

Town of Milton
CONSERVATION COMMISSION
PUBLIC NOTICE OF AGENDA
Regular Meeting
Tuesday, February 24, 2015 at 6:30 p.m.

Municipal Building Community Room
43 Bombardier Road • Milton, VT 05468
802.893.1186 • www.miltonvt.org

I. Call to Order, Attendance, and Agenda Review

II. Public Input (5 Minutes)

III. Business

A. 2015 Meeting Schedule (30 minutes)

- ▶ Set 2015 meeting schedule.
- ▶ *Recommended Motion: Approve schedule as presented.*

B. Establish Goals/Priorities for 2015 (35 minutes)

- ▶ Discuss rankings of priorities and assign to the meeting schedule.
- ▶ *Recommended Motion: Adopt 2015-2016 work plan agreed upon.*

C. Information Technology (25 minutes)

- ▶ For those unable to attend last meeting: review and sign Information Technology Use Standards Policy acceptance form.
- ▶ Introduction to Google Drive by Maurice

IV. Staff Report and Commission Roundtable (20 minutes)

- ▶ Winterfest Snowshoe Hike on 2/14
- ▶ Lamoille Padders Trail Meeting of 2/24
- ▶ Trail Registers
- ▶ WNRCD Contact

V. Approval of Minutes: February, 9, 2015 (5 minutes)

VI. Adjourn



Jacob Memmerick, Town Planner
On Behalf of the Chair, Judith Kinner

Filed in the Town Clerk's Office. Posted in the Municipal Building Lobby, Planning & Economic Development Department, Town's Facebook page, Town's DRB webpage, Middle Road Market, Milton Beverage, and Rene's Discount Beverage. E-mailed to the *Burlington Free Press*, *Milton Independent*, and LCATV. Questions can be directed to the Planning Office at 893-1186.

**MILTON CONSERVATION COMMISSION
PROPOSED 2015 CALENDAR**

- ▶ The CC holds regular meetings on the 4th Tuesday of each month at 6:30 p.m.
- ▶ The CC holds special meetings as needed.
- ▶ Staff recommends the schedule below for 2015.

PROPOSED SCHEDULE	
MARCH 24	
APRIL 28	
MAY 26	
JUNE 23	
JUNE 30	TERM EXPIRATIONS: PEASE
<i>JUNE</i>	APPOINTMENTS BY SELECTBOARD
JULY 14	RESCHEDULE OF JULY 28 MEETING
JULY 28	REQUEST TO RE-SCHEDULE TO JULY 14
AUGUST 25	ELECTION OF OFFICERS (FIRST MEETING AFTER APPOINTMENTS)
SEPTEMBER 22	
<i>OCTOBER</i>	TENATIVE JOINT MEETING WITH SELECTBOARD
OCTOBER 27	
NOVEMBER 24	REQUEST TO RE-SCHEDULE TO <u>NOVEMBER 17</u>
DECEMBER 22	REQUEST TO RESCHEDULE TO <u>DECEMBER 15</u>

Conservation Commission Strategic Goals

In January of 2015, the full CC membership scored 65 possible initiatives on a scale of 1 to 5 to identify their priorities for the upcoming calendar and fiscal years. They also ranked the level of effort involved and suggested timing for implementation.

The top 10 highest ranked priorities, as scored by the Commission, are shown below. Where rank is shared, the priorities came out with the same average score. The Commission UNANIMOUSLY CONSENTED to TABLE further discussion of this item to the February 24, 2015 Meeting to allow the full membership to participate in this important decision.

The top 10 highest priority activities, as ranked by the Commission, are shown below. The high priorities that also appear on the top ten high-effort list, are indicated in the HE column. The high priorities that also appear on the top ten low-effort list, are indicated in the LE column.

