

Boonsboro Public Safety Commission

Meeting Minutes

Thursday, August 20, 2016

Present: Chair, Rick Byrd; Terri Hollingshead; Kristy Smith; Marty Love; Chief of Police Charles Stanford. Chairman Byrd called the meeting to order just after 7 PM.

Guests: Representatives of the State Highway Administration: Tony Crawford, Chris Perkins and John Wolford; Mayor Howard Long

June minutes were approved with a motion by Mr. Love, seconded by Ms. Hollingshead. There was not a quorum for the July meeting.

There were many citizens in attendance at the meeting. A scanned copy of the sign in sheet follows this agenda (attachment A). Each citizen present had commentary regarding traffic issues mainly on our Main Street. Speed, signage, and the safety of the cross walk at the intersection of Main Street and Maple Avenue, and the intersection itself, were among the topics discussed. Martin Forbes of 422 N. Main Street provided a written statement of difficulties he has experienced with these issues (attachment B). Other discussion included the potential for a traffic light at Orchard Drive and Main Street, and the pending installation of the traffic circle at MD 67.

After citizen commentary, Mr. Crawford spoke briefly about next steps in addressing concerns. A speed study is already underway, and the intersection of main Street and Maple Avenue will also be studied for potential resolutions. Clarification of enforceable speed limits was made. Suggested by citizens were a change in the light times, no turn on red, speed adjustments, a left turn lane when travelling toward town, potential crossing guards from WCPS and adjusted paint markings. A study may take up to 6 months.

Another issue raised was the repainting of the cross walk markings near the library. Mr. Wolford will be ensuring the completion of these markings as soon as possible.

We will forward the minutes from the meeting, along with a copy of the communication from Mr. Forbes to Mr. Crawford at the SHA.

Old Business:

No update yet regarding the vape policy.

The red paint around no parking curbs and fire hydrants has yet to be refreshed.

New Business:

Two residents have expressed interest in serving on the PSC. Mr. Tony Nally was present and presented himself to the group. Mr. Nally is a long time resident of Boonsboro and has agreed to serve on the PSC in whatever capacity in which he is needed. A second candidate for the commission, Roland England, plans to be in attendance in September.

At the suggestion of Mayor Long, the commission will table Chairman Byrd's resignation from his role as chair until the commission has a full component of membership.

NNO tax acknowledgement and thank you letters will be ready for signature at the September meeting.

Following resident input, the commission will recommend to the mayor and council that Center Street be made a one way street coming from Saint Paul Street to the town hall parking lot. Motion made by Mr. Love and seconded by Ms. Hollingshead. All were in agreement.

A recommendation to consider additional stop signs on Saint Paul Street at Orchard Drive and Lakin Avenue was motioned by Mrs. Smith, seconded by Mr. Love.

Residents of Kinsey Heights have requested increased speeding patrols in their area. Chief Stanford will address this concern with his department.

Police Department Report:

Chief Stanford reported that camera installation is nearing completion.

Fire Department Report:

No representation from the Fire Department. Mr. Love had nothing to report.

Mayor and Council Report:

The change in speed limits in the area of the park have been approved and new signs are up.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Kristy Smith

## Boonsboro Park Board

August 24, 2016

**Present:** Chairperson Laura Schnackenberg, Chris Hawkins, Richard Hawkins, Greg Solberg, Isaac Whitmore, and Council Liaison Marilee Kerns.

**Absent:** Jeff Davidson and Sandra Shifler

The August meeting was called to order by Chairperson Schnackenberg at 7 p.m.

(Due to this being a school night, the reading of the Minutes was delayed to allow for a student presentation.)

### **New Business:**

#### **1 - Eagle Scout Project Presentation – Lucas Stouffer – Monarch Butterfly Waystation**

Lucas gave a detailed presentation. Some highlights include:

- a. Why we need one: According to the migration map, Boonsboro is a perfect spot, and the milkweed plant, which is where they lay their eggs, is vanishing due to pesticides.
- b. Benefits: It will help conserve the butterfly, stress the importance of conservation, and bring attention to harmful herbicidal practices.
- c. Location: It will be a 20x20' box shaped enclosure built over by the springhouse with a walking area and entrance toward the sidewalk. It will also include educational information.
- d. Time: He wants to start this fall and finish in the spring. It will include perennial flowers for nectar.
- e. Responsibilities: He must get approval from all levels and do all of the fund-raising. He will use a compost that helps to prevent weeds. So far he has received \$500 from the Environmental Committee, and he will get ½ off prices at Sunny Meadows. Timbers will cost \$50 and fencing will be \$30.

Greg made a motion to forward this to the Town Council with multiple seconds and approved.

The Minutes from June 22, 2016 were read and approved at 7:24 p.m.

### **New Business (continued):**

#### **2 – Trail Bids**

Greg reported that Megan recommended accepting the low bid from SGX, Inc. of Frederick after she did reference checks and they were good. We have \$150,000 of POS Grant money and this bid came in under that at \$146,390. Rich made a motion to accept the bid, Greg seconded it, and it was approved.

#### **3 – Signage (in the park) for “Do not drive vehicles onto grass!” request from Greg Huntzberry**

This was discussed and we agreed. Also, the restriction should be added to the rental contract for regular public rentals. This will not be extended to town-sponsored events, i.e., Boonsboro Days, Green Fest, etc. Greg made a motion to accept, Rich seconded, and approved.

#### **4 – Volunteer to attend and manage Mason-Dixon Barbershop Chorus – September 25<sup>th</sup>**

Rich and Chris volunteered.

### **Old Business:**

#### **1 – Taylor Barnes – Mural**

Taylor will be unable to finish the mural before she starts school at HCC. The members were okay with that.

## 2 – Outdoor Movie Screen

Greg reported that the cost of buying a screen to use for outdoor movies that was originally quoted at \$6000 is now just a little over \$3000. "Angry Birds" will be shown on September 24<sup>th</sup>.

## 3 – Navy Band – "Country Current" – August 14<sup>th</sup>

Unfortunately, due to lightning in the area, the concert was cancelled after the second song. They told Chris that this may be their last year of these performances because Congress is trying to cut the funding for them.

## Updates:

### 1 – Tree Board – Arbor Day tree, sign and new trees

Rich will check with Sunny Meadows about replacing the dead Tulip Poplar. The sign will cost \$118. It will read:

Tulip Poplar  
Liriodendron tulipifera  
Arbor Day 2016

Isaac and Scott McIlwee will select different trees for behind the laundromat where two trees were cut down and one was topped out.

### 2 – Cub Scout Trout Rodeo – Proposed for August/September

Rich said that he needed to talk with Megan about the practicality of this request. He believes that the water is too warm at this time for the trout to survive, and he doesn't know if the Trout Hatchery will stock it.

## Park Requests from Megan:

The members had no definitive answers, just suggestions:

1- Claire Fitzgerald- LuLaRoe Pop-Up Shop- Do we rent pavilions to for-profit individuals?

2- Leslie Hart- La Leche League- If use is cost-free, it was suggested that the days & times not conflict with paid rentals.

At 7:59 p.m., Rich made a motion to adjourn, seconded by Greg.

Respectfully submitted,  
Chris Hawkins/Sandra Shifler  
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
REGULAR MEETING**

**August 16, 2016**

The Boonsboro Municipal Utilities Commission held its regular monthly meeting in the Town Hall Annex. In attendance were Commission Chairman Terry Davis, Commission Members Bobby Mose, Eric Kitchen, Ray Hoffman, and Todd Kennedy. Town Engineer Brian Hopkins, Public Works Superintendent Greg Huntsberry and Utilities Superintendent Pete Shumaker were also in attendance. The meeting convened at 7:00 PM.

- **Motion** by Member Kitchen, second by Member Hoffman, to move the resignation of the chairman to the last item on the agenda, to remove the elect a new chairperson agenda item, and to have the vice chairperson take over the next meeting. The motion carried.
- **Motion** by Member Hoffman, second by Member Mose, to approve the July Regular Meeting Minutes. The motion carried.
- Treasurer Kitchen read the July Treasurer's reports for the Water and Sewer Funds. **Motion** by Member Hoffman, second by Member Mose to approve the Treasurer's reports for June, and motion carried.
- Treasurer Kitchen read the Bills to be paid report for the Water and Sewer Funds. **Motion** by Member Hoffman, second by Member Kitchen, to approve the bills to be paid and the motion carried.

**UNFINISHED BUSINESS:**

**Sewer I&I Project – Project Status Report:** Town Engineer Hopkins reported on the progress of the Sewer I&I project. He stated that over 7,000 feet of sewer mains had been rehabilitated by Cast-in-Place Pipe and that the pipe rehabilitation had finished up. As a result of the rehabilitation, the flow meters around town are showing a marked reduction in infiltration of groundwater into the sewer. A few days of flow monitoring is left on the contract. Review of the post construction videos and submittals for the lining work is ongoing and final payment will be made once the review is complete and all test results are in.

**Knode Circle:** Town Engineer Hopkins and Public Works Superintendent Greg Huntsberry reported on the progress of the Knode Circle project. Quotes had been obtain for the materials, rental equipment, and subcontracted boring and tapping services. The total project cost is estimated at around \$50,000. The boring and tapping services quote came in at approximately \$20,000. Staff requested to put the boring and tapping service work out to bid. **Motion** was made by Member Kitchen, seconded by Member Hoffman, to bid the tapping and boring work and the motion carried.

**Volute Press Follow Up:** Town Engineer Hopkins and Superintendent Shumaker reported on the trials of the volute press at the WWTP. The Commission discussed the success of the equipment and agreed it would be worth pursuing grants to fund a project that would reduce the costs of hauling and treating sludge.

**NEW BUSINESS:**

**Commission Vacancy:** Four candidates Anthony Nalley, Colin Shanaberger, Ernest Harr, and Eldon Jones applied to fill the commission vacancy. The Commission interviewed the candidates individually, with the exception of Mr. Jones, since he was not present. The Commission agreed to schedule a special meeting for the interview and subsequently, make a recommendation to the Council.

**Shafer Park Well:** Superintendent Shumaker said a pressure reducing valve needs replaced at the Shafer Park well and is requesting to move forward with the purchase. Motion was made by Member Hoffman, seconded by Member Kennedy, to purchase a new valve for \$1,715 and the motion carried.

**Public Comments:** Anthony Nalley expressed concerns regarding his in-laws property on Mountain Laurel Road. Marilee Kerns introduced herself and agreed policies should be in place for the BMUC to support decision making.

**ENGINEERING REPORT – B. Hopkins**

• Stated development and permits continues to be steady; he has been busy administrating the sewer rehabilitation work and town projects and new development and he and public works staff have been addressing and repairing leaking manholes.

**UTILITIES REPORT- P. Shumaker**

• Stated the Park Well was running again. Superintendent stated the chlorine analyzer at the WWTP needs replaced. **Motion** by Member Hoffman, seconded by member Kennedy to approve getting a new chlorine analyzer and the motion carried.

**PUBLIC WORKS REPORT- G. Huntsberry**

• Stated staff has been working hard supporting the development projects including tapping of the main for AC&T and installed meters in Kinsley Height which has vastly improved efficiency in meter reads. He stated they completed training with Echologics for the new correlator. He said two members of his crew recently passed state certification for water.

Motion to adjourn regular session at 8:50 PM and to move into Executive Session per Article, §3-305(b)(8), (8) to consult with staff, consultants, or other individuals about pending or potential litigation by Member Hoffman and second by member Kennedy and the motion carried.

Respectfully Submitted,  
Todd Kennedy, *Secretary*

Prepared by:  
B. Hopkins, *Town Engineer*

*[Faint, illegible signature or stamp]*

**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
SPECIAL MEETING  
August 24, 2016**

The Boonsboro Municipal Utilities Commission held a special monthly meeting in the 2<sup>nd</sup> Floor Conference Room of Town Hall. In attendance were Commission Vice-Chairman Paul Loeber, Commission Members Bobby Mose, Eric Kitchen, Ray Hoffman, and Todd Kennedy, and Council Liaison Terry Davis. Town Manager Megan Clark and Council Member Rick Byrd was also in attendance. Vice-Chairperson Loeber called the meeting to order at 7:00 PM.

**UNFINISHED BUSINESS:**

**Commission Vacancy:** The Commission interviewed Jake Jones for the vacancy on the Utilities Commission.

**Motion** by Member Mose, second by Member Kennedy to move into executive session at 7:13pm per Article, §3-305(b)(8), (8) to consult with staff, consultants, or other individuals about pending or potential litigation, and motion carried.

Motion by Member Hoffman, second by Member Mose to move out of execution session at 8:03pm and continue the special meeting, and motion carried.

**NEW BUSINESS:**

**Recommendation to the Mayor and Council- BMUC Vacancy:** Motion by Member Hoffman, second by Member Mose to recommend to the Mayor and Council the appointment of Eldon "Jake" Jones to fulfill the unexpired term ending June 2020. Motion carried.

**Policy Additions:** Town Manager Clark reviewed BMUC policy UTIL.A.03 "Customer Bill Adjustments" with the Commission, which describes why and how a water/sewer bill could be adjusted. Town Manager Clark then presented proposed BMUC policy UTIL.A.03.A. (attached to the minutes as reference) to the Commission, which further described how adjustments should be considered when an error on the account had occurred due to change in ownership and charges not being paid at settlement. **Motion** by Member Hoffman, second by Member Kitchen to approve policy UTIL.A.03.A with revisions. Motion carried.

**Dollar General Plan Change:** Town Manager Clark stated on Tuesday, August 23, 2016, the Planning Commission approved a plan change for Dollar General for the gravel sewer access. She stated the plan change reverted a 200 foot of the gravel access to grass, as the easement was already recorded and required to remain in its original state.

Member/Treasurer Kitchen stated after discussing with Town Manager Clark, he is currently seeking better rates for the CDA loan the Water Fund has out and would bring proposals to the next meeting.

Respectfully Submitted,  
Todd Kennedy, *Secretary*

Prepared by:  
M. Clark, *Town Manager*

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### **UTIL.A.03.A: CUSTOMER BILL FOR SETTLEMENT ERRORS**

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In accordance with BMUC Policy UTIL.A.03; adjustments may be made to customers' bills for several reasons.

Per BMUC Policy UTIL.A.01 "Customer Billing Information, "all users of the Town's water supply system, including owners of unoccupied dwellings, shall be billed the quarterly minimum rates for water and/or sewer."

As it is the responsibility of the property owner and/or the property owner's representative to notify the Boonsboro Municipal Utilities Commission should the status of the property change; at times when notification does not occur, there could be usage from a previous owner. Notification of the change in status of the property should have been made within 90 days of the change by the owner of the property.

Should a final billing not occur when the property transfers and charges are missed during the settlement of the property; an adjustment may be made to the account.

In order to determine the adjustment, the time frame of occupancy shall be considered and the averaging method as noted in Policy UTIL.A.03. Charges that were incurred and not paid by a former owner may be credited to the account; at the discretion of the Boonsboro Municipal Utilities Commission.

Town of Boonsboro  
21 North Main Street  
Boonsboro, Maryland 21713  
Telephone: (301) 432-5141

MINUTES OF A MEETING OF THE PLANNING COMMISSION  
TUESDAY, AUGUST 23, 2016

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**PRESENT:** Chairman Carvel Wright, David Ambrose, Secretary Kim Koerting, David Parmelee, Steve Jamison, Curt Conway, and Mayor and Council Liaison Janeen Solberg *Absent:* Vice-Chairman Rob Maricle

*Staff Member(s):* Megan Clark, Town Manager

*Guests:* Mike Wiley and Steve Oder, Sycamore Run; and Councilmembers Rick Byrd and Marilee Kerns

**PRESIDING:** Chairman Wright called the meeting to order at 7:00 p.m.

**APPROVAL OF MINUTES**

Chairman Wright declared the Regular Meeting Minutes of the April 26, 2016 Meeting approved as submitted.

**NEW BUSINESS**

**FINAL PLAT: Sycamore Run, Phase III**

Town Manager Clark presented the Phase III Final Plat for consideration. She stated the plan proposes to record the remaining 50 lots of the approved Sycamore Run development. She stated the plans have been reviewed in accordance with the approved preliminary plans, as well as zoning and subdivision regulations. She stated in order to comply with the Annexation Amendment; which requires school mitigation and Warrior Boulevard after the development of the first 102 lots; 2 lots would have to be removed from the proposed final plat or the requirements of the Annexation Amendment are necessary.

Motion by Secretary Koerting, second by Member Ambrose to **APPROVE THE FINAL PLAT FOR SYCAMORE RUN PHASE III CONTINGENT UPON THE FOLLOWING: TECHNICAL COMMENTS BEING ADDRESSED, INCLUDING REDUCING THE NUMBER OF LOTS FROM 50 TO 48, SIGNED PUBLIC WORKS AGREEMENTS AND BOND AMOUNTS POSTED, AND APPROVAL FROM WASHINGTON COUNTY REGARDING SWM AND FOREST CONSERVATION.** Motion carried unanimously.

**REQUEST FOR PLAN CHANGE: Dollar General**

Town Manager Clark presented a proposed plan change to the Dollar General site plan. She stated due to the existing easement on the adjacent property owner, which requires for the easement to remain in its existing state, a plan change is requested to change an approximate 200 feet of the sewer gravel access drive to grass. Town Manager Clark also stated the proposed plan change delineates the manhole in the locations they were set in the field, as they were set approximately 5 feet different from where the plan showed.

Motion by Secretary Koerting, second by Member Parmelee to **APPROVE THE PLAN CHANGE FOR DOLLAR GENERAL.** Motion carried unanimously.

**DISCUSSION**

**WATER RESOURCES ELEMENT**

Chapter 4 of the 2009 Boonsboro Comprehensive Plan discusses water resources within the Town of Boonsboro. Town Manager Clark provided an update of the activities of the Town regarding efforts to reduce the existing water loss and work towards gaining additional water appropriation from the Maryland Department of the Environment. She stated the Comprehensive Plan shows that there could be a deficit of water taps to the number of sewer taps if additional allocation is not granted. She stated staff tracks the allocations of the state and based on the current calculations, which includes existing development; there are 902 water taps available based on 250 gallons per day usage.

**PLANNING AND ZONING UPDATES**

Town Manager Clark updated the Commission on the progress of the Easterday property, Dollar General, and AC&T.

**CITIZEN'S COMMENTS**

Newly elected Council Members Marilee Kerns and Rick Byrd introduced themselves to the Commission.

**COMMISSION MEMBER COMMENTS**

None

**ADJOURNMENT**

Chairman Wright declared the meeting adjourned at 7:35 pm.

Respectfully submitted,

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Megan Clark,  
Town Manager

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION**  
**MEETING MINUTES**  
**AUGUST 24, 2016**

The Boonsboro Economic Development Commission met on August 24, 2016 at the Town Hall Annex. In attendance: Chairman Dick Keesecker, Vice-chairman George Messner, Secretary Vickie Messner, Carol Blessing, Jennifer Guenther, John Kendall, Terri Packard, Bruce Wilder, Council liaison Cindy Kauffman, Mayor Howard Long, Town manager Megan Clark, and Janeen Solberg. The meeting was called to order at 9:05 AM.

The Commission welcomed Cindy Kauffman as the new Council liaison and acknowledged Janeen Solberg for her years of service.

**The Minutes** from the June 22, 2016 meeting were approved as written. Motion to accept: J. Kendall, Second: C. Blessing. Motion carried.

The next **Networking Breakfast** is scheduled for Friday, September 16, 2016 @7:30 AM at Vesta. Notification of the event will be sent by September 6<sup>th</sup>, RSVP requested by September 13<sup>th</sup>. Jim Kerchevel of the Greater Hagerstown Committee is the slated speaker. Future speakers include Jennifer Ross (Boonsboro Free Library), Mayor Howard Long, Mary Ironside (DNR-rescheduled from July meeting), and Dr. Ken Film (South Mountain Dentistry).

**Old Business**

A design for the **tote bags** for holiday distribution is in the process of being finalized.

J. Solberg and C. Blessing are working to complete the **Holiday rack cards** for distribution in the next quarterly water bill.

J. Guenther reported twelve businesses will be participating in the initial **First Saturday Specials program** beginning October 1<sup>st</sup>. Each business will determine its own special offers, and the program is open to all residents of Washington County. Two URL links on the town website can be of assistance: LoveYourLocal.net identifies businesses participating in the program and links to their websites, and ShopBoonsboro.org leads to the town's business directory. A suggestion was made to identify participating businesses with a window decal or small flag. C. Kauffman will check vendors/pricing for small Buy Local flags.

G. Messner reported the **225<sup>th</sup> Town Anniversary** committee has met on three occasions, with subcommittees being established. This is a collaborative effort of the town of Boonsboro, the EDC, the Boonsboro Historical Society, the CVB, and the Washington Monument State park. The rededication of the Washington Monument has been set for July 1, 2017. The subcommittee is working on the program and will soon be contacting dignitaries to attend. Other activities include lectures, bike/runner clubs race, involvement of the local schools in various projects, a reenactment walk to the monument, and a new walking tour brochure. Several media outlets were suggested for advertising events.

M. Clark indicated an advisory committee for the **Farmer's Market** is being established, consisting of members from the Park Board, EDC, and the Environmental Commission. The committee would meet quarterly and discuss activities, policies, and promotions. A recommendation was made to consider moving the market site to the pad near the Boy Scout building. The EDC has been asked to participate on the fourth Tuesday in September. T. Packard will be organizing activities for the evening.

This past July, the EDC advertised in the Contemporary American Theater Festival program. A request from the **American Conservation Film Festival** for advertising in its program may be considered next year.

C. Blessing has worked with Bernadette Wagner of Hospice to provide space in the Community Life Center room to accommodate **pop-up shops** on September 17, 2016 from 10 AM-4 PM in conjunction with the Turn the Page book signing. A motion was made by B. Wilder and seconded by J. Guenther to donate the vendor fees to Hospice. Motion carried.

#### **New Business**

**Budget** transactions from July 1- August 24 were reviewed.

V. Messner reported the Main Street booth at the June **Maryland Municipal League** convention was very successful. Many positive comments were received. As a result of the exchange of ideas and programs from other towns, she presented a copy of a New Resident Information packet to be considered by the Council. Thank-you letters were sent to all businesses who donated promotional items.

The EDC congratulates Chief Stanford and his officers for providing a safe environment for the citizens of Boonsboro. Their proactive efforts place our town as the **fifth safest in the state**.

Motion to adjourn: J. Kendall, Second: C. Blessing. Motion carried.  
Adjournment: 10:22 AM.

**Next meeting: October 26, 2016**

#### **Upcoming Events:**

September 10 & 11 Boonesborough Days

September 11 Remembrance Parade

September 17 12-2 Turn the Page Book signing

10-4 Pop-Up Shops@ Hospice

8 PM Outdoor Movie *Angry Birds* behind Police Station

September 25 Concert in the Park: Barbershop Chorus

October 8 Talon Studios Breast Cancer Awareness program

October 18 6:30 TTP Evening Book Club (will meet every third Tuesday)

Submitted:

*Vickie Messner,*

Secretary

Draft  
**Town of Boonsboro**  
21 North Main Street, Boonsboro, Maryland 21713  
Telephone: (301) 432-5141

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**  
**TUESDAY, AUGUST 9, 2016**

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**PRESENT:** *Commission Members:* Chairman Bill Brady, Vice Chairman, Rosemary James, Secretary Kathy Vesely, Scott McIlwee, Jessica Renner

*Mayor and Council Liaison:* Brigitte Schmidt

**ABSENT:** Anthony Dowell, Laura Schnackenberg, Amanda Whitmore

**Town Manager** Megan Clark

**PRESIDING:** Chairman Bill Brady called the meeting to order at 7:01 PM.

**APPROVAL OF MINUTES:** Declared July 12, 2016 meeting Minutes **approved** as read.

**INTRODUCTION OF GUESTS:** New Town Council Member Terry Davis, Boy Scout Lucas Stauffer

**UNFINISHED BUSINESS**

**Monarch Butterfly Waystation** – Lucas Stauffer presented his proposal and design for the Monarch Waystation. Member Schnackenberg, Chair of the Park Board, stated that after discussing the Waystation location with Park Board members, the consensus was that the spot by the Shafer Park entrance near the spring house, would be the best location for Lucas' plan. Member McIlwee offered to be Lucas' mentor. Discussion about plant identification signs: It was suggested wood-burned logs/planks might work well and discourage vandalism. Secretary Vesely motioned that the BEC make a \$300 donation to Lucas for this Eagle Scout project. Member McIlwee seconded. **Motion carried.** Vice Chairperson James motioned that we donate \$200 to Lucas for a speaker stipend. Member Renner seconded. **Motion carried.** Secretary Vesely will contact Member Schnackenberg to have Lucas make his presentation at the next Park Board meeting. He should also present his proposal to the Town Council. Liaison Schmidt suggested that when the project is completed, Lucas send out a flier to local nursery schools and the elementary school to inform them of the Waystation as a learning/educational tool.

**Monarch Butterfly Action Items** – After discussion, the Commission realized it has already completed an item or two. The Action Items to start with should be:

#1 – Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat.

#6 – Host or support a native plant sale or milkweed seed giveaway event (Green Fest already has vendors selling native plants. The Farmer's Market should look into a native plant sale booth).

#11 – Launch a program to plant native milkweeds and nectar plants in school gardens by engaging students, teachers and the community (look into this with BES).

#18 – Remove milkweed from the list of noxious plants in city weed/landscaping ordinances (if applicable (look into this)).

#19 – Change weed or mowing ordinances to allow for native prairie and plant habitats (already being done at stream behind Community Center).

Other Action Items can be incorporated as time goes by.

**Waste Reduction Flier** – Secretary Vesely presented the Draft Waste Reduction Flier that will be sent out to the community in the next (October) water & sewer bill. It was suggested that the flier be saved as a .pdf file and sent to Town and Member Renner so it can be posted to social media outlets. Final draft will be sent to Town Manager Clark.

**Farmer's Market (FM) Update** – Next year, a policy needs to be established for vendor criteria and how vendors are selected. Member Renner would like to establish a FM subcommittee. Only three meetings/FM season. It was suggested she contact ALL Commissions to recruit Subcommittee members. Logo needs to be painted on pavilion wall. Perhaps the Logo winner artist has contacts for painters. For protection, it was suggested a clear seal coat be applied.

### **NEW BUSINESS**

**SMC Future Certification Items** – Member Whitmore, the Chairperson of this subcommittee, has resigned from the BEC due to conflict with her new job. This leaves an opening in the Commission and a new person will need to take her place as Chair of the Green Team. The new Chairperson's name will need to be submitted to the SMC. Liaison Schmidt will announce this at the next Town Council meeting. For Boonsboro to re-certify, it looks like we mostly just need documentation submitted to the SMC website by the deadline. If documentation is submitted earlier than later, it won't be as labor intensive. **September's meeting will be devoted to SMC.**

### **SUBCOMMITTEE REPORTS**

▪ **Waste Reduction** – See above for Waste Reduction Flier update.

▪ **Trees** – Member McIlwee stated there will be a Tree Committee meeting tomorrow night. Committee will continue tree documentation and put in better trees to replace the ash trees that were removed.

▪ **Public Education/Outreach** – Vice Chairperson James has the name of a potential speaker. To create better attendance, it was suggested having a speaker or show a documentary during a weekend day at the Library. Secretary Vesely will contact FMTV.

▪ **Green Team** – See SMC above.

### **TOWN UPDATES**

Council Liaison Schmidt gave a Town Council update.

### **COMMISSION MEMBER COMMENTS**

No comments.

**ADJOURN:** 8:43 PM

\*Next Meeting: TUESDAY, SEPTEMBER 13, 2016 – Regular session (7:00 p.m.)\*