Sustainability Committee

Regular Meeting (Remote)
November 5, 2026 - 6:30 P.M.
Virtual Format Only; Watch LIVE streamed at www.facebook.com/TownofSimsbury

AGENDA

Call to Order & Roll Call

1) Solar Map+ Presentation by the Connecticut Green Bank

2) Public Audience
   a. Participants may address the Committee virtually and have three (3) minutes to speak
   b. Email fbarrueco@simsbury-ct.gov by noon on Thursday, November 5, 2026 to register to address the Committee live through Zoom
   c. Written comments can be emailed to fbarrueco@simsbury-ct.gov. Comments will not be read into the record, but forwarded to the Committee via email

3) Approve October 1, 2026 Regular Meeting Minutes

4) New Business
   a. Submit Annual Report to the Boards of Selectmen and Education
   b. Adopt 2027 Regular Meeting Schedule
   c. Discuss Joining Charging Smart Campaign
   d. Remove Shawn McLaughlin as a Member
   e. Approve November Newsletter

5) Old Business
   a. Discuss Connecticut Green Bank Switch Together Program
   b. Discuss Sustainability Plan Part 2 (Waste) Progress and Next Steps
   c. New England Smart Energy (NESE) Update
   d. Efficient Lighting & Maintenance Inc. (EL&M) Update

6) Chair(s) Report

7) Ex-Officio Reports
   a. Town Manager's Office

b. Board of Education
c. Planning Commission
d. Recycling Committee
e. Economic Development Commission

8) Open Forum

Adjourn

Sustainability Committee

Regular Meeting
October 1, 2026 - 6:30 P.M.
Board of Education Conference Room, Town Hall (3rd Floor)
933 Hopmeadow Street, Simsbury, CT 06070

MINUTES

Members Present: Jami Lewchik, Chair; Bayard Faithfull, Vice Chair; Lydia Tedone; Brain Burkhart

Other Attendees: Joe Daly, Recycling Committee Chair; Nicholas Criscitelli, Planning Commission Ex-Officio; Marc Nelson, Town Manager; Stephen O'Brien, Board of Education Ex-Officio; Mark Scully, Former Sustainability Committee Member

Chair Lewchik called the meeting to order at 6:30 P.M.

Approve September 3, 2026 Regular Meeting Minutes

Ms. Tedone moved to approve the minutes as presented. Chair Lewchik seconded the motion. The motion passed unanimously.

Approve October Newsletter

Vice Chair Faithfull spoke about the new editorial process for approving the newsletter through the Committee and described the challenges. Chair Lewchik mentioned that a better process can be established. Vice Chair Faithfull stressed flexibility, described his outreach process, and outlined the newsletter procedure. Chair Lewchik further discussed the editorial process. The Committee discussed the newsletter being quarterly as opposed to monthly.

Manager Nelson mentioned the comments received regarding the newsletter and described his office's publicity efforts; persistent links on the Board of Education's and Simsbury Public Library's websites and physical copies distributed at the McLean Retirement Community. He mentioned how his office should not have editorial control of any aspect of the newsletter and that the Committee should be the final reviewer and approver. The Committee further discussed the process and agreed to suggest topics for future newsletters and approve the final draft. Mr. Cristicelli suggested a Vermont program which incentivizes residents to transition from gasoline generators to leased battery powered ones.

Mr. Burkhart asked about using testimonials from businesses and residents detailing energy efficiency improvements they have done to their properties. The Committee discussed media coverage and testimonials further. Chair Lewchik suggested circulating a list of potential newsletter topics and identifying members to write and research the topics.

Discuss Annual Reports for the Boards of Selectmen and Education

Chair Lewchik provided a brief background on the report where the Committee describes it's activities over the past year and goals for the upcoming year. Chair Lewchik mentioned that the content for this report will be captured from the BOF Annual Report submission. Vice Chair Faithfull mentioned incorporating the EL&M letter.

Discuss FY2025-2026 Board of Finance Annual Report Submission

Chair Lewchik detailed the information contained in the annual report submission. She mentioned that the mission statement is from when the Committee was working on the rules of procedure and that section can be updated to the Selectmen-approved version. Chair Lewchik emphasized that this is a fiscal year report and highlighted activities the Committee undertook. The Committee discussed updating the mission statement reflecting that the Town achieved 130 Action Points toward the Sustainable CT designation. After a brief discussion, Vice Chair Faithfull moved to submit the report. Ms. Tedone seconded the motion. The motion passed unanimously. Manager Nelson suggested incorporating photos. Chair Lewchik agreed and asked the members to share photos to include with the submission.

Discuss Connecticut Green Bank Switch Together Program

Vice Chair Faithfull described that generally, the Town uses 160 million kilowatt hours of electricity each year, the Sustainability Plan sets a 2030 target of having renewable energy be half that use: 80 million kilowatt hours. Currently, roughly with the solar energy in place now, the Town has about 8 million kilowatt hours (1/10 of goal) generated by renewable energy (solar, geothermal, etc.). He described the three (3) buckets toward achieving this goal: business, residential, and municipal.

