

Memorandum

To: Middletown Sustainability Committee

From: Cindy Unangst, Staff Planner

Date: September 13, 2021

RE: **September Green Team In-person meeting agenda for Tuesday, September 21st –5-6:30pm - Memorial Park large pavilion near bathrooms or via Zoom**

**Topic: September 2021 Sustainability Committee Meeting
Time: Sep 21, 2021 05:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/82580209245?pwd=RndFT1k2Zkczd0FTTnJBZXhPcWJvdz09>

Meeting ID: 825 8020 9245

Passcode: 376939

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Meeting discussion items:

1. August meeting minutes approval
2. Guest attendee – Ben Friton from The Reed Center
3. Mayors Monarch Pledge – Girl Scout Gold Award project
4. BASECAMP projects:
 - Pollinator demonstration gardens – spring-blooming plants and edging for Memorial Park; Village of Foxfield eyebrow and circle fall planting; meadow planting at Remsberg Park; pollinator garden care schedule;
 - Compost project – discussion of survey for resident interest
 - Lunch Out Of Landfills
5. Tree plantings – October 15th shrub planting event; Potomac Edison program for next spring
6. Gift Tree Program – sites to install flyer boxes (most bang for the buck)
7. Heritage Festival – will be raffling off a rain barrel and a compost bin; need volunteers to man the table
8. Compost bins – Greenbelt has extra that we can purchase, but we would need to pick them up.
9. October meeting date – third Tuesday – October 19th

GOALS FOR 2021:

PLANT 100 TREES IN 2021 – 25 planted 4/30				
CREATE A TREE GIFT PROGRAM - GOAL OF \$1000 –				
QUANTIFY/SHOW PROGRESS [MEASURABLE GOAL NEEDED] 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 2 AC POLLINATOR MEADOW NEAR SOLAR ARRAY				
EDUCATION ON STORMWATER PERMIT PROGRAMS				

FUTURE AGENDA ITEMS:

- Green lectures series
- Habitat advisor volunteers

August Middletown Sustainability Committee Meeting Minutes

Tuesday, August 17th—5-6:20pm - Memorial Park large pavilion near bathrooms or via Zoom

Present: Kevin Stottlemyer, Cindy Unangst, Bill Spare, Pam McDonald, Ann Payne, Sean O'Keefe.

On Zoom: Mark Carney, Joe Richardson (lunch out of landfills), Erin Carney, Sharon Steger (Middletown High School)

Meeting discussion items:

1. July meeting minutes were not available and will be emailed to the committee for approval.
2. Mayors Monarch Pledge and Bee City—we need a public relations strategy to educate the residents of Middletown about our gardens and how to implement resident pollinator gardens as part of our commitment to these programs.
3. BASECAMP projects:
 - Pollinator demonstration gardens – spring-blooming plants for Memorial Park: Pam and Ann presented proposed plants for the Memorial garden. Pam will look at North Creek to see if we can get the plugs through them and use extra plants elsewhere—such as Foxfield. Ann mentioned need for a border around garden to keep weeds (Bermuda grass) out. Cindy will ask the Burgess if the town has any excess material that could be used. Proper installation is necessary to keep the invasive grass out of our garden.
 - Village of Foxfield eyebrow and circle fall planting: Cindy is going to get soil sample. These gardens do not have to be monarch way station gardens—we can plant natives.
 - Compost project – discussion of possible locations for community compost bin. Erin feels that starting the program at the Town Hall would be best with one bin once a week to start. Will be close to apartments, Middletown Glen, and North Pointe. Kevin will present to the Commissioners at next town meeting.
 - Lunch Out Of Landfills: Joe Richardson joined us via zoom. Wondering about starting program during pandemic and what the rules will be at Middletown schools for volunteers. Would like to wait til October to allow school year to start and settle. Start at high school—is there a green team in the high school that could start the program and then mentor the middle school and elementary school kids? Important that the community is involved and it is not a burden to the schools. Middletown elementary was ready to go in March 2020 until Covid interfered. Travis Tracy—FC says that they will end program after one year if it doesn't save money. Joe is pursuing funding through the state. Do we want to do the data collection? Will need volunteers to help the students with this. Sharon Steger said that she does not have an environmental ed class, does have an honor's society; community service hours. Cindy will talk to principal at the elementary school for a waste sort day. Hannah LaPadula is a senior and is very science and environment oriented—Erin will contact and see level of interest in volunteering. Will revisit in September.
 - Middletown Food Bank: open 1-3 on Wednesdays and Saturday morning. Food bank director, Ann Pond, will open the food bank to receive food on Fridays for Saturday distribution. Milk and produce is needed. Joe says there is a lot of waste with chocolate milk, apples, craisins. Volunteers could take the milks home and refrigerate until food bank is open and can take them—Wednesday and Friday.
4. Tree planting: Cindy is looking into Boonsboro tree project to see how it was funded. Ann mentioned meeting with Ben Frisson at his regenerative farm in Middletown (The Reed Center). He is interested in helping us grow out trees, such as DNR trees. Ann also has a call to Joann Hunter at Fox Haven Center may also be interested. Will need tree guards—Cindy says she may have some.
5. Public Education: We need to be sure that we are educating the public on our programs. Getting Gift Tree program out to local church bulletins, other social media. Sharon Steger can put Gift Tree information in the Round table news for Middletown schools.
6. Ann Payne reported that Paul Tukey (<http://www.organicitsworthit.org/experts/grow/paul-tukey>) will present virtually on sustainable lawns on October 17 at 7 p.m. First 1,000 people can get on live chat. She would like the Green Team to be able to participate in the Live Chat and will get us information to sign up as soon as it is available.

