

# KMB Meeting Minutes 21 March 2023



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*"Empowering residents, businesses and  
government to make Mansfield, a greener, cleaner  
place to live, work and play."*

## KEEP MANSFIELD BEAUTIFUL COMMITTEE

### Meeting Minutes

**Meeting Date:** 21 March 2023 @ 7:00 p.m.

**Location:** MBC Room-Mansfield Town Hall

**Attendees:** Jeff Ward (Chair), Pat Colbert, Janice Wivagg, Kelly Kemp, Mike Healey, Patrick McCue, Ana Newell

**Absent:** Martha O'Connell

**Guests:** Kristy Brooks (Regular Guest Participant-Waste Reduction & Recycling Committee), Neil Rhein (BOS)

### Welcome & Call to Order

- Meeting called to order at 7:00 p.m.
- Motion to accept minutes from previous meeting of 21 February 2023
- Minutes approved by committee members in attendance.

### Treasurer's Report

#### Treasurers Report – as of 20 March 2023

**Town account:** \$ 9,345.94 (reconciled with Town #'s)

**Mural account:** \$ 1,687.36 (reconciled with Town #'s)

**PayPal account:** \$ 110.00 (reconciled)

**Bluestone Bank:** \$ 3,844.28 (not reconciled with Bank) \*\*

**Net Total:** \$14,987.58

#### Funds Per Program Breakdown:

**KMB Administration:** \$7,159.52 (includes all prior FY program balances and expenses) \*\*\*

**2023 Flower Barrels:** \$1,974.66

**2023 Nip Bottle Program:** \$2,250.00 \*

**Mike McCarthy Memorial:** \$1,916.04

**Mural:** \$1,687.36

**Net Total:** \$14,987.58

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\*\*\* Ana Newell will have balance per program by next KMB meeting.

\*\* Ana Newell will be meeting with Bluestone Bank and deposit amount should be reconciled by next KMB meeting.

\*Payments are up to date except for Jodami/Bristol Liquors who paid for 6 months in December 2022. Expect the next 6 month payment in June 2023.

## Nip Stipend Program Monies

*Nip Stipend Program* – An agreement was made by local Mansfield liquor store owners to pay KMB and the Mothers Against Drunk Driving (MADD) organizations a \$100 monthly stipend (to be split evenly between organizations). Proceeds can be used for cleanup, for educational purposes and to help promote proper disposal of nip bottles. Payments began in July 2022. KMB received approximately \$1300 in monies from this program in 2022. Ana Newell was able to locate the original signed agreement and the following financial info on the payments made by the store owners in 2022:

Date	Payee	Type	Credit
6/17/2022	West Mansfield Variety	Nip Bottle Donation	\$50.00
7/15/2022	Wines and More	Nip Bottle Donation	\$50.00
7/15/2022	Austin Debucas LLC	Nip Bottle Donation	\$50.00
8/4/2022	RNR Liquors Corp	Nip Bottle Donation	\$600.00
8/4/2022	West Mansfield Variety	Nip Bottle Donation	\$50.00
9/12/2022	West Mansfield Variety	Nip Bottle Donation	\$50.00
9/12/2022	Austin Debucas LLC	Nip Bottle Donation	\$50.00
9/12/2022	Wines and More	Nip Bottle Donation	\$50.00
9/12/2022	Austin Debucas LLC	Nip Bottle Donation	\$50.00
9/23/2022	Wines and More	Nip Bottle Donation	\$50.00
9/23/2022	West Mansfield Variety	Nip Bottle Donation	\$50.00
11/7/2022	Austin Debucas LLC	Nip Bottle Donation	\$50.00
11/7/2022	Wines and More	Nip Bottle Donation	\$50.00
11/7/2022	West Mansfield Variety	Nip Bottle Donation	\$50.00
11/7/2022	Austin Debucas LLC	Nip Bottle Donation	\$50.00

Neil Rhein informed the committee about a newly proposed MA Better Bottle Bill that covers more types of beverage containers. This bill would put a deposit on water bottles, vitamin drinks, nips, and other beverage containers that did not exist when the original bottle bill was passed. The bill would also increase the current container deposit charge from 5¢ to 10¢. Neil will continue to follow progress on the bill and keep the committee apprised.

## Future Purchases/Expenses

The following section contains information on potential purchases for items needed by 2023 KMB programs along with the associated projected expenses that may be incurred.