He encouraged a vote to approve this program and described how it's similar to the NESE program where individuals and businesses receive correspondence informing them of opportunities and resources. Vice Chair Faithfull elaborated on the specifics of the program; Solar United Neighbors (SUN) groups solar energy-interested parties together and negotiates with a contractor for bundled pricing that realizes savings around 25% to 30%. SUN handles all the outreach, promotion, and vetting process for contractors.

Mr. Burkhart mentioned that he thinks this program is a good idea and American solar energy is more costly than European solar energy. Residents receive the information and they decide themselves to move forward or not. Manager Nelson clarified that the program just allows the

customer to engage with the one (1) vendor. Manager Nelson detailed potential procurement issues and a similar program he did in Poughkeepsie, NY related to consumer choice aggregation leading the city to bid for a vendor to supply electrical power to residents. He mentioned that the city vetted the vendors.

Manager Nelson mentioned the possible liability issues if the Town relies on a third party to vet the vendors and suggested the Town Attorney review this before being brought to the Selectmen. Mr. Cristicelli suggested connecting with CT Greenbank to understand their vetting process. The Committee discussed the Request-For-Proposals (RFP) process. Vice Chair Faithfull mentioned that he will investigate further. Mr. Burkhart spoke in favor of giving residents options. Manager Nelson suggested mentioning this program in the newsletter and building support for the initiative. The Committee discussed the Solarize Simsbury campaign, that was similar in nature, and involved vendors presenting their credentials and the Town selecting the vendor.

Discuss Solar Map+ Program

Vice Chair Faithfull mentioned that this is another CT Greenbank program. This program involves CT Greenbank looking at every municipal property, state properties in the municipalities jurisdiction, and low-income/affordable multi-family residential dwellings and offers suggestions regarding potential sites for solar energy. He suggested the Committee allow the program coordinators to speak at the next meeting and mentioned that the program would most likely start in the Spring.

Vice Chair Faithfull mentioned that CT Greenbank has safely stored thousands of solar panels. Any municipality can get these federally approved (30% off) solar panels but supply is limited and it's first-come first-serve. Chair Lewchick asked if there was an upfront cost to the Town and Vice Chair Faithfull confirmed that there is no upfront cost. The Committee further discussed having a presentation on this topic. Chair Lewchik suggested all members view the packet webinar materials, and pending no objection, asked that Solar Map+ provide a fifteen (15) minutes presentation at the next meeting. Vice Chair Faithfull said he will reach out to them.

Discuss Charging Smart Program

Mr. Scully spoke about this national program which is funded by the Interstate Renewable Energy Council. He spoke about the October 16th municipal readiness Electric Vehicle workshop. He mentioned that the Town may not have to change, just review, the zoning regulations to accommodate public charging. To reach Bronze status, the Town has to provide information on electric vehicles on the website, meet with our utility to talk about incentives. If Bronze status for Charging Smart is achieved; its 15 Action Points toward the Town's Sustainable CT designation. Chair Lewchik asked if this program is more related to residential vehicles and not the municipal fleet and Mr. Scully confirmed that the fleet is one of the categories. Mr. Scully said that the workshop and program is designed to help municipalities understand how to get ready for electric vehicles.

After a brief discussion, Chair Lewchik moved to recommend the Town look into the Charging Smart program, attend the October 16th PACE EV Municipal Readiness Workshop, and further investigate if the program is the right fit for the Town. Ms. Tedone seconded the motion. The motion passed unanimously.

New England Smart Energy (NESE) Update

Vice Chair Faithfull reiterated that the goal of the campaign was to get one hundred (100) home energy assessments completed and after only three and a half months, 110 assessments have been completed with 229 individuals reaching out to NESE.

Efficient Lighting & Maintenance Inc. (EL&M) Update

Vice Chair Faithfull described the approval process for the letter and the sensitive nature of the content when mentioning home based businesses and businesses that lease their space. He mentioned that the final language has been approved and that EL&M will be sending out the letters shortly.

Chair(s) Report

Chair Lewchik mentioned that the Town has received 130 Action Points from their partial recertification application toward the Sustainable CT designation. The Committee discussed that 2026 Bronze Certification is 200 Action Points. Chair Lewchik mentioned that projects and initiatives in progress could earn more Points. She further highlighted the results from the partial application. She mentioned the need to update the application with more information on the elementary school safe biking program. Chair Lewchik emphasized the importance of equity in our sustainability initiatives for achieving the designation and suggested further collaboration with the Town's DEI Council.

Ex-Officio Reports

Town Manager's Office: The Town is starting the FY28 budget process, Capital Improvement Plan (CIP), and long-term strategic planning. He mentioned the Charter Revision Commission accepting his recommendation to reduce the CIP from six (6) to five (5) years. He further described the former CIP process. He mentioned that his team is working on the capital process earlier this year and now showing the costs of delay.

