

# KMB Meeting Minutes 16 May 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:** 16 May 2023 @ 7:00 p.m.

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

**Attendees:** Jeff Ward (Chair), Pat Colbert, Ana Newell, Martha O'Connell, Janice Wivagg

**Absent:** Patrick McCue, Kelly Kemp, Mike Healey

**Guests:** Kristy Brooks (Regular Guest Participant-Waste Reduction & Recycling Committee),  
Danielle Dupre (Applicant for KMB Committee vacancy)

### Welcome & Call to Order

- Meeting called to order at 7:23 p.m.
- Welcome to new committee applicant, Danielle Dupre.
- Motion to accept minutes from previous KMB meeting of 11 April 2023 completed near end of meeting and minutes were approved by all committee members in attendance.

### Treasurer's Report

#### Treasurers Report – as of 16 May 2023

Town Account: \$ 8,256.90

Bluestone Bank: \$ 4,537.58

PayPal Account: \$ 0.00

**Net Total:** **\$12,794.48**

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## Breakdown of Financials by KMB Program

Program	Town Hall Account	Bluestone Bank	PayPal	PayPal Fees	Expenses	FYT
Cleanup 2022	\$1,300.00	0	0	0	\$241.55	\$1,058.45
Cleanup 2023	\$2,360.00	0	0	0	\$3,079.04	(\$449.04)
Flower Barrels 2022	\$585.00	0	0	0	\$2,416.14	(\$1,831.14)
Flower Barrels 2023	\$3,700.00	\$1,034.53	0	\$33.83	\$3,160.00	\$1,540.70
Nip Bottle Stipends	\$2,400.00		0	0		\$2,400.00
KMB Administration	\$1,656.00	\$1,359.79	0	\$42.71	\$2,319.42	\$653.66
Mike McCarthy Memorial Fund	\$675.00	\$1,294.78	0	\$46.75	0	\$1,923.03
<b>Totals FY 2023</b>	<b>\$12,946.00</b>	<b>\$3,689.10</b>	<b>0</b>	<b>\$123.29</b>	<b>\$11,216.15</b>	<b>\$5,295.66</b>
Balances from EOY 2022	\$6,527.05	\$330.90	\$640.87	0	0	\$7,498.82

**Note 1: Town of Mansfield KMB Grant Monies: \$2,000.00** allocated to KMB in the 2023 Town Budget is not reflected in (table). Amount must be spent by 30 June 2023.

**Note 2: Mural Account: \$1,687.58** remains in the original account set up when mural was commissioned. Since the mural is 10 years-old, an assessment of current condition should be done. Neil Rhein is in contact with a Wheaton College professor regarding a possible consult on the mural's condition and restoration needs. Follow-up on progress is required.

**Note 3: 2023 Nip Bottle Stipend Program:** Additional payments of \$150.00 were recently received prior to the meeting from three vendors and are not yet reflected in the Nip Bottle Stipend line item in previous financial table.

## 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.

## Meeting with Town Manager and CFO on 24 April 2023

On 24 April, Jeff Ward and Ana Newell met with Town Manager, Kevin Dumas and Town CFO, Matt Violette. Since KMB now receives monies from the Annual Town budget, we will be required to place the Town of Mansfield seal on all future communications as we are considered to be a committee that functions under the auspices of the Town of Mansfield. This town seal must be included on all future social media posts and formal communications such as fundraising materials, meeting minutes, etc.

Jeff and Ana also discussed the KMB financial accounts with Mr. Dumas and Mr. Violette. Recommendations were given regarding KMB accounts with PayPal and Bluestone Bank. The bank account is currently needed as a pass thru for KMB PayPal donations. In order to close KMB's Bluestone account, the town must create a PayPal account to process any future KMB donations that come through PayPal. More information on any progress made on these accounts will be included in future meeting minutes.

In addition, the committee will need to review any fundraising materials to ensure any references to KMB being a non-profit organization are removed since the organization is under the town umbrella, Donations made to KMB will still be tax deductible.

## Future KMB Purchases/Expenses

**Note:** No discussion on purchases/expenses was held at this meeting as committee will wait for discussion next month when additional committee members are present.

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 to this section 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.

