

Memorandum

To: Middletown Sustainability Committee

From: Cindy Unangst, Staff Planner

Date: January 14, 2019

RE: **January Green Team meeting agenda**

Meeting discussion items:

1. December meeting minutes approval
2. Green Expo
 - a. Date for next year – April 27, 2019 – Garage Alley most likely
 - b. E-end and All Shred both available and have date reserved
 - c. Rain barrel distribution
 - d. Compost bin distribution – received 35+ from Brunswick
3. 2019 Green Lecture Series
 - a. January – Winter Tree Walk – Waterford Park – Saturday, January 19 – 10:00am - Noon (snow date 1/26)
 - b. February – Climate Change with Dr. Sara Via – C. Burr Arta Library – Saturday, February 16 – 2-3:30pm
 - c. March – Composting with Phil from Key City Compost – Fox Haven Farm – Saturday, March 16 – 12:30-3pm
 - d. April – Edible Landscaping w/ Michael Judd – C. Burr Artz Library – Thursday, April 11
 - e. May – Master Gardener presentation – UME – Saturday, May 11
 - f. August – Recycling with Annmarie Creamer – Thursday, August 1
4. Riparian Meadow Restoration update (Cindy)
5. MEA grant extension (Cindy)
6. Keep Maryland Beautiful grant application (Cindy)
7. Sustainable Communities application and SMC re-application (Cindy)
8. Tree canopy assessment (Cindy)
9. Elm Street Parking Lot renovation (Cindy and Ann)
10. Green Team Action Plan (Cindy) - how might members help with action items
11. Other upcoming dates (Cindy)
12. February meeting date – third Tuesday's from now on – February 19th

Sustainability Committee Meeting Minutes from December 19, 2018

Attendees: Cindy Unangst, Doug Martin, Ann Payne, Jamie Moore, Rick Dietrick, Sean O'Keefe, Mark Carney

1. October meeting minutes approved; no meeting in November.
2. Next meeting will be Tuesday, January 15th (5 to 6:30 pm); beginning in 2019, meetings will be held the third Tuesday instead of Wednesday to avoid conflict with County Sustainability Commission meetings and Green Drinks events.
3. Green Expo
 - a. Date for next year – April 27, 2019 in conjunction with Mainstreet Coloring in the Street event; Garage Alley most likely for location of Expo.
 - b. E-end and All Shred both available and have date reserved;
 - c. Rain barrel distribution – time frame to sign up and pay for rain barrels will be three weeks instead of the usual four to account for distributing them during the Green Expo instead of the first Thursday in May;
 - d. Compost bins that we received from Brunswick – decided to have residents reserve them just like the rain barrels at a cost of \$20; non-residents can reserve them for \$25; any leftover can be sold during the Green Expo at a cost of \$25-\$30. Monies will be used to offset the purchase of banners/signage for the committee.
4. 2019 Green Talks
 - a. January – Winter Tree Walk – Waterford Park – Saturday, January 19 (snow date 1/26)
 - b. February – Climate Change with Dr. Sara Via – C. Burr Artz Library – Saturday, February 16 – 2-3:30pm
 - c. March – Composting with Phil from Key City Compost – Fox Haven Farm – Saturday, March 16 – 12:30-3pm
 - d. April – Edible Landscaping w/ Michael Judd – C. Burr Artz Library – Thursday, April 11
 - e. May – Master Gardener presentation – UME – Saturday, May 11
 - f. June – recycling?
5. Riparian Meadow Restoration update and signage (Cindy) – Signage is up; Cindy will contact Dr. Tangren to ask about any planned work for 2019.
6. MEA grant extension (Cindy) – The extension request was approved and paperwork needs to be completed by the end of January with the project completed by the end of next year.
7. Keep Maryland Beautiful grant application (Cindy)— won't hear about whether we are receiving this grant until March. There was additional discussion about the Streetscape tree planting, the tree planting at Middletown Glen, and the town pursuing a Tree City USA designation.
8. Tree canopy assessment (Cindy) – Cindy is working on the review of materials for the assessment.

