

## BOYCE HILL TOWN FOREST STEERING COMMITTEE

### MINUTES

APRIL 07, 2021

1. Approve Minutes from March 17, 2021 meeting  
Chuck moved to approve the minutes from the Steering Committee meeting on March 17, 2021.  
Sally seconded, no further discussion, all in favor, motion was approved.
2. Public Input - None.
3. Goals for today's meeting
  - a. Finalize workshop schedule and next steps.
  - b. Develop communication plan for workshops.
  - c. Review public survey.
4. Sub-Team Updates
  - a. Public Education/Visioning Workshops (Corrie, Karrie, Woody, Pete)
    - i. Corrie reported on the field visit with Ethan Tapper, Chittenden County Forester and Grace Glynn, Field Naturalist, Dubois & King.
    - ii. Workshop details:  
Wednesday, April 28, 2021, 7-8:30/9:00pm – Land Use: Ethan Tapper, Chittenden County Forester, and Liza Walker, Vermont Land Trust (presenters), Peter Forbes (Facilitator).  
Wednesday, May 19, 2021, 7-8:30/9:00pm – Natural Resources: Grace Glynn, Field Naturalist, Dubois & King (Presenter), Jenna Koloski, Vermont Center for Rural Development (Facilitator).  
Wednesday, June 9, 2021, 7-8:30/9:00pm – Recreation: Becca Washburn, VT Forest, Parks & Recreation (presenter), Jon Copens, VCRD (Facilitator).
    - iii. Corrie summarized next steps needed for workshops.
      1. Communications plan – substance and dates.
      2. Work on scope and guided questions with speakers and facilitators prior to event.
    - iv. A Steering Committee member will provide a quick introduction/welcome to each workshop. Workshop team will work to draft an introduction.
    - v. SC point people for workshops  
Workshop 1 – Corrie  
Workshop 2 – Lisa  
Workshop 3 – Karrie
    - vi. SC will provide input and ideas for workshop details on a Google doc that Corrie will create and share. Goal is to share this input with speakers prior to their presentations.
    - vii. Sally brought up abutting landowner concerns and where this topic might fit into the workshops. All agreed that the overarching topic of respecting neighbors was important to mention.
    - viii. Pete suggested incorporating the SC Mission and Vision Statements as part of the introduction PowerPoint for each presentation.
    - ix. Goal is to release announcements for workshops by April 12/13. All encouraged to pass information on to friends/family/coworkers.  
Communication for Workshops:
      - x. Corrie will create a graphic for the announcement.
      - xi. SC reviewed Pete's draft announcement and provided edits/input.
      - xii. Link to register within announcement will create a spreadsheet of information: name, email, volunteer interests, etc.
      - xiii. Discussion on whether to include the link to the public survey on the announcement – if it is ready in time.

