

Boyce Hill Town Forest Steering Committee

MINUTES

January 6, 2021

Task List at End of Document

Attendees: Karrie Thomas, Woody Dugan, Chuck Martel, Pete Colgan, Sally Dwyer, Lisa Koitzsch and Corrie Miller

Guest: Brad Long

1. Public Input: BHTF Discovery – Brad Long
Brad Long, Fayston resident and cultural history buff, found the remains of a three-legged pot-bellied gooseneck cast iron kettle (possibly dating somewhere between 1700-1895) on the Boyce Hill property. Brad is enrolled in the Vermont Master Naturalist program and offered to help the BHTF SC with cultural discovery and education on the property. He asked the SC for permission to look more thoroughly in the area he found this kettle to see if he could discover anything else and the SC agreed. All discussed the possibility of creating a guided tour of the property using QR codes that highlights its cultural and historical history. Brad will return and provide more information to the SC about his discoveries at another meeting.
2. Corrie moved to approve the minutes from the December 16, 2020 meeting. Chuck seconded, no further discussion, all in favor, motion was approved.
3. Agree on goals for this meeting:
 - Share individual task progress.
 - Set a new task list for the next two weeks.
4. Project Timeline Review
 - Will check in with all timeline goals at each meeting.
 - Still on track to complete community survey, visioning, educational workshops by April.
5. Technology Issues
 - a. SC members have different skillsets re: technology. All discussed ways to include everyone in the most efficient ways possible.
 - b. Corrie and Karrie will reach out to SC members before the next meeting and offer help over Zoom with editing documents, Google Drive access, and communication facilitation.
 - c. All SC members are encouraged to keep email trains limited to one subject.
6. Sub-Team Updates
 - a. Commercial Permitting (Woody, Chuck, Lisa)
 - Woody will incorporate the suggestions he has received to-date.
 - Woody would like the SC to review specific questions/issues he has posed within the document (items in parentheses), anything that has been omitted, any prohibitions, and suggestions regarding fee structures and parking. Comments due January 13th, 2020.
 - Chuck, Lisa, and Woody will schedule a zoom call to discuss these suggestions and next steps.

- Document should make clear that only uses currently allowed in the Interim Management Plan and/or Conservation Easement will be considered for special use permits.
 - Discussion re: permit applicants needing to show they have permission from adjacent landowners to use their land.
 - **Goal:** Final recommendation to Select Board by February 9, 2021.
 - Will need to consider drafting a permit application as well.
 - Town lawyer will review final Special Use Permit Requirements, once Select Board has reviewed the document.
- b. Public Survey (Pete, Sally)
- Draft survey was distributed to SC as a Word document and will be placed on Google Drive. Comments would be appreciated before the next meeting.
 - Pete and Sally worked with a sample survey taken from the Town Forest Toolkit and adapted it for BHTF. Some things were not appropriate to add such as camping, motorized vehicle use, etc. The BHTF survey is more open-ended and allows scope for imagination and creativity. This will provide people with opportunities to make suggestions and elaborate on topics they comment on.
 - Uses that are not allowed under the Conservation Easement will not be included in the survey. This will be a way to educate the public about allowed/not allowed uses.
 - Parking capacity is a major determinant of types of activities possible. Limit activities or expand parking lot? This will be the subject of future discussions. Scaling things up can happen in the future and may not be necessary right now.
 - In researching other Town Forest surveys, majority of responses were on paper compared to online. Where/how should we make our survey available?
 - Corrie suggested adding some wording in the survey to convey thanks for the donation of land.
 - Natural Resources section – streamline? Add cultural resources? Change wording and questions? Ask people what they imagine for the future of the property.
 - Amount of infrastructure needs to be considered when looking at different uses as well as the level of maintenance (cost, etc.) for some suggested uses. General agreement to keep things simple.
 - Context of BHTF activities within the broader community and whether activities, resources, and educational opportunities are already available other places.
- c. Public Comments Summary (Sally, Lisa)
- Lisa combined all the emails and letters the FCC received from members of the public in 2019 and 2020 into a Word document so that Sally can develop a spreadsheet summary of public comments. The Word document will be on the shared Google Drive. Once the spreadsheet is ready, it will be shared with the SC for feedback.
 - Sally requested that SC members contact her with information on any personal meetings, correspondence, or phone calls they have had with members of the public so that she can add these into the spreadsheet.
 - 2020 Town meeting comments should be incorporated, as well as the SB meeting re: horse discussion.
- d. Public Education/Visioning Workshops (Karrie, Corrie, Woody)

- This sub-team will convene before the next meeting to begin brainstorming ideas for workshops and determining the number/content of workshops that will be offered.
- e. Steering Committee Visioning (Lisa, Chuck)
- Chuck and Lisa developed a draft Vision Statement that turned out to be more of a Mission Statement for the SC. Pete provided great input before this meeting.
 - A vision statement starts with “we envision that...” and is a 30,000-foot view with action item details to be filled in later.
 - Discussion regarding whether the vision statement should be about the property or about the work of the Steering Committee or a combination of both.
 - Chuck and Lisa will meet before the next meeting and develop a draft Vision Statement. They will enlist SC feedback in the form of a prompting statement: “I envision a planning process that...” Or “I envision a plan that...”
 - When public input has been received, then an exercise in which the SC develops a vision statement for the property makes sense timing-wise.
 - Constraints should be mentioned within Vision Statement. Bring these constraints into focus so that public can see the different needs we are balancing in this process.
 - The Vision Statement should include solicitation of public input, consideration of natural and cultural resources, and sensitivity to neighboring landowners. Let the public know that this is the filter the SC is looking through to produce a balanced management plan.
 - Some towns have divided ‘Town Forests’ into different zones for different uses. Is there a possibility of this happening on BHTF?
 - Discussion re: moniker of “Town Forest” and the possibility of changing this designation.
- f. Base Maps (Corrie, Lisa, Caitlin)
- This sub-team will convene before the next meeting to begin developing base maps for the property.
- g. Stewardship Projects (Woody, Lisa, Corrie)
- The welcome sign for the property needs to be updated with a sign that is more clear, less wordy, and more informative. Visual imagery would be more helpful than words. Will need to strike a balance between allowed uses and banned uses. Cost is an issue.
 - Woody will keep a running list of maintenance and stewardship projects.
 - SC should provide Woody with names of people who have offered to volunteer for stewardship projects.
 - Discussion of a possible education project/forum on how to prune apple trees. Pete knows someone who might be willing to lead a workshop for interested people. Pruning should ideally take place in the winter. Will revisit this at our next meeting.
 - We can use the Town Listserv and the BHTF Listserv to communicate with the public on stewardship projects. Chance to educate people on work being done on the property.
 - Corrie and Woody will create a message to be sent out on the listserv regarding current maintenance projects.

- Town of Fayston is following State COVID guidelines and we will need to have people sign a liability form.
- h. Budget Update (Chuck, Lisa, Corrie)
- Chuck reported that the SB is still finalizing the Town Budget and trying to balance unforeseen expenditures. At this time, there is approximately \$9,000 that has been allocated to the BHTF, but he will report back once these numbers have been finalized.
 - Pete encouraged the BHTF to apply for funding support for a specific project from the Rotary. The Board meets once a month. Rotary members might also be willing to help with hands-on volunteer efforts.
 - Chuck reported that the IT facilitator the SB will be using for Town Meeting is Rachel Wylie, who currently works for Yestermorrow. SC might consider her for help with the educational forums.

NEXT MEETING WEDNESDAY, JANUARY 20th, 2021 via ZOOM

Tasks due before next meeting

- Pete:** Develop agenda for January 20th, 2021 meeting.
Continue working with Sally on the public survey document and incorporate SC comments.
Contact the person regarding apple tree pruning and the possibility of holding a public education event.
- Corrie:** Facilitate technology training for SC members before next meeting (with Karrie).
Create/Review base maps with Lisa and Caitlin.
Work with Karrie and Woody on public visioning workshop ideas and determine # of workshops and content.
Work with Woody to draft a message for the listserv re: current maintenance/stewardship projects on the property.
- Lisa:** Continue to take minutes for the next few meetings.
Work with Chuck and Woody on finalizing special use permitting process.
Create/Review maps with Caitlin and Corrie.
Continue working with Sally on public comments record.
Help Sally with Community Profile spreadsheet and seek input from SC on the different metrics.
Work with Chuck on Steering Committee vision/mission.
Help Woody create a spreadsheet with volunteer contact information.
- Caitlin:** Create/Review base maps with Lisa and Corrie.
Follow-up with Ethan Tapper re: story map process and how he handled hosting.
Get an update on status of Washington Country Forester.
- Woody:** Work with Chuck and Lisa on finalizing special use permitting process.

Work with Corrie and Karrie on public visioning workshop ideas and determine # of workshops and content.
Develop a list of possible stewardship projects and copy to Google Drive (Lisa will help).
Develop a list of potential volunteers 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.

Sally: Continue working with Lisa on public comments record.
Develop Community Profile spreadsheet and seek SC input.
Continue work on a public survey (with Pete) and incorporate SC comments.

Karrie: Look into possibility of NFCT hosting a story map.
Facilitate technology training for SC members before next meeting (with Corrie).
Work with Corrie and Woody on public visioning workshop ideas and determine # of workshops and content.
Briefly summarize conversation with neighboring landowner and share with SC.

Chuck: Continue coordinating with the SB on budget and report back to SC once it is finalized.
Work with Chuck and Lisa on finalizing special use permitting process.
Work with Lisa on Steering Committee Vision/Mission.

All: Think about what Brad Long should do with the kettle: hold on to it, give it to historical society, etc. – let him know after next meeting.
Review the Special Use Permitting document from Woody – in particular, respond/comment on his questions/suggestions within the document. Comments due January 13th, 2021.
Provide feedback to Sally and Pete re: draft public survey.
Provide feedback to Sally and Lisa re: Community Profile spreadsheet.
Give Woody any names and contact information of people willing to help with property maintenance.
Consider wording/symbols for a new temporary sign for main gate.
Try to keep emails limited to one subject. Do not forget to copy FCC and BHTF emails.
Reach out to Corrie and Karrie with any help needed re: technology.