

Boyce Hill Town Forest Steering Committee

MINUTES

March 03, 2021

1. Approve Minutes from February 17, 2021 meeting
Sally made a motion to approve the minutes from February 17, 2021 and Liza seconded. There was no further discussion. All in favor, motion was approved.
2. Public Input – None.
3. Goals for today's meeting:
Sub-team updates and review of task list.
4. Town Information Meeting Debrief
 - a. Lisa and Corrie provided an informative and concise overview of the Steering Committee's work on BHTF for the Town Meeting information session. Approximately 50 people attended the Zoom meeting to hear presentations on the Town Budget and listen to updates from various MRV organizations, including the Fayston Conservation Commission. The Town budget passed on March 2, 2021 so the money allocated for the Town Forest Reserve Fund was approved.
 - b. Two anonymous donors have contributed \$1,000 each to the Boyce Hill Town Forest and Lisa reported that another \$1,000 may be donated soon. She will keep the SC informed when and if that does happen.
 - c. All agreed that a financial conversation needs to happen soon so that we can discuss fundraising goals, investment and growth of donations, communications to the public about how to donate, etc. The current Town Forest Fund will function as a stewardship fund for the Town Forests and donations can be earmarked for BHTF. Interest is not earned on money in Town reserve funds.
 - d. Liza noted that once the final management plan is complete, creating a 10-year budget for the property would be a good idea so that fundraising could be more targeted.
5. Sub-Team Updates
 - a. Public Survey (Pete, Sally)
 - i. The most recent SC input and edits have been incorporated and Pete shared a new version of the survey with the SC earlier today.
 - ii. The intention is to release the survey in conjunction with the first public workshop.
 - iii. Several SC members would like to have another opportunity to edit the document.
 - iv. There are several differences of opinions among the SC especially regarding the Natural Resources section, but all agreed these differences can be resolved and are a good precursor to some of the challenges the SC will tackle with the public as they move forward with the long-term plan.
 - v. Sally encouraged everyone to think about each question in terms of: what is the point of the question; what are you trying to accomplish by asking the question; and, what will you do with the information you elicit from the responses.
 - vi. Pete assured everyone there will be further opportunities to comment on the document after the next meeting.
 - vii. Woody expressed the need to simplify feedback and ask broadscale questions. Constraints should be reworded to reflect opportunities.
 - viii. Lisa expressed concern that some of the questions were weighted and biased in the way they are currently asked, and she stated we should maintain neutrality in the questions we ask.
 - ix. Corrie said that forcing a choice is polarizing and we need to focus on balance. It is not about just recreation, or just natural resources.
 - x. Karrie mentioned that we do have limiting parameters in terms of the Conservation Easement and we should mention those in some way.

- xi. Chuck expressed concern about SC members providing separate comments and not being able to work on each question together.
 - xii. At Liza's suggestion, Pete will create a document on Google Drive with one survey question per page and SC members will comment and provide input on each question before our next meeting.
 - xiii. At the next meeting, these comments will be reviewed by the SC together on a question-by-question basis. Most agreed that editing the survey in real time would be helpful.
 - xiv. Liza suggested moving some of the survey drafts into a different folder. Pete suggested deleting the old drafts. Corrie suggested consistent file titles.
 - xv. Corrie expressed concern about being overextended on tasks that need to be completed soon. The challenge for all of us is to balance and prioritize and recognize that some tasks may not get done in a timely fashion.
 - xvi. All agreed that the priorities for the next meeting were the public workshop and the survey.
- b. Public Comments Summary (Sally, Lisa)
- i. Sally and Lisa have almost finished documenting public input to-date. The only item that remains is to record what was said at Town Meeting in 2020. Lisa will summarize in the narrative document, and Sally will add to the spreadsheet. Both can pull the information from this year's Town Report.
 - ii. This project will then be complete and SC members need only keep adding information on encounters with the public going forward.
- c. Public Education/Visioning Workshops (Corrie, Karrie, Woody, Pete)
- i. Corrie, Woody, and Pete met and further fleshed out the details related to the four workshops. An outline of the most recent meeting can be found on Google Drive in the Communications folder – Outreach Committee Notes.
 - ii. Karrie sent an email to Jenna (facilitator) with details re: workshops. Jenna has already responded and is able to work with the schedule we have tentatively set.
 - iii. Format of each workshop would be as follows:
 - 1. Introduction from SC
 - 2. Presenter (expert) on the topic
 - 3. Two separate Q & A components
 - a. One for the presenter
 - b. One for input to the SC. The SC would come up with some guiding questions for this section.
 - iv. Four meetings
 - 1. Land Use – What is it and what are the goals?
 - a. Ethan Tapper - Corrie is working on this contact
 - b. Liza Walker will also give a brief presentation on the C. Easement.
 - 2. Natural Resources – What do we have, what have we learned?
 - 3. Recreation – Would be a conglomeration of all potential uses.
 - 4. Wrap-up – Should be adaptive depending on what is discussed in the first three workshops. Could be an opportunity to hear geographic priorities, educational needs, cultural values, etc. Get people's thoughts on how to create balance. Might need to briefly recap the first three meetings.
 - v. Schedule
 - 1. Contingent on availability of facilitator and experts.
 - 2. Suggested night was Sunday evening from either 6 pm or 7 pm until 8 pm or 9 pm. Could also be a Wednesday evening and be held in lieu of a SC meeting.
 - 3. Proposed dates: April 18, May 9th, May 30th, and sometime in June.
 - vi. Each meeting would last an hour and a half but with an additional 30 minutes at the end to ensure that people feel they have enough time to express themselves.