**Note 1:** Mike Healey made a motion to approve preliminary spending amounts on certain items and the motion was seconded by Ana Newell. Committee members approved unanimously to move forward with some of the purchases as described.

### Stationery/Advertising Related Items / Miscellaneous

- **Annual Appeal Letters:** 800 letter copies
- **Downtown Flower Barrel Letters:** 75 letter copies
- **'Thank You' Cards and Envelopes:** 100
- **Spring Cleanup Flyers:** 25 copies
- **Postage Stamps:** stamps for Letters, 'Thank You' Notes, etc. Cost pending

**Note 2:** Motion was made by Mike Healey and seconded by Ana Newell to approve spending costs of \$559.42 that allows Pat Colbert to purchase these items supplied by Allegra: Annual Appeal Letters, Downtown Flower

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Barrel Letters, Spring Cleanup Flyers, Thank You Notes and Envelopes.

## General Supplies for Cleanup Programs

- **Gloves:** Need to purchase up to 300 pairs of gloves. Cost not to exceed \$600. Mike Healey will purchase.
- **Safety Vests:** Current Inventory = approx. 20; Need to purchase additional 20 vests. Cost not to exceed \$150. Mike Healey will purchase.
- **Yellow Trash Bags:** Current Inventory = 150 bags. Pat Colbert will request 1K bags from DPW for cleanups.

## Great Mansfield Cleanup Program Supplies for Spring and Fall Events

- **T-Shirts for Spring Cleanup:** Numbers needed for Spring Cleanup are dependent on registration #s. Current Available Inventory = 100 shirts (mainly size Large, with a few miscellaneous sizes). Need to purchase up to 500 new t-shirts. Cost not to exceed \$4,000. Pat Colbert will purchase.
- **Spring and Fall Litter Sweep Banners:** Need 2 hanging banners for Rte. 106 to advertise cleanup events. Cost not to exceed \$1,200. Pat Colbert will purchase.

## Other KMB Program-Based Items

- **Flower Barrels:** Purchase up to 20 new plastic wine barrels for the downtown plants. Cost not to exceed \$500. Mike Healey will purchase.
- **Flags for Downtown Flower Barrels:** Purchase new flags for the downtown flower barrels. Cost not to exceed \$200. Janice Wivagg will purchase.
- **Watering Cans for Downtown Flower Barrels with KMB Branding:** Purchase 80 watering cans for sponsors of downtown flower barrels. Cost not to exceed \$1,000. Janice Wivagg will purchase.
- **'KMB Supporter' Decals:** Purchase 100 decals. Cost not to exceed \$250. Pat Colbert will purchase.
- **Painted Trash Barrels:** Need 10 barrels to replace some around downtown Mansfield. DPW will supply 5 barrels.
- **Primer Paint for Painted Trash Barrels:** Purchase two gallons of colored primers. Cost not to exceed \$150. Mike Healey will purchase.

## Future Potential Purchases w/ No Action Taken at This Time

- **Photographer:** Cost TBD.
- **Sponsor Wall:** Purchase a structure with a replacement graphic option available for changing info. Cost TBD.
- **Sponsor Lawn Signs for Spring Cleanup:** Purchase signs similar to the 'No Litter' signs to list key program sponsors. Cost TBD.
- **New 'No Litter' Signs:** Purchase signs to replace the old signs. Cost TBD.
- **Posters for Adopt-a-Street:** Purchase posters to use at Spring/Fall Cleanups and Family Fun Night. Cost TBD.
- **Recycle Bins for Athletic Fields:** Bins may be acquired through grant monies. No action taken at this time.

## Items in Current Inventory- Replenish Not Currently Needed

Item	Current Inventory
KMB Tent	1
Grabbers	200
Green Reusable Trash Bags	300
KMB Brochures	250
Mugs	36
Water Bottles	90
Hanging Banner	1
Tables	2

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## Fundraising

### 1. Fundraising Letter

The final edits to the KMB annual fundraising letter were completed and 700 letters were mailed out on 17 March 2023. A Platinum donation level was added to the 2023 letter.

#### Proposed Donation Levels

Platinum (\$2,500 - \$5,000)

Gold (\$1,000 - \$2,499)

Silver (\$500 - \$999)

Bronze (\$100 - \$499)

Note 1: A spreadsheet will be created and copy placed on the Google drive to track donation returns.

Note 2: Donation "Thank You" notes will be developed.

