

## Memorandum

To: Middletown Sustainability Committee

From: Cindy Unangst, Staff Planner

Date: March 7, 2022

**RE: March Green Team meeting agenda for Tuesday, March 15<sup>th</sup> in person and via Lifesize**

**Topic: March Sustainability Committee meeting**  
**Time: March 15, 2022 05:00 PM Eastern Time (US and Canada)**

**Meeting link**

<https://call.lifesizecloud.com/12429552>

**Extension**

12429552

**Passcode**

21769

**Phone**

United States:+1 (312) 584-2401

Meeting discussion items:

1. February meeting minutes approval
2. Goals for 2022 and updated Annual Report – A Look at Where we Are
3. Outreach sub-committee report
4. BASECAMP projects:
  - Pollinator demonstration gardens – edging for Memorial Park; Village of Foxfield eyebrow and circle planting; meadow planting at Remsberg Park; pollinator garden care schedule.
  - Bee City USA – renewal application submitted end of February; will need to start working on IPM for next year's submittal.
  - Compost project – bin site at Memorial Park.
  - Lunch Out Of Landfills – starting Feb.28th for 6<sup>th</sup> grade students at MMS!; NexTrex program at MES
  - Website updates, ideas ('green homes,' climate change)
5. Tree plantings – Potomac Edison program on Friday, April 29th; tree planting maint. schedule (see below); Keep Maryland Beautiful grant application for EarthPlanter trees (grant announcements made in March)
6. Mosquito control in town stormwater management facilities (Ann P./Karen W.)
7. Tree City USA – growth award was approved!; should receive materials by Arbor Day
8. Green Expo – planning is in full force!
9. Gift Tree Program – flyer boxes were installed at Wiles Branch Park, Memorial Park and on Cone Branch Trail – please monitor as you frequent those areas; beautiful new brochures were perfected by Pam.

10. Green Lecture series with library

11. April meeting date – third Tuesday – March 19<sup>th</sup>

**GOALS FOR 2022:**

PLANT <b>100</b> TREES IN 2022 –									
CREATE A TREE GIFT PROGRAM - GOAL OF <b>\$1000</b> –									
QUANTIFY/SHOW PROGRESS ON <b>25% CANOPY BY 2025</b>									
HOLD GREEN EXPO -									
SUPPORT MES LOOL PROGRAM - VOLUNTEER SUPPORT - <b>✓</b>									
PROMOTE & SELL 20 COMPOSTING BINS –									
PROMOTE & SELL 25 RAIN BARRELS (GRANT REQUEST)?									
EVALUATE & RECOMMEND STREETLIGHT BUYBACK PROGRAM TO TOWN BOARD									
CREATE <b>2 AC</b> POLLINATOR MEADOW NEAR SOLAR ARRAY									
EDUCATION ON STORMWATER PERMIT PROGRAMS									

**FUTURE AGENDA ITEMS:**

- Habitat advisor volunteers

**FUTURE PLANTING AREAS:**

- North Pointe thicket (see Ann P.) – willow tree and button bushes

**TREE PLANTING MAINTENANCE SCHEDULE**

**March 8 (Tuesday) 12:30-2pm – FRO area at Alt 40/Knoll Side Lane**  
**March 15 (Tuesday) 9-10:30am – FRO area at Alt 40/Knoll Side Lane**  
**March 18 (Friday) 10-11:30am – FRO area at Alt 40/Knoll Side Lane**

**April 5 (Tuesday) 9-10:30am – North Pointe plantings**  
**April 12 (Tuesday) 12:30-2pm – North Pointe plantings**  
**April 26 (Tuesday) 1:30-3pm – Middletown Parkway plantings**

**May 10 (Tuesday) 9-10:30am - FRO area off Layla Drive**  
**May 20 (Friday) 10-11:30am – FRO area off Layla Drive**

**June 3 (Friday) 10-11:30am – Wiles Branch dog park**  
**June 7 (Tuesday) 9-10:30am – Cone Branch pocket park**  
**June 17 (Friday) 10-11:30am – Cone Branch pocket park**

## **DRAFT Middletown Sustainability Team Meeting Minutes**

Time: February 15, 2022, 5:00 PM - 6:30 PM

Zoom meeting attendance: Cindy Unangst, Pam McDonald, Bill Spare, Kris Colby, Ann Payne, Gene Fleeman, Kristin King, Kevin Stottlemeyer, Agnesanne Danehey, Erin Carney, Sean O'Keefe

Meeting items discussed:

1. January 2022 meeting minutes approved.
2. Goals for 2022 and updated Annual Report – A Look at Where we Are: Sustainable Maryland does not list Middletown as a sustainable community on their website so Cindy cannot access 2019 report. Cindy has reported this to them and they will fix the error. Infographic of Annual Report will be updated.
3. Outreach sub-committee report: Kristin reported about the communication strategy and activities for the tree canopy, composting station/LOLF, and pollinator projects. The Gift Tree program brochure has been designed and finalized. Free Tree initiative activities have been completed and there will be follow up with article in Middletown Magazine, and an initiative to get residents to post on social media about their tree growth. Also proposed is a ribbon cutting ceremony for the community composting project to be held during the Green Expo. Cindy said that Main Street Middletown has large scissors and ribbon for the ribbon cutting.
4. Envision Frederick Green Teams webinar was held on February 10<sup>th</sup> and Cindy presented for Middletown: The program was well received. Sixty of 80 registered attended the live Zoom. There is a recording of the presentation that will be shared with the Green Team. Gene will look into if we can share it on our website.
5. Community compost for Middletown residents only?: A resident outside of town (21769 area code) was curious about being able to use the community compost bin and if they could pay a fee to use the bin. The team discussed this and Cindy will bring comments to the Commissioners for resolution.
6. BASECAMP projects: Are all Green Team members getting BASECAMP emails? Mark Carney needs to know if any other members needs access.
  - Pollinator demonstration gardens: Cindy reported that edging for the Memorial Park pollinator garden will be done before Green Expo; EdaMarie was acknowledged for her garden design recommendations for completing the memorial garden, Village of Foxfield eyebrow and circle gardens. Cindy shared that we may not be able to do the Foxfield projects this until the fall. Ann has shared the pollinator garden care schedule on SignUp Genius—please sign up! Another potential pollinator garden is the Cone Branch Pocket Park (suggested by Burgess Miller).
  - Bee City USA: renewal application due end of February. Cindy has this in process.
  - Compost project: Compost bin should be in place at Memorial Park with signage by March 1.

- Lunch Out Of Landfills: The program should be starting soon for students at MMS!; NexTrex program has begun at MES. Residents can drop off stretchy plastics in the lobby—there is a white bin. Cindy, Erin and her spouse, Marlene have helped transport food from the school to food bank. The food has been well-received.
7. Tree plantings with Potomac Edison program this spring: Allegheny Serviceberry, Flowering Dogwood, Redbud, Red Maple, Willow Oak and Scarlet Oaks were selected for the residents (102), The town will also get additional native species for town properties (103); Trees will be brought to town before 4/23. Mark Carney will distribute trees to residents on day of Green Expo, 4/23. Town trees will be planted at Wiles Branch Park and North Point, north side of West Main Street across from Wiles Branch Park. Friday, April 29 will be town planting event with Lion's Club, Potomac Edison, and Green team/town volunteers. There are 8 residents who need help with planting trees and we will coordinate helping them. Cindy will check to see if this can be an annual tree program for residents and the town.
  8. Tree planting maintenance schedule (see below); Bill, Doug and Karen helped free the trees with Cindy! Thank you! There will be more tree maintenance dates coming up. See Below.
  9. Keep Maryland Beautiful grant application for EarthPlanter trees: Cindy's grant application is pending. Grant announcements will be made in March.
  10. Mosquito control in town stormwater management facilities: Ann spoke about doing education about tiger mosquitoes for residents with Karen Whitehair. Karen has education materials about these mosquitos that breed in small pools of water, like in a saucer or frisbee. Gene is creating links to appropriate content on our web site.
  11. Green Talks: Ann will follow up with Waneta at Middletown Library to see if there is interest in starting up Green Talks again. Topics to offer: Green Mosquito control and Composting. The team agreed that these are great topics and a wonderful way to reach the community.
  12. Tree City USA: Our application was approved for another year. We should receive materials by Arbor Day.
  13. Green Expo: Cindy started reaching out to organizations/vendors/etc. Cindy reported a good response so far. Events to take place on Green Expo Day: Monarch Pledge Declaration, Arbor Day Declaration, Composting Ribbon Cutting. Cindy will get large banner on Alt 40. Costs: Musician—\$350—do we want to have one? Total costs about \$1,000 to date. Greenbelt has compost bins and we need some so arrangements will be made to have some for Middletown residents. Plans to raffle off a few compost bins and a rain barrel at the expo. We will plant a tree in Memorial Park, looking at planting a Serviceberry this year.
  14. Green Expo volunteers needed: Time shifts include: Set up 9-10 a.m.; 10-12; 12-2; 2-3 cleanup. With need for a couple of people at the garden and at the compost bin. Cindy will put a form on BASECAMP to sign up.
  15. Budget discussion: Cindy reported that the town cost for Potomac Edison tree planting program is \$3,700. Cindy will check with the Commissioners to see if this will come out of the town budget vs. Sustainability budget.