9. Sustainable Communities re-designation and SMC re-designation – Both designations are in need of re-applying for in 2019. Cindy is working on the SC application which is due in February.
10. Plastic waste discussion (Ann) – Ann discussed a possible letter that can be sent to Middletown businesses from the Committee asking that they consider reducing the plastic waste in town. Ann received some good suggestions from members on wording and incentives.
11. Air pollution (Ann) – Ann also brought up the fact that Maryland has one of the highest emissions of air pollution in the country and would like the schools in town to be idle-free zones to help protect the health of our children. Sean stated that there is signage in place at the Myersville Elementary School for an idle-free zone. Ann will look into that.

DRAFT



HELPING COMMUNITIES INVEST TODAY FOR A MORE LIVABLE TOMORROW

Sustainable Maryland

is a free and voluntary certification program for municipalities in Maryland that want to go green, save money, and take steps to sustain their quality of life.

The mission of Sustainable Maryland is to enhance livability for all Marylanders by helping municipalities choose a direction for their sustainability efforts, improve access to resources needed to implement action, measure their progress, and gain recognition for their accomplishments.

Sustainable Maryland helps communities:

- Gain access to training, tools, funding, and expert guidance;
- Save money and improve the bottom line;
- Conserve resources while promoting community resiliency.

Sustainable Maryland features:

- Free and voluntary program that makes participation easy and accessible
- Comprehensive vision that helps communities plan across multiple priorities
- Customizable menu of concrete actions, allowing communities to select initiatives that best fit their specific needs
- Statewide recognition of certified communities' accomplishments

Getting Started

Please visit the Sustainable Maryland website, www.sustainablemaryland.com, to learn more about the program and how to begin the process of certification. The list of sustainability actions and implementation tools available for your community to consider adopting are provided and explained in detail on the website.

To initiate the certification process, municipalities need to adopt a resolution, ordinance, or proclamation or draft a formal letter stating intent to pursue Sustainable Maryland certification and then register on the website. After registration, municipalities are strongly encouraged to participate in Green Team Training. To achieve certification, municipalities will need to implement the necessary actions to qualify and submit the appropriate documents as evidence that satisfies the Sustainable Maryland requirements.

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Actions for Sustainable Communities:

To become Sustainable Maryland Certified, municipalities must complete and document actions from the list below. To achieve certification, municipalities will need to complete actions worth a total of 150 points, including two Mandatory Actions (M) and two of six Priority Actions (P), and submit the appropriate documents as evidence that the requirements have been satisfied.

ACTION ITEM	POINTS
COMMUNITY ACTION	
Green Team	
✓ Participate in SM Green Team Training	5
✓ Create a Green Team	10 M
✓ Complete a Green Team Action Plan	10 M
Conduct Community Barriers and Benefits Assessment	15
✓ Build SM Resource Center	5
Participation in MD Green Schools	10
Innovative Demonstration Projects	5 to 20
COMMUNITY-BASED FOOD SYSTEM	
Local Food Consumption	
Local Food Fair	10
✗ Local Food Consumption & Preservation Classes	5 per class
Establish Local Farmers Market	15
✓ Promote Local Farmers Market	5
Local Food Production	
✓ Community Gardens	15 P
Spring Transplant Sale	10
Fall Transplant Sale	10
Establish CSA Drop-off Location	10
Innovative Demonstration Projects	5 to 20
ENERGY	
✓ Municipal Energy Audits	10 (1st bldg), 5 (consec bldgs) P
Residential Energy Efficiency	5 to 20+
Wind Energy Project	10
Innovative Demonstration Projects	5 to 20
GREENHOUSE GAS	
Municipal Carbon Footprint	15 P
Community Carbon Footprint	15
Climate Planning	
Climate Action Plan	10 to 25+
Climate Change Adaptation Element	5
Innovative Demonstration Projects	5 to 20
HEALTH & WELLNESS	
Let's Move	15
Workplace Wellness	
Join Healthiest Maryland Businesses	5
Workplace Wellness Program	5 to 15
Living Well Program	5 per class
Innovative Demonstration Projects	5 to 20
LOCAL ECONOMIES	
Buy Local	
Establish Local Business Directory	10
✓ Promote Local Business Directory	5
Buy Local Campaign	15
Local Business Roundtable	5 per roundtable
Local Business Procurement Notices	10
Economic Analysis of Procurement Practices	15
Local Purchasing Preference Policy	10
Green Business Recognition	
Join Maryland Green Registry	5
Promote Maryland Green Registry	5 points per 2 businesses

