



# *Town of Simsbury*

66 TOWN FOREST ROAD, SIMSBURY, CONNECTICUT 06070  
Phone (860) 658-3222 Fax (860) 408-5416 E-mail [troy@simsbury-ct.gov](mailto:troy@simsbury-ct.gov)

## Report of Meeting

### **Town of Simsbury Advisory Sustainability Team**

May 7, 2019

6:00pm – Engineering Conference Room

#### Call to Order:

Cheri Calnan called the meeting called to order at 6:06 pm. Present were: Rich Cortes, Sara Cramer, Tom Roy, Mark Scully, Mike Tanca, Jeff Tindall and Mary Turner.

#### Introductions:

Members in attendance introduced each other and stated the board they serve on.

#### Overview:

Tom Roy gave a summary of his meeting with town staff to review the Sustainable CT action list. This group looked through the entire list and assigned individuals to those actions we have already accomplished. Tom will share this list with the team. It was agreed that one team member would be assigned to each action under consideration, based on areas of responsibility.

#### Document Sharing Platform:

It was agreed that the team will use Google Drive to share materials related to the project. Materials related to each action item would be posted into have its own folder, named after the action number (e.g., 2.4). All town staff would use a dedicated Google account used only for this project. Cheri Calnan will send a Google Drive link to all project participants.

Town staff will focus on gathering and posting all documentation and related materials for each action item. Sustainability Team members will, with the help of an intern, prepare the final submission for each item.

#### Review of Sustainable CT Resources

Cherri Calnan pointed out the need for signed letters requesting assistance with solar permitting streamlining and for having an intern and equity coach assigned to the team. Mr. Roy reminded the group that letters of this type,

would generally be from our Town Manager and should include the support of the impacted Department Head.

#### Equity Project

The team will also be responsible for applying the equity toolkit to a new project. The group discussed several potential projects, including the Recycling Committee's "Fill It" project, the town's sidewalk project and ongoing multi-use development in town. The team agreed to review what other towns have done as equity projects (e.g., Glastonbury.) Cheri Calnan agreed to invite an equity coach to take part in the next team meeting.

#### Next Meeting

The next meeting was scheduled for June 4<sup>th</sup> at 6:00 at Town Hall. Tom Roy will determine the room based on availability.

#### Adjourn

Rich Cortes made a motion to adjourn, seconded by Mary Turner, passed unanimously.