

From: [Bernadett Campbell](#)
To: [Leanne Mihalchik](#)
Cc: [Robin Phelan](#); [Matt Coogan](#); [mpcullinane](#)
Subject: 2024 Boxford Earth Day request
Date: Wednesday, February 14, 2024 10:59:14 AM

External Sender

Ms. Leanne Mihalchik
Administrative Services Manager, Town of Boxford
7A Spofford Road
Boxford, MA 01921

Dear Board of Selectmen:

The Boxford Village Garden Club and The Boxford Recycling Committee respectfully request that the Board of Selectmen proclaim Saturday, April 27, 2023 as "Boxford Earth Day". Our committees also request the use of the Recycling Center, Town Hall, the lawn adjacent to the front of Town Hall (along the sidewalk on both sides of the front entrance), the grass circle in the front as well as a portion of the DPW parking lot adjacent to the playground for the event. The same location request was granted in 2019 (pre-Covid) and proved to be a successful use of space. Set up will begin at 10 AM. The event will run from 11am to 3pm. We should vacate the property by 4pm.

Town Hall & Recycling Center: The Help Eliminate Litter Program (H.E.L.P.) is the focus of the day with residents collecting trash along roadways and public spaces throughout Boxford and bringing collected litter to the Boxford Recycling Center between the hours of 11:00 AM and 3:00 PM. Event activities/exhibitors will be based outside at the Town Hall grounds. Paper shredding through the Town's Waste Management contract will be available to Boxford residents at the Recycling Center, free of charge (one box per household) as in previous years. We are in the process of finalizing details of our first textile collection through Helpsy Co.

Signage: The Committees request permission to hang a banner on Town Hall and Lincoln Hall one week prior to the event; and use two sandwich boards, one located on the green across from the Holyoke French House and one in West Village on Rt 133 by the Document Center. Sign removal will take place by Sunday, April 28th. This signage request remains the same as what was granted in previous years.

The event will be held "RAIN OR SHINE." Therefore, in case of inclement weather we request permission to use the auditorium/Selectmen's room in Town Hall if the event must move indoors. In the past, the Town Clerk kindly offered use of the long tables stored at Town Hall. This was enormously helpful to the group. We appreciate having access to these tables again.

Thank you for your continued support for this town wide event and for the many volunteers who work to make Boxford's Earth Day a great success each year!

Respectfully submitted,

Bernadett Campbell and Laura Dike, Boxford Earth Day, Co-Chairs, BVGC
Karen Sheridan, Chair, Boxford Recycling Committee

CC: Melanie Cullinane, BVGC President; Matt Coogan, Boxford Town Administrator;
Robin Phelan, Boxford Town Clerk