16. Gift Tree Program flyer boxes: Boxes are installed at Wiles Branch Park, Memorial Park and on Cone Branch Trail. Problem with the handouts wilting and crumbling in the boxes. Pam will fix with more sturdy flyers at each location.
17. Erin discussed recycling cardboard for town government and businesses: Middletown town office does not have recycling now as well as businesses in town. There is county-wide traction to offer recycling to businesses and non-profits. This should be supported by the Sustainability Committee.
18. March meeting date will be third Tuesday – March 15<sup>th</sup>. The meeting will be in-person with virtual option.

**GOALS FOR 2022:**

PLANT <b>100</b> TREES IN 2021 – 25 planted 4/30 (75 shrubs planted in 2021)				
CREATE A TREE GIFT PROGRAM - GOAL OF <b>\$1000</b> –				
QUANTIFY/SHOW PROGRESS <b>[MEASURABLE GOAL NEEDED]</b> ON 25% CANOPY BY 2025				
HOLD VIRTUAL GREEN EXPO -				
SUPPORT MES LOOL PROGRAM - FINANCIAL/VOLUNTEER SUPPORT -				
PROMOTE & SELL 20 COMPOSTING BINS –				
PROMOTE & SELL 25 RAIN BARRELS (GRANT REQUEST)				
EVALUATE & RECOMMEND STREETLIGHT BUYBACK PROGRAM TO TOWN BOARD				
CREATE <b>2 AC</b> POLLINATOR MEADOW NEAR SOLAR ARRAY				
EDUCATION ON STORMWATER PERMIT PROGRAMS				

**FUTURE AGENDA ITEMS:**

- Green lectures series
- Habitat advisor volunteers

**FUTURE PLANTING AREAS:**

- North Pointe thicket (see Ann P.) – willow tree and button bushes

**TREE PLANTING MAINTENANCE SCHEDULE**

**March 8 (Tuesday) 12:30-2pm – FRO area at Alt 40/Knoll Side Lane**  
**March 15 (Tuesday) 9-10:30am – FRO area at Alt 40/Knoll Side Lane**  
**March 18 (Friday) 10-11:30am – FRO area at Alt 40/Knoll Side Lane**

**April 5 (Tuesday) 9-10:30am – North Pointe plantings**

**April 12 (Tuesday) 12:30-2pm – North Pointe plantings**

**May 10 (Tuesday) 9-10:30am - FRO area off Layla Drive**

**May 20 (Friday) 10-11:30am – FRO area off Layla Drive**

**June 3 (Friday) 10-11:30am – Wiles Branch dog park**

**June 7 (Tuesday) 9-10:30am – Cone Branch pocket park**

**June 17 (Friday) 10-11:30am – Cone Branch pocket park**

## February 2022 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 RE-CERTIFICATION WAS ACHIEVED ON OCTOBER 16, 2019 THROUGH THE FOLLOWING ACTIONS:

- Complete and document our Green Team Action Plan (Community Action) ✓
- Hold annual Green Expo (Community Action) ✓
- Continue to build a Green Team (Community Action) ✓
- Continue to build a SM Resource Center in Town Hall and on-line (Community Action) ✓
- Hold Green Talks in partnership with other entities about sustainability (Community Action) ✓
- Continue to support our Local Farmer's Market (Community Based Food System) ✓
- Continue to support the Local Food Bank (Community Based Food System) ✓
- Continue to support the local community gardens (Community Based Food System) ✓
- Document municipal boiler replacement (Energy) ✓
- Document Wastewater Treatment Plant Solar Energy Project (Energy) ✓
- Document municipal center HVAC replacement (Energy) ✓
- Document installation of solar panels on food bank building (Energy) ✓
- Document installation of an EV charging station in town parking lot (Energy) ✓
- Document replacement of Town Hall lights to LED's (Energy) ✓
- Continue to update Local Business Directory (Local Economies) ✓
- Document Main Street Program (Local Economies) ✓
- Document Local Business Roundtables (Local Economies) ✓
- Document Recycle Drop-off Location (Natural Resources) ✓
- Compost bin sales to residents (Natural Resources) ✓
- Pollinator resolution passage (Natural Resources) ✓
- Backyard Buffer program opportunity notices (Natural Resources) ✓
- Document Water Conservation Alert System (Natural Resources) ✓
- Document Dog Park and Bag Stations (Natural Resources) ✓
- Document Rain Barrel Program (Natural Resources) ✓
- Document Yard Waste Bag program (Natural Resources) ✓

