN HEIGHTS HAY.HARVEST TOWN PROP. HALF MILE ACRES. HAMMARLUND. 3.14.2016.PDF](#)

PDF: [4.3.2 GRAZING LICENSE STONERIDGE FARMS LLC 2010.PDF](#)

## 4.4 Assess Climate Vulnerability

20 Points

**Approved Information:** 4.4.1 Climate Vulnerability Assessment (10 points), updated 4/30/19 As background, Guilford includes a climate vulnerability statement and actions in the Plan of Conservation and Development. More recently, Guilford hosted a Community Resilience Workshop with The Nature Conservancy and Sustainable CT on August 16, 2019. 4.4.2 Secondary Impact (5 points), updated 8/26/2019 Participants in the Community Resiliency Workshop identified how the secondary impacts of climate change are likely to affect our community. 4.4.3 Special consideration to low and moderate-income residents (5 points), updated 8/26/2019 Participants in the Community Resiliency Workshop identified how extreme weather events, inability to recover, and risks impact Guilford's most vulnerable communities.

### Supporting Documentation:

PDF: [GUILFORD PLAN OF CONSERVATION AND DEVELOPMENT.PDF](#)

PDF: [4.4.1 GUILFORD COASTAL RESILIENCE RISK AND VULNERABILITY ASSESSMENT REPORT 2012.PDF](#)

PDF: [4.4.1 GUILFORD COMMUNITY COASTAL RESILIENCE PLAN 2014.PDF](#)

PDF: [4.4.1 GUILFORD COMMUNITY COASTAL RESILIENCE PLAN REPORT OF OPTIONS 2013.PDF](#)

PDF: [GUILFORD COMMUNITY RESILIENCE BUILDING SUMMARY OF FINDINGS - FINAL DRAFT - SEPTEMBER 2019.PDF](#)

**Additional Information:** Guilford also partnered with The Nature Conservatory and Yale University's Urban Ecology Laboratory to develop an in-depth series of reports identifying coastal vulnerability and risks and strategies to address these risks in 2012, 2013, and 2014.

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## 4.5 Inventory and Assess Historic Resources

5 Points

**Approved Information:** 4.5.4: Achieve Recognition (5 points), updated 4/30/19 Guilford achieved "Certified Local Government" status in 1990 and maintains status under updated program procedures.

### Supporting Documentation:

PDF: [4.5.4 CERTIFIED LOCAL GOVERNMENT LETTER FROM CT.PDF](#)

PDF: [4.5.4 CERTIFIED LOCAL GOVERNMENT PROCEDURES.PDF](#)

## 4.6 Streamline Solar Permitting for Small Solar Installations

15 Points

**Approved Information:** 4.6 Streamline Small Solar Permitting (15 points) , updated 8/28/19 1. Guilford reviewed zoning requirements and identified restrictions that intentionally or unintentionally prohibit solar PV development. Please reference memorandum. 2. Guilford has created and made available an online checklist detailing the required permit(s), submittals, and steps of your community's solar permitting process. This can be found at: <http://www.ci.guilford.ct.us/wp-content/uploads/Solar-Array-BUILDING-PERMIT.pdf> 3. Only one application form is required for a residential rooftop solar PV project. This can be found at: <http://www.ci.guilford.ct.us/wp-content/uploads/Solar-PERMIT-CONDITIONS-2.pdf> 4. Guilford's building officials have been trained in solar systems. Town Engineer and Zoning Enforcement Officer participated in training offered by Solsmart titled "Best Practices in Solar Planning and Zoning" accessed in March 2019. Building inspector participated in training offered by Anthropower Training on Udemy titled "Installation & Maintenance of Solar PV Systems" accessed in March 2019. Please reference letter. 5. Guilford's planning staff have been trained in solar systems and planning and zoning issues. Town Planner participated in training offered by Solsmart titled "Best Practices in Solar Planning and Zoning" accessed in August 2019. Please reference letter. 6. Efficient Permitting Process: Guilford has a log showing that all solar permitting occurs in under 30 days since summer 2018.

