

Town of Mansfield- KMB Meeting Minutes



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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: 13 September 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, Kelly Kemp

Guest: Kristy Brooks (Potential applicant for KMB Committee vacant position was introduced to committee members. Ms. Brooks indicated her interest in KMB at Family Fun Night.)

Welcome & Call to Order

- Meeting called to order at 7:35 p.m.
- Motion to accept minutes from previous meeting of 21 June 2022 by Mike Healey and seconded by Ana Newell. Minutes approved by committee members in attendance.

Treasurer's Report

September 13, 2022 Report - KMB Funds

Deposits

\$6,894.35 (Funds @ Town Hall)

\$640.87 (Funds @ PayPal)

\$330.93 (Funds @ Bluestone Bank)

Net Total: \$7,866.15

Note as of 13 September 2022:

Michael McCarthy is awaiting a reply from the Town Accountant's Office (*Matt Violet*) on the official totals on the various accounts listed in *Net Total* amount and believes the allocation from the Town budget grant should reflect these additional funds without a check being cut. Since the budget grant amount (2K) is not currently included, the totals listed above may require adjustment once confirmation is received.

Donations and Payments

\$50.00 (**West Mansfield Variety** - Portion of the monthly stipend distributed to KMB and MADD from local liquor stores that is part of the NIP Program.)

\$100.00 (**Dubs's Liquors & Fine Wines** - Portion of the monthly stipend distributed to KMB and MADD from local liquor stores that is part of the NIP Program.)

\$50.00 (**Wines & More** - Portion of the monthly stipend distributed to KMB and MADD from local liquor stores that is part of the NIP Program.)

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\$125.00 (Town Of Mansfield Payment for Flower Barrels @ Town Hall)

Action Items:

- Jeff Ward will follow-up and report on the language surrounding the monthly stipend distribution process. 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 can be used for cleanup and educational purposes that will help to promote proper disposal of nip bottles. Michael McCarthy indicated that liquor store owner, Mr. Patel, paid his entire stipend for the 2022 calendar year and other store owners are paying monthly. Michael McCarthy will continue to explore ways the monthly NIP stipend can somehow be flagged when it's received via PayPal.
- **Item from last meeting of 21 June 2022:** Committee members will 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.

Ongoing Programs

1. Fundraising

Annual Fundraising Solicitation Letter – This year's donations to KMB were down from previous years. Fundraising letters usually are mailed in January and we were delayed in mailing the letters out in 2022. The annual KMB fundraising letter needs to be reviewed and messaging needs to be updated. Suggestions were made to highlight our on-going KMB programs and potential new initiatives in the fundraising letter's text. The committee discussed moving up the timeline for sending out future fundraising letters as compiling the information and executing the letter distribution processes are labor intensive committee activities that tend to need to take place during the busy holiday season.

Action Item:

- **Item from last meeting of 21 June 2022: Donation Database Update** - 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 by contacting Chris McDermott, Economic Development Director – cmcdermott@mansfieldma.com. Jeff Ward and Michael 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.

2. Annual Fall Cleanup

Date: November 1- November 13 2022

The annual KMB Fall Cleanup takes place the first two weeks in November. Ana Newell will alert the Precinct Captains of the upcoming event and ask them to ready their supplies for volunteers. Volunteers will be able to pick-up supplies in their precincts and KMB will arrange to have DPW do the trash pick-ups.

Action Items:

- **Social Media Blast** - Jeff Ward to reach out to Neil Rhein to ready event advertising thru social media.
- **FFN Sign-ups** - Jeff Ward will ask Neil about sign-up sheet from Family Fun Night as there may be opportunities to solicit more volunteers for the event.
- **Alert DPW** - Jeff Ward will contact Josh Reinke regarding November event dates and DPW needs.
- **Volunteers Solicitation** – Precinct Captains will need to send emails with event details to potential volunteers. Kelly Kemp will reach out to sports teams and Pat Colbert will reach out at St. Mary's to

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- advertise for volunteers. Jeff Ward will reach out to Maggie Gentili to engage HS Environmental Club.
- **Supply Inventory** – Precinct Captains should check existing supply inventory (gloves, grabbers, etc.)