The Town Manager reiterated that he is always interested in funding requests from the Town's boards and commissions. He reported that the Economic Development Commission has new leadership in the form of Chair Zemel. Vice Chair Faithfull asked about the Simsbury funding that the Town's state delegation was able to secure. Manager Nelson elaborated on the projects that were funded for Eno Memorial Hall, the Simsbury Public Library's Teen Space, and Simsbury Farms Apple Barn. Manager Nelson recalled the history of the Simsbury Meadows Performing

Arts Center bandshell expansion project. He also elaborated on the Apple Barn project. Vice Chair Faithfull asked about the possibility of a clean energy HVAC system at Eno and the Apple Barn. Manager Nelson responded that the Committee could assist in this capacity; researching the costs. Chair Lewchik mentioned how the Sustainability Plan contains language that Town projects consider clean energy.

Board of Education: Mr. O'Brien mentioned that at the first meeting of the Board, they had a great presentation about the High School. He spoke about the students, their presentations, new department heads, and the progress on the ELA test scores, specifically math.

Planning Commission: Mr. Criscitelli mentioned that the Commission is waiting on the State's portal/plan regarding affordable housing and the Capitol Region Council of Government's assignment of the Town's goal for affordable housing units.

Recycling Committee: Mr. Daly mentioned that the Swap Shoppe is open in October; last month was its 25th season. He spoke about the Town's upcoming Hazardous Waste Collection event and the RFPs for the Town's municipal waste and removal services and transfer station. He mentioned that he is looking for the contracts for both and Manager Nelson said that he can provide that. Mr. Daly circulated a draft graphic for Simsbury waste bins that describes what items people can't throw away or recycle that would go on the inside of bins. He mentioned that he spoke to USA Waste about the sticker. The Committee further discussed outreach methods.

After a brief discussion, Chair Lewchik, pending no objection, moved to request USA Waste & Recycling equip future Simsbury recycling bins with an informational sticker detailing what does not go in the bins and facilitate a process to distribute stickers for bins that already exist.

Open Forum

Mr. Scully mentioned that there is a tour of the Housatonic Recovery Facility on October 26th.

Adjourn

Mr. Burkhart moved to adjourn. Ms. Tedone seconded the motion. The motion passed unanimously and the meeting adjourned at 8:09 P.M.

Respectfully submitted,

Franklyn Barrueco
Management Specialist

Simsbury Sustainability Committee

Powering Sustainable Simsbury



2026 Annual Report

INTRODUCTION & MEMBERSHIP

A Year of Growth & Progress



Jami Lewchik
Chair



Bayard Faithfull
Vice Chair

"Quote Placeholder."

Dear Boards of Selectmen and Education,

Placeholder.

Sustainability Committee Members

Brian Burkhart
Shawn McLaughlin
Lydia Tedone

Ex-Officios

Wendy Mackstutis, First Selectman
Marc S. Nelson, Town Manager
Nicholas Criscitelli, Planning Commission
Joe Daly, Recycling Committee

OUR ACCOMPLISHMENTS

Promoting Sustainable Collaboration

- The Committee completed and presented the first section of the Simsbury Sustainability Plan to the Board of Selectmen in October, 2025. The Board approved the Energy Plan in November, 2025. The Plan establishes near- and long-term goals for reducing energy use and costs, increasing local clean-energy generation, and advancing energy efficiency across Town and Public Schools operations.

- On May 2, 2026, the Committee hosted the third annual Simsbury Sustainability Fair at the Simsbury Public Library co-sponsored by the Avon Clean Energy Commission and Bloomfield Conservation, Energy and Environment Committee. The Committee deeply appreciates the partnership and collaboration that resulted in such a well attended and successful event.



OUR ACCOMPLISHMENTS (CONT.)

Showcasing Environmental Stewardship



- The Board of Selectmen held their annual Bike Ride celebrating May as "Bike Month" and zero-emission multi-modal transportation alternatives!

- The Committee participated in the Zoning Commission's review of Town zoning regulations, recommending language intended to strengthen sustainability considerations in future development and construction.

- The Committee developed a draft of Part 2 of the Sustainability Plan, focused on waste reduction and diversion. The draft is being prepared for stakeholder review early in the New Year.

SUPPORTING SOLAR

Advancing Public School Clean Energy





We are proud to announce that the Committee supported the Town Manager, Department of Public Works, and Board of Education in advancing solar power purchase agreements with Greenskies Clean Energy, LLC for new rooftop solar installations at Simsbury High School and Latimer Lane Elementary School!

Key Achievements:

- Twenty (20) year agreement
- Advances goal to have half of Simsbury's electrical use come from clean energy
- The systems total approximately 882 kW and will generate over one million kilowatt-hours of electricity during the first year of operation
- No upfront capital investment; Greenskies responsible for financing, designing, constructing, operating, monitoring, maintaining, and insuring the systems

COMMUNITY EDUCATION & OUTREACH

Saving Money & Lowering Energy Use

New England Smart Energy

NESE residential energy efficiency campaign has resulted in more than 110 low-cost home energy audits; with more than 229 households reaching out for an assessment.