### 2. Stop & Shop Grant

No new information was received on the grant application submitted to Stop & Shop. Mike Healey volunteered to do additional follow-up.

### 3. Michael McCarthy Family Donations

Information was received that Mike's family provided the option of a KMB donation in lieu of flowers. Current balance in the Mike McCarthy Memorial Fund: **\$1,916.04**. Amount is reflected in March financials.

## Ongoing Programs

### Great Mansfield Clean-Up 2023

#### 2023 Spring Cleanup Preliminary Punch List

- Complete and Submit Event Applications
  - Schedule Hanging Date for Event Announcement Banners
  - Order Precinct Map for South Common
  - Set-Up Pre-Cleanup Zoom Call
  - Make Plans/ Finalize for Sponsor Recognition
  - Order Picnic Food/Beverage/Organize Set-Up and Activities
  - Order T-Shirts
  - Coordinate with DPW on Trash Pickup
- 
- Item Inventory – Mike Healey conducted an inventory of items in our storage facility for the March meeting. (See section on Future Purchases/Expenses for item details.)
  - Sponsor Recognition at Picnic - Invite sponsors to the spring clean-up picnic on 29 April.
  - Event Application: The special event application needs to ID activities KMB is planning for the South Common event.
  - Event Announcement Banners: Pat Colbert will check the schedule for event banner hanging.
  - Precinct Map for South Common: The committee discussed having a committee member at South Common to direct new late registrants to available clean-up routes. Pat Colbert suggested keeping the new registrants on available routes downtown so they could easily partake in picnic activities. Patrick McCue will be the committee member stationed at South Common to help direct new registrants to

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their routes on the morning of the Cleanup. Another committee member will assist Patrick.

- **Meeting Prior to Spring Clean-up:** Committee voted to meet again on 11 April.

## **Trash Can Be Beautiful Program**

### **Painted Barrels**

At the January meeting, Kelly Kemp suggested bringing back the Painted Barrel Event that was held many years ago (2010) at the old DPW facility. The town provided paint and other supplies at that time for the community event. It was suggested that KMB could use the funds recently donated by the Elks to provide the paint and supplies to participants/groups if we are able to hold this event in 2023 at the new DPW facility on East Street.

**Note:** Mr. Dumas was supportive of this community event. Kelly Kemp will reach out to Josh Reinke and inquire about possible DPW support.

### **Offensive Trash Sites and 'Litter Free Zone' Signage**

There are several sites in town that are frequent trash eyesores and require constant clean-up vigilance. These include: School Street, Maple Street, Francis Street, and Oakland Street. Tuckers' trash on Oakland Street is especially offensive. Mike Healey will inventory current available signs and report number needed of new replacement signs for deployment.

### **Flower Barrel Program**

There are approximately 97 flower barrels ordered for the downtown area for the 2023 program to date. Planting of the spring Pansies will begin mid-April, weather permitting. In the past, KMB sponsored about 20 barrels for aesthetics. This was in addition to several extra plants needed for plant replacement due to various seasonal damages.

Pat Colbert and Kelly Kemp are working to solicit a commitment from downtown business owners on plant pricing. They set goals to receive payment in advance of planting by early April. Pat Colbert and Kelly Kemp visited downtown businesses and have collected \$2,814.66 in payments to date.

Cost of setting up a flower barrel is \$70. The on-going maintenance required during the growing season is time-consuming. Some ideas listed below were proposed at the February meeting to help remedy the efforts required by maintenance activities:

- Purchase a water buffalo
- Get barrel watering on a weekly schedule to help solicit volunteers
- Use local landscape company to help with watering needs
- Approach BOS to request more grant monies to help support program maintenance
- Tap into the Senior Work Program to solicit help with plant watering

### **Adopt-a-Spot Program**

At a past meeting, Ana Newell indicated that there were 3 potential AaS sites available for adoption: Happy Hollow site on N Main St., Mary Fontes former garden site near School St. and Old Elm St. in West Mansfield, and the Elks building site on N Main St. Suggestion was made by Mike Healey to get a volunteer group to do a cleanup in front of the Elks building. The AaS garden site at Old Elm St. was adopted by the Mansfield Elks and the Happy Hollow site on N Main St. was adopted by the Joshi Family. Ana recently worked with Andy Littig and the DPW team to get some of the unwanted plants removed from the Happy Hollow site to promote a fresh start. Ana is coordinating spring mulching of the AaS sites with Josh Reinke.

