



# Keep Hubbardston Beautiful

## Meeting Agenda

October 4, 2022 7:00–8:00 pm

*Chair: Laura Foley (978) 820-0046*

*keephubbardstonbeautiful@gmail.com*

Greetings, introductions

Brief history of KHB and the Townwide Cleanup

Current state of KHB Committee

- Laura Foley is the Chair. Number of committee members is (TBD by meeting date)
- Need at least three members: Chair, Marketing Manager, Member
  - Most of the work happens between the beginning of February and mid April, ending with the Townwide Cleanup on the third Saturday in April.
  - There will be at least 3 meetings of about 30 minutes each from February–April to for planning and reporting.
  - **Committee Members** and community volunteers will place and remove yard signs, set up and break down the Townwide Cleanup base camp at the Curtis Recreational Field, and staff the event, which lasts 4.5 hours.
  - A **Committee Chair** will be needed in 2023 and beyond. The Chair oversees the efforts of Committee Members and grants interviews with the press.
  - A **KHB Marketing Manager** is needed to drive publicity and be in charge of digital marketing and press releases. There is a time commitment of about 30 minutes a week in the month leading up to the Townwide Cleanup, with occasional social posts and website updates before and after the event.
- KHB Committee is an official body. Fill out and submit application for membership
- All committee members must undergo online Conflict of Interest Law training, which should take about an hour

Finances

- We have zeroed out our account left over from past years
- Selectboard voted to award KHBC \$1,000; need to chase that down

## Expenses

- \$100/year dues to Keep Massachusetts Beautiful
- Yard Signs
  - To update existing yard signs will cost approximately \$360
  - To purchase 150 new yard signs will cost approximately \$850, plus shipping. Maybe Monty Tech can produce them?
- Signs eventually get lost or ruined and need to be replaced
- A KHB volunteer suggested we tap the Health Department for the cost of renting a dumpster for the day. From 2018–2022, Pleasant View Waste Removal supplied free dumpster and hauling services. This year, they arrived late to the event, which caused undue stress. Would they be more punctual if we were a paying customer?

## T-shirts

- Bright t-shirts makes people more visible to drivers;
- It's a safety precaution, not just a giveaway
- 100 Safety vests would cost approx \$322, plus shipping
- 100 custom t-shirts from Monty Tech under \$400 (actual cost not available as of meeting time)

## Next Steps

- Complete applications and sign up for KHB Committee
- The Townwide Cleanup happens when passionate, caring individuals take the lead on organizing it
- Without a KHB Committee, the Townwide Cleanup will not continue

## Adjourn