Top 10 Priorities by Ranking of Average Score	Rank	HE	LE
Town Forest Connector Trail Construction	1	X	
Green Up Day Participation	1	X	
Town Forest Management Plan Amendment	2	X	
Town Forest Kiosk Content Update	2		
CC Budget Planning	3		X
Finalize TF Brochure & Map	3	X	
Update Eagle Mountain Kiosks Content	3	X	
Evaluate Way-Finding Signage Needs at Eagle Mountain	3	X	
Evaluate Town Forest Phasing/ Amenities	4	X	
Research Grant Applications	5	X	
Host Hikes, Snowshoe, Paddles, Themed Walks	5	X	
Provide Input to Capital Improvement Plan	6		X
Amend Eagle Mountain Management Plan	6	X	
Organize Volunteer Events	7	X	
Conduct Natural Resource Inventories in Milton	7	X	
Develop Online CC Archive w/History & Recourses	8	X	
Develop Long-term Strategic Plan for Commission	8		X
Pursue Funding for Bove Trail "extras": Benches/Signage	8	X	
Identify LRW Infrastructure Needs & Funding	8	X	
Install Way-Finding Signage & Mark Trails at EM	8	X	
Conduct Invasive Species Eradication at Eagle Mountain	8	X	
Attend Joint Meeting w/Selectboard	8		X
Install Kiosks at each end of LRW	9		X
Volunteer Engagement/Newsletter	9		X
Collaborate w/Neighboring CCs	9		X
Re-Install Interpretive Posts at LRW	10	X	
Attend Conferences for Prof. Development	10		X
Evaluate Land-Use Regs. for Stormwater Management	10	X	

Among the top 10 low-effort activities, we find the following:

Top 10 Easiest by Rank	Rank
Review Ethical Guidelines & Open Meeting Law	1
Evaluate Primitive Camping use in TF	2
Review and Update the CC Bylaws	3
Attend Conferences for Prof. Development	4
Hold a Joint Meeting with the Planning Commission	4
Update the Admin Code to Specify CC Membership	5
Conduct Annual Election of Officers	6
Provide Input into the Capital Improvement Plan	6
Meet with the Vermont Mountain Biking Assoc.	7
Hold a Joint Meeting with the Selectboard	8
Learn Comp. Plan & Land Use Ordinances	8
Assist w/ Lamoille River Paddlers Trail Developments	8
Plan for the CC's Annual Budget Allocation	9
Engage Volunteers with a Newsletter	9
Collaborate with neighboring CCs	9
Conduct Site Visits to Nearby Communities	9
Update Lamoille Riverwalk Trail Map & Brochure	9
Do a Long-term Strategic Plan for the CC	10
Install Kiosks at Lamoille Riverwalk Trailheads	10
Market Town Forest as an Outdoor Classroom	10
Collaborate w/School Service Learning Coordinator	10
Host Annual Documentary Film	10

Among the top 10 high-effort activities, we find the following:

Top 10 Hardest by Rank	Rank
Pursue Advisory Role in DRB	1
Undertake Conservation Planning	2
Carry Rec. Pathway Planning Forward	3
Evaluate Riparian Buffer Language for Regs	3
Town Forest Bove Connector Trail Construction	4
Town Forest Management Plan Amendment	4
Conduct Natural Resource Inventories	5
Create a Trail Standards Policy	5
Develop Online CC Archive w/ History & Resources	6
Conduct Invasive Species Eradication at EM	6
Develop LRW Management Plan	6
Organize Volunteer Events	7
Re-install Interpretive Posts at LRW	7
Evaluate Land-Use Regs. for Stormwater Mgmt.	7
Update Eagle Mountain Kiosks	8
Amend Eagle Mtn. Management Plan	8
Pursue funding for Bove Trail "extras"	8
Identify LRW Infrastructure Needs & Funding	8
Water Quality Monitoring of Allen Creek	8
Video Promotion of Natural Areas	8
Green Up Day Participation	9
Finalize TF Brochure & Map	9
Identify Way-Finding Signage Needs at EM	9
Research Grant Applications	9
Host Hikes, Snowshoe, Paddles, Themed Walks	9
Install Signage & Mark Trails at EM	9
Advocate for a Reserve Fund for Conservation	9
Host Nat. Resource/Outdoor Rec. Programming	10

The full list of items ranked included the following:

Governance

Bylaw Review
Ethical Guideline & Open Meeting
Election of Officers
Admin. Code Update
Archive
Long-term Strategic Plan

Finances

CC Budget Planning
CIP Input
Reserve Account Advocacy
Grant Applications

Town Forest

Management Plan Amendment
 VMBA
 Primitive Camping
 Bove Phasing/New Amenities
Finalize TF Brochure & Map
Update Kiosk
Bove Trail Construction
Pursue funding for Bove Trail "extras"
Other: Species listing

