

COMMISSION ON THE ENVIROMENT MINUTES
Potomac Building
Minutes of March 4, 2009

COE Members present were Barne Wheeler, Chairman; Troy Hansen, Susan Blake, Bill Shreve, Daryl Calvano, Caroline Miller, and Judy Gilman. Sandy Neville, Larry Hartwick and Marta Kelsey were absent. Sue Veith was also present.

I) **Call to Order:** Mr. Wheeler called the meeting to order at 7:05 p.m.

II) **Discussion & Approval of February Meeting Minutes:** A motion was made and seconded to approve the minutes of February 4, 2009 as amended.

III) **Continuing Business:**

a. **March COE Forum Discussion**

1. **Attendees to Date:** Ms. Gilman stated to date there are 16 confirmed vendors. Ms. Gilman passed out a list of confirmed vendors. Ms. Veith asked that the Master Gardeners Baywise Program be added to this list. Mr. Hansen stated St. Mary's County Hospital would also like to be added to the list. Ms. Gilman stated Home Depot is doing an expo of their own on the same day so this has taken away a couple vendors. Mr. Wheeler stated Department of Public Works and Transportation would also like to have a booth and make a solid waste presentation.

Mr. Wheeler stated he spoke with Mr. Sellner regarding the forum and unfortunately he has a previous engagement that day. Mr. Wheeler stated Mr. Selner would like to come and give the Commission a presentation possibly as part of the environmental summit the COE is planning.

2. **Presentations Requested to Date:** Ms. Gilman stated the presenters are listed on the Attendees sheet in the right hand column. Ms. Veith recommended having 30-minute presentations throughout the forum in two different rooms so the rooms can be alternated. The group approved this suggestion. Ms. Gilman stated she would contact the presenters and let them know of the timeline.
3. **Prizes:** Mr. Wheeler stated he has two SMECO Energy Audits. Ms. Veith stated she has the books put together. Ms. Miller stated The Greenery has donated 6 \$30 gift certificates.
4. **Advertisements:** Mr. Hansen stated The Enterprise won't publish anything for less than \$300. Mr. Wheeler stated they publish other public announcements so he is unsure why they don't want to this year. Ms. Veith stated we have \$375 that could be used for advertising. Mr. Calvano recommended paying for the \$300 for a half a page ad. Mr. Hansen stated Maryland Bank and Trust is advertising the Library Book Sale so our ad hasn't gone up yet.

Mr. Calvano made a motion to spend the \$300 on the half page ad with The Enterprise and Ms. Blake seconded. The motion passed by a 7-0 vote. Ms. Miller recommended placing the presentation schedule in the advertisement, but timing this year precluded that happening.

5. **Sign at 235/Airport Drive:** Ms. Miller stated Sign Designs donated a sign to the Committee. Ms. Miller stated the sign is 3ft by 8ft. and made out of ceroplastic. Ms. Miller stated due to its size she is unsure how we will put the sign up. The Committee discussed how to post the sign.

Ms. Miller stated Wayne Signs also offered to donate a 2 ft. by 4 ft. banner sign. Mr. Calvano recommended utilizing both signs. Ms. Veith stated Parks and Recreations have a frame, which they use for their signs, and stated we may be able to borrow this.

6. **Food:** Ms. Veith stated the food has been ordered. Ms. Veith stated there would be three different kinds of sandwiches, vegetarian chili, and chocolate chip cookies.
7. **Audio/Visual:** Mr. Wheeler stated Ms. Kelsey would look into this. Mr. Shreve stated he would bring his laptop and projector just as a backup.
8. **Set-up/Tear Down:** Mr. Wheeler stated the Girl Scouts have now volunteered to help out. Mr. Wheeler asked about liability issues. Mr. Shreve stated in the past a certificate of insurance was needed. Ms. Veith stated this is all taken care of and we are covered. The group agreed to ask the Girl Scouts to participate.

9. **Layout of Area:** Ms. Gilman will make a draft layout.
 10. **Feedback Form & Raffle Tickets:** It was decided to speak with Ms. Kelsey regarding this issue and that persons do not have to be present to win in the raffle.
 11. **Programs:** It was decided to have Mr. Hartwick work on the programs, which should include donation thanks, schedule of presentations, vendor list, and the Commission's contact information. It was decided this information would be needed prior to Thursday.
 12. **Signs of Presenters:** Ms. Blake will take care of this.
 13. **Need COE Booth:** It was decided to have members wear their name tags.
 14. **Trash Cans & Recycling Containers:** It was decided to survey the site on Friday evening and to get the location of the tables and chairs.
- b. **Member Departure Discussion:** It was decided to present a certificate and appreciation letter at the time we conduct the Environmental Summit. The committee discussed food for this presentation.
 - c. **LUGM Critical Area Update:** Ms. Veith stated more time is needed to complete this task. Ms. Veith stated LUGM was to review the information to determine if the new language is understandable from a homeowner's perspective. Ms. Veith stated the new ordinance should provide better direction and it takes interpretation off the table.
 - d. **Fluorescent Bulb Disposal Issue:** Mr. Wheeler read the draft letter to the group who made corrections as necessary, and approved the letter
 - e. **Environmental Concern Survey Results Compilation:** Ms. Blake will convert the results into a PDF file. It was decided a narrative of the results was also needed. Ms. Blake stated she would put together a presentation concept for the April meeting.

IV) New Business:

- a. **New METCOM Director:** Mr. Wheeler said that he had met with the new MetCom director, Jacki Meiser, and that she expressed interest in continuing to work closely with the Water Policy Task Force and the COE.
- b. **Litter Our Roads Campaign:** The Committee discussed the adopt a highway program stating some think this influences persons to dump as they do not have to do the cleaning up. It was stated that a billboard sign to create awareness might be needed. It was decided to refer the matter to the Solid Waste Committee.

V) Announcements. None

VI) Adjournment: The meeting was adjourned at 9:05 p.m.