Efficient Lighting & Maintenance

EnergizeCT mailing campaign, offering local business energy upgrades and incentives is also underway.

Monthly Newsletter

Continued publication of the newsletter, providing residents with timely information on Town initiatives, state and local programs, incentives, events, and opportunities to reduce energy use and costs, conserve resources, and make sustainable choices.



2026 MILESTONES

Performance Metrics

35

Sustainability Fair businesses, non-profits, and public organizations participated

1,200

Fair attendees; up from more than 900 the prior year

$1,800,000

Projected 20-year savings of new rooftop solar arrays*

3.5

Months to surpass NESE Home Energy Assessment target of 100 households by August, 2027

130

Action Points toward Sustainable CT Bronze status (200 Points)

3x

Increase in viewership of monthly Sustainability Newsletter

**Compared to current rates assuming a 2.5% annual increase in supply costs and 0.5% annual loss of production*

2027

Upcoming Year Goals

Our goals for the next year are PLACEHOLDERS...

Achieve Sustainable CT Bronze

Submit complete application and complete recertification for Spring, 2027



Goal Placeholder

Summary Placeholder



Goal Placeholder

Summary Placeholder

SUSTAINABLE SIMSBURY

Building a legacy, one step at a time.

Contact Us

Town Manager's Office

Simsbury Town Hall
933 Hopmeadow Street
Simsbury, CT 06070

Inquiries

townmanager@simsbury-ct.gov
(860) 658-3230

OFFICE OF THE TOWN MANAGER

Marc S. Nelson, MPA

MEMORANDUM

To: Trish Munroe, Town Clerk
From: Franklyn Barrueco, Management Specialist
cc: Jami Lewchik, Sustainability Committee Chair
Bayard Faithfull, Sustainability Committee Vice Chair
Date: November 5, 2026
Subject: Sustainability Committee 2027 Regular Meeting Schedule

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Sustainability Committee meetings will be held monthly beginning in February, on the first Thursday, at 6:30 P.M. as follows:

February 4, 2027
March 4, 2027
April 1, 2027
May 6, 2027
June 3, 2027
July 1, 2027
August 5, 2027
September 2, 2027
October 7, 2027
November 4, 2027
December 2, 2027

The meetings will be held in a location to be determined or virtually. Meetings will be properly noticed in accordance with the Connecticut Freedom of Information Act (FOIA).

DRAFT

Energy Ready
NATIONALLY DISTINGUISHED. LOCALLY POWERED.

CHARGING SMART
NATIONALLY DISTINGUISHED. LOCALLY POWERED.

Helping Local Governments Advance Electric Mobility

WHAT Is Charging Smart?

Charging Smart, part of the Energy Ready suite of programs, is a **free** technical assistance and designation program that works with U.S. local governments, providing tools to speed up the deployment of electric vehicles (EVs) and EV charging infrastructure.

WHY Join Charging Smart?

When you join Charging Smart, you are connected to **free technical assistance** (TA) to help you adopt and implement nationally-recognized best practices that remove barriers to the development of EV charging infrastructure.

The Charging Smart program draws from a team that includes over two dozen national and regional organizations with expertise in EVs and EV charging deployment. This team works with local jurisdictions on topics such as planning, zoning, permitting, utility engagement, incentives, fleet operations, and shared mobility.

BENEFITS OF FREE TA INCLUDE:

- **A clear roadmap** to official designation.
- **Vetted best practices** that save you time.
- **Ready-to-use tools** including templates and model language.
- **Tailored support** customized for communities at all levels.
- **Goal-aligned results** that address your community's objectives.
- **Targeted solutions** to address specific critical concerns.


Bay Area Cohort Graduation

WHO Is Eligible to Join the Charging Smart Program?

All local governments within the United States, including towns, cities, and counties, are eligible to participate in the Charging Smart program. Regional organizations are also encouraged to participate and can receive designation.

Join Charging Smart Today!

Want to learn more about Charging Smart?

Visit ChargingSmart.org or follow the QR code to our website to learn more.

Ready to get started?

Contact your Regional Engagement Partner:

PACE
People's Action for Clean Energy

Benefits of Charging Smart

CHARGING SMART
NATIONALLY DISTINGUISHED. LOCALLY POWERED.

The Charging Smart program offers numerous benefits for participating communities. These include:

1. Establishing your municipal reputation in transportation electrification, setting an example and opening up opportunities for the growth of EVs.

2. Increasing the number of EVs in the community, which brings numerous other economic and health benefits, including lower emissions, improved air quality, and reduced noise pollution.

3. Reducing soft costs and unintentional barriers to the deployment of EV infrastructure, saving staff time and supporting local economic development.



Designation Levels

BRONZE

Bronze designees have successfully standardized EV charging infrastructure permitting, identified zoning restrictions, and discussed collaboration with utility providers.

SILVER

In addition to completing all criteria for Bronze designation, Silver designees have revised their zoning to enable easier and lower-cost deployment of EV chargers.