Lamoille Riverwalk

Develop Trail Management Plan
Update Trail Map & Brochure
Install Kiosks at each end
Identify infrastructure needs & pursue funding
Other: Re-install interpretive posts
Other: Species Listing

Eagle Mountain

Amend Management Plan
Update Eagle Mountain Kiosks
Identify needed signage
Install signage & blaze trails
Conduct invasive species eradication
Other: Species Listing

Collaborative/Volunteerism

Outdoor Classroom Marketing
School Service Learning Volunteer Collaboration
Volunteer Events
Volunteer Engagement/Newsletter

Joint Meeting w/Selectboard
Collaboration w/neighborhood CCs
Joint Meeting 2/PC
Lamoille Paddlers Trail Participation
Water Quality Monitoring of Allen Creek
Other: Connect with Scouts for Projects
Other: Lake Arrowhead water quality remediation of invasive

Programming/Outreach/Development

Host nat. resource/outdoor rec. programming
Hikes, Snowshoe, Paddles, Themed Walks
Host annual documentary film
Green Up Day Participation
Video promotion of natural areas
Guest speakers
Conferences for Profess. Development
Conduct Site Visits to nearby communities

Land Use Planning Conservation

Trail Standards Policy
Rec. Pathway Planning
Learn Comp. Plan & Ordinances
Evaluate Land-Use Regs. for Stormwater
Evaluate Land-Use Regs. for Riparian Buffer
Implement Conservation Planning
Conduct Inventories
Pursue Advisory Role in DRB
Other: develop un-mowed buffer btw. Mowed open spaces and woodlands
Other: land acquisition for shore access/conservation

Item	P1	P2	P3	P4	P5	Avg P	E1	E2	E3	E4	E5	Avg E	T1	T2	T3	T4	T5
Governance																	
Bylaw Review	4	4	2	3	1	2.8	3	2	1	2	1	1.8	BoFY	July	Feb	Q1	?
Ethical Guideline & Open Meeting	3	3	2	3	1	2.4	2	1	1	2	1	1.4	BoFY	July	Feb	Q1	?
Election of Officers	3	5	3	3	5	3.8	2	2	1	2	5	2.4	BoFY	July	Jan	Q1	?
Admin. Code Update	2	2	3		1	2	2	3	3		1	2.25	Q3	Q3	Mar		?
Archive	3	4	3	4	4	3.6	3	5	3	4	4	3.8	Now	ongoing	Mar	2016	?
Long-term Strategic Plan	5	4	4	4	1	3.6	4	3	4	3	1	3	Q4	annually	Mar	Q1	?
Finances																	
CC Budget Planning	4	5	5	4	3	4.2	3	3	3	3	2	2.8	Q4	May	May	Q2	?
CIP Input	3	5	4	4	3	3.8	2	2	3	3	2	2.4	Q4	May	Apr	Q2	?
Reserve Account Advocacy	4	1	3	3	4	3	2	4	3	4	4	3.4	Q3	2016	Mar	2016	?
Grant Applications	4	4	4	4	4	4	3	3	4	3	4	3.4	Now	May	Apr	Q4	?
Town Forest																	
Management Plan Amendment	3	5	5	4	5	4.4	4	4	4	4	5	4.2	FY16	Q2	Apr	Q3	?
VMBA	4	3	3	2	2	2.8	2	4		2	2	2.5	Sum 15	Sept.	Apr	2016+	?
Primitive Camping	2	3	5	3	1	2.8	2	2	2	2	1	1.75	Now	Q2	Mar	Q3	
Bove Phasing/New Amenities	4	5	5	3.5	3	4.1	3	4		3	3	3.25	Now	Q2	Feb	Q3	
Finalize TF Brochure & Map	4	5	5	3	4	4.2	2	3	4	3	5	3.4	Now	Feb.	Jan	Q4	
Update Kiosk	5	5	5	3	4	4.4	2	3	3	4	4	3.2	Spr 15	Feb.	Feb	Q4	
Bove Trail Construction	4	5	5	5	4	4.6	4	3	5	5	4	4.2	Spr 15	Q3	Sept.	TBD	
Pusue funding for Bove Trial "extras"	3	3	4	3	5	3.6	3	3	4	4	4	3.6	Q3	Sept.	May	2016+	
Other: Specias listing					5												all year
LaMoille Riverwalk																	
Develop Trail Management Plan	3	3	4	2	4	3.2	3	4	4	4	4	3.8	Fall 15	2016	Apr	2016	?
Update Trail Map & Brochure	4	3	3	3	1	2.8	4	3	3	3	1	2.8	Sum 15	Q4	May	2016	
Install Kiosks at each end	4	4	5	2	2	3.4	3	3	3	4	2	3	Fall 15	Summer	April	2016	
Identify infrastructure needs & pursue func	4	4	4	3	3	3.6	4	3	4	4	3	3.6	Q4	Spring	May	Q4	
Other: Re-install interpretive posts	2		5	3	3	3.25	3		5	4	3	3.75	FY16		May	Q2	
Other: Species Listing					5												all year
Eagle Mountain																	
Amend Management Plan	4	4	4	4	3	3.8	3	4	4	4	3	3.6	Sum 15	2016	Mar	Q-1/2	?
Update Eagle Mountain Kiosks	4	5	4	4	4	4.2	3	4	3	4	4	3.6	Sum 15	Feb.	April	Q2	
Identify needed signage	5	5	4	4	3	4.2	3	4	3	4	3	3.4	Now	Apr.	April	Q1/2	
Install signage & blaze trails	3	5	4	4	2	3.6	3	4	4	4	2	3.4	Spr 15	Apr.	May	Q2	
Conduct invasive species eradication	3	5	4	3	3	3.6	4	3	5	4	3	3.8	Spr 15	Apr.	May	May	summer
Other: Species Listing					5												all year
Collaborative/Volunteerism																	
Outdoor Classroom Marketing	4	3	3	3	3	3.2	3	3	3	3	3	3	May'15	Ongoing	Mar	Q1/2	spring



