**“TO DO” LIST FOR ANNUAL ROADSIDE CLEAN-UP (Revised 5/31/19 for 2020)**

**Possibly check for conflict with Squam Lake Science Center date?**

**BEFORE WE FINALIZE THE DATE (First Saturday in May) MAKE SURE THE ROAD AGENT** (If needed), **GAZEBO AND BRETZFELDER ARE AVAILABLE: (There hasn’t been a problem with this early in May)**

1) Check with the Road Agent, Brett Jackson, (869-2212 or [roadagent@bethlehemnh.org](mailto:roadagent@bethlehemnh.org)) to see whether he is available to pick up the Blue Bags on the proposed date/rain date. We might want to change this to lining up volunteers.

In 2017, 2018 and 2019 we had volunteers. In 2019 we had 6 volunteers pick up bags and take to NCES: dann, Chris McGrath, Alison and Adam Caruso and Dan and Laurie Murphy.

2) For sign-up at the Gazebo and to check date availability for any town conflicts; check with the Selectboard Admin. Asst. [April-admin@bethlehemnh.org](mailto:April-admin@bethlehemnh.org).

3) Call the Rocks Estate to schedule Bretzfelder for ice cream social. (444-6228, Carlene or Nigel)

4) Check with Sue Greenlaw, BES principal, (869-5842 or [sgreenlaw@bethlehem.k12.nh.us](mailto:sgreenlaw@bethlehem.k12.nh.us)) to see whether there is any problem with the date chosen. (BES does clean-up Friday prior to ours)

5) Check with the Patrick Doughty with the Odd Fellows to let them know when we are doing ours and to ask when/if they are doing theirs so that we know which areas NOT to clean. (they clean Rt. 142- Maple Street side from Rt. 302 to the Hollow): [patrickdoughty@roadrunner.com](mailto:patrickdoughty@roadrunner.com).

6) Contact Community Service Coordinator, White Mountain School. This often changes. In 2019 it was Porter Morgan. Margaret Gale contacted her but students never showed up. Since anywhere from 10-13 students usually show up, this made a pretty big difference

7) \*Profile- Angela and Cindy McLaren?

8) Notify landfill of date Kevin Roy (869-3366 or cell: 361-6477) [Kevin.Roy@Casella.com](mailto:Kevin.Roy@Casella.com)

Ask about getting bag totals after clean-up. In 2019, Kevin had us coordinate with Bruce Glover:

[bruce.grover@casella.com](mailto:bruce.grover@casella.com). They set aside dumpsters for us: recycling and trash. In 2019, we only did trash and filled 1 dumpster.

9) We purchased T-shirts from Paul Greenlaw ([paul@bearimages.net](mailto:paul@bearimages.net)) at Bear Images. 2017 prices were:

12-35      $7.00 each

36+         $6.50 each

144+       $5.50 each

10)Email town officials notifying of date**:**

Once dates are set, send a final email and a Safety Plan to those who will be involved. (A Safety Plan was specifically requested two years ago by the Town.) Last year those e-mail addresses were: [roadagent@bethlehemnh.org](mailto:roadagent@bethlehemnh.org), [~~bfdchief@roadrunner.com~~](mailto:bfdchief@roadrunner.com), [BPD.m.hosingloy@bethlehemnh.org](mailto:BPD.m.hosingloy@bethlehemnh.org), [kevin.roy@casella.com](mailto:kevin.roy@casella.com), and Selectboard Admin. Asst. [April-admin@bethlehemnh.org](mailto:April-admin@bethlehemnh.org) . See the two e-mails attached for what those should say. **I believe Jack Anderson’s newer email address is** [**firechief@bethlehemnh.org**](mailto:firechief@bethlehemnh.org)**. I had a different email address for Mike HSL but you probably have the better addresses. Lindsay: I don’t know whether Linda wants to update this section.**

11) We order blue bags through NH the Beautiful Inc, and Northeast Resource Recovery Assoc. in Epsom (where to pick up bags).. <http://www.nrra.net/wp-content/uploads/2016-litter-free-NH-packet.pdf> click on NHTB for packet. We have plenty for 2020.

**PUBLICITY:** A lot of this changes annually depending on who is working at the newspapers, so whoever is doing this in the future needs to call and check beforehand. This information was accurate in 2019. Timing is always an issue. I’ve tried to get the press releases out early enough for the papers to run the announcements 2 weeks in advance but it’s difficult to control the timing.

1) The Courier (Phone: 444-3927): E-mail press release to Tara Giles ([tara@salmonpress.com](mailto:tara@salmonpress.com)). We have been getting two mentions with the first three weeks in advance and the second being the Wednesday before the clean-up. In 2019 that was April 3 and May 1. The release has to be in to the Courier by 9 a.m. the Monday before the Wednesday we want it to appear.

Coos County Democrat: Tara is also in charge of the Democrat. Some years I ask her to run it the Wed. before the clean-up. Not sure it makes a difference one way or another.

2) Caledonian-Record: E-mail press release to Dana Gray ([news@caledonian-record.com](mailto:news@caledonian-record.com)). I’m not sure they’ve ever run our release. I subscribe and watch it; they didn’t run it this year. They have a Wed. Art, Entertainment and Community section. Next year ask specifically about it running in that section the Wed. before. They also run a Calendar of Events.

3) The Record: E-mail press release to Paul Hayes ([phayes@littletonrecord.com](mailto:phayes@littletonrecord.com) and paul.hayes@gmail.com) at The Littleton Record, which comes out on Fridays. Ask that it run on the Friday a week before the clean-up. It helps to send it in about a week before as well for planning purposes. Paul’s never run it; never acknowledges receipt.

4) Ask April, Select Board assistant, or Nicole McGrath, clerical assistant, to post either the press release or flier on the Town’s web site: [admin@bethlehemnh.org](mailto:admin@bethlehemnh.org)

5) Scan and email the flier to the Visitor Center/Historical Society via Carole Hammarberg, **ca17hamm@aol.com.**

6) Submit press release to Channel 2. Go to [www.latvchannel2.com/](http://www.latvchannel2.com/) and scroll on the right to “Have an upcoming event” and submit it there.

7) Post announcements at Maia Papaya, Village Grocery, Post Office, Town Hall and Library, Balance Bethlehem, Mascoma, etc.

8) Get announcements to Profile. **We haven’t done this for a number of years.**

9) RADIO: These are the radio stations to which Chris sent recorded PSAs:

a) North Country Community Radio ([www.nococommunityradio.org](http://www.nococommunityradio.org)) which is WZNC-LP, Bethlehem 99.9 FM at the Colonial.

b) The Notch – 106.3 FM <http://notchfm.com/listen.php>

Email went to Eddy Ryan: [kestrel9000@gmail.com](mailto:kestrel9000@gmail.com)

c) Sent to [larcomstudios@gmail.com](mailto:larcomstudios@gmail.com) and [natealberts@gmail.com](mailto:natealberts@gmail.com)

d) Community Radio WLTN. (Phone: 444-3911, web site: <http://wltnradio.com/> ) Not sure they exist anymore. I can’t really locate them and Chris said they never responded to him.

10) Get information to North Country Community Announcements a couple of weeks before the event ([northcountrycommunitylist@gmail.com](mailto:northcountrycommunitylist@gmail.com)). The person in charge is named Claire. Announcements go out every Wednesday to 500 subscribers. To view the calendar go to: tinyurl.com/NorthCountryCalendar

11) Post on the Rec Department, currently Tim Fleury ([recdirector@bethlehemnh.org](mailto:recdirector@bethlehemnh.org)) and Bethlehem non-town Facebook pages.

12) The Co-op runs a notice of our clean-up at the end of its emailing of “Weekly Specials & more at the Co-op.” Currently the person is Annie Stuart. Send the information to [marketing@littletoncoop.org](mailto:marketing@littletoncoop.org).

13) Bethlehem Elementary School parents: Check with Sue Greenlaw, BES principal (869-5842 or [sgreenlaw@bethlehem.k12.nh.us](mailto:sgreenlaw@bethlehem.k12.nh.us)) about getting half-flyer announcements into the students’ folders that they take home with them on Fridays. At least two weeks before the event I scan and email one page with two-half fliers. BES copies them to go in the folders. I do this early because our clean-up takes place right around time the school has a one-week break. I also scan one of our full page color fliers and send that as well so they post it on their bulletin board.

14) Send to Angel Larcom (733- 6066) who handles Bethlehem Events. Send to her at [larcomstudios@gmail.com](mailto:larcomstudios@gmail.com).

**CLOSER TO THE DATE:**

1) At our monthly meeting just before the date, make assignments for who will do what and bring what the day of the clean-up. See list below.

2) Two or three weeks before order ice cream. Get one tub, which is 3 gallonsof vanilla from Bishop’s. And in 2019 we ordered 4 dozen donuts from Ben Woo.

­3) Check back with The Rocks a couple of days before to make sure the bathrooms will be open and the power will be on at Bretzfelder.

4) Set road clean-up priorities. Drive around to see how much trash is actually on various Town roads.

5) Week before remind Brett of the need to pick up the trash Saturday afternoon.

6) Week before make sure there are picnic tables at the Gazebo. If there aren’t, we need to get card tables.

7) Print sign-up sheets (2)

8) Week before get paper products, two gallons of water, whipped cream, chocolate sauce, sprinkles, various sundae toppers, hand wipes, disposable gloves

**DAY OF CLEAN-UP SCHEDULE:**

* Pick up ice cream at Bishops
* Tables, maps, markers, sign-up sheets
* Display showing acceptable vs. non-acceptable recycling
* Latex gloves, T shirts, blue and clear bags
* Assign or let people choose clean-up streets
* Collect trash!
* 9:30-10:00 go to Bretzfelder or gazebo and set up food, ice cream scoop, etc.; utensils for serving.
* Hwy dept. (if needed) shows up for road list at about noon.
* People show up and eat as they finish their assignments
* Get bag counts from them as they arrive
* Clean up Bretzfelder or gazebo by approximately 2:00

**COST: 2019**

* Misc: Sundae items (sprinkles and sauce): $31.23
* BES gloves: $43.86
* Bishops: $50

INVENTORY UPDATE (taken after the 2019 event) All of this is in a tub that Linda had/and hopefully will keep for 2020 in her storage locker.

Blue bags: 4 ½ boxes (plus 93 blue bags – Lindsay)

T-shirts XL: 20 approx.

Clear recycling bags: 30 approx.

Pinnies

150 + cups

29 bowls

100+ plates

70+ spoons

75 + forks

200 + napkins

100 + med gloves - purple nitrile (plus 27 gloves – Lindsay)

75 large gloves - purple nitrile

120 + one size fits most nitrile blue

28 adult clear gloves (plus 24 gloves – Lindsay)

Two ice cream scoopers

Post:

* Send thank you letters to White Mtn School???, BES, NCES, food vendors (Les Favres and Bishops in 2019) and thank-you emails to everyone who ran our press releases.