GOLD

In addition to completing all criteria for Bronze and Silver designation, Gold designees have purchased EVs for use in their municipal fleet, adopted standard approval and review timelines, installed a public charger, adopted relevant ordinances for new construction, and updated their comprehensive plan.

There are multiple paths to achieving Charging Smart designation. Each local government works with technical advisors to choose from a menu of options that fits the community's needs and goals. Learn more by exploring the Charging Smart program guide.

About Charging Smart

Charging Smart supports communities in adopting procedures and practices that facilitate the growth of EVs. Charging Smart is led by the Interstate Renewable Energy Council (IREC), with support from the U.S. Department of Energy.

About Energy Ready

Energy Ready is a suite of free national technical assistance programs for local governments, including Charging Smart, Distributed Wind Smart, and SolSmart. These programs offer expert guidance and public recognition for energy ready actions. Energy Ready is led by IREC and ICMA, with support from the U.S. Department of Energy.

IREC

SUSTAINABLE SIMSBURY

November 2026

NEWSLETTER

A Publication of the Simsbury Sustainability Committee

C-PACE: Supporting Energy Upgrades and Cost-Savings for Businesses and Commercial Real Estate

Could your business save money on energy upgrades?

The Simsbury Sustainability Committee and Economic Development Commission are planning a free information session in early 2027 featuring C-PACE experts to help local business and commercial property owners explore financing options for energy-saving improvements.

Looking to reduce your building's energy costs? Connecticut Green Bank's Commercial Property Assessed Clean Energy (C-PACE) can cover up to 100% of upfront costs, with 5-25 year repayment terms.

C-PACE program helps eligible commercial, nonprofit and multifamily property owners finance energy improvements with long-term repayment through property assessments.

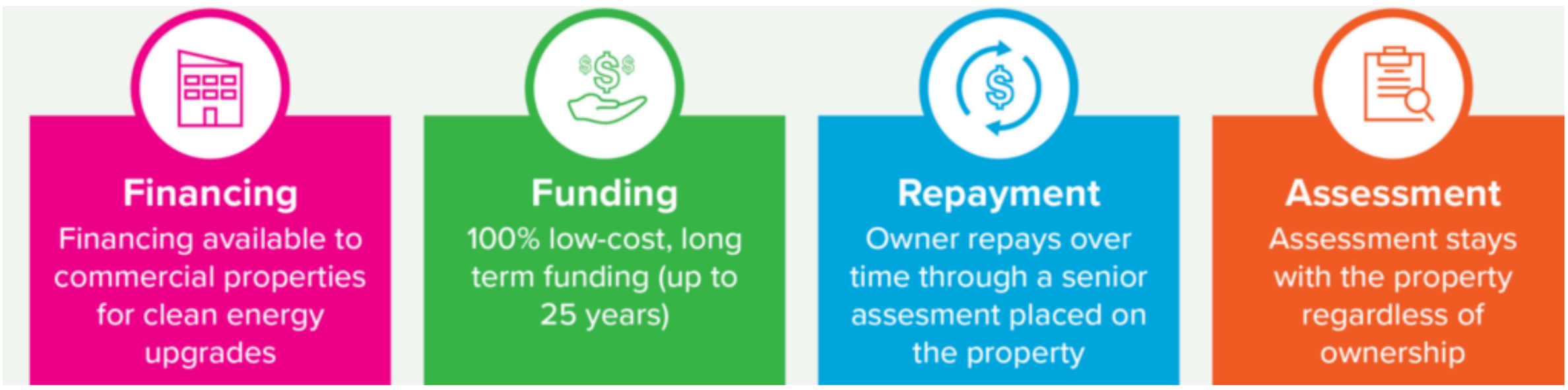
A broad array of sustainable upgrades is eligible for financing including energy efficiency, renewable energy, EV charging infrastructure, and measures directly related to installation of an energy conservation measures (i.e. roof replacement associated with solar).

Building owners can achieve energy cost-savings on their electrical bill by adopting solar through any of three options: Power-Purchasing Agreements (PPAs), Leasing, or Ownership.

For those who would like to take advantage of C-PACE offerings, call 860.563.0015 or send a message at CT Green Bank.

Continued on p.2

Contact the Sustainability Committee on our new "Contact Us" button on our webpage.



C-PACE Customers



Meadow Ridge Continuing Care Facility

The senior living facility in Redding was eager to collaborate and implement solar on the property. Connecticut Green Bank worked with Meadow Ridge to help them through the process of installing their upgrades.

Energy Update
732.48 kW solar photovoltaic system

C-PACE Financing
$3.25 million • Over 25 years

Projected Energy Savings
$3.5 million • Over the life of the upgrade



Running Brook Farms Plants the Seeds of Sustainability

Running Brook Farms in Killingsworth is a leader in the agricultural industry with their gardening and landscaping center operating for over 50 years. C-PACE financing aided the farm with installing a rooftop solar system.