TOWN OF MILTON, VERMONT 05468-3205

Town Manager's Office • 43 Bombardier Road • 802-893-6655 • FAX: 893-1005

Acceptance of Information Technology Use Standards

I _____ acknowledge
(Staff Member)

I am in receipt of the documents referenced above.

I have reviewed and discussed these documents with my supervisor and/or the Town Human Resources Coordinator and asked any questions I had at the time.

SIGNATURE: _____
(Staff Member)

DATE: _____

Please Sign this Notice and Return Upon Receipt

to

Erik Wells

**Executive Assistant to the Town Manager and
Human Resources Coordinator**

Jacob Hemmerick

From: CCIV MiltonVT [cc4.miltonvtcc@gmail.com]
Sent: Tuesday, January 27, 2015 1:46 PM
To: Jacob Hemmerick; miltonvtcc@gmail.com
Subject: Commish accounts all set up
Attachments: gmail process.docx

Jake,

All accounts are set up.

Attached are the instructions for the group. Can you print for tonight?

This is phase 1 of the process for the Commission. Small bites.

Phase 1 - get them using gmail for email

Phase 2 - setup address books and instruct how to use

Phase 3- orientation to google drive (how to access and submit for storage)

If we carve out 15 minutes per each of 3 upcoming meetings we should be able to give the high level tutorial in meeting. Support will be provided outside of them meetings as well. Again - small bites to start.

Sorry it has been slower than I wanted - but it is progress anyway.

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Best regards,

Jay Maurice | Conservation Commissioner

Conservation Commission
Town of Milton, Vermont
[Commission Website](#)

Commission Gmail Accounts

Purpose

Develop a “functional” communication path for the Conservation Commission and to utilize features to create an archive of resource & historical data to support the business of the Commission

Tool

GMAIL - Google

- One stop shopping for sharable file storage and email.

Process

- Usage of gmail account for all CC business
- Automated forwarding from Town Email System
- Communication automatically stored in both systems
- Follow the instructions below for setup and access

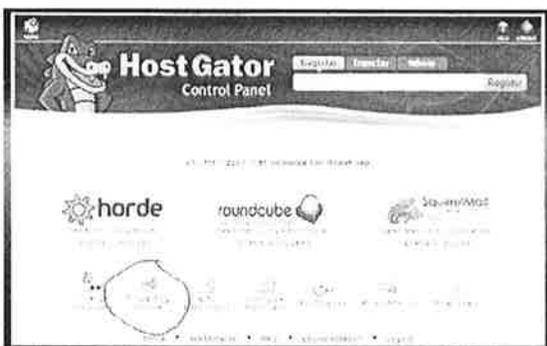
One account. All of Google.



