

KMB Meeting Minutes 11 April 2023



"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: 11 April 2023 @ 7:00 p.m.

Location: MBC Room-Mansfield Town Hall

Attendees: Jeff Ward (Chair), Pat Colbert, Kelly Kemp, Mike Healey, Ana Newell, Martha O'Connell

Absent: Patrick McCue, Janice Wivagg

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

Welcome & Call to Order

- Meeting called to order at 7:05 p.m.
- Motion to accept minutes from previous meeting of 21 March 2023
- Minutes approved by committee members in attendance.

Treasurer's Report

Treasurers Report – as of 11 April 2023

Town Account: \$ 12,615.94

PayPal Account: \$ 381.99

Bluestone Bank: \$ 3,844.39*

Net Total: \$16,842.32

Account Balances Forwarded at EOY 2022

Town Account: \$ 6,527.05

PayPal Account: \$ 640.87

Bluestone Bank: \$ 330.90

Net Total: \$7,498.82

Note 1: Ana Newell and Jeff Ward met with Bluestone Bank in early April to review the KMB account activity. Our former treasurer, Mike McCarthy, used this account to transfer PayPal donations. Both Jeff and Ana now have access to the bank's app and the ability to download bank statements for the KMB account. They will continue the practice of transferring PayPal donations to the Bluestone account and are exploring the possibility of opening a

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KMB checking account at Bluestone so there will be easier access to funds to write checks and to pay/reimburse expenses in the future.

Breakdown of Totals by Program FY2023

Program Name	Income	Expense	Net Total
Cleanup Programs 2022	\$1,300.00	\$241.55	\$1,058.45
Cleanup Programs 2023	0	0	0
Flower Barrels 2022	\$585.00	\$2,416.14	(\$1,831.14)
Flower Barrels 2023	\$3,114.66	0	\$3,114.66
Nip Bottle Donations	\$2,300.00	0	\$2,300.00
KMB Administration	\$5,122.92	\$2,319.42	\$2,803.32
Mike McCarthy Memorial Fund*	\$1,898.03	0	\$1,898.03
Net Total	\$21, 819.43	\$4,977.11	\$16,842.32

***Mike McCarthy Memorial Fund:** Error was made in the 21 March 2023 meeting Treasurer's Report indicating funds in the amount of \$1,916.04. A PayPal donation of \$110.00 was mistakenly recorded twice. In between the March-April meetings, an additional donation of \$91.99 was received. See adjustments and current account balance below:

Total as of March:	\$1,916.04
Total add received:	\$ 91.99
Less PayPal amt. added twice:	\$ (110.00)
Balance as of 11 April meeting:	\$1,898.03

Town of Mansfield Grant Monies: \$2,000.00 (amount not reflected in Net Total in table above)

2023 Nip Bottle Program: 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

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The committee is aware of 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 MA Bottle Bill was passed. The bill would also increase the current container deposit charge from 5¢ to 10¢. Neil Rhein will continue to follow the legislative progress on this proposed bill and keep the committee apprised.

Note 2: Committee discussed some of the pros and cons of setting up KMB as a separate non-profit with 501(c) 3 status. Ana Newell and Jeff Ward are meeting with Town officials on 24 April. One topic of discussion will be getting a better understanding of why PayPal payments made to KMB cannot go through the Town account. This would help save on PayPal transaction fees.

Note 3: Suggestion was made to create a KMB Venmo account. This would help increase donations and facilitate payments at events such as Family Fun Night.

Future Purchases/Expenses

The following section contains information on some purchases and reimbursements for items required by 2023 KMB programs. Items in this section were discussed and voted on at the 21 March 2023 meeting. Some items were purchased and expenses submitted for reimbursement. Additional updates will be reflected in future meeting minutes.

Stationery/Advertising Related Items / Miscellaneous

- **Annual Appeal Letters:** 700 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

Cost of \$559.42 was approved at 21 March 2023 meeting and allowed Pat Colbert to purchase items supplied by Allegra.

General Supplies for Cleanup Programs

- **Gloves:** Mike Healey purchased 300 pairs of gloves. Cost not to exceed \$600.
- **Safety Vests:** Mike Healy purchased 20 vests. Cost not to exceed \$150.
- **Yellow Trash Bags:** Pat Colbert received 2K bags from DPW for cleanups. No cost to KMB.