- xiv. Pete shared the BHTF Communications Plan he created. SC reviewed how workshop announcements would be distributed including FPF, Valley Reporter, MRVTV, Fayston listserv, BHTF email list, partner emails, etc. Pete will put a spreadsheet together for SC to sign-up for tasks relating to workshop communications. The document will be in the Communications folder and Pete will send a link to the SC when it is ready.
  - xv. Discussion on whether BHTF should create a Facebook site. Pete said it was an important vehicle for communication. Lisa expressed concern that more planning is needed to create an official FB page linked to the Town. Pete suggested creating an event for the workshops and Corrie suggested using a partner's FB page. Chuck said it would need someone committed to keeping up the page and it would need SB approval.
  - xvi. Communications plan suggests articles, follow-up summaries to workshops, etc.
  - xvii. Photos are needed. Important to have one or two photos to use consistently. Corrie will share some of hers through Google Photos. Woody and Karrie will look through theirs. There is a folder in the Google Drive for photos if people want to upload them.
- b. Public Survey (Pete, Sally)
- i. Discussion on how to stop people from filling out the survey multiple times.
  - ii. Lisa asked if the survey would be included in the announcement. Karrie and Pete expressed optimism that the survey would be ready. If not, it will be released at the time of the first workshop.
  - iii. Corrie and Lisa contributed a revised survey that incorporated more property-specific natural resource questions to elicit useful public feedback.
  - iv. SC decided to work through draft public survey document section by section and address concerns, comments, edits. For the next hour, SC members discussed multiple issues including map title edits, a missing question, natural resource introduction, adding photos, perceptions of too much information, link to NRI, and how to address mowing/cutting.
  - v. The team bogged down on how to word questions about mowing, where to place the questions, and how much detail to provide. Pete, Sally and Corrie will try to rework these questions by incorporating everyone's comments made during this meeting before sending out to rest of SC for comments.
- c. Interactive Maps (Corrie, Lisa, Caitlin)
- i. Corrie and Lisa met with Aaron from Arrowwood this week and he has provided an outline of proposed work as well as options for add-ons in the future.
  - ii. The Steering Committee agreed to move forward with the basic interactive map. This should be completed before the first workshop.
- d. Steering Committee Visioning (Lisa, Chuck)
- i. Lisa will send a link to the Mission/Visioning draft statements to the SC for feedback.
5. Other business
- a. Fire Pits
- All agreed to remove the fire pits on the property since fires are not allowed in the Interim Management Plan. Currently, the existing fire pits provide a mixed message to the public. New signs may be necessary to highlight the "no fires" regulation.
- b. Mud Season
- Since the road on BHTF has culverts and is well drained, there is no reason to close the trail for mud season for now. SC members should encourage the public to use their judgement and not walk off trail in wet areas during mud season.

## TASK LIST

### All:

- Review survey after Pete and Sally incorporate edits.
- Review Mission and Visioning Statements.

### Caitlin:

### Chuck:

- Develop procedure for special use permit applicants (with Woody and Lisa).
- Review SC edits to Mission and Visioning statements drafts.

### Corrie:

- Work to refine natural resource and mowing portion of the survey with Sally and Pete.
- Make a graphic to accompany workshop announcement.
- Schedule call for presenters and facilitator on first workshop.
- Help draft SC introduction for each workshop (with Karrie and Pete).
- Create and share Google doc for SC to input ideas for workshops.
- Look for photos to share with SC.
- Change the map title on locator map.
- Continue work on an interactive map with Lisa and Caitlin.

### Karrie:

- Help draft SC introduction for each workshop (with Corrie and Pete).
- Work with Corrie, Woody, and Pete on public visioning workshops.

### Liza

- Prepare for VLT Conservation Easement explanation/summary for first workshop.
- Work with Lisa and Sally on ideas for grants and other funding.

### Lisa:

- Send out Mission and Visioning draft statements to SC for comment and review comments.
- Continue work on an interactive map with Corrie and Caitlin.
- Work with Town website person to clean up FCC page and highlight BHTF better.
- Develop procedure for special use permit applicants (Woody/Chuck).
- Begin filling in information on Community Profile spreadsheet (with Sally).
- Work with Liza and Sally on ideas for grants and other funding.
- Test special use permit application process with Mad Birder walk.
- Record minutes for Steering Committee meetings and post to Town website.

### Pete:

- Incorporate edits to the public survey (with Sally).
- Develop workshop communications schedule, announcement, and task spreadsheet.
- Help draft SC introduction for each workshop (with Corrie and Karrie).
- Develop agenda for April 21, 2021 meeting by 4/18/21.

### Sally:

- Begin filling in information on Community Profile spreadsheet (with Lisa).
- Incorporate edits to the public survey (with Pete).
- Work with Liza and Lisa on ideas for grants and other funding.

### Woody:

- Look through BHTF photos to see if there are any to share.
- Develop procedure for special use permit applicants (Lisa and Chuck).
- Work with Karrie, Corrie, and Pete on public visioning workshops.