Access Your Town Email Account

Log in to <http://webmail.miltonvt.org/logout/>

Example: jmaurice@miltonvt.org | password (whatever you were assigned or changed to)



Forward to Gmail

Click “Forwarding Options”

Click “Add Forwarder”

Forward to email address:

- cc1.miltonvtcc@gmail.com – Judy
- cc2.miltonvtcc@gmail.com – Bonnie
- cc3.miltonvtcc@gmail.com – Laurie
- cc4.miltonvtcc@gmail.com – Jay
- cc5.miltonvtcc@gmail.com – Dan

Click “Add Forwarder”

Access Your GMAIL Account

Log in to <http://gmail.com/> | email address provided above
Password for ALL accounts is “Greenland”



From: Laura Dlugolecki [mailto:laura@winooskinrcd.org]
Sent: Wednesday, February 04, 2015 9:14 AM
To: Jacob Hemmerick
Subject: Possible stormwater education opportunities and collaboration

Hello,

I manage a program called the Chittenden County Stream Team. We promote water quality through education, outreach and hands-on participation events centered on stormwater issues.

We do a great deal of outreach around the county and would love the opportunity to work with the Milton Conservation Commission. Each year we rotate our target towns for outreach within the county and Milton is one of our 2015 target towns.

I was wondering if you had any suggestions of good opportunities for water quality outreach in Milton? We can work with kids or adults. We can talk about rain barrels, rain gardens, watershed health, etc. We can table at an event, speak to a group, etc. This program is designed to have an outreach/education presence in a specific town for one year and then have a more hands-on approach the following year. Our hands-on activities include holding rain barrel workshops, constructing public rain gardens, doing stream clean-ups, etc.

Thanks for any advice you may have!
Laura

--

*Laura Dlugolecki
Stormwater Specialist
Winooski Natural Resources Conservation District
300 Interstate Corporate Center, Suite 200
Williston, VT 05495
802-288-8155 Ext 104
laura@winooskinrcd.org*

1 **TOWN OF MILTON CONSERVATION COMMISSION**
2 **MINUTES**

3 **Special Meeting**

4 **Monday, February 9, 2015**

5 Municipal Building Community Room
6 43 Bombardier Road ♦ Milton, VT 05468
7 802.893.1186 ♦ www.miltonvt.org

8
9 **CC Members Present:** Judith Kinner, Chair; Bonnie Pease; and Dan Gaherty.

10 **CC Members Absent:** Laurie DiCesare and Jay Maurice

11 **Staff Present:** Jacob Hemmerick, Town Planner

12 **Others:** Chris Boget, Executive Director of the Lake Champlain Trust (LCLT)

13
14 **I. Call to Order, Attendance, Agenda Review**

15 Kinner called the meeting to order at 6:35 p.m.

16
17 **II. Public Input**

18 None.

19
20 **III. Staff Update and Commission Roundtable**

21 The Commission discussed the upcoming Town Forest Snowshoe hike as part of Winterfest.
22 Pease suggested a path to the viewpoint; the Commission agreed to the route. Hemmerick
23 suggested that someone arrive early to ensure efficient parking. He added that if there's a
24 larger group and there's interest in a longer hike, they could divide into two groups. Pease
25 shared that Fish and Wildlife recently published a new Habitat Management Guide for
26 Landowners.

27
28 **IV. Business**

29
30 **A. Eagle Mountain Natural Area Kiosk Display**

31 Boget presented a draft display for the kiosk at Eagle Mountain. It includes historical, natural
32 resource, and way-finding elements. Boget stated that the design can be produced as an
33 aluminum sign for \$130 from Voss signs. There was some concern about space for postings,
34 such as hunting seasons and information. The Commission and Boget discussed the duplicate
35 maps depicted on the panel, and discussed ways to create parallels between the two maps and
36 brochure content. Hemmerick inquired if the aluminum would allow new vinyl coverings for
37 subsequent updates and asked if there is any content that would become dated. Pease
38 suggested a QR code for a direct link to the Podcast walk. Boget noted declining use of QR
39 codes. Kinner inquired if LCLT had data on the number of people that access the podcast.
40 Boget suggested making a separate brochure to have the Podcast content in a visual format.
41 Kinner asked that Boget to send the Commission the document in PDF format so they can read
42 the content prior to approval. Boget agreed, but cautioned that changes can take significant
43 formatting time. Boget asked Hemmerick to make further edits to the fourth draft of the tri-fold
44 Brochure and Map.

45
46 The Commission also discussed a spring invasive removal day last discussed at the Eagle
47 Mountain Site Visit with LCLT. Boget said that this would best be held in Mid-October when
48 honeysuckle, invasive evergreens, and buckthorn are the only plants with leaves remaining. He
49 recommended planning 1 volunteer day per year, for 5 years, to knock down the populations.

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Chris also suggested that the Town pull a copy of a Boundary Line Adjustment that occurred along the northern property in 2011, and there was discussion about ensuring that the boundary markings are maintained.

B. Eagle Mountain Natural Area Brochure

The Commission suggested some small, final edits and approved the brochure as final by UNANIMOUS CONSENT. Hemmerick will finalize the edits, make the document available online, and the Commission will discuss printing options at a subsequent meeting.

C. Establish Goals/Priorities for 2015

In January of 2015, the full CC membership scored approximately 65 possible initiatives to identify their priorities for the upcoming calendar and fiscal years. They also ranked the level of effort involved and suggested timing for implementation.

The top 10 highest ranked priorities, as ranked by the Commission, are shown below. The high priorities that also appear on the top-10 high-effort list are indicated in the HE column. The high priorities that also appear on the top-10 low-effort list, are indicated in the LE column. Where rank is shared, the priorities came out with the same average score. The Commission UNANIMOUSLY CONSENTED to TABLE further discussion of this item to the February 24, 2015 Meeting to allow the full membership to participate in this important decision.

Top 10 Priorities by Ranking of Average Score	Rank	HE	LE
Town Forest Connector Trail Construction	1	X	
Green Up Day Participation	1	X	
Town Forest Management Plan Amendment	2	X	
Town Forest Kiosk Content Update	2		
CC Budget Planning	3		X
Finalize Town Forest Brochure & Map	3	X	
Update Eagle Mountain Kiosk Content	3	X	
Evaluate Way-Finding Signage Needs at Eagle Mountain	3	X	
Evaluate Town Forest Phasing/ Amenities (in Mgmt. Plan)	4	X	
Research Grant Applications and Funding Sources	5	X	
Host Hikes, Snowshoes, Paddles, Themed Walks	5	X	
Provide Input to Capital Improvement Plan	6		X
Amend Eagle Mountain Management Plan	6	X	
Organize Volunteer Events	7	X	
Conduct Natural Resource Inventories in Milton	7	X	
Develop Online CC Archive w/History & Resources	8	X	
Develop Long-Term Strategic Plan for Commission	8		X
Pursue Funding for RF Connector Trail Amenities: i.e. Benches	8	X	
Identify Lamoyille Riverwalk Infrastructure Needs & Funding	8	X	
Install Way-Finding Signage & Mark Trails at Eagle Mountain	8	X	
Conduct Invasive Species Eradication at Eagle Mountain	8	X	
Attend Joint Meeting w/Selectboard	8		X

Install Kiosks at each End of Lamoille Riverwalk	9		X
Engage Volunteers / Develop Newsletter	9		X
Collaborate w/Neighboring Conservation Commissions	9		X
Re-Install Interpretive Posts at Lamoille Riverwalk	10	X	
Attend Conferences for Professional Development	10		X
Evaluate Land-Use Regs for Stormwater Management	10	X	

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D. 2015 Meeting Schedule

The Commission UNANIMOUSLY CONSENTED to TABLE adopting the 2015 Meeting Schedule and assigning the priorities to the calendar to the February 24, 2015 Meeting to allow the full membership to participate in this important decision.

E. Acceptance of Information Technology Use Standards Policy

There were no questions on the policy. Hemmerick handed out the policy acceptance forms, which were signed by Kinner, Pease & Gaherty. These will be kept on record by Human Resources.

V. Approval of Minutes of December 16, 2014 and January 3, 2015

Kinner requested that a superfluous "was" be removed, and requested that the specific mapping resources be named in the December 16, 2014 Minutes. Pease MOVED to approve both Minutes as amended, SECOND by Gaherty. Unanimously APPROVED.

VIII. Adjourn.

UNANIMOUS CONSENT to adjourn at 8:25 p.m.

Submitted by

_____ **Date** _____
Judith Kinner, Chair /jmh