3. Flower Barrels

- **Current Barrel Status** - There were 110 flower barrels placed in the downtown area for the 2022 season. It was a challenging summer season with drought and water restrictions; however, the plants were pruned, fertilized and watered weekly by Pat Colbert and Mike Healey and still look fantastic! More help is needed with barrel maintenance in the future.
- **Future Cost Agreement**- The committee will review costs of this program for next year as cost of the plants has increased and the program requires more finances for KMB to maintain. A suggestion was made to create an “agreement form” for sponsors and ask for flower payments at the time they agree to sponsor a barrel.

Action Items

- **Sponsor Payment List** – Michael McCarthy will send out list of barrel participants for committee review.
- **Payment Reminder** - A follow-up reminder for any outstanding payments for this season should be sent to barrel sponsors to try to recoup any outstanding \$\$s.
- **Plant Watering** – In past, we discussed asking DPW to help with watering in the future, although it may not be an option as the downtown DPW crew has a limited number of workers. Follow-up discussion with DPW prior to next season is suggested. Rain barrel water collection is another idea that could be pursued.
- **DPW Retrieval & Storage of Barrels** – Discussion item for October meeting.

4. Painted Barrels

We currently have 1 barrel available for artistic design and painting. Pat Colbert said that barrel was being painted by a student artist who volunteered at FFN in July. Neil Rhein has the artist’s name and details for contact. We could invite the artist to a future KMB meeting as she is also interested in mural painting.

Action Items

- **New Barrel Status** – Mike Healey to contact Josh Reinke and inquire about getting new barrels from DPW. Once we know we have new barrels Derek Harding at the HS Art Department could be contacted about student participation to paint them.
- **Student Artist** – Invitation to future KMB meeting.

5. Adopt-a-Spot

Otis Street stonework has been completed and DPW is completing the earth work at the site which should be done by end of month. Site should then be ready for design and approval by Town Manager for next growing season. Ana Newell will then work with Todd Richardson, local resident, on site adoption.

The AaS site beside Happy Hollow Gallery downtown was cleaned up by Ana Newell and is still available for adoption next season. Fine Landscaping had requested an AaS site. There is also possibility Fine Landscaping would adopt “A Spiritual Garden” site near Old Elm in West Mansfield as the current caretaker passed.

6. Adopt-a-Street

Mike Healey made the committee aware of a new program sponsored by the Knights of Columbus to help ex-prisoners transition back into the community. Adopt-a-Street may be a viable option for such an endeavor as the on-off ramps often need clean-up.

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Volunteers from Samsonite are scheduled to do a clean-up on Rte. 140 this weekend as part of on-going Keep Mass Beautiful Program. (See Adopt-a-Highway)

7. We Noticed

Jeff Ward coordinated the recognition for the Trattoria Romana restaurant. Jeff met with restaurant manager and Luciano when the spring/summer landscaping was completed at the restaurant site and photos of the landscapes were taken.

Action Item:

- Jeff Ward will return to restaurant to present plaque to management.

8. Monthly Litter Busters

Pat Colbert and Neil Rhein coordinated and recently did some weekend clean-up off Rte. 106. Our formal efforts will start again after Thanksgiving keeping groups with young children in mind when assigning areas.

Additional Projects/Initiatives

Adopt-a-Highway

KMB is a sponsor for a section of Rte. 140 (Foxboro line to Xfinity Center) that was cleaned during our annual KMB Spring Cleanup Event. Samsonite Corporation has 30 volunteers who will be cleaning the area on Saturday, 17 September.

"No Litter" Signage

No deployment of these signs was done since past spring deployments on Maple Street. Mike Healey has the signs should they be needed for areas with extensive trash.

Miscellaneous Topics

1. **Open KMB Committee Seat** – Currently soliciting for one candidate. Kelly Kemp was formally sworn in by BOS as a committee member.
2. **Item/Program/2023 Budget Wish List** - Invite Kevin Dumas to KMB meeting.
Action Item: Jeff Ward 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. Offer for February meeting attendance is suggested.
3. **KMB Social Media** – Neil Rhein wants to relinquish responsibility for KMB social media. Kelly Kemp has experience with managing website content and may be able to take over for Neil.
Action Item: Jeff Ward to follow-up with Neil on scope of work required to manage site.
4. **Cigarette Collection** – Martha O'Connell to work with Josh Reinke on this item.

Meeting Adjournment

Next Meeting Date: 11 October 2022 @ 7:00 p.m.

Meeting Adjourned: 9:10 p.m.

Minutes approved on: 11 October 2022 at 7:15 p.m.

Secretary signature: _____

