

Town of Boonsboro
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Boonsboro, Maryland 21713
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**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, JULY 9, 2013**

PRESENT: **Commission Members:** Chairperson Brigitte Schmidt, Vice-Chairperson Kathy Vesely, Secretary Amanda Whitmore, Laura Schnackenberg, Jessica Renner, and Mayor and Council Liaison Barbara Wetzel
Absent: Rosemary James, Linda Moser, and Scott McIlwee
Staff Member: Megan Clark, Town Planner

PRESIDING: Chairperson Brigitte Schmidt called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

Motion by Vice-Chairperson Vesely seconded by Member Renner, to approve the minutes of the June 11, 2013 meeting approved with corrections. Motion carried.

COMMISSION MEMBER COMMENTS

Liaison Wetzel stated Boonsboro Council members had brought back correspondence from the annual MML meeting and shared with other Council members, including the GreenBook for the Bay, which provides resources for landscaping.

Chairperson Schmidt stated there is a new publication from the Maryland Department of Planning called Planning for the Food System members may be interested in; King Road had responded to the Commission's request for a meeting and would like to meet on Wednesday, July 17th; and the Outreach Committee would be planning to meet in August.

Town Planner Clark stated Maryland Energy Administration (MEA) announced there were 36 communities participating in the Smart Energy Community program, and the Town of Boonsboro is the only town in Western Maryland participating.

NEW BUSINESS

RECOMMENDATION TO THE MAYOR AND COUNCIL TO PROCEED WITH RFP FOR ENERGY AUDIT

Town Planner Clark stated the Town had budgeted \$5,000 for an energy audit and can use up to 25% of the MEA Smart Energy grant in advance to pay for the audit. She presented a draft Request for Proposals to perform energy audits on four municipal structures, including Town Hall, the Town Hall Annex, Maintenance building, and Community Center. She stated the Police department was not included since an energy audit was recently completed as part of another grant. Town Planner Clark stated she is requesting to move forward with the audits to help identify future projects that may be funded from the MEA Smart Energy grant.

Motion by Secretary Whitmore, seconded by Member Renner, to **RECOMMEND TO THE MAYOR AND COUNCIL TO MOVE FORWARD WITH THE REQUEST FOR PROPOSALS FOR ENERGY AUDITS ON FOUR MUNICIPAL OWNED FACILITIES.** Motion carried unanimously.

DISCUSSION

TOWN EVENT RECYCLING POLICY

Chairperson Schmidt stated she attended the Council workshop meeting, and the Council agreed to amend the regulations in Shafer Park to include recycling for community events in the Park. Town Planner Clark stated the recommendation from both the Council and Environmental Commission would be forwarded to the Park Board for implementation.

JOINT MEETING WITH THE PARK BOARD

Town Planner Clark stated the Park Board meeting minutes mentioned a joint meeting with the Environmental Commission on Aug. 13. She stated Mike Hunninghake, from the MEA and Sustainable Maryland, will also be presenting at the Aug. 13 meeting, so she would like to send out a formal email to the Park Board, inviting them to attend the meeting and detailing the topics the Commission would like to discuss. Member Schnackenberg stated she would also discuss the proposed meeting with the Park Board at their next meeting, and felt Park Board members were open to the meeting.

UNFINISHED BUSINESS

STRATEGIC PLANNING GOALS AND OBJECTIVES FOR THE BOONSBORO ENVIRONMENTAL COMMISSION (BEC)

The Commission continued discussing the Strategic Plan and Objectives of the Commission. Member Renner proposed a detailed introduction to the plan, and the Commission agreed an email should be distributed to propose any changes. The Commission discussed a format for the Plan and agreed a two page document should be finalized to present the plan to others and the Commission could refer back to the more detailed document for their own use.

GREEN TEAM

Secretary Whitmore gave an update of the Community members whom had confirmed they would like to participate on the Green Team. The Commission discussed following up with other interested parties, and agreed the Green Team should be finalized prior to the Aug. 13 meeting of the Environmental Commission.

ADJOURN

Chairperson Schmidt declared the meeting adjourned at 8:10 p.m.

Respectfully submitted,

Megan Clark,
Town Planner/Zoning Administrator