Energy Update
47.52 kW solar photovoltaic system

C-PACE Financing
$94,122 • Over 7 years

Projected Energy Savings
$570,000 • Over the life of the upgrade



Enko Chem grows their commitment to clean energy.

The team at Enko in Mystic applies AI and machine learning to speed the discovery of new, sustainable, planet friendly molecules to help farmers improve yields. The company wanted to upgrade its facility with a comprehensive clean energy program and C-PACE was able to deliver the low-cost financing to make it happen.

Energy Update
Lighting, HVAC, and Solar

C-PACE Financing
$3.6 million over 10 years

Projected Energy Savings
$10 million and other incentives over the life of the upgrades

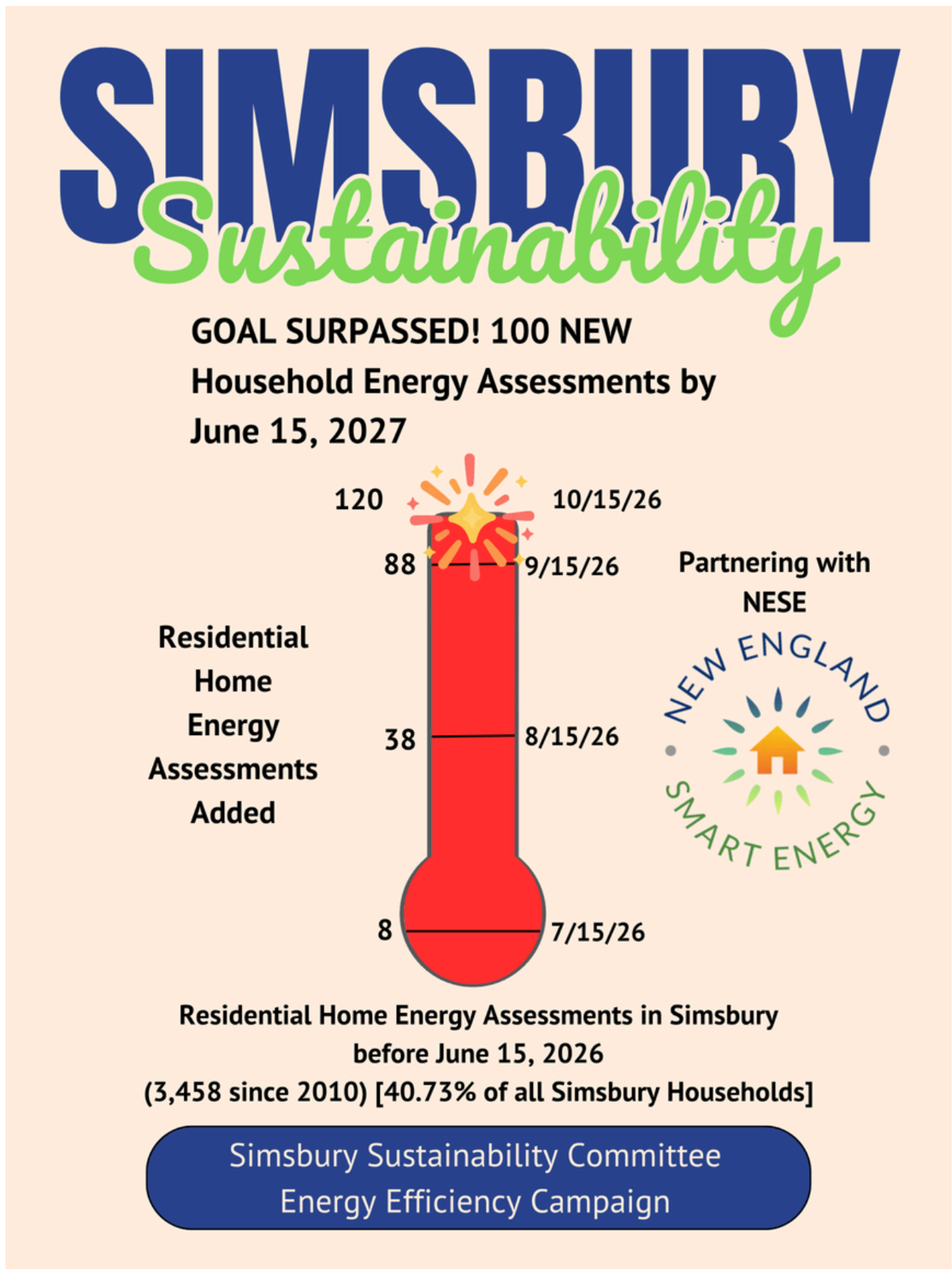
Simsbury business owners: Did you receive a letter about a free energy audit? It's worth a second look!

The Town of Simsbury and the Sustainability Committee are working with Efficient Lighting & Maintenance (EL&M) to help local businesses and commercial property owners identify opportunities to reduce energy use and operating costs. These free audits can identify savings and improvements, with no obligation to proceed with upgrades. To schedule a free audit, **call Operations Manager Sara Doutney at (203) 794-7506 or email at sarad@el-m.net.**

Home Energy Assessments for Homeowners & Renters Surpasses Goal

On June 15, 2026, the Sustainability Committee set a goal of 100 home energy assessments in 12 months. Simsbury has exceeded that goal with 120 home assesments in just four months.

