

**Watershed Committee**  
**(AKA Watershed Management Committee)**

**Meeting Minutes**

**Sept 18, 2018**

Attendance: Gretchen Anderson, Dona Pennoyer, Chantal Scott, Kim White, Peter Simonson, John MacKinnon, Rosie Hartzler, Keith Williams, John McClaine, Kimberly Darling

**1. Approve minutes from July 10 meeting**

Minutes changed. We will be sending a letter to all the residential sites, rather than just high priority sites. We will also send letters to road associations.

Minutes were approved with these changes.

**2. Review the final results of the survey**

- Data is complete. The raw data (compiled by sector) and the pie charts were sent ahead of this meeting to all committee members. This data has been scrutinized in a high-level fashion. There was a discussion on how to best share this information to allow for transparency of information and also to protect resident's privacy.
- A "resident letter" was drafted by Rosie, John MacKinnon and Kim with a contact of Rosie for more information. The letter summarizes what work was done, what was found and suggested ways to mitigate the erosion. Discussed the option of mail-merge but decided that letters will be done individually. Goal is to have letters out by the end of the month/early October. There are +/-65 resident sites plus the road associations. The Towns will pay for the postage and HLA to pay for printing and paper costs. There was also a discussion regarding road associations and how they could work together to mitigate their respective sites. Discussed sharing of ideas on what worked for other road associations and publishing the project designs, etc.
- All photographs taken the day of the survey are in Google docs with a link that is password protected. The link will be shared with all the members on this committee. Suggested to ask residents to take after pictures once some improvements are made on their properties and/or their roads to add to this data base. (before and after photos).
- It was noted that in some Sectors, sites were eliminated after the QC was completed. As a result, some of the photographs may be out of order and not consecutive.
- Peter Simonson shared the survey data with his road association. The feedback he received suggested that the location of some of the sites as stated in UTM is confusing. Suggested that it would be helpful if there were instructions on how to convert longitude and latitude. As app called "coordinates" was suggested.
- John McClaine suggests prioritizing sites from low to very high priority for future 319 funds and capital improvement projects.
- Soils and septic testing. Approved grant money 604(B), used to write the Watershed Protection Plan which includes the septic survey Kimberly and Gretchen will do. Waiting for

verification from DEP. Gretchen is going to reach out CCSWCD to better understand the process and timing of writing the Watershed Protection Plan.

**3. Next steps and timing**

The draft of the report will be written by the end of the year, Gretchen is going to assist John MacKinnon.

Donna volunteered to follow up with residents that complete projects on their property and will send thank you letters/letters of recognition.

Next meeting will take place once a draft of the report is complete; hoping for the end of November.

**4. Other topics**—nothing further was discussed.