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Huntington Conservation Commission
Minutes for October 13, 2016
APPROVED

PRESENT: Sheri Lynn (Co-Chair), JB Bryan, Jenna Koloski, Maggie Mae Anderson, Darlene Paola, and Roman Livak were present at call to order. Guthrie Smith arrived at 19:14.
ABSENT: Rebecca Ryan(Co-Chair)
OTHERS PRESENT: None
CLERK: Natalie Beckwith

Call to Order: Lynn called the meeting to order at 19:06.

Public Comment: No public was present.

Minutes of September 8, 2016: Paola moved to approve the minutes, Livak seconded. Passed unanimously.

Mail: No mail.

Work Plan - HCC Priority Efforts:
Storm Water

- Darlene updated the group the final plan was approved at the last Selectboard meeting. The work is targeted for spring/summer 2017. Barbara was designated the grant administrator by the Selectboard. The work will be done by Yogi, overseen by the engineer.
- The Friends of the Winooski River will do the grant writing, grant reporting, and will contract with the engineer. The grant includes some public education.
- Bryan suggested getting Brewster-Pierce students involved/informed about the project. Lynn suggested having them make observations in the Spring before the work occurs, and then again in the Fall when the work is complete. The group discussed the multiple benefits and opportunities for students to be involved.

ACTION: Paola and Anderson will contact Sally Hayes, the Principal at Brewster-Pierce, to discuss doing something with the school about storm water.

Town Forest Survey

- Lynn said that updates have been made to the Town Forest survey and the next step is to get a few outside people to review the survey. Lynn stated would like to be able to hire a project administrator to put the survey online, format it, compile the responses, etc. and asked if it was appropriate to spend some of the Programs budget to hire Beckwith to perform these services.
- The group discussed the work of administering the survey and identified the following tasks that it would be good to have help with:
    - Putting the survey online
    - Formatting the print copy
    - Manually inputting the data collected on print copies

- Reporting back the data from the online and print survey

MOTION: Livak moved to pay Beckwith a fee not to exceed $150 to administer the Town Forest Survey, Koloski seconded. The group entered into a discussion to review the scope of the project. The motion passed unanimously of attendees.

ACTION: Beckwith will put it online and send out the link for the group to test by Friday, 10/21/16. The group will test and provide feedback by 10/28/16. Beckwith will make any changes and provide the final survey link and print PDF before Monday 11/7/16.

- The group discussed how to best get feedback on the survey. Outside of clerk duties, Beckwith will work as an independent contractor to put the survey online and format the print version. Beckwith will provide an invoice for the first half of the work by the November meeting.
- The group discussed leveraging the crowds at the polls on 11/8/16 to get survey responses. After discussion, it was determined that the group would not pursue this because it would be too complicated.
- The survey will be distributed in the following ways:
  - Front Porch Forum (Lynn)
  - Heidi's email distribution (Lynn)
  - Brewster-Pierce "Backpack News" (Anderson)
  - Print copies at the Huntington Public Library, Town Office, and Beaudry's

ACTION: Lynn will contact Heidi to ask about sending the survey link to her email list and printing hard copies at the Town Office.

Work Plan - Other Efforts:

Crossing Guard Program – Brochure & Outreach

- Lynn read Ryan's updates provided via email prior to the meeting. Ryan is looking for feedback on the design and requested that the group vote on a budget for printing.
- Feedback on the rack card: Koloski prefers a colorful spotted salamander image to that of a toad, which is on the new brochure. The salamander is catchier, like in the original brochure. The language is great, fun and compelling. Bryan suggested a picture of the red eft salamander because it is familiar. Lynn liked the questions on the brochure.
- The group discussed how many brochures should be printed. To distribute to the town about 1000 copies are needed. The group will vote on budget at the November meeting once an estimate is available.

ACTION: Koloski will get an estimate to print 1000 copies (3 rack cards to each page if printed double sided).

Invasives – Continued Discussion and Assignments

Invasives Binders

- Koloski shared the covers she designed and printed for the Vermont invasives binders. Smith said the the binders will be ready soon. Beckwith recommended that the HCC ask the library to host a display with the binder and other related books. The group agreed to do so in the spring of 2017.

ACTION: Koloski will revisit the binder covers to make sure that we know what the plants featured on the cover are and make sure that the cover identifies what plant is pictured.

Co-sponsored workshop with Hinesburg

- Anderson said that she has not heard back from St. George and has not yet contacted Hinesburg. The state got back to Anderson well after Mike Bald did and is happy to send someone to give a workshop and is already planning to do an event. The state would send a different person depending on whether or not the HCC was interested in including chemicals or not.
- Mike Bald is willing to come up sometime between now and Spring to identify areas where invasives are a big problem. This planning aspect of the project would also be for a small fee. After discussion, it was decided that the HCC would perform this task without Bald.
- The group discussed the difference between using Bald or a presentation from the state. Bald would run a very hands on workshop in which the invasives are actually pulled. Koloski has been to a state presentation and said it was just a presentation with slides.
- Lynn expressed concern that there are not sufficient funds to pay for Mike Bald's full day workshop. Lynn recommended that we table this item until we have more information about each option for the workshop and the group agreed.

ACTION: Anderson will forward the group the information about a workshop that Mike Bald is having on November 11th.

Emerald ash borer discussion

- Tabled until next time due to time limitations.

Events

Discuss setting aside a small sum of education and authorize the chairs to use their discretion

- Lynn provided a summary of the context for this vote. The idea is to give the chairs a small discretionary fund that the chairs would be able to spend when there wasn't enough time to vote before a decision had to be made.
- The group entered into discussion. Livak pointed out that without a lot of wiggle room in the budget it might not be wise. Bryan and Smith like the idea of empowering the chairs to make spending decisions in between meetings. Lynn recommended revisiting this item after determining the projected spending for already planned items.

Sue Morse Presentation – how did it go?

- Tabled until next time due to time limitations.

Proposed future event – Brad Materick, The History of the Winooski

- Tabled until next time due to time limitations.

Outreach

Website process (Roman) and next steps (can HCC clerk access to update & maintain HCC page?)

- Tabled until next time due to time limitations.

Budget and Other Business:

Update on clerk's salary change to hourly

- Livak informed the group that the next step was to put together a more formal job description for the clerk before working to determine an hourly rate.

ACTION: Livak will get an example job description of another Huntington clerk and Lynn will review and draft an HCC Clerk job description.

Minutes format – proposed change

- Beckwith asked the group to consider a few examples of other formats and proposed a move away from the current table-style. The group briefly discussed what they liked or disliked about the examples and decided on several changes to the HCC minutes format.

ACTION: Beckwith will update the minutes format, taking it out of the table, using the agenda items as headings, and transferring to bullet-style notes while still capturing the discussion, motions, and actions chronologically.

Budget

- Rebecca submitted FY18 request to Barbara

Impromptu items

- Lynn reminded the group that the Appreciation Dessert for Huntington committees is Wednesday, October 26th at 7pm. Lynn asked who could come and made a note to send a group RSVP to Barbara.
- Koloski announced that the annual Conservation Commission Summit would be taking place later this month in Fairlee, VT. Koloski cannot attend and asked if anyone else could attend. The cost is $35.

ACTION: Koloski will forward the information to the group.

Topics for Next Meetings Agenda:

- Revisit budget with workplan
- Vote on budget for printing amphibians rack card
- Website process (Livak)- any update?
- Updates to the website (Rebecca)
- Debrief on Sue Morse talk
- Emerald Ash Borer
- Proposed future event – Brad Materick, The History of the Winooski

Adjournment: Livak moved and Smith seconded to adjourn the meeting at 20:58. Passed unanimously

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October 13, 2016: HCC monthly meeting at the Huntington Public Library
October 17, 2016: Draft/unapproved minutes sent to Town Clerk for website posting
November 10, 2016: Final/approved minutes approved
November 16, 2016: Approved minutes sent to Town Clerk for recording & website posting