We are pleased with our partnership with New England Smart Energy and the positive feedback we have received from customers. With oil and gas prices on the rise, we encourage you to schedule a home energy assessment. Residents may access the service for a co-pay of just $40 (free for the income-eligible). To sign up, click here or call (203) 292-8088.



Don’t Recycle These: They Clog the System

Simsbury is served by USA Waste & Recycling for residential household waste and single-stream recycling pick-up. The majority of the recycling collected is delivered to Murphy Road Recycling’s new, state-of-the-art, “All-American” Material Recovery Facility in Berlin, CT.

This is where the recycling is sorted, baled, and sold to companies that reprocess the materials. Murphy Road Recycling is an operating company of USA Waste & Recycling.

The facility utilizes the latest in material recovery technology, such as optical scanners, magnets, compressed air, artificial intelligence, and robotics. These technologies lead to increased throughput and sorted recyclables of higher purity and quality.

Murphy Road is capable of recycling materials that other facilities can’t.

Below is a guide created to focus on what items should **NOT** be put into your blue bin for single-stream recycling. The items on this list are the top offenders.

Putting the extra effort into sorting your recyclables is one of those little things, that if more people do it, can make a positive difference downstream in the recycling / material repurposing process.

For additional information, see:
USA Waste & Recycling Guide
Recycle CT or Simsbury.


PLASTIC BAGS


BAGGED MATERIALS


HOSES/WIRES


SYRINGES


No clothing or linens


FOOD WASTE


HAZARDOUS MATERIALS


STYROFOAM


SHREDDED PAPER


No tanglers


LIGHT BULBS


POTS, PANS, SCRAP METAL


DISHES


ELECTRONICS


No combustibles



Recycle CT

Town of
SIMSBURY
CONNECTICUT
RECYCLING – BULKY WASTE



Municipal Participation Checklist

Is your municipality interested, or already participating, in the Switch Together Program? Solar United Neighbors (SUN) and the Connecticut Green Bank work together to make municipal participation as easy, straightforward, and timely as possible. As we take the first steps towards engaging your homeowners, your municipal team has a few responsibilities to ensure a successful campaign:

Roles & Responsibilities

Solar United Neighbors & Connecticut Green Bank

- Creates communication materials & plan
- Provides website for registration & offers
- Provides customer service
- Organizes auction for qualified installers
- Oversees quality management
- Reports program results to the partner
- Assumes all costs for marketing, management, & customer care
- Coordinate with local organizations to support outreach functions
- Conducts mail and online marketing campaigns

Local Municipal Partner

- Approves municipal logo use
- Actively promotes the program on town/city communication channels
- Reviews and approves communication materials and plan
- Preps staff on the upcoming program (permitting office, etc.)

Municipal Next Steps

1. **Meet with Switch Together and Connecticut Green Bank**
    a. Discuss process and timeline for program
2. **Provide Municipal Letter of Support by October 2026**
    a. Complete the commitment process for an email of support, letter of support, or agreement to formalize the partnership (samples available upon request)
3. **Provide Logo Approval by October 2026**
    a. Provide Switch Together and Connecticut Green Bank with limited municipal logo approval
    b. Review partnership materials in preparation of program kickoff
4. **Participate in Campaign Kickoff and Municipal Staff Preparation**
    a. Campaign kick-offs in February 2027
    b. Coordinate with Switch Together and Connecticut Green Bank for staff trainings
    c. Assist where possible with outreach throughout campaign through July 2027

Contact Us

Solar United Neighbors: **corey@solarunitedneighbors.org**
Switch Together (iChoosr): **scott.annis@ichoosr.com | fred.wu@ichoosr.com**
Connecticut Green Bank: **jayson.velazquez@ctgreenbank.com**

Learn More

solarunitedneighbors.org
switchtogether.com
ctgreenbank.com

SOLAR UNITED NEIGHBORS

Memorandum of Understanding (MOU)

[MUNICIPALITY NAME] and Solar United Neighbors

Solar United Neighbors (SUN) is a community of people building a new energy system with rooftop solar at the cornerstone. SUN helps people go solar, join together, and fight for their energy rights. SUN primarily organizes **solar and battery storage group purchasing programs** that gather homeowners or small businesses together (Residents) and help them purchase a solar and battery storage installation as a group, reducing the cost and making it easier to go solar and install battery storage.

[MUNICIPALITY NAME] (herein referred to as the "MUNICIPALITY") is the municipal government of [LOCALITY NAME], [STATE].

The program shall be known as **Switch Together Connecticut**, or something similar.

Obligations
The following is an agreement between both parties with the goal of furthering our respective missions. SUN and MUNICIPALITY acknowledge that no contractual relationship is created between them by this MOU, but agree to work together collaboratively to provide united, visible and responsive leadership of the specified Program.