Please note: Sustainable Maryland Certified actions and points may be subject to change. Printed on 55% recycled & 30% post-consumer waste paper.

ACTION ITEM	POINTS
LOCAL ECONOMIES (CONTINUED)	
Green Business Certification Program	15
Green Purchasing	
Green Purchasing Policy	15 P
Evaluate Current Purchasing Practices	10
Vendor Preference Statement	10
Purchase Recycled Products	10
Purchase Environmentally Preferable Products	10
Implement Waste Reduction Program	10
Innovative Demonstration Projects	5 to 20
NATURAL RESOURCES	
Watershed Stewardship	
Implement Watershed Stewardship/Pollution Prevention Outreach Program(s)	10
Facilitate Engagement in Existing Watershed Stewardship Opportunities	5 per event
Provide Voluntary Opportunities for Citizen Engagement in Watershed Stewardship	10
Provide Incentives for Watershed Stewardship on Private Lands	15
Create a Watershed Plan	20 P
Stormwater Management	
✗ Stormwater Management Program	15 P
Stormwater Manager/Coordinator	15
Stormwater Fee Structure	20
Septic Management	
Septics System Assessment and Inventory	15
Septics System Management Plan	20
Dedicated Septic System Fund	20
Water Conservation	
✓ Develop a Water Conservation Plan	15
✓ Develop a Water Conservation Outreach Program	10
Tree City USA	15
Pet Waste	
Implement a Pet Waste Education Program	5
Develop a Pet Waste Program	5
Adopt a Pet Waste Ordinance	5
Innovative Demonstration Projects	5 to 20
PLANNING AND LAND USE	
✓ Participation in DHCD Sustainable Communities	20
✗ Housing and the Comprehensive Plan	10
Land Preservation	
Conduct Easement Outreach that Encourages Inspection, Evaluation, and Stewardship	15
Build Easement Inventory	10
Innovative Demonstration Projects	5 to 20

P denotes Priority Action M denotes Mandatory Action

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ENVIRONMENTAL
FINANCE CENTER

updated 1/4/19

APPROVED BUDGET

\$ 90,000.00

Elm St Parking and Street

		L	W	SY	COST
		41000	1	4555.6	
Tar and Chip	2650.0	\$ 9.20			\$ 24,380.00
2" Overlay 12.5mm	2650.0	\$ -			\$ -
Paving Fabric (SY)	2650.0	\$ -			\$ -
Wedge and Level (TONS)	100.0	\$ -			\$ -
Full Depth Patch (SY)	135.0	\$ 40.00			\$ 5,400.00
Driveway Apron Replacement		22	6	0.0	
	0.0	\$ 70.00			\$ -
Curb and Gutter Remove and Replace	0	\$ 35.00			\$ -
Perimeter L = LF					
Water Services Replacement ALLOWANCE					
Installation	0	\$ 4,000.00			\$ -
Patch	0	\$ 350.00			\$ -
SS Lines and Services					
TV prior to construction	0	\$ 2,500.00			\$ -
Storm Drain Repair	0	\$ 1,500.00			\$ -
Sidewalk (allow 65% replacement)		300	4	133.3	
DELETE if resident reimbursed	0.0	\$ 54.00			\$ -
Curb and Gutter	325	\$ 45.00			\$ 14,625.00
Pavement Marking and Signs	1	\$ 2,000.00			\$ 2,000.00
Landscaping	1	\$ 8,000.00			\$ 8,000.00
LIGHTING and POWER					
Power Service and Control	1	\$ 10,000.00			\$ 10,000.00
Street Lights	3	\$ 4,500.00			\$ 13,500.00
Electric Vehicle Charging Station	1	\$ 2,050.00			\$ 2,050.00
subtotal					\$ 79,955.00
Mobilization, Insurance Bond					\$ 6,396.40
Total Estimated Construction Cost (7/2018)					\$ 86,351.40
Engineering					\$ -
Project Cost					\$ 86,351.40
		10% contingency			\$94,986.54

