

Draft

**Town of Boonsboro**

21 North Main Street, Boonsboro, Maryland 21713

Telephone: (301) 432-5141

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**

**TUESDAY, January 11, 2022**

---

**PRESENT:** *Commission Members:* Chairperson Cassandra Ladino, Kristen Disbennett, Amy Jones, Janeen Solberg, Kathy Vesely, Barb Wetzel, Town Council Liaison Terri Hollingshead

**ABSENT:** Kim Pruitt, Laura Schnackenberg, Andy Watson

**GUESTS:** David Muns, Manager FNP Community Garden  
Eric Kitchen, Chair, American Rescue Plan Capital Planning Task Force  
Kathryn Gratton, Grant Writer for Town of Boonsboro

**PRESIDING:** Chairperson Ladino called the regular meeting to order at 7:01 PM.

**David Muns**, FNP Community Garden Manager, shared an informative presentation covering the evolution of the FNP Community Garden in Frederick. The FNP Community Garden has two acres dedicated to garden plots. It started with 15 plots and has grown to 135 plots. David shared start up tips and general best practices including site location, security, water access, volunteers, and pricing structure.

**APPROVAL OF MINUTES:** The December 2021 minutes were reviewed and unanimously approved.

**OLD BUSINESS**

No Old Business was discussed.

**NEW BUSINESS**

**Eric Kitchen**, Chair, American Rescue Plan Capital Planning Task Force (CPTF), shared a presentation and information related to the Town of Boonsboro's \$3.1M allocation from ARP Coronavirus State & Local Fiscal Recovery Funds (SLFRF). The ask for each Town Commission is to propose capital improvements that tie back to certain eligible cost categories. Projects submitted should have a minimum cost of \$10,000.00, and can be grouped together (i.e.: storage buildings and supplies for the Farmer's Market and the Community Garden can be submitted as one project).

ARP Capital Projects will be discussed further at the February 8<sup>th</sup> BEC meeting. Each BEC member is asked to bring Capital Project ideas to the February meeting. The Proposed ARP Capital Projects List and preliminary applications should be received by Town Hall no later than February 28<sup>th</sup>, close of business.

**Kathryn Gratton**, Town Grant Writer, was in attendance to discuss the Sustainable Community application. Kathryn is requesting feedback by **Friday, January 14<sup>th</sup>** related to the Town's strengths and opportunities for improvement in the categories of Environment, Economy, Quality of Life, Transportation, Staffing and Planning, and Housing. Kathryn will be presenting at the next Mayor & Council workshop in order that the Sustainable Community application can be submitted in February. The Town would then be able to start applying for grants in March.

Commission Member Wetzel inquired about the Safe Roads to Schools act and commented that improved sidewalks and crosswalks in the vicinity of the school campus is an opportunity.

Congratulations to Commission Member Kathy Vesely who was nominated for the **Small Town America Civic Volunteer Award!**

The BEC Annual Report, typically reviewed at the January meeting, will be reviewed in February due to time constraints at the January meeting.

Chairperson Ladino reminded the BEC members to review the Subcommittee List for accuracy. New BEC members are asked to select two or three subcommittees and advise the Chairperson of your choices.

**SUBCOMMITTEE REPORTS:** Due to time constraints, there were no subcommittee reports.

**Solid Waste Reduction** – No report.

**Strategic Plan/Grants** – No report.

**Beautification** – No report.

**Public Education/Outreach/Speakers** – No report.

**SMC Green Team** – No report.

**Green Spaces** – No report.

**Nominating Committee** – No report.

**Community Garden** – No report.

**Energy** – No report.

**TOWN UPDATE:**

Town Liaison Hollingshead provided a high-level overview of the recent Mayor & Council meeting including updates on the improvements at Town Square (stamped brick), and new and/or expanding business proposals within incorporated town limits.

**COMMISSION MEMBER COMMENTS:**

No Commission Member comments.

**ADJOURN:** The meeting was adjourned at 8:38 PM

**Respectfully submitted by**  
**Amy Jones, BEC Secretary**

**\*Next meeting: TUESDAY February 8, 2022 – Regular meeting at 7:00.**

*Any person desiring a transcript of tonight's meeting shall be responsible for a competent stenographer. Items on this agenda are subject to change at the discretion of the Chairman.*

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".*