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## 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.
- **'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. Ana Newell created a spreadsheet on the Google drive to track the donation amounts and sponsors. No new donations were received since

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the Spring Cleanup event. 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 from past 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.

## 2. **Stop & Shop Grant Monies**

**Stop & Shop Restore Program Update:** The Restore program supported the KMB Spring Cleanup campaign at the \$3000.00 sponsorship level! Funds have not yet been received. Jeff Ward will follow-up.

## 3. **Other Donations**

**Bluestone Bank Donation:** The Bluestone Bank donation for the Spring Cleanup event is also outstanding. Follow-up is needed.

**Target Note from past meeting:** Target will only donate to non-profits designated as an official 501 (c)3 organization. Since KMB now falls under the Town of Mansfield, Jeff Ward may need to follow up with Target to determine how any future donated funds can be filtered to KMB. Donations to KMB will still be tax deductible.

## 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: **\$1,923.03**. Any 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. Pat Colbert will reach out to Mike's wife, Julie McCarthy, to discuss possible options for the memorial. One possible consideration is placing a bench on the bike path in Mike's memory.

## **Ongoing Programs**

### **Great Mansfield Clean-Up 2023**

The committee members present agreed that this year's cleanup was a success. Although the final trash pile at Town Hall did not appear to be as high as in past years, random items such as tires appeared to be a bit more plentiful.

The South Common is the perfect venue for the after cleanup picnic. The turnout for the picnic may have been larger had the weather been warmer and sunny. Families enjoyed the refreshments and lawn games borrowed from Parks & Recreation. Lawn games were a big hit!

There were about 5 leftover pizzas which were given to families at the end of the event and leftover water was donated to the food pantry. Leftover snacks were saved and a suggestion was made to donate some of them to the Mansfield Summer Camp events held by Parks & Recreation. The camp usually hosts weekly special

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events for the children that often include food. Kristy Brooks volunteered to reach out to Parks & Rec to inquire about their interest in receiving the treats. If this does not work out, KMB would consider donating them to the food pantry or the children's summer food nourishment program.

## **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 7 barrels in inventory at this time.

**Note 1:** Mr. Dumas was supportive of this type of community event. Martha O'Connell discussed the possibility of having DPW host event this summer. Other town projects and events as well as vacation schedules limit the availability of DPW staffing in June, July and August. Kelly Kemp will follow-up with Josh Reinke and inquire about future DPW support for an event of this type. A covered location is needed in case of inclement weather. No other action to move forward with this event idea was taken.

Martha O'Connell reached out again to Derek Harding at MHS. Art students have 2 barrels that will be painted by end of school year. Kristy Brooks had 1 barrel painted by an art studio in Foxboro and replaced the old barrel near the payment box at Town Hall.

Committee mentioned the possibility of having COA and Mansfield Summer Camp take barrels for painting as holding a community event for barrel painting at DPW this summer in the July-August timeframe is not a likely option.

### **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. In addition, The "Sutter Home Bandit" littered Spring Street the day after the Spring Cleanup event. Bandit did similar littering at the school complex after the 2022 cleanup event.

**Note 2:** We need Mike Healey to inventory available signs for future deployment in the Spring Street area. Jeff Ward will follow up with Kevin Dumas on any action that can be taken on the Bandit activity.

### **Flower Barrel Program**

There are 114 flower barrels placed in the downtown area. Spring Pansies are in after Pat Colbert and Kelly Kemp solicited commitments from the downtown business owners on plants and pricing. They set goals to receive payment in advance of planting by early April. Pat Colbert will send reminder to the handful of business owners who have not paid. The PayPal option was helpful in collecting the flower barrel payments this season.

Pat Colbert and Mike Healey are watering barrels as needed and fertilizing the barrels every 1-2 weeks. Some ideas listed below were proposed at the February meeting to help remedy the maintenance efforts:

- Purchase a water buffalo – no progress to date
- Get barrel watering on a weekly schedule to help solicit volunteers. Business owners on the whole have been doing a good job with watering. Pat sends email reminders as needed.
- 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

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Watering cans will be distributed before Angel Begonias are planted. The watering cans are stored at Fruit St. Watering can decals still need to be designed. Pat Colbert is following up with our graphic designer to have them made. Angel Begonias will be ready at Patrick Lyons in the next 3-4 weeks.