### Supporting Documentation:

PDF: [4.6.1 REVIEW OF ZONING REQUIREMENTS.PDF](#)

PDF: [4.6.5 SOLAR TRAINING PLANNING STAFF.PDF](#)

PDF: [4.6.4 SOLAR TRAINING BUILDING OFFICIALS.PDF](#)

PDF: [4.6.2 SOLAR BUILDING PERMIT PROCESS.PDF](#)

PDF: [4.6.6 SOLAR PERMITTING LOG.PDF](#)

PDF: [4.6.3 SOLAR ELECTRIC PERMIT CONDITIONS.PDF](#)

## 5. Clean and Diverse Transportation Systems and Choices

## 5.1 Implement Complete Streets

35 Points

**Approved Information:** 5.1.2 Municipal Officials attend Training (5 points), June 2019 5.1.6 Eligible Projects (30 points; 2 projects, 15 points each), 2018

### Supporting Documentation:

PDF: [5.1.1 MINUTES OF BOARD OF SELECTMAN MEETING ESTABLISHING MOBILITY TASK FORCE](#)

PDF: [5.1.3 GUILFORD SAFE STREETS MOBILITY PLAN.PDF](#)

PDF: [5.1.1 SAFE STREET TASK FORCE MEETING MINUTES JUNE 19](#)

PDF: [5.1.1 SAFE STREET TASK FORCE MEETING MINUTES JULY 19](#)

PDF: [5.1.1 SAFE STREET TASK FORCE MEETING MINUTES AUGUST 19](#)

PDF: [5.1.1 SAFE STREETS TASK FORCE](#)

PDF: [5.1.6 PROJECT DOCUMENTATION.PDF](#)

**Additional Information:** To include under "additional information": 5.1.2: Helen Higgins, appointed member of the Safe Streets Mobility Task Force attended a training seminar titled "Implementing Vision Zero and Complete Streets in Connecticut" on June 7, 2019 at University of New Haven offered by AAA Northeast, Bike Walk Connecticut, and Watch for Me CT. She reported on the seminar to the rest of the Mobility Task Force and staff members as noted in July meeting minutes. 5.1.6: There have been two projects that support safe, connected, active transportation networks since 2018: 1. In 2018, the Town worked with the CT Department of Transportation Division of Traffic & Engineering to eliminate two parallel parking spaces located adjacent to Breakwater Books-Cilantro-Spice & Tea Company on State Rte 77 (Whitfield Street). While the spaces were in place for many years, it was determined they were illegally established within an intersection impeding pedestrian safety. 2. It was also determined in 2018, that two diagonal parking spaces immediately north of the cross walk Village Chocolatier-Marketplace would also be removed. Further, the town issued and received responses to a Request for Qualifications for Engineering and Design Services for the Route 77 Pedestrian Safety Improvement Project. This project's goal is to connect Adams Middle School to the Guilford Arts Center, Guilford Racquet & Swim Club and the Town Public Safety Complex by constructing a sidewalk along Route 77 from Adams through I-95 interchange at Exit 58. The bulk of funding for this project would come from the Alternate Transportation Grant, which is being repurposed from the Nut Plains Pathway project.

## 5.2 Promote Effective Parking Management

15 Points

**Approved Information:** 5.2.2 Non-Regulatory Parking Management Strategies (15 points), updated 8/26/19 Guilford's Economic Development Commission has been actively engaged in implementing non-regulatory parking management strategies over the past several years - - specifically focusing on shared parking around the Historic Green. Several years ago, the town responded to the need for more parking to support retail, restaurant, and other small businesses in the historic Town Center. There has been a long-standing concern that creative

solutions must be found for the parking problem in order to avoid paving more surface area for both aesthetic and ecological reasons. The first response was a Town government initiated, series of planning meetings between the Town and all of adjacent property owners to collaborate on redesign of the existing parking lot for shops along the main retail street and around a disorganized parking area. The land hosting the existing parking areas was owned by multiple landowners, including the Town, with little coordination. Lack of coordination resulted in maintenance issues, including regular flooding, poor lighting for safety, trash issues, and inefficient use of the space. The Town developed a formula for equitable sharing of the capital and service costs (electricity, trash collecting, cleaning, etc.) and in most of the owners saw lower costs from central services plus capital costs were reduced by maximum use of the capabilities of the public works department staff and equipment plus financing discounts. After several years of Town efforts to convince stakeholders that everyone would benefit from collaboration, an agreement was reached to create a unified parking area including central, fenced in dumpsters, sidewalks, improved lighting and storm water management. The project was so successful that that, in spite of additional parking spaces, the lot quickly became filled out, including at night for use by the restaurants. A second phase of the parking project was launched in 2018. Specifically, the Economic Development Commission sought the use of some of St George Church's large parking area to support the redeployment of some 125 employees from local businesses thereby freeing up spaces for shoppers. The Church's parking lot is often underutilized and it is conveniently situated in close proximity to the town's central hub. In 2018, after engaging the town attorney, the town entered into a tentative agreement with St George's for additional parking spaces with no notable costs to the town. Moreover, the town is also assessing the use of a sidewalk to better connect the St George's parking lot with local merchants. Additional details:

- In 2015, the Town received a Small-Town Economic Assistance Program (STEAP) grant (\$ 452,000) from the State of CT to improve the community. This was a private-public partnership that included five different property owners, including Dee Jacobs, Frank & Wendy Ifkovic, Gil Lombard, Todd Taylor and the Town.
- Most communities face parking challenges, and Guilford is no different. The Town wanted to work in collaboration to provide improvements to a key and centralized merchant area, noting that all of these businesses are situated in the heart of the community. Moreover, the Town, property owners and merchants wanted to maintain and enhance the vitality of the small businesses in our community and specifically in the center of the Town. The goal, therefore, was to improve the principal merchant area (retailers, restaurants, service providers) near the Town green. Meetings were held with property owners and the merchants and a town engineer designed parking and associated space behind the merchant shops that would create a more attractive and equitable design. For example, a want to include sidewalks, lights, plantings, handicap spaces, and an added fire lane. Also trash receptacles were enclosed to further increase the area's appeal.
- Town invested 10% of total cost in in-kind services, such as design and project oversight.
- Resulted in the loss of 8-10 parking spaces.
- Town subsequently sought to remedy this challenge and identified more spaces were needed (Whitfield to Water St).
- Economic Development Commission members talked to several businesses to quantify the number of employees and parking spaces resulting in an outcome that highlighted some 120 employees and about 240 parking spaces. Clearly half of the available parking capacity was taken by employees of the merchants, leaving the remainder to shoppers and guests. Consequently, the outcome resulted in an impediment to economic growth, particularly among the small businesses in the area and further inhibited economic vitality and community engagement.
- In 2018, the Town approached St George's parish, which has a very large parking area that is generally underutilized and is adjacent to the merchant area.
- Meetings were held with St George's Parish Council and the Hartford Diocese was further engaged.
- Economic Development Commission continued dialogue and/or meetings with businesses about plans to remediate parking congestion.
- MOU was drafted between the Town and St George's Parish. Beyond the Church agreement, there are also sub-license agreements with merchants in which the Town is assigning rights to some 25 merchants in support of this undertaking.
- Additionally, an easement agreement with Mr. Todd Taylor, a key property owner, for a (~ 43' x 5') sidewalk connecting the merchant area with the Church property was also crafted.
- Merchant parking

tags (1-100) have been developed in concert with business owners for employee use. In summary, the key documents supporting this potential equity submittal include: 1) License Agreement with the Town & St George's Parish. The Parish has been very supportive and recognizes the benefits to the community and the merchants. The Parish also recognizes many parish members also use the merchant lot, as they, too, seek to visit the merchants before or after service and other events sponsored by the Parish. 2) Sub-License Agreement Between the Town and the Merchants. This agreement outlines the rules of engagement between the Town and the merchants. Each participating merchant will sign the Agreement and be provided with parking tags for their employees. 3) Sidewalk Easement Agreement. This agreement is between the Town and the key property owner, Todd Taylor of Whitfield-Water Shoppes, LLC. The agreement allows the Town to construct a sidewalk on private property, and the property owner assumes all responsibility for ongoing maintenance while assuring continued use by the public and merchant employees. Note: These agreements are now in final stage and copies have been secured. All took considerable time to craft, edit and bring to a final draft stage. There was significant collaboration and communications throughout the process between Town officials, Town employees, Commission members, Property Owners, Merchants and their employees and, of course, St George's Parish (Priest, Parish Council, Legal Council and Diocesan office). The agreements were just received in draft form on 8/13/19 and all have been approved conceptually.

