



WEST
HARTFORD

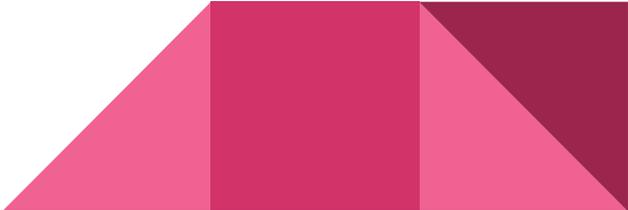
Sustainability Advisory Group

Kickoff Meeting

Date: May 25, 2021

Start Time: 6:00 PM

Agenda

- Welcome - *Mayor Shari Cantor & Town Manager Matt Hart*
 - Overview of Sustainable CT - *Alyssa Norwood*
 - Member Introductions
 - Advisory Group Responsibilities & Requirements
 - Administration - *Officers, meeting schedule, etc.*
 - Next Steps
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Member Introductions

1. What's your name?
2. How long have you lived in West Hartford?
3. Do you prefer odd numbers or even numbers?
4. What's your one sustainability-related wish for West Hartford?



Responsibilities & Requirements

Resolution to Establish a Sustainability Advisory Group - Feb 23, 2021

- Directs Town Manager to work on Sustainable CT actions and certification
 - Authorizes establishment of an advisory group “to review and make recommendations on action steps in furtherance of completing such application and to propose strategies and objectives for sustainability related initiatives and programs”
 - Resolves that the group “shall be comprised of residents reflecting a diversity of voices and interests from across the community.”
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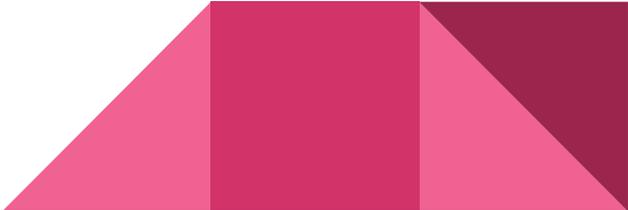
Scope of Work

- The Sustainability Advisory Group was created for specific purpose. When that purpose is fulfilled, the group's role is complete.
- Two phases of work likely, 10-12 months?
 - 3 months: Sustainable CT -- application due Aug 24!
 - 6-9 months: Broader discussion and development of recommendations to present to Council on how to move forward on sustainability -- priorities, policies, practices, projects, programs?
- May include (as group sees fit) small group work, research, gathering data/public input, speakers, collaborating with organizations or towns, etc.

other



Freedom of Information Act Requirements

- The Sustainability Advisory Group is subject to the requirements of Connecticut's Freedom of Information Act (FOIA). FOIA was largely enacted to ensure that the meetings of public agencies take place in public. Accordingly, the public has a right to attend all meetings (whether public or virtual) of this advisory group.
 - Prior to any meeting, state law requires that: the agenda be filed with the Town Clerk's Office, and following the meeting, minutes must be filed with the Town Clerk's Office within seven (7) calendar days.
 - "[Welcome to Public Service](#)" packet contains more information.
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Administration

- Meeting schedule - once a month?
- Officers (elect or rotate) - facilitator, secretary?
- Staff liaison - Catherine Diviney
- Sust CT fellow - TBD
- Action or topic-based groups
- Information sharing - Google drive

Next Steps

1. Familiarize yourself with Sustainable CT: certification requ, actions, training opportunities, and the Equity Toolkit.
2. Catherine will share the list of actions that Town is considering for Silver certification.
3. At the next meeting (June X), *which may be in-person*, sign up for the actions you wish to work on and break into small groups to start!



Thank you

Questions?

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