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Other potential Adopt-a-Spot sites for adoption:

- The small triangular site on Fruit Street on the way to the Mansfield Airport
- Site on Hope Street after Rte. 106 near the Chocolate Factory where the road bears to left

AaS site information as of March 2023:

Site	Responsible Organization	Contact Name
Library Entrance	Presentato Landscape Company	Peter Presentato
Bike Path Entrance on Fruit St.	Village Green Landscape	Mark Orsborne
Old Elm St Garden	Mansfield Elks	Shaun DeBold
Elks Building	Ana collaborating with the Elks	
East Mansfield Sign	Guerrini Landscaping	Kyle Guerrini
	The Garden Lady	Ana Newell
Fulton's Pond Stone	Family of Matthew C. McCue	Linda Mercier-Janssen
Verizon Garden	The Garden Lady	Stephanie Hooper
Island at Willow St.	Jeff Ward Family	Jeff Ward
West Mansfield Sign	Todd Richardson	Todd Richardson
Fulton's Pond near West St.	Mike Healy & Rick	Mike Healey
TBD	Regal Tree	Kim
Happy Hollow	Joshi Family	Akanksha Diwan Joshi
Mary Dalton?	Flammia Square Vet's Memorial	Mary Dalton
Steve Smith (DPW)	Devine Square Vet's Memorial	Steve Smith
TBD	GMC Vet's Site	<i>Neil</i>
AaS Signage Info	Road Safe	Paul DiMartino

## Adopt-a-Street

The committee pointed out an issue with the program link on the town's website. KMB's link was not working properly and committee members were encouraged to go on the website and recommend any changes. Contact Nancy Griffin for any changes needed to the town's website.

Chris Linko originally created the Adopt-a Street link. KMB hopes to use this platform and promote it at GMC, Fall Litter Sweep and Family Fun Night.

## Additional Projects/ Initiatives

On/Off Ramps – No discussion to report.

### Adopt-a-Highway

Samsonite volunteers are set to perform a clean-up from Foxboro line to School Street on 25 April –Earth Day.

Neil Rhein reminded committee that the KMB commitment to Rte. 140 clean-up activity needs to be renewed. Neil will send Jeff Ward the Adopt-a-Highway info.

"No Litter Zone" Signs - No new activity to report. Mike Healy will inventory condition of signs and order replacements if needed so signs can be deployed as soon as weather permits.

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## Miscellaneous Discussion Items

### Recycling Containers

Suggestion was made by Kristy Brooks at the January KMB meeting to have KMB sponsor a type of recycle container that would be used specifically for plastic bottle disposal at our town fields (i.e. the soccer fields or Memorial Park). This could be a type of pilot program for future bottle recycling efforts.

*Historical information note received from Mr. Rhein:* Many years ago KMB secured some plastic recycling bins that were put out at Memorial Park, at the playgrounds, and the basketball court. Over the years, these bins disappeared or it is possible that DPW never put them out. Eventually, the recycling effort at Memorial Park faded. The blue metal bins referred to were the result of a grant received from Keep America Beautiful and Coca-Cola or Pepsi Co. That program is an annual grant program and KMB could apply again and perhaps get more bins. The biggest challenge seen over the years is getting DPW to put the bins out and empty them. There's some doubt as to whether the items in the bin will actually be recycled.

Mr. Rhein offered to discuss options with Kristy. Follow-up is required with DPW. Question: How would the plastic bottles be sorted and disposed of by DPW?

### Stop & Shop Restore Program

Neil Rhein informed the committee about this program run by an agency in Georgia. Keep MA Beautiful received \$5K in funds from them. KMB could investigate application and solicit future funding by advertising the 29 April clean-up event.

### On-line Social Media Strategy

Kelly Kemp is requesting input from members on ideas or updates to website information. Kelly hopes to steer people from Facebook to our KMB website.

Suggestions for ideas/updates:

- Solicit a volunteer to help with flower barrel watering
- "Sponsor a Barrel" to help pay for barrels that were not sponsored by business owners (i.e. purchase a barrel for a Veteran's site)
- Social media 'shout outs'

### Upcoming KMB Meeting Dates for 2023

- Tuesday, April 11th
- Tuesday, May 16th
- Tuesday, June 13th

### Meeting Adjournment

Next Meeting Date: 11 April 2023 @ 7:00 p.m.

Meeting Adjourned: 8:45 p.m.

Minutes approved on:

11 April 2023

Secretary signature:

