

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
DECEMBER 18, 2019**

The Boonsboro Economic Development Commission met December 18, 2019 at the Kauffman Annex. In attendance: Chair George Messner, Vice-chair Terri Packard, Secretary Vickie Messner, Commission members Robin Spires, Bruce Wilder, and acting council liaison Ray Hanson. Also attending: Mayor Howard Long, Town manager Paul Mantello, and Town Planner Ethan Strickler. The meeting was called to order at 9:10 AM.

The minutes from the October 23, 2019 meeting were approved as written. Motion to accept: T. Packard, Second: R. Spires. Motion carried.

The next **networking breakfast** is scheduled for Thursday, January 16, 2020 @7:30 AM at Vesta. Reservations are requested by January 13th. Brandon Green of Stony Creek Farm will be the speaker.

Old Business

Advertising

Ads submitted to Herald-Mail Christmas issue, CVB Visitors Guide, and Guest services Hagerstown/Antietam Battlefield KOA.

Mission statement draft-tabled

New Business

Financial report- ad payments made to Herald-Mail and guest services KOA.

Revitalization

New Christmas garlands/lights were purchased for this holiday season. Girl Scout troop #15036 decorated Main Street with Flat Frosties. A thank-you will be sent to them.

R. Spires will research banners and signs directing traffic to town hall parking lot. Designs and placement will be discussed at the next meeting.

2020 Meetings

Networking breakfast meetings will be held the third Thursday in odd months at 7:30 AM. EDC meetings will be held the fourth Wednesday in even months at 9:00 AM, except the December meeting will be on the 16th.

Business Directory on the town webpage has been updated.

Appalachian Trail Conservancy Community program

This program seeks to identify towns in order to promote economic offerings to the hiking community (particularly the Appalachian Trail). The ATC helps promote the town, and the town helps promote responsible use of the AT. Paul, Ethan and George will meet with program coordinator James Smyle on January 13, 2020.

Hospitality & Tourism Round Table

Washington County government, in conjunction with the town of Boonsboro is hosting this round table on January 15, 2020, 9:30-11:30 AM at the Kauffman Annex. This is an opportunity for those in the local industry to join together to discuss trends, ideas, and network. Registration is required (Eventbrite).

Sustainable Communities/Neighborhood Business Works

The Sustainable Communities program is designed to encourage interagency and cross-government collaboration by providing designated communities with the opportunity to access financing programs and tax credit incentives.

Neighborhood Business Works program provides a revitalization resource to help stimulate investment in Maryland's older communities. The NBW loans provide flexible financing to small businesses located in or expanding in locally designated neighborhood revitalization areas throughout the state.

It was recommended a representative(s) associated with the agencies meet with the town administration, council members and Environmental, Economic, and Planning commission members.

Next meeting- Wednesday, February 26, 2020

Motion to adjourn: T. Packard, Second: B. Wilder. Motion carried.

Adjournment: 10:15 AM

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, December 10, 2019**

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Amy Jones, Alison Preston, Barb Wetzel, Leah Grasso, Scott McIlwee, Town Council Liaison Terri Hollingshead

ABSENT: Anthony Dowell, Jessica Renner

PRESIDING: Chairperson Vesely called the regular meeting to order at 7:00 PM.

A motion was made and seconded to amend the agenda to add "Master Grant Calendar" and "Community Garden" for discussion under Old Business, and review changes and assignments to BEC committee rosters under "Subcommittees".

APPROVAL OF MINUTES: The November minutes were unanimously approved as written.

OLD BUSINESS

- Strategic Plan: The BEC will need to revisit our Strategic Plan in January 2020 and assign some target dates (i.e.: for timelines and budget estimates) to each of our projects.
- Sustainable Maryland Certified Leadership Workshop: Chairperson Vesely attended the SMC Leadership Workshop on November 12th. The focus of the meeting was energy efficiency, and what municipalities can do to become more energy efficient. Overall it was a good and interesting meeting.
- Keep Maryland Beautiful (KMB) Grant Opportunity: Thanks to BEC member Preston for spearheading the application. Decisions should be communicated on or about March 20, 2020
- Master Grant Calendar: Chairperson Vesely and BEC member Preston will meet after Christmas to start creating the Master Grant Calendar.
- Community Garden: Chairperson Vesely outreached to the town of Walkersville, MD for information about how they established and manage their community garden. Their water lines were established years ago, and they do not charge for water. Customers supply their own hoses. The town tills the garden plots in the spring and in the fall. There are 24 smaller plots and two large plots. The town charges \$25 for the smaller plots and \$40 for the larger. There is a waiting list for a garden plot.

NEW BUSINESS:

Town Planner Ethan Strickler shared information on the Department of Housing and Community Development's "Sustainable Communities Program". Communities designated as Sustainable Communities have additional opportunities for funding and grants. There are three opportunities per year to submit an application to become a Sustainable Community. Considerable stakeholder involvement across many town commissions would be required. BEC member Wetzel suggested that an advisory group consisting of a representative from each town commission be created to research and initiate the application process.

SUBCOMMITTEE REPORTS:

Farmer's Market – The Farmer's Market committee needs to schedule a meeting, but it might not be until after Christmas. The pop up market went well. They're planning another pop up for 12/23.

Waste Reduction – No report.

Trees – No report.

Public Education/Outreach – BEC member Wetzel suggested that we outreach to Jim King, the Facilities Manager at Shepherd University, as a possible speaker. Mr. King received a grant from West Virginia for a glass crusher which crushes glass down to sand. Barb will coordinate a date for Mr. King to speak, probably March 2020 or later.

Green Team/Monarch Butterfly – No report.

Subcommittee Rosters: We would like for each BEC member to be on at least two subcommittees. Vice Chairperson Schnackenberg suggested that we rename the "Strategic Plan" committee "Strategic Planning and Grants". The commission also decided to add a new subcommittee, "Community Green Spaces". BEC members Grasso and Wetzel will be on the CGS subcommittee.

TOWN UPDATE:

Town Council Liaison Hollingshead commented that we should consider a "refresher" article in the town newsletter reminding residents what can and cannot be put in yard debris bags that the town collects.

COMMISSION MEMBER COMMENTS:

BEC member Preston shared that Middletown United Methodist Church is hosting a recycling event, "What can I recycle?" on January 11, 2020 if anyone is interested in attending (please RSVP to: recycle@frederickcountymd.gov). You can bring questions and recycling examples. Is this type of event something we would like to consider hosting?

Chairperson Vesely reported that the BEC treated the town maintenance workers to lunch and they were very appreciative!

BEC member Wetzel commented that Boonsboro might consider compost and glass "resource recovery stations" to encourage composting and to keep glass out of the landfill. Also, the state may pass a bill banning balloon releases as they are bad for the environment.

ADJOURN: The meeting was adjourned at 8:29 PM.

Respectfully submitted by
Amy Jones, BEC Secretary

***Next meeting: TUESDAY, January 14, 2020 – Boonsboro Town Hall. 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.

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