**Supporting Documentation:**

PDF: [5.2.2 APPLICABLE MOUS BETWEEN MULTIPLE PARTIES](#)

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## 5.4 Support Zero Emission Vehicle Deployment

5 Points

**Approved Information:** 5.4.4 Host an EV Charging Station for Public on Municipal Property (5 points), 2019

**Supporting Documentation:**

PDF: [5.4.4 LETTER FROM ROBERT J KLEE, COMMISSIONER, DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION](#)

PDF: [5.4.4 GUILFORD GRANT](#)

PDF: [5.4.4 GUILFORD TOWN HALL EV CHARGER.PDF](#)

## 5.5 Promote Public Transit and Other Mobility Strategies

5 Points

**Approved Information:** 5.5.1 Educate Residents About Alternative Transportation (5 points), updated 8/27/19

**Supporting Documentation:**

PDF: [5.5.1 FLYERS ADVERTISING ALTERNATIVE TRANSPORTATION OPTIONS.PDF](#)

## 6. Efficient Physical Infrastructure and Operations

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### 6.1 Benchmark and Track Energy Use

5 Points

**Approved Information:** 6.1.1 Track Energy Use in Municipal and Board of Education Buildings (5 points), 2019

**Supporting Documentation:**

EXCEL: [6.1 ENERGY STAR DATA REQUEST](#)

PDF: [6.1 ENERGYSAR PORTFOLIO MANAGER TRANSFER CONFIRMATION](#)

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### 6.4 Increase Use of Renewable Energy in Municipal Buildings

10 Points

**Approved Information:** 6.4 Municipal Renewable Energy (10 points), updated 4/30/19

**Supporting Documentation:**

PDF: [6.4.1 SUMMARY OF GUILFORD RENEWABLE.PDF](#)

PDF: [6.4.1 GUILFORD RENEWABLE AS-BUILT DOCUMENTATION.PDF](#)

EXCEL: [TOWN RENEWABLE ENERGY CALCULATOR 8-14.XLSX](#)

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### 6.7 Install Efficient Exterior Lighting

15 Points

**Approved Information:** 6.7.1 Install Efficient Street Lights (15 points), completed 8/28/18

**Supporting Documentation:**

PDF: [6.7.2 INSTALLED STREET LIGHTS.PDF](#)

PDF: [GUILFORD EPC SCHEDULE 1.PDF](#)

PDF: [6.7.2 STREETLIGHTS LETTER OF SUBSTANTIAL COMPLETION SIGNED.PDF](#)

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## 7. Strategic and Inclusive Public Services

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### 7.1 Hold a Sustainability Event

5 Points

**Approved Information:** 7.1.1-3 Hold a Sustainability Event (5 points), updated 8/20/19 The Town of Guilford holds frequent events in support of sustainability through Guilford Parks and Recreation, the Guilford Public Schools and Library, Family and Youth Services, and many partnering organizations. Moving forward, we intend to track these events for future submissions. Of particular note at this time, are two events that the Sustainable Guilford Task Force contributed to substantively: 1. The Fourth Annual Earthfest was held on Saturday, April 27, 2019 at the Baldwin Middle School hosted by the Guilford Parks and Recreation Department along with the Guilford Agricultural Society. 2. A Public Information Meeting on Proposed Ordinance to Ban Single-Use Checkout Bags in Guilford was held on Wednesday, March 27, 2019 hosted by the Sustainable Guilford Task Force, Guilford BYO, and Guilford High School Environmental Club.

**Supporting Documentation:**

PDF: [7.1.1 BAG ORDINANCE PUBLIC INFORMATION MEETING AND DETAILS](#)

PDF: [7.1.1 EARTHFEST FLYER AND DETAILS](#)

EXCEL: [7.1.1 EVENTS TEMPLATE](#)

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### 7.3 Train Municipal Representatives

5 Points

**Approved Information:** 7.3.1: Train Municipal Commissions (5 points), completed 3/23/19

**Supporting Documentation:**

PDF: [7.3 SUSTAINABLE GUILFORD SCROG ENERGY TRAINING.PDF](#)

PDF: [7.3 INLAND WETLANDS TRAINING.PDF](#)

PDF: [7.3 CONSERVATION COMMISSIONER TRAINING.PDF](#)

PDF: [7.3 PLANNING & ZONING TRAINING.PDF](#)

## 7.7 Recycle Additional Materials and Compost Organics

20 Points

**Approved Information:** 7.7.1 Recycle Additional Materials (20 points), updated 8/27/19 The Guilford Waste Transfer Station allows Guilford residents to recycle mattresses and electronics FREE of charge. Information about electronics is available on the Town website, . Information about mattresses was provided in the local news and on the ByeByeMattress website. There are also flyers in the Town Hall and Library.

