

**Calais Conservation Commission Minutes**  
**Calais Town Office**  
**Saturday, February 16, 2019, 2:00 pm**

**Present:** Stephanie Kaplan, Larry Bush, Neal Maker, Julie Hand, Pat Johnson, Mark Brown

**Absent:** Drew Lamb

**Guests:** Scott Bassage, Denise Wheeler

- The Chair called the meeting to order at 2:10 pm.
- No agenda additions or revisions.
- Conservation Fund balance: The conservation fund balance is \$61,179.80. The Town Treasurer will apportion interest at the end of the fiscal year as the fund is now combined with other town monies in an effort to obtain a better interest rate over all.
- Emerald Ash Borer (EAB) planning: Commission members submitted an application to the state for their municipal planning grant to support EAB preparedness planning. A separate grant was applied for by CVRPC that would help towns pay for analyzing ash tree inventory data, and Calais may be considered for it. The commission will move ahead with preparedness planning whether or not the town receives these grants. The Commission will make an announcement about EAB at town meeting on March 5<sup>th</sup>, provide residents with information about EAB, and solicit volunteers to help with a roadside ash inventory. Shortly after town meeting, informational posters and volunteer sign-up sheets will be placed at Calais stores and other spots around town; and a mailing will be sent to all residents to ask for help and provide pertinent information. Inventory training will be held for volunteers on March 16<sup>th</sup> at the East Calais Recreation Center [*this location was later changed to the Maple Corner Community Center*], hosted by Joanne Garton from Vermont Urban and Community Forestry, and volunteers will work with Commission members over the next four Saturdays to complete the inventory. The data they collect will be used to inform preparedness planning efforts. Stephanie created a to-do list for the Commission and tasks were assigned to individual members (and generous guests who attended the meeting):
  - **Julie, Pat** and **Stephanie** will form a subcommittee to 1) draft a letter that will get mailed to residents (Pat will make a first draft to get them started) and 2) write a Front Porch Forum post based on the letter.
  - **Mark** and **Neal** will form a subcommittee to 1) design a poster that will be displayed at town meeting and at spots around town, and 2) make a signup sheet for volunteers planning on attending the training, which will be attached to the bottom of the poster.

- **Neal** will
    - Get students from River Rock School to make EAB-related drawings that can be used on the poster.
    - Make a volunteer timesheet to bring to the inventory training.
  - **Larry** will be the listed contact person for volunteers, and will collect their names and contact info.
  - **Stephanie** will
    - Get a town resident mailing list from Judy.
    - Talk to Larry Brown about printing and mailing letters to residents.
    - Get copies of the “Homeowners Guide to Emerald Ash Borer” from Joanne Garton to include in the mailing and to hand out at town meeting.
    - Ask Joanne if she has an ash sample with borer holes that could be shown at town meeting.
    - Get other handouts printed, including the “Ash Tree Identification” and “Information for Forest Landowners” handouts from VUCF.
    - Set a time for the inventory training with Joanne and ask her how long it will take.
    - Speak with Joanne about possibility of East Montpelier collaborating on inventory training.
    - Speak with Gus Seelig about the town meeting announcement.
    - Make the announcement at town meeting.
  - **Scott** will
    - Reserve the East Calais Recreation center for the inventory training (Mar. 16) and for the inventory days (the next 4 Saturdays).
    - Find or make a large EAB infested area map to display at town meeting.
  - **Pat** will
    - Get a science fair-type tri-fold poster board to display info on at town meeting.
    - Be in charge of cleaning up the table and papers after town meeting (ideally in the evening, after most voters have come).
  - **Julie** will bring a folding table to set up at town meeting.
  - **Denise** will find out when the Commission should set up the table and materials for town meeting.
  - **All commission members** will help to set up for town meeting and take turns manning (or womanning) the table during the meeting.
- Other business: None
  - Public comment: None

- Adjournment: The meeting was adjourned at 