

Highland Lake Watershed Committee Meeting

Minutes April 12, 2018

Members present: Gretchen Anderson, Kimberly Darling, Rosie Hartzler, John MacKinnon, John Maclaine (DEP), Donna Pennoyer, Peter Simonson, Chantal Scott, Keith Williams, Kim White,

Members absent: Heather True

1. Approve minutes from March 15th—unanimous
2. Committee is now renamed the *Highland Lake Watershed Management Committee*.
3. VLMP Grant. HLA will be applying the full \$ 1,000 grant as allocated to its portion of the cost of the Survey. Rosie confirmed both towns are in agreement.
4. Update Status of the following:

Mapping: USM students produced drafts which John reviewed. Some of the individual properties are bisected between Sector Maps. John MacKinnon to resolve this. Expect to be completed within the next 1 to 2 weeks. John will also add stream layers to Sector Maps.

Sectors: Discussed how to approach each sector on survey day. Teams to start at the shoreline and work back. Won't necessarily walk every property.

Sector 8 includes Little duck pond; a large area and influence on HL. Divide this area into subsectors to prioritize this area. Rosie would like this Sector.

Discussed a plan of action in the event the survey (or a certain Sector) is not complete at the end of the day. John Maclaine recommended that the tech leader will organize a follow up plan.

Sector pairing: Decided the day of the survey.

Data base: Tom Verlee (HLA) has a database organized by streets in the watershed that will be used in mapping and the survey. Gretchen will follow up with Tom.

Volunteer list: Chantal is working on this and has 42 confirmed volunteers, excluding the technical leaders. Groups include 4/ 5 volunteers plus a tech leader for each Sector. Chantal to provide the final Volunteer List to Kim White.

Pre-training/orientation: John Maclaine to arrange this. Provide John with the list of the HLA "volunteer leaders".

Opt-out letter: Kim W. and Gretchen drafted letter with input from John Maclaine and John Mackinnon. Gretchen will date and highlight the opt out directions and mail out with the brochure. **(see Attached)**

Opt-out list: Need to provide John Mackinnon/John Maclaine this list on May 15th to coordinate with mapping.

Publicity: Towns will advertise via media outlets.

Notebooks: John Maclaine will provide all of the notebooks for the leaders. Extra handouts from the public forum will be included in the volunteer packets/clipboards.

Buffer detection: Discussed adding a page in each notebook to make a note for later use (both positive sites and those that need attention.)

Watershed management plan: Heather did not attend but send an email stating that this is a work in progress. Stay tuned.

Cornerstone church: HLA to provide a donation for our use on survey day. Discussed \$50- \$75.

Next Meeting: TBD once mapping is complete.