### Supporting Documentation:

PDF: [7.7 ELECTRONICS RECYCLING DOCUMENTATION.PDF](#)

PDF: [7.7 MATTRESS RECYCLING DOCUMENTATION.PDF](#)

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## 7.10 Improve Air Quality in Public Spaces

25 Points

**Approved Information:** 7.10.2: Smoking and Tobacco Use Reduction Campaign (10 points), updated 8/20/19 7.10.3: Smoking Policy (15 points), updated 4/30/19

### Supporting Documentation:

PDF: [7.10.2 GYFS MINUTES DESCRIBING ANTI-SMOKING CAMPAIGNS.PDF](#)

PDF: [7.10.2 SCREENSHOT OF GUILFORD DAY SMOKING CAMPAIGN.PDF](#)

PDF: [7.10.3 ORDINANCE PROHIBITING SMOKING.PDF](#)

PDF: [7.10.2 GYFS MINUTES DESCRIBING ANTI-SMOKING CAMPAIGNS MAY 2019](#)

PDF: [7.10.3 PHOTO FROM LAKE QUONNIPAUG NO SMOKING.PDF](#)

## 8. Healthy, Efficient and Diverse Housing

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### 8.1 Design and Implement a Housing Needs Assessment

10 Points

**Approved Information:** 8.1.1. Complete Community Housing Data Profile (10 points), updated 8/27/19 The Town of Guilford updated the most recent municipal Partnership for Strong Communities housing data profile and also completed the Housing Data Profile Analysis Worksheet. Both were presented to the public at the August 19, 2019 Board of Selectman Meeting.

**Supporting Documentation:**

PDF: [8.1.1 GUILFORD HOUSING PROFILE.PDF](#)

PDF: [8.1.3 BOS MEETING AGENDA FOR HOUSING PROFILE.PDF](#)

PDF: [8.1.1 GUILFORD HOUSING WORKSHEET #2.PDF](#)

## 9. Inclusive and Equitable Community Impacts

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### 9.1 Optimize for Equity

30 Points

**Approved Information:** 9.1 Equity Tool Kit applied to Innovation: Passing an Ordinance (10 points), updated 8/29/19 9.2 Equity Tool Kit applied to Innovation: Water Access (10 points), updated 8/29/20

**Supporting Documentation:**

PDF: [CERC GUILFORD PROFILE.PDF](#)

PDF: [9.1 EQUITY TOOL KIT FOR INNOVATION - PASS AN ORDINANCE.PDF](#)

PDF: [9.2 EQUITY TOOL KIT FOR INNOVATION - WATER ACCESS.PDF](#)

PDF: [9.3 EQUITY TOOL KIT - PARKING MANAGEMENT V2.PDF](#)

## 10. Innovation Action

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### 10.1 Implement Your Own Sustainability Action

20 Points

**Approved Information:** 10.1 Innovation: Passing an Ordinance to Ban Single-Use Plastic Check-out Bags (10 points), updated 8/29/19 Guilford passed an ordinance to ban single use plastic check-out bags on June 3, 2019. An Equity Tool-Kit was applied to the passing of this ordinance as we feel the engagement process for the ordinance was particularly inclusive and innovative. 10.2 Innovation: Getting Safe Water to Water Disadvantaged Neighborhoods (10 points), updated 8/29/19 Town and residents overcame a variety of legal, economic, financial, and political obstacles to bring safe water to 145 households in four neighborhoods affected by climate change and other water safety issues. This was accomplished with creative problem-solving, innovative financing, and extensive community engagement to build support within the neighborhoods and within the larger Guilford community. The success of the project could serve as a template for other neighborhoods, and even other towns when they experience similar problems due to climate change. Construction of the \$6.5MM water system is now beginning. An Equity Tool-kit was applied to these activities.

#### Supporting Documentation:

PDF: [10.1 PLASTIC BAG ORDINANCE - CHAPTER-236-SECTION-236-8 .PDF](#)

PDF: [10.1 ARTICLE ABOUT PLASTIC BAG BAN.PDF](#)

PDF: [10.2 DETAILED NARRATIVE ABOUT WATER ACCESS.PDF](#)

PDF: [10.2 BACK-UP DOCUMENTATION FOR WATER ACCESS INNOVATION.PDF](#)

PDF: [10.1 EQUITY TOOL KIT FOR INNOVATION - PASS AN ORDINANCE.PDF](#)

**Additional Information:** Please note that we are applying for innovation credit for the community engagement process that resulted in successful passing of the ordinance, not the ban itself. We feel that the community was broadly engaged, public information meetings and hearings were highly attended, and Guilford youth, in particular, played an active and important role in the civic process.