Great Mansfield Cleanup Program Supplies for Spring and Fall Events

- **T-Shirts for Spring Cleanup:** Pat Colbert purchased 500 new t-shirts. Cost incurred was \$3,300. Pat Colbert submitted invoice to Ana Newell so reimbursement can be facilitated.
- **Spring and Fall Litter Sweep Banners:** Need 2 hanging banners for Rte. 106 to advertise future cleanup events. Existing banner is being used for this spring cleanup and is hanging on Rte. 106. Cost of new banners not to exceed \$1,200. Pat Colbert is working with John at Bay State Envelope on banner design.

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 make purchase.
- **Flags for Downtown Flower Barrels:** Purchase new flags for the downtown flower barrels. Cost not to exceed \$200. Janice Wivagg will make 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 made purchase.

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- **'KMB Supporter' Decals:** Purchase 100 KMB sponsor decals. Cost not to exceed \$250. Pat Colbert working with Karen Reardon to design.
- **Painted Trash Barrels:** Need at least 10 barrels to replace some in disrepair around downtown Mansfield. School returned 4 barrels from school complex as new barrels were purchased. DPW supplied 5 barrels to Mike – some with rust. Mike Healey has 2 barrels primed at Fruit St. and 2 waiting to be primed.
- **Primer Paint for Painted Trash Barrels:** Purchase two gallons of colored primers. Cost not to exceed \$150. Mike Healey will purchase primer.

Future Potential Purchases w/ No Action Taken at This Time

- **Photographer:** Cost TBD.
- **Sponsor Wall:** Purchase or make some type of a structure with a possible replacement graphic option available for changing info. Design and 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 new signs to replace the old signs. Number and cost TBD.
- **Posters for Adopt-a-Street:** Purchase posters to use at Spring/Fall Cleanups and Family Fun Night. Cost TBD.
- **Recycle Bins for memorial Park and Athletic Fields:** Bins may be acquired through grant monies. No action to purchase taken at this time. DPW needs to be contacted about emptying bins and recycle plan.

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 existing
Tables	2 four foot tables

Fundraising

1. Fundraising Letter

The KMB annual fundraising letters were mailed out on 17 March 2023. Donations are coming in and Ana Newell will create a spreadsheet on the Google drive to track the donation amounts and sponsors. All KMB board members should have access to the Google drive so everyone can easily access information when needed.

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 a copy placed on the Google drive to track donation returns.

Note 2: Agenda item for next meeting: Donation "Thank You" notes will be developed. Suggestion was made to create a personalized letter that can be sent from the board to sponsors who donate \$500+. Need to check stationary requirements for notes and letters. Janice Wivagg volunteered to be point person on "Thank You" notes. Suggestion was made to create "template text" that can be used for the notes.

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2. Stop & Shop Grant Monies

Stop & Shop Update: Mike Healy made some incredible progress in obtaining funds from Stop & Shop's sustainability partner, Restore. The Restore program will support the KMB Spring Cleanup campaign at the \$3000.00 sponsorship level! The Mansfield Stop & Shop store will also recruit a team of volunteers for the April 29th clean-up event.

3. Other Donations

Ana Newell informed the committee that donations to KMB from The Red Dog Inn in West Mansfield (\$1,000.) and The Arts & Soul Tattoo business on Chauncy Street (\$500) were received. Donations pledged by Bluestone Bank and Rockland Trust have not yet been received. Current cleanup related donations received to date: \$2,080.

Target will only donate to non-profits designated as an official 501 (c)3 organization. Jeff Ward is following up with Target to determine how donated funds can be filtered to KMB.

4. Michael McCarthy Memorial Donations

Mike's family provided the option of a KMB donation in lieu of flowers. Balance in the Mike McCarthy Memorial Fund: **\$1,898.03**. Additional donations received will be reflected in future meeting minutes. No determination to date on how funds will be used by KMB to memorialize Mike.