Cooperation & responsibilities

SUN Duties
SUN will develop and implement the Program. SUN will be responsible for all aspects of the program implementation, including:

1. Organize and help MUNICIPALITY communicate about at least one (1) Program each calendar year within the MUNICIPALITY, via agreed upon marketing and communications efforts as set out in the communications plan, that will be drawn up during a meeting between SUN and MUNICIPALITY representatives.
2. Develop communication materials and plan for review and approval of MUNICIPALITY before posting, publishing or distributing.
3. Provide the MUNICIPALITY with webpages and hyperlinks to the Program digital platform (website) to facilitate registration, auction and acceptation of a personal offer for participating homeowners and small businesses.
4. Set out information for Residents within its website about the Program including the fact that participation is free and provides them with no obligation to accept any solar and battery storage installer's offer, including information pages and a Frequently Asked Questions (FAQs) section.
5. Arrange for a qualification procedure for solar and battery storage installers. The

purpose is to secure that only solar and battery storage installers can participate that are able to - in a reasonable timeframe - install high-quality solar PV and battery storage systems complying within the relevant local laws & regulations.
6. Arrange for a competitive bidding process for these vetted and qualified solar and battery storage installers to ensure a competitive price for Residents.
7. Actively manage selected solar and battery storage installers to ensure installation goes in accordance with requirements.
8. Provide Customer Service for Residents, inclusive of a toll-free phone number for the Program, and maintain a Customer Care Call Center for this Program.
9. Upon request from MUNICIPALITY, provide reports detailing the number of participants in the Program and the number of Residents who have confirmed that they wish to accept the System offer.
10. Present at (virtual) information sessions for Residents.
11. Provide the option to carry out surveys among Residents or any sample thereof that it selects in order to obtain Residents' views in connection with the Program.

For the fulfillment of the solar and battery storage group purchasing program SUN cooperates with iChoosr, an organization specialized in large scale aggregation of residential solar and battery storage installs. This involves strict product and installer vetting, a reverse auction to obtain an attractive low price for high-quality installs, a personalized offer supported by customer services so that participants can make a well-informed decision on whether they want to take up the offer or not, and strict monitoring of the inspection and installation process.

SUN has designated Corey Ramsden (Special Projects Consultant, corey@solarunitedneighbors.org) as the designated contact for the Program and Roger Horowitz (VP Go Solar, rhorowitz@solarunitedneighbors.org) as the backup contact.

MUNICIPALITY Duties

1. MUNICIPALITY commits to communicate about one (or more) Program(s) a year to its Residents, community, other nonprofit organizations, and anyone who may be interested in going solar and/or installing battery storage via mutually agreed communication efforts as set out in the communication plan, including:
    a. Information regarding the Program on the MUNICIPALITY's homepage and newsletter/bill inserts, briefly explaining the Program and providing a hyperlink to the program website.
    b. Sharing posts about the project's information sessions, events and milestones on social media.
    c. Press releases provided by SUN announcing the start/close of each program.
2. Organize a kick-off meeting, and when necessary, follow-up meetings or calls, with SUN.
3. If MUNICIPALITY desires to develop additional promotional materials or press



outreach they will share with SUN for approval before deploying.

4. Allow SUN to utilize the MUNICIPALITY logo / emblem for purposes of demonstrating the MUNICIPALITY's support of the Program to Residents. All uses of the MUNICIPALITY logo / emblem shall be first reviewed and approved by the MUNICIPALITY in writing.
5. Allow SUN to utilize the name of the Mayor or "Municipal/Town/City Council" on a MUNICIPALITY reviewed and approved direct mailer to identify that MUNICIPALITY supports the Program.

MUNICIPALITY has [NAME, TITLE, EMAIL] as the designated contact for the Program.

Solar and/or battery storage Installation Agreement
Agreements for the delivery of a solar and/or battery storage installation are concluded between the Resident and the winning installer, neither SUN nor the MUNICIPALITY are parties to this in any way.

Liability
No liability will arise or be assumed between either Party as a result of this MOU.

Term of Agreement
This MOU shall remain in effect from beginning [DATE] for a period of [three (3) years], at which time the MOU will automatically renew annually on the applicable anniversary date of the Effective Date of this MOU, unless terminated earlier by either MUNICIPALITY or SUN.

Termination of Contract
Either MUNICIPALITY or SUN may terminate this MOU for any reason with 90-days advance written notice.

Public Disclosure
Installers will be qualified and selected based on objective and transparent criteria. SUN is dedicated to an open and competitive solar and battery storage market.

Nothing in this agreement shall obligate either MUNICIPALITY or SUN to the transfer of any funds. Both parties mutually agree that there is no financial arrangement between MUNICIPALITY and SUN.

IN WITNESS WHEREOF, the MUNICIPALITY and SUN have executed this Agreement as of the day and year first above written.

Signed: _____Date: _____



[NAME], [MUNICIPALITY] Representative

Signed: _____ Date: _____

Angela DeMonbreun, Chief Operating Officer, Solar United Neighbors