October 2018 ANNUAL REPORT- A Look at Where we Are:

MIDDLETOWN GREEN TEAM ACTION PLAN

MISSION:

Middletown's Green Team's mission is to: conserve Middletown's shared natural resources, including land, air, water, open spaces, and viewsheds. By working in partnership with our schools, nonprofits, faith-based organizations, businesses, and residents, we can sustain natural resources and promote healthy living for generations to come. We will accomplish our goals by creating understanding in the community, promoting involvement by way of education, and addressing environmental challenges and opportunities by focusing on economic, environmental, and social sustainability.

SMC CERTIFICATION WAS ACHIEVED ON OCTOBER 10, 2016 THROUGH THE FOLLOWING ACTIONS:

- Document the Creation of the Town's Green Team (Community Action) ✓
- Complete and document our Green Team Action Plan (Community Action) ✓
- Participate and Document in a SMC Green Team Training (Community Action) ✓
- Establish and Document our Local Farmer's Market (Community Based Food System) ✓
- Document the Local Food Bank (Community Based Food System) ✓
- Document Workplace Wellness Program ✓
- Begin building a SMC Resource Center (Community Action) ✓
- Document/Perform Municipal Energy Audits (Energy) ✓
- Document Wastewater Treatment Plant Solar Energy Project (Energy) ✓
- Document replacement of Town Hall lights to LED's (Energy) ✓
- Establish and Document Local Business Directory (Local Economies) ✓
- Host our Earth Day (Green Expo) Event (Saturday, April 23, 2015) ✓
- Document Recycle Drop-off Location (Natural Resources) ✓
- Document Water Conservation Alert System (Natural Resources) ✓
- Document Participation in DHC's Sustainable Communities (Planning & Land Use) ✓
- Document Dog Park and Bag Stations (Natural Resources) ✓
- Document Rain Barrel Program (Natural Resources) ✓
- Document Yard Waste Bag program ✓
- Document Town Hall as a Collection Site/Center for Unused Meds (Natural Resources & Health and Wellness) ✓
- Document community garden (Community Based Food System) ✓
- Document Main Street Program (Local Economies) ✓
- Improvements to West Green Street (Natural Resources) ✓

YEAR 2: ITEMS COMPLETED TO CONTINUE ON OUR PATH TO CREATE AND MAINTAIN A MORE SUSTAINABLE COMMUNITY:

- Construct rest of walking trail from Linden to East Main Street and Remsburg Park (Health & Wellness) ✓
- Pollinator resolution passage ✓

YEAR 3: ITEMS TO WORK ON MOVING FORWARD

- Document Girl Scout Project painting Curb and Gutters to be Bay Wise (Natural Resources)
- Document the Maryland Green Registry Program (other MS Businesses)
- MEA grant funding for energy efficient streetscape lighting (Energy)
- Conversion of streetlights to LED's (Energy)
- Buy Local Campaign (Local Economies)
- Tree Canopy Assessment Completed in Partnership with the County

FUTURE WORK TO CONSIDER:

- Municipal Carbon Footprint
- Community Carbon Footprint
- Climate Action Plan
- Evaluate and Determine the Feasibility of Constructing a 1-Mega Watt Solar Farm