

Minutes Highland Lake Watershed Survey Committee  
(Highland Lake Watershed Management Committee)  
May 15, 2018 3 – 4:30  
Falmouth Town Hall (upstairs conference room)

Members present: Gretchen Anderson, Kimberly Darling, Rosie Hartzler, John MacLaine (DEP), Donna Pennoyer, Chantal Scott, Keith Williams, Kim White, Heather True

Members absent: John MacKinnon, Peter Simonson

1. Approve minutes of the April 12<sup>th</sup> meeting: unanimously approved
2. Reviewed final details in preparation for Saturday.
  - a. Mapping and notebooks, clip boards etc. If anyone has GPS or cameras bring both. Or download the Coordinates GPS
  - b. Final Volunteer List is complete and we should have 4 -5 per sector including the tech leaders.
  - c. Chantal and Donna have been in touch with Falmouth and Windham law enforcement
  - d. John MacLaine will be the tech leader for Sector 4 and will text Heather McNally, Chase's assistant, to coordinate a meeting time to walk the site. Also, Dan Soley, owner of the "island" opted out on Saturday but is available on another date TBD to escort us around his site.
  - e. Rosie will be taking a group photo before we all head out.
  - f. survey publicity is on the Town's websites thanks to Kimberly and Gretchen
  - g. Heather brought up the follow-up procedures for getting all notebooks to John MacKinnon and Keith for their "quality control" and review of all sites. Keith has a toolshed on his property and John has a detached garage which will be available for each notebook to be left at the end of the day. Expect 1.5 – 2 weeks for this quality control to be completed.
  - h. Gretchen will set up a group text for all Tech leaders and Chantal will set up one for all HL VL
  - i. Follow up process. Need to get the excel template from John MacLaine for data input and need to follow up with Peter Simonson regarding the data entry.
  - j. Rosie will bring sign-up sheets Saturday morning listing each sector, the Tech leader and HLA leader. Other volunteers can then sign up.
3. Updated List of HL volunteers and corresponding Sector assignments. It is still changeable!

Sector 1: Albion Road: Heather True and Kimberly Darling

Sector 2: Johnson Road: Gretchen and Rosie

Sector 3 Haven Road: John MacKinnon and Kim White

Sector 4: Chase Site: John MacLaine and Donna Pennoyer

Note to text Heather McNally ½ hour before you plan to get to Chase site and she will escort the team. Her cell is 577-0519.

Sector 5: Lowell Farm/Sunset: Jenna Martyn-Fisher with Cathy Costa

Sector 6: Pride Farm: Jen Jerpersen with Martha Horne and Tim Hawkins

Sector 7: Cottage Road: Wendy Garland and Keith

Sector 8: Little Duck Pond: Meagan Woods with Chantal and Dennis

4. Once we have the QC complete, we will regroup the committee to discuss the next steps.