## 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 end of the Rte. 106 embankment will no longer be maintained by Steve Smith who retired from DPW. Kristy Brooks volunteered to have her mother, Layne Thorpe, adopt the site which is pretty well established.

Suggestion was made at the April meeting by Mike Healey to get a volunteer group to do a cleanup in front of the Elks building. The landscaping in front of the building was recently weeded and mulched. No one has reached out to Ana for future design input.

Other potential Adopt-a-Spot sites for adoption:

- Village Green can no longer care for Fruit St. Bike Path entrance. Ana Newell will seek another landscaper to take over the site.
- GMC Dealership on 106 across from Dunkin Donuts. Mike Healey was to reach out to Neil Boldrigini.
- The small triangular site on Fruit Street on the way to the Mansfield Airport. No action to add this to sites this season.
- Site on Hope Street after Rte. 106 near the Chocolate Factory where the road bears to left. No action to add this to sites this season.

## AaS site information as of May 2023

Site	Responsible Organization	Contact Name
Library Entrance	Presentato Landscape Company	Peter Presentato
Bike Path Entrance on Fruit St.	Former Village Green site. Open for adoption	?
Old Elm St Garden	Mansfield Elks	Shaun DeBold
Elks Building	Cleanup done, 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

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Devine Square Vet's Memorial	Kristy Brooks' Mother	Layne Thorpe
GMC Dealer Vet's Site on Rte. 106	Open for adoption	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 Fall Litter Sweep and Family Fun Night.

## Additional Projects/ Initiatives

On/Off Ramps – No action to report.

### Adopt-a-Highway

Samsonite volunteers performed a clean-up from Foxboro line to School Street on 25 April–Earth Day. Jeff Brown is the Samsonite contact. Neil Rhein and Mike Healey supported the Samsonite crew during their volunteer efforts.

Neil Rhein reminded committee that Easton did not plan for a cleanup event this spring. Aroma Joe's opened on Rte. 106 in Easton and was interested in participating in our Mansfield cleanup.

"No Litter Zone" Signs – We used the available signs during the South Common picnic event after the cleanup. Mike Healy will inventory condition of signs and order replacements if needed. Some signs need to be deployed as soon as weather permits in the Spring Street area.

## 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?

*Update as of 2 May 2023 from DPW Director:* At the 2 May 2023 Downtown Advisory Committee meeting, Martha O'Connell followed up with Josh Reinke, DPW Director, on an email sent on behalf of Kristy Brooks and KMB requesting this type of pilot program. Mr. Reinke informed Ms. O'Connell that he had discussed the pilot proposal with the DPW staff. Concerns were raised not only for the staffing levels that would be required to carry out the overall pilot, but more specifically for the sorting and disposal of the collected waste materials.



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Among the concerns mentioned was the dog waste and garbage frequently found by the DPW staff during weekly waste collections from the trash barrels around town. There's nothing to prevent people from disposing of the same types of waste in the proposed recycle barrels. DPW staff would be exposed to these types of garbage and hazardous waste during sorting and disposal. It is understandable that there is some level of health risk exposure to the DPW staff that must be considered in undertaking this type of pilot at this time. Ms. Brooks will continue to pursue opportunities to enter Waste Management's single stream recycling for sorting.

## On-line Social Media Strategy

At the April meeting, Kelly Kemp requested input from committee members on any new ideas for updates to our website. Kelly hopes to steer people from Facebook to our KMB website. Kelly posted a photo of our youngest town cleanup helper/participant, Gabriel, as well as many great photos from the cleanup event. ”

## Mural Maintenance

At the April meeting, Kristy Brooks informed the committee about the need to provide some type of coating protection every 10 years on the town mural located on Rte. 106. Approaching the 10 year mark, KMB needs 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 on progress at our next meeting.

## Latex Paint Recycle Opportunity

In April, Mike Healey informed the committee about a recycle opportunity for latex paints in Hanover. No updates available at this time.

## Upcoming KMB Meeting Dates for 2023

- Tuesday, June 13th

## Meeting Adjournment

Next Meeting Date: 13 June 2023 @ 7:00 p.m.

Meeting Adjourned: 8:58 p.m.

Minutes approved on:

Secretary signature:

*16 May 2023 minutes approved 13 June 2023*  
*Maitha J. D. [Signature]*