

**Boyce Hill Town Forest Steering Committee**  
**Minutes for February 3, 2021**

1. Corrie moved to approve the minutes from January 6, 2021 and Sally seconded. No further discussion, all in favor, motion was approved.
2. Public Input – There was no public input. Pete reported a phone call he had with Don Simonini. Don had emailed requesting a status update on the BHTF planning process.
3. The goals for this meeting are:
  - a. Review Team Updates
  - b. Consider New Business Items
4. Team Updates
  - a. Final Draft Commercial Permitting Policy and Application (Woody, Chuck, Lisa)
    - Final draft sent to Steering Committee.
    - Next step is to send the document to the Select Board for their review.
    - Members of SC will attend the Select Board meeting on February 9<sup>th</sup> to ask for permission to send document to Town’s legal counsel and discuss with SB.
  - b. Public Survey (Pete, Sally)
    - Comments have been received from SC members.
    - Next step is to put the survey into Survey Monkey format and send out to SC.
    - SC should take the survey and send comments to Pete and Sally.
  - c. Public Comments Summary (Sally, Lisa)
    - Sally combined many of the unsolicited public comments received to-date into a spreadsheet that synthesizes the results into categories of interest (such as mowing, neighboring landowners, etc.)
    - SC members are encouraged to add notes on their interactions with the public to this spreadsheet.
    - Lisa and Sally will incorporate comments from 2020 Town Meeting into this spreadsheet.
  - d. Community Profile (Sally, Lisa)
    - SC is encouraged to review the spreadsheet with community profile metrics before Lisa and Sally begin adding information.
    - SC should make suggestions and not edit document directly.
  - e. Public Education/Visioning Workshops (Corrie, Karrie, Woody)
    - Team is gathering information on how to present these workshops and is using the Town of Huntington as an example.
    - General info: each session dedicated to one topic and divided into three sections. First is an introduction to SC and property, second is a presentation on a particular topic and third is questions on the topic and public input. Third part would need a facilitator to guide the discussion and the questions.
    - Preliminary idea is to begin with a Land Use presentation, followed by a Natural Resource presentation, and then a Recreation presentation.
    - Land Use could be modeled closely to the Huntington presentation. Ethan Tapper did a good job with this and all agreed he would be a good choice as a presenter. VLT reps could review the Easement details during this presentation.

- Team will review ideas for presenters for Natural Resource and Recreation workshops and how these workshops should be structured.
  - Discussion on whether hunting/fishing/trapping should be combined with other recreation topics.
  - Value in combining discussions on different recreational activities.
  - Not necessary to have entire workshop on one activity; rather, identify issues and concerns and work with user group/interested parties in a more focused way.
  - Filling out a public survey will be a good complement to these workshops.
  - Discussion on who to invite as speaker for Recreation workshop.
  - What are facts to share about recreation? Acknowledge that one place cannot be everything for everyone. Impacts on different users, compatibility between users and effect on neighbors need to be considered. Science around how different users could impact each other.
  - Barre has balanced different uses in their Town Forest and Elaine Wang is a good contact person for SC to reach out to.
  - Compatibility of recreational activities is important.
  - Would be good to take a Valley-wide view of where people can recreate.
  - What is the highest and best use of the property that serves Fayston and its residents?
  - Cultural history of the property would be fascinating to present to the public. This could be pursued as an unfacilitated session in an educational presentation. It could even be an opening presentation for the workshop series.
  - Would doing an entire evening on education be important? Discussion about school interaction with the property.
  - Would be important to identify the attributes of the property that we would want to codify in an interpretive panel series – Natural History, Cultural History.
  - Should we do a 4<sup>th</sup> workshop that either focuses on education, or on other topics, or even just as a wrap up? Or should we include a couple of unfacilitated educational presentations around the same time as the three main workshops?
  - Corrie, Karrie, and Woody will meet again to further this discussion. SC members should recommend speakers and provide comments on the current working document.
  - All agreed that April could be a good target for beginning these workshops. Possibility of scheduling these sessions on Wednesdays. Short discussion on how to publicize the events.
- f. Technology Session (Karrie, Corrie)
- Received survey responses and will try to schedule a session to help SC members.
- g. Steering Committee Visioning (Lisa, Chuck)
- Combined Mission and Vision Statement ready for SC input.
  - Leading questions for the SC to fill in:
    1. We envision a planning process that is:
    2. We envision a plan that:
    3. We envision soliciting public input to:
    4. We recognize some of the existing constraints that we need to abide by:

- Goal is to capture the essence of SC member individual thoughts as a formal SC Vision Statement.
  - h. Base Maps (Corrie, Lisa, Caitlin)
    - Caitlin has developed and refined a Locator Map and a Property Base Map.
    - Lisa and Corrie are reviewing and will share with SC when further along.
    - Discussion on possibility of interactive map for the property.
  - i. Stewardship Projects (Woody)
    - Apple Tree Pruning Workshop
      1. February 13, 2021 between 1-3 pm by Rachel Grigorian of Clark Brook Designs, LLC.
      2. Fixed fee of \$300 and SC will ask for donations from participants to help defray costs.
      3. No special use permit needed as this is a Town sponsored educational event to help improve and manage the property.
      4. Pete will draft an announcement for SC to review.
      5. Discussion of COVID policies and number of participants.
    - Spreadsheet on Google Drive for volunteers. If any SC members hear of volunteers, please add to the spreadsheet. Karrie suggested creating a Google Form on the Town website that could populate that spreadsheet.
  - j. Budget Update (Chuck, Corrie)
    - Town meeting is in less than a month, but Chuck does not envision much of a change in the funds allocated for BHTF.
    - What is the process for paying bills generated by work on the property? SC will review and approve, send to Patti Lewis and SB for approval and payment.
    - Pete encouraged the SC to apply to the Mad River Valley Rotary for work on BHTF. Suggested a brief presentation would be very welcome. He also said Rotary members would be willing to work on stewardship projects as well.
5. New Business
- Steering Committee Terms (Lisa)
    - Currently, terms are listed as two-year term lengths. After this initial management period is over, terms should be staggered.
  - BHTF Name (Pete)
    - Is the Town Forest name legally binding? Would we consider naming the property something different? For instance, Massachusetts has Trustees for Reservations monikers. All agreed that the name can be changed and will be the subject of future discussions.
    - Part of the planning process could be renaming the property as we go through the process of 'envisioning' what the property will look like in the future.
    - Short discussion about parceling property into different zones for different uses.
  - Select Board Meeting
    - On 2/9/21, SC will present Special Use Permit procedures to the SB and ask permission to present document to Town Legal Counsel
  - Town Meeting Update

- Official information meeting for the Town budget is on February 23, 2021. Voting will happen on Town Meeting Day, March 2, 2021.
- FCC and BHTF SC will present an update at the 2/23/21 meeting. Specifically, where we are in planning stage and what is happening going forward.
- Possible Grant Application
  - Vermont Natural Resources Council grant. Can apply anytime for a small grant to possibly pay for workshop facilitation. Liza Walker has agreed to work with SC to write a grant.
- Donation Received
  - \$1,000 anonymous donation through Vermont Community Foundation. The SC expressed appreciation for the generous gift.

### TASK LIST

#### All:

- Think about what Brad Long should do with the kettle: hold on to it, give it to historical society, etc. – let him know asap. Also, decide if we want to give him permission to pursue other artifacts.
- Provide feedback to Sally and Pete re: Survey Monkey draft public survey.
- Provide comments and thoughtful inspirations to SC Vision Statement before next meeting.
- SC encouraged to add information about interactions with members of the public with specific requests/comments/issues to the spreadsheet Sally developed.
- SC is encouraged to review the spreadsheet with community profile metrics before the next meeting.
- Give Woody and Lisa any names and contact information of people willing to help with property maintenance.
- Consider wording/symbols for a new temporary sign for main gate.

#### Caitlin:

- Review/Edit base maps with Lisa and Corrie.
- Reach out to Ethan Tapper to see if he would be willing to lead a workshop on Land Use.

#### Chuck:

- Represent Steering Committee on Special Use discussion at Select Board meeting on 2/9/21.
- Review SC input and edits to the SC Vision/Mission Statements.

#### Corrie:

- Facilitate technology training for SC members (with Karrie).
- Review/edit base maps with Lisa and Caitlin.
- Work with Karrie and Woody on public visioning workshop ideas including outlining topics, speakers, format, dates, etc.
- Present update on behalf of SC (with Lisa) at Town Information Meeting 2/23/21.
- Work with Woody to draft a message for the listserv re: current maintenance/stewardship projects on the property.

#### Karrie:

- Work with Corrie and Woody on public visioning workshop ideas including outlining topics, speakers, format, dates, etc.

- Look into possibility of NFCT hosting a story map.
- Facilitate technology training for SC members (with Corrie).

**Liza**

- Contact Mariah of Sinuosity re: software used for public input on Scrag Forest presentation.
- Begin working with Lisa on a possible grant from VNRC.

**Lisa:**

- Take minutes for Steering Committee meetings and post to Town website.
- Send Final Draft of Special Use document to Select Board.
- Ask Patti Lewis what procurement policy is for the Town. Is there an amount where we need to request quotes or an RFP?
- Attend next Select Board meeting to discuss special use permit document and to ask permission to send doc to Town legal counsel.
- Begin working with Lisa on a possible grant from VNRC.
- Review base maps with Caitlin and Corrie.
- Continue working with Sally on public comments record. Incorporate comments from 2020 Town Meeting into this spreadsheet.
- Review SC comments on Community Profile spreadsheet and begin filling in information.
- Review SC input and edits to the SC Vision/Mission Statements.
- Fill out spreadsheet with volunteer contact information.
- Present update on behalf of SC (with Corrie) at Town Information Meeting 2/23/21.
- Send Pete previous BHTF updates.

**Pete:**

- Develop agenda for February 17, 2021 meeting by 2/13/21.
- Put the public survey into Survey Monkey format for feedback from SC.
- Develop an announcement and be the contact person for Apple Tree Pruning Workshop on 2/13/21.

**Sally:**

- Continue working with Lisa on public comments record. Incorporate comments from 2020 Town Meeting into this spreadsheet.
- Review SC comments on Community Profile spreadsheet and begin filling in information.
- Continue work on the public survey (with Pete).

**Woody:**

- Try to attend Select Board meeting on 2/9 to discuss Special Use Permit document
- Work with Karrie and Corrie on public visioning workshop ideas including outlining topics, speakers, format, dates, etc.
- Develop a list of possible stewardship projects and copy to Google Drive (Lisa will help).
- Try to fix damaged sign on gate that snowplow damaged.
- Work with Corrie to draft a message for the listserv re: current maintenance/stewardship projects on the property.