7. Compost bins – Greenbelt has extra that we can purchase, but we would need to pick them up.
8. September meeting date – third Tuesday – September 21st

DRAFT



MEMORANDUM

DATE: August 30, 2021

TO: Burgess and Commissioners, Planning Commission

CC: Andrew J. Bowen, Town Administrator

FROM: Cindy Unangst, Staff Planner

SUBJECT: Potomac Edison Tree Planting Program

Potomac Edison has a “Green Teams Tree Planting Program” in which they will pay up to \$8 per 5-gallon tree for residential tree planting. Boonsboro partnered with Potomac Edison for this program this year and is offering Town residents up to 3 free 5-gallon native trees to plant in their yards this Fall. The Town will receive credit towards their MS4 requirements for planting native trees in public parks and private residences as a way to reduce stormwater flows and meet the federal mandate. To promote the Fall Tree Giveaway and encourage residents to participate, Boonsboro will plant a matching tree in a park or town field for every tree planted in a resident’s yard. Boonsboro is going to receive a \$4,000 grant from Potomac Edison (500 trees x \$8/tree). The reason for the 5-gallon tree size is that you immediately begin getting MS4 credit with 5-foot trees and they appeal more to residents for private plantings.

Scope and Cost Proposal

Staff Planner proposes to partner with Potomac Edison in their “Green Teams Tree Planting Program” for 200 trees – half to go towards homeowners, and half for the Town to plant on town-owned land – for a Spring 2022 planting.

- The cost for 200 5-gallon trees should be around \$30 each for a total of \$6,000.
- If Potomac Edison pays \$8/tree that would total \$1,600.
- If we are able to get a \$1,000 grant from MUCFC, that would leave \$3,400 for the Town to pay, which again would help with our MS4 permit.

Staff Planner would apply for a MUCFC \$1,000 grant in February 2022 to help with the cost of the trees. Green Team members would help homeowners who request help in proper location of trees and the planting of trees.

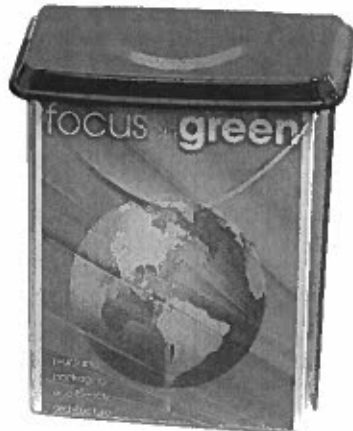


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2021 HERITAGE FESTIVAL GREEN TEAM TABLE SIGN-UP

Saturday, September 25th

Time		Number of Volunteers Needed	Names
8:00am - 9:00am	Set-up	3	<u>Sean O'Keefe</u> <u>Cindy Unangst</u>
	Set-up table/chairs and arrange hand-outs		
12:00pm-2:00pm	Man table	2	<u>Pam McDonald</u> <u>Sean O'Keefe</u>
	Man the table after the parade		
2:00pm-4:00pm	Man table	2	
	Man the table		<u>Cindy from 3:30-4:00</u>
4:00pm-5:30pm	Man table/clean-up	3	Cindy Unangst
	Put table/chairs and hand-outs away		