- vii. Would need some lead time (about three weeks) before the workshops to promote the event. They will be announced as a series.
 - viii. Karrie and Liza will work with Woody on selecting a presenter for the recreation workshop and getting input on how to structure this segment.
 - d. Steering Committee Visioning (Lisa, Chuck)
 - i. Chuck and Lisa incorporated SC comments and have consolidated some of the suggested Mission and Vision statements. They will continue to work on this document and hope to have it wrapped up by the SC meeting on April 7th.
 - ii. Both agreed to continue working towards more simplification.
 - iii. Karrie commented that a good Mission Statement is short – less is more!
 - e. Base Maps/Interactive Maps (Corrie, Lisa, Caitlin)
 - i. The three base maps are complete and on Google Drive in the Maps folder.
 - ii. Interactive map – can turn on/off different layers and use on a Smartphone.
 - iii. Arrowwood has experience with this type of mapping (they did Huntington’s) and the cost would be approximately \$300 - \$400. With the agreement from other SC members, Lisa and Corrie will call Arrowwood and start the process of creating this interactive map for Boyce Hill TF.
 - iv. If the cost is greater, Lisa and Corrie will notify the SC.
 - v. Once the management plan is completed, there may be more potential map layers to add.
 - f. Stewardship Projects (Woody)
 - i. Woody has created a document with a list of potential projects. Immediate feedback is not necessary, but the document is available in the Stewardship folder on Google Drive.
 - g. Special Use Permits (Woody, Lisa, Chuck)
 - i. Changes were made to document per suggestions from the Town’s legal counsel.
 - ii. Lisa will attend the Select Board meeting on March 9th to present this final draft.
 - iii. The application will soon be complete, and the sub-team will work on developing a draft procedure for approving applications.
 - iv. The Select Board will not need to be involved in every application, however, there may be some issues that need their attention.
 - v. Liza asked if there was any part of the survey asking how people felt re: special/commercial use on the property. All agreed there should be a question addressing this in some way. Pete/Sally pointed to the portion of the survey that addressed this issue.
 - h. Technology review (Karrie)
 - i. Karrie held a technology session with several SC members to help familiarize them with working with Google Drive. It was very helpful and effective!
 - i. Fundraising
 - i. Liza and Lisa worked on a potential grant from VNRC. Unfortunately, their Smart Growth Small Grant program does not quite fit with our Boyce Hill project.
 - ii. Liza and Lisa will work with Sally to find potential grants over the next few months. Karrie suggested New England Grassroots Environmental Fund and Liza mentioned the grantor list in the Vermont Town Forest Recreation Toolkit.
6. New Business
- a. Brad Long has asked permission to post an announcement on FPF. He is working on an oral history of Boyce Hill TF and is seeking people to interview. He will send his draft announcement to the SC for review before posting.
 - b. Lisa asked the SC to review dates for meetings in March and April as March has an extra week. All agreed to keep the meeting schedule as the first and third Wednesday of every month. This will give us one extra week at the end of March to complete tasks.
 - i. Next SC meetings are: March 17, April 7, April 21, and May 5.

NEXT MEETING: Wednesday, March 17, 2021 at 7:00 PM

TASK LIST BEFORE MARCH 17, 2021

All:

- Provide feedback to Sally and Pete on a Google document re: public survey.

Caitlin:

- Provide assistance when needed on interactive map development.

Chuck:

- Incorporate SC input/edits to the SC Vision/Mission Statements and finalize a draft (with Lisa)
- Finish Special Use application and develop procedure for permit applicants (with Woody and Lisa).

Corrie:

- Be in touch with possible presenters for Natural Resources and Land Use workshops
- Work with Karrie and Jenna to secure facilitator
- Begin work on interactive map with Lisa and Caitlin.
- Contact Arrowwood to discuss options for interactive map (with Lisa).
- Work with Karrie, Woody and Pete on public visioning workshop ideas including outlining topics, speakers, format, dates, etc.
- Work with Lisa to refine Natural Resources section of Public Survey

Karrie:

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

Liza

- Review Special Use Document before April 9th Select Board meeting.
- Work with Lisa and Sally on ideas for grants and other funding.

Lisa:

- Record minutes for Steering Committee meetings and post to Town website.
- Work with Liza and Sally on ideas for grants and other funding.
- Begin work on interactive map with Corrie and Caitlin.
- Contact Arrowwood to discuss options for interactive map (with Corrie).
- Meet with SB on 3/9 to finalize Special Use Permit Policy.
- Finish Special Use application and develop procedure for permit applicants (Woody/Chuck).
- Incorporate comments from 2020 Town Meeting into public comment document.
- Begin filling in information on Community Profile spreadsheet.
- Review SC input and edits to the SC Vision/Mission Statements and finalize draft (with Chuck).
- Follow up with Chris Stephenson re: abutting landowner.

Pete:

- Develop agenda for March 17, 2021 meeting by 3/13/21. Priority will be Public Workshops and the Public Survey.
- Create a new document on Google Drive with one survey question per page and share with SC.
- Continue working on the public survey (with Sally).

Sally:

- Incorporate comments from 2020 Town Meeting into public summary spreadsheet.

- Begin filling in information on Community Profile spreadsheet (with Lisa).
- Continue working on the public survey (with Pete).

Woody:

- Finish Special Use application and develop procedure for permit applicants (Lisa and Chuck).
- Work with Karrie, Corrie and Pete on public visioning workshop ideas including outlining topics, speakers, format, dates, etc.