Ongoing Programs

Great Mansfield Clean-Up 2023

2023 Spring Cleanup Punch List

- Pre-cleanup Zoom call will be set up for 20 April at 6:00 p.m.
- Event application for South Common was completed and submitted
- Neil Rhein tracking on-line participant registrations – 522 to date. Extend registrations on-line until 19 April
- Event announcement banner was hung on Rte. 106
- Precinct maps for Precinct Captains and South Common were ordered by Ana Newell. Maps will be distributed to Precinct Captains as well as digital copies
- T-Shirts were ordered (500 shirts) by Pat Colbert. Pat will organize shirt sizes and distribute to Precinct Captains before event along with other supplies
- Sponsor recognition plans still need to be finalized
- Pizza by Cousins is being ordered by Jeff Ward. Suggest 11:00 delivery time. Cost approx. \$300
- Small water bottles will be purchased by Mike Healey
- Who will purchase paper goods? Plates, napkins, table cloths, etc.
- Snacks at BJ's will be purchased by Kelley Kemp and Kristy Brooks
- Organize South Common set-up (Pat, Kelly, Patrick, Martha, Mike). Tables, chairs, posters, KMB stuff, brochures
- Information table would be staffed by Neil Rhein
- Coordination of unloading trash and placement and people returning grabbers at Town Hall
- Late registration setup. Pat Colbert will be lead person with Patrick assisting
- Activities/Lawn Games to be worked on by Janice Wivagg and Kelly Kemp. Check library for large game availability as well as Parks & Rec office
- Entertainment includes music for gazebo. Town has sound system that can be set up. Neil Rhein has playlist, BOSE
- Coordinate with DPW on parking, trash routes and trash pickup
- Coordinate with MEMA on checking large groups cleaning in high traffic areas

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- Check with DPW on placement of extra trash barrels at the Common for event
- Bring "Litter Free Zone" signage to Common
- Photos of cleanup event for social media

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. We would need about 20 barrels to pull off this type of event and have 9 barrels in inventory at this time. Mike Healey primed 2 of 4 barrels at Fruit St. sent back from schools.

Note: Mr. Dumas was supportive of this type of community event. Kelly Kemp was to reach out to Josh Reinke and inquire about possible DPW support for an event of this type. A covered location is needed in case of inclement weather. No action to move forward with this event idea was taken to date. Revisit item after cleanup.

Martha O'Connell reached out again to Derek Harding at MHS about potentially involving art students in barrel painting.

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 available signs and determine number of new replacement signs needed for future deployment.

Flower Barrel Program

There are 103 flower barrels ordered for the downtown area for the 2023 program to date. Planting of the spring Pansies will begin mid-April. Pat Colbert will coordinate barrel placements with Tracey Whalen at DPW.

Pat Colbert and Kelly Kemp solicited commitments from downtown business owners on plants and 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 \$3K in payments to date. They will send reminder to those who have not paid. The PayPal option was helpful in collecting flower barrel payments.

Cost of setting up a flower barrel is \$60-\$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 – no progress to date
- 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

Watering cans will be distributed before Angel Begonias are planted and the cans will be stored at Fruit St. until that time. Decals for participants still need to be designed and purchased.

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Adopt-a-Spot Program

Ana Newell indicated at the March meeting that there were 4 potential AaS sites available for adoption: GMC Station Dealer's vet's memorial site on Rte. 106, 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. The Devine memorial site at the 106 embankment will no longer be maintained by Steve Smith who retired from DPW. Suggestion was made by Mike Healey to get a volunteer group to do a cleanup in front of the Elks building. Ana Newell is planning on collaborating with the Elks on a design.

Good news – 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 also 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.

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
Devine Square Vet's Memorial		TBD
GMC Dealer Vet's Site on Rte. 106		TBD
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 at the March meeting. 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.

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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. Jeff Brown is the Samsonite contact.

Neil Rhein reminded committee that Easton is not doing a cleanup event this spring. Aroma Joe's opened on Rte. 106 in Easton and may be interested in participating in our Mansfield cleanup. Neil Rhein attended the MA Recycle Conference and met the manager of Xfinity Center.

"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.

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 placed 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. Follow-up is required with DPW. Question: How would the plastic bottles be sorted and disposed of by DPW?

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. Kelly will post a photo of our youngest town cleanup helper/participant. Plan is to provide Gabriel with some type of acknowledgment at the April cleanup picnic. Suggestions for media ideas/updates:

- Photos of KMB events
- Solicit a volunteer to help with flower barrel watering
- Social media 'shout outs'

Mural Maintenance

Kristy Brooks informed the committee about the need to provide some type of coating protection every 10 years on the town mural on Rte. 106. Approaching the 10 year mark now and we need to consider funding a professional inspection of the mural's condition. Neil Rhein indicated the possibility of contacting an art professor at Wheaton College. More discussion is needed at our next meeting after the cleanup event.

Latex Paint Recycle Opportunity

Mike Healey informed the committee about a recycle opportunity for latex paints in Hanover. He will gather details to share at meeting after cleanup event.

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Upcoming KMB Meeting Dates for 2023

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

Meeting Adjournment

Next Meeting Date: 16 May 2023 @ 7:00 p.m.

Meeting Adjourned: 9:00 p.m.

Minutes approved on: 16 May 2023

Secretary signature: 