

Town of Mansfield - KMB Meeting Minutes



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make Mansfield a greener, cleaner place to live, work, and play"*

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KEEP MANSFIELD BEAUTIFUL COMMITTEE

Meeting Minutes

Meeting Date: 21 June 2022 @ 7:00 p.m.

Location: MBC Room-Mansfield Town Hall

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

Guests: Kelly Kemp (Potential applicant for KMB Committee vacant position) and Josh Reinke (Interim DPW Director)

Welcome & Call to Order

- Meeting called to order at 7:00 p.m.
- Motion to accept minutes from previous meeting of 17 May 2022 by Mike Healey and seconded by Ana Newell. Minutes unanimously approved.

Welcome Josh Reinke

Discussion notes:

- **Communications:** The committee welcomed Mr. Reinke who spent time assisting DPW members during the Mansfield 2022 Cleanup Event. The importance of fostering good communications between KMB and DPW, especially during special events and regularly scheduled KMB activities was discussed.
Action item for KMB: Compile and share a projected calendar of regular yearly KMB activities with DPW. Calendar should include the larger projects KMB hopes to undertake in 2023.
- **Adopt-a-Spot Update for West Mansfield Business Sign Site:** Mr. Reinke provided an update on the progress DPW is making with the circular stone wall at the Otis Street site. Weather permitting; the stone wall is scheduled to be completed by the end of June. Buildup of the soil and sign post adjustment is being done as part of the project. Unlike a similar AaS site at the East Mansfield Business sign site, there will be no water source at the Otis Street site for the future irrigation of plantings.
Action item: Mr. Reinke will send email to Ana Newell when the site work is completed so she can work with the local resident site adoptee on plant design.

Mr. Reinke also made the committee aware of a pilot project for the wildflower bombs at School/Elm Sts. In West Mansfield. The wildflowers are currently in bloom at the DPW site on East St.

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- **DPW Water Truck:** The truck was spotted watering the new plantings at the updated De Pillo Square Memorial site. Request to Mr. Reinke was made for consideration of future use of the DPW water truck to help KMB maintain the downtown flower barrels. Currently, Pat Colbert and Mike Healey use Mike's truck to perform weekly watering of the flower barrels to supplement business watering.
- **Potential AaS Site at Happy Hollow on N Main:** DPW performed some maintenance at the site prior to Memorial Day. Compliments should be relayed to the DPW team for getting all the AaS sites mulched before the holiday and for doing some pruning of shrubs and general cleanup of the Happy Hollow site.
Action item: Request was made to have DPW remove the large shrub beside the fire hydrant that overhangs the sidewalk. A bunny borough prevented this shrub removal earlier in spring. Martha O'Connell will send a photo to Mr. Reinke. Ana Newell is hoping the site will be adopted by Fine Landscaping once the shrub is removed and design is discussed.
- **Walkways to Train:** Janice Wivagg requested Mr. Reinke to consider needs for future snow plowing of the pedestrian underpass walkway on N Main that leads to County Street. The walkway has not been well maintained in the past and local area residents regularly use the walkway to access the train station on their way to work.
- **KMB Fall Cleanup:** The 2022 Fall Cleanup Event is scheduled for the first 2 weeks in November. This event is less formal than the one-day spring cleanup as residents can collect trash at their convenience over the two-week period. Precinct leaders coordinate trash pick-up with the residents and DPW.
- **Kudos to DPW Team:** Committee members send thanks and compliments to the DPW team for the mowing on Rte. 140 and for their part in 110 flower barrel placements in the downtown area. Compliments to Tracey Whalen for fostering excellent communications with KMB.
- **Emptying of Painted Barrels:** Several of the painted barrels were highlighted as being in high volume trash disposal locations (Memorial Park, Fulton's Pond and Old Colony Rd. across from Cat Man Café). Cover for these barrels would help prevent trash from blowing around to surrounding areas on windy days as well as prevent birds and rodents from accessing the trash. *Outstanding question:* Is there a need for more of these painted barrels in these areas or would more frequent barrel emptying by DPW also help solve some of the overflow problems?
- **Household Hazardous Waste Collection:** The 2022 event held on Saturday, 18 June at the DPW site and sponsored by DPW and BOH was a huge success. The 4 hour event serviced 340 cars. Residents who had oil were directed to the Green for proper disposal of product. Expanding the program to include more collection days and providing a list of collectable items were suggestions for future event improvement. Mr. Reinke also indicated that a Master Plan for the Green's future is in progress.

Treasurer's Report

May 17, 2022 Report - KMB Funds

Deposits

\$4,502.04 (Funds at Town Hall)

\$330.89 (Funds at Bluestone Bank)

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\$640.87 (Funds at PayPal)

Net Total: \$5,473.80

New PayPal donations received since 17 May 2022 report

- West Mansfield Variety: \$50.00 (*Note: This is a portion of the monthly stipend distributed to KMB and MADD from local liquor stores that is part of the NIP Program. Jeff Ward will follow-up on the stipend distribution process. Mike McCarthy will explore ways this monthly stipend can somehow be flagged when it's received via PayPal.*)

Payments (Expenses paid this month)

- \$542.18 - Jeff Ward for Outstanding Cleanup Event Expenses
- \$2,555.00 - Patrick Lyons Nursery Invoice Flower Barrel Planting #1
- \$2,310.00 - Patrick Lyons Nursery Invoice Flower Barrel Planting #2
- \$353.99 - Lori Weiner Plaques - (*Note: This amount was paid from the previous reserve balance of \$546.71 noted in the Deposits section of the 17 May meeting minutes. The net balance of \$192.72 was donated to the KMB Beautification Program per Kathy Marinelli. No reserve remaining.*)

Total Expenses Paid: \$5,761.17

Additional finance discussion notes:

- Committee members to continue investigating alternative methods to accepting PayPal payments since PayPal charges a handling fee that impacts KMB profit.
- Mike McCarthy reminded the committee members that KMB is a non-profit and we should not pay tax on KMB purchases. There is a tax exempt number that is normally used for KMB purchases made that members who need to make additional KMB purchases can use when needed.

Fundraising

- **Letters Sent** - The annual KMB fundraising letters were sent to the donor lists. Jeff Ward wrote personal "thank you" notes to some of the donors for their contributions as he has done in the past. Ana Newell will also send "thank you" notes to some of the donors who contributed via PayPal. The committee discussed moving the timeline for sending future fundraising letters to January as compiling the information and executing the distribution process are intensive activities.
- **Donation database** - The donation database needs to be updated to reflect businesses that are new in town and those that have left/closed. A list of the new businesses in town may be available through *Chris McDermott, Economic Development Director* – cmcd@townofmansfieldma.com. Jeff Ward and Mike McCarthy will do some follow-up so the db update can be done once the committee has reviewed the list of new and past donors.
- **Town of Mansfield Contribution to KMB:** KMB received a 2K contribution from the town. Access to the funds will be available after 1 July 2023. Contact for funds access at Town Hall is accountant, *Matt Violet*.

Nip Bottle Article Proposal

The nip bottle article on the Warrant for the May Town Meeting of 19 May was "pulled". Local Mansfield liquor store owners agreed to the option of paying KMB and the Mothers Against Drunk Driving (MADD) organizations a \$100 monthly stipend (to be split evenly between organizations) that

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can be used for cleanup and educational purposes that will help to promote proper disposal of nip bottles. Nip bottle disposal dispensers are also being considered for use to help with the disposal issues. Stipend payments were projected to begin 1 July 2022. KMB received a \$50 payment from West Mansfield Variety in June. *Note:* Jeff Ward will send a “thank you” to the article sponsors for their efforts to help address the nip disposal problems.

Ongoing Programs

1. Great Mansfield Cleanup 2022

Additional Spring Cleanup Feedback Items from Pat Colbert:

- **Gloves & Grabbers:** Buy more gloves and continue to add to our grabber inventory. DPW used to provide trash bags and gloves to KMB for participants’ use during cleanup events. Trash bags were too large for participants so KMB purchased smaller sized bags to facilitate handling. *Outstanding Question:* Can DPW consider covering costs for gloves and bags in future budgets?
- **Late Registrations:** The week before the spring cleanup, do not send new registrations to the precinct leaders, but instead, tell these late participants to meet at the Common for assignment.
- **Picnic:** The after cleanup picnic was a great success at South Common and we now have a template of what prep needs to be done. We could add some games for the younger children like hoola hoops, corn toss, balloons, stickers, etc.
- **Fall Cleanup Dates:** This is a two week event scheduled for November 1-13.

2. Flower Barrels

- **Current Barrels:** There are 110 flower barrels in the downtown area. Plants are being pruned and fertilized weekly by Pat and Mike Healey and look great! The committee needs to review costs of this program for next year as cost of the plants has increased and is starting to cost KMB more to maintain.
- **Sponsor Payments:** Mike McCarthy provided the following payment information from barrel sponsors and received several payments that are not yet deposited. *Note:* A reminder to sponsors for outstanding payments will be sent.

Flower Barrel Payments Received to Date

* Gerry Abbot Realtors \$95.00	* Lockwood McKinnon \$95.00
* Mansfield Deli \$125.00	* Anselone \$125.00
* Advantage Appliance \$95.00	* Mansfield Hometown Hardware \$95.00
* Bluestone Bank \$125.00	* McLaughlin Painting \$100.00
* First Baptist Church \$95.00	* Robert Sibilis \$95.00
* Mansfield Shredding \$125.00	* Happy Hollow \$95.00
* Our Daily Bread \$95.00	* Barrows Insurance \$95.00
* Bead Cache \$125.00	* Barbara Labadie/The Craftsmen \$60.00

3. Painted Barrels

- Mike Healey reported that we have 3 barrels left for painting. Eileen Cusack, contact for the Cultural Council, plans to take one barrel for Family Fun Night. Mike is coordinating

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with her for delivery. We need to keep ahead of demand and seek more barrel inventory. Free is better, if possible. Mike uses FB Marketplace to often obtain new free barrels for the program. We tend to need 20 new barrels each year for recycling and replacing the old barrel inventory. Mike asked Mr. Reinke to inquire about any DPW barrels that may be available for KMB's future use.

- Derek Harding, MHS Art Department oversaw the painting of 2 barrels by the MHS students that will be placed at Memorial Park. Mike Healy picked up the barrels – one of an interpretation of the historic Chocolate Factory and a whimsical barrel with hot air balloons. One barrel will be used at Family Fun Night. We need to send a “thank you” to Mr. Harding for overseeing this project. It would be prudent to keep him engaged as a source for future artistic endeavors KMB may have.

4. Adopt-a-Spot

- Ana Newell will send an email communication to the current Adopt-a-Spot Program participants as she plans to take photos of the AaS sites next week that can be used on the KMB FB page to promote the program. This will enable participants an opportunity to perform any routine garden maintenance and ensure the sites are “picture ready”.
Note: Mike Healey will take a photo with Rick of the West Street AaS site and send to Ana.

5. Adopt-A-Street

- There were 5-6 new participants signed up for the program after the spring cleanup. The committee continues to discuss a “We Noticed” type opportunity for the residents who participate in this program to keep them engaged. *Action Item:* Acknowledgements need to be sent to the new participants.

6. We Noticed

- Jeff Ward coordinated the recognition for the Trattoria Romana restaurant. Jeff recently met with restaurant manager and Luciano. Spring landscaping is completed at the restaurant site and photos of the landscapes were taken.
Note: Mike Healey will procure a certificate from Allegra and frame it so a formal presentation can be made in the near future.

7. Monthly Litter Busters

No new monthly site clean-ups were done by Mike Healey, Pat Colbert and Neil Rhein. The ad hoc monthly site cleanups around town will continue as sites are determined depending on trash accumulation and the availability of volunteers.

Additional Projects/Initiatives

1. Highway On/Off Ramps - No new discussion. KMB & DPW have no jurisdiction.

2. Adopt-A-Highway

The two signs that recognize Keep Mansfield Beautiful as the highway adoptee are in

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place. The committee hoped to organize a cleanup activity before August, but timing may not be optimal until fall. Chris McDermott, Economic Development Council Director, may be able to assist KMB with recruiting volunteers from Industrial Park businesses to participate in a cleanup effort.

3. 'No Litter Zone' Signs - No new discussion.

Miscellaneous Topics

1. Upcoming Family Fun Night – FFN is scheduled for Tuesday, July 12. The KMB Committee plans to host its traditional booth near the Bluestone Bank parking lot. Pat Colbert will reach out to Caitlin Barrows as she did not receive communications regarding the event and Pat will organize the email thread to be sent to our committee members for volunteer sign-ups.

The decision was made to utilize the hot air balloon themed barrel painted by the HS students at the booth and avoid the costs of having a local artist paint a barrel for the event. There are 4 bins with KMB volunteer T-shirts that can be used to help generate donations. Janice Wivagg also has some leftover shirts from the spring cleanup she will bring to the event. We plan to have some games for the kids and offer some reusable bags for purchase.

Kelly Kemp offered to help generate an idea board to display the programs that KMB offers. A theme was proposed by Jeff Ward (“KMB - more than just a cleanup...”) – a great idea!

Mike Healey will get the list of what is needed for the booth from storage (i.e. tent, tables, games, etc.). Pat will help construct the list and send out the emails.

2. Wildflower Bomb Project - Email needs to be sent to Eva Hourigan, evahourigan529@gmail.com, MHS student with 4H project, regarding selling her wildflower bombs at the KMB booth on Family Fun Night. Pat Colbert to contact Eva.
3. Open KMB Committee Seats – Soliciting 2 candidates. Kelly Kemp has applied for one committee seat and is waiting for contact by the BOS so she can be formally sworn in as a committee member.
4. Social Media – No new discussion.
5. Item/Program/Budget Wish List
Action Item: Jeff needs to extend an invitation to Kevin Dumas to a future committee meeting as a thank you for 2K funding for KMB in the 2023 budget.
6. Sutter Home Bandit - Committee members were upset to hear the bandit struck and littered an area at the JJ School right after the spring cleanup event. Since then, the person has recently littered in the High Street area. Identity of the bandit is known to some in town and it would be helpful to have the vehicle license plate as we believe the bandit may throw the wine bottles out of her car. This could be a public safety issue if the person is drinking and driving.

More follow-up is required. Mr. Reinke suggested contacting the police if we have the license plate number. The Town’s Parking Officer could possibly be an additional resource to help track

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the bandit's activity in the downtown area if vehicle information is available.

7. **Acknowledgement Thanks**: Deb Snyder, precinct #2 captain for spring cleanup event, was replaced last minute due to an injury. Cynthia Svoba stepped up to take Deb's place. Pat Colbert obtained gift cards (Patrick Lyons Nursery and Cibo Matto) for the committee to send to Deb and Cynthia for their volunteer work.

8. **Cigarette Collection Dispensers** – Add this as an agenda item for next meeting in September. Possibly invite the owner of new smoke shop business, Mr. Patel, on N Main, as he has several business sites in town.
Martha O'Connell and Mr. Reinke already discussed several "hot spots" in the downtown area (Savannah Nails, Town News, Vape Shop, and Harry Chase Park) where the cigarette butts accumulate. Josh Reinke is willing to investigate some collection type devices that could be used by smokers to dispose of the butts.

Meeting Adjournment

Next Meeting Date: 13 September @ 7:00 p.m.

Meeting Adjourned: 8:36 p.m.

Minutes approved on: 13 Sept 2022 at 7:40 p.m.

Secretary signature: Martha O'Connell