- Document Scout Project painting Curb and Gutters to be Bay Wise (Natural Resources) ✓
- Document Town Hall as a Collection Site/Center for Unused Meds (Natural Resources & Health and Wellness) ✓
- Improvements to West Green Street (Natural Resources) ✓
- Improvements to Town parking lot (Natural Resources) ✓
- Municipal Carbon Footprint (Greenhouse Gas) ✓
- Construct rest of walking trail from Linden to East Main Street and Remsberg Park (Planning & Land Use) ✓
- Document Participation in DHCD Sustainable Communities (Planning & Land Use) ✓

### 2020 - 2021: ITEMS COMPLETED TO CONTINUE ON OUR PATH TO CREATE AND MAINTAIN A MORE SUSTAINABLE COMMUNITY:

- Tree City USA designation (Natural Resources) ✓
- Bee City USA designation (Natural Resources) ✓
- Establish Local Historic Property Tax Incentives (Local Economies) ✓

### 2022 – 2023: ITEMS TO WORK ON MOVING FORWARD

- Join the Maryland Green Registry Program (Local Economies)
- MEA grant funding for energy efficient streetscape lighting (Energy)
- Conversion of streetlights to LED's (Energy)
- Buy Local Campaign (Local Economies)
- Organic Waste Composting (Local Economies)
- Implement Waste Reduction Program (Local Economies)
- Community-Based Public Art (Community Action)
- Participation in MD Green Schools (Community Action)
- Spring or Fall Transplant Sale (Community Based Food System)
- NWF Community Wildlife Habitat (Natural Resources)

### FUTURE WORK TO CONSIDER – 2024 AND BEYOND:

- Climate Action Plan (Greenhouse Gas)
- Community Carbon Footprint (Greenhouse Gas)
- Evaluate and Determine the Feasibility of Constructing a 1-Mega Watt Solar Farm (Energy)
- Safe Routes to School Program



# MIDDLETOWN'S 6th GREEN EXPO

**Saturday, April 23, 2022**

**10:00am – 2:00pm**

**Memorial Park**

**310 South Church Street**

Kick Off & Ribbon-Cutting Ceremony for Community

Compost Bin - 10am

DNR's Scales and Tales program – 10am to 12pm

Tree planting demonstration – 11am

Music by former Town Commissioner Craig Rosendale -  
12pm to 2pm

Rain barrel, compost bin & hanging baskets raffles –  
1:45pm

Scrap metal recycling- 10am to 2pm—MVB Parking Lot  
off Washington Street

Exhibitors include:

Key City Compost

The Valley School—Kids crafts

Master Gardeners

Potomac Edison

Monarch Alliance

Fox Haven Organic Farm

Solar Energy Companies

Electric Vehicle Association Greater DC

Frederick County Office of Sustainability

Frederick County Recycling Outreach Program - Bring your used crayons

Middletown United Methodist Church Preschool - Kids Crafts

Native Plant Apparel

Munro Properties

Sierra Club

Frederick Beekeepers Association

The Lucy School

Multi-Faith Alliance of Climate Stewards

Zion Lutheran Church

Frederick County Forestry Board—Free seedlings



**AND MUCH MORE!!!**

**JOIN US FOR A FUN FILLED DAY OF ACTIVITIES!**

**Sponsored by the Middletown Sustainability Committee**

**For more information: [www.greenmiddletown.com](http://www.greenmiddletown.com)**

**Or, [www.facebook.com/middletowngreenteam](https://www.facebook.com/middletowngreenteam)**



# COMMUNITY COMPOSTING in Middletown is Available at Memorial Park!

## Compost-

- Fruit & vegetable scraps
- Pasta, bread, cereal
- Egg shells
- Meat & dairy
- Coffee grounds, coffee filters & tea bags
- Paper towels & paper towel rolls
- Paper plates (100% paper only- no shiny coatings)
- Pizza boxes
- Flour & sugar bags
- Baking ingredients, herbs, spices
- Household plants, including soil
- Items labeled BPI Certified Compostable
- Items labeled ASTM D6868 or D6400



## Composting for Soil



**NO**

**NO PLASTICS, GLASS, or METALS**



CALL KEY COMPOST  
802-277-0401 or  
EMAIL  
info@keypost.com

KEY CITY **KEY COMPOST** KEY CITY

## Not Accepted-



- PLASTIC
- Styrofoam trays
- Aluminum foil
- Candles, synthetic corks & gum
- Dental floss & Q-tips
- Dryer lint sheets
- Disposable mop sheets
- Vacuum cleaner bags
- Hair, pet fur, pet waste
- Fireplace ashes
- Items labeled biodegradable
- Items labeled recyclable materials

**PLEASE REMEMBER  
OUR TEAM SORTS  
CONTAMINATION  
BY HAND!  
WHEN IN DOUBT,  
THROW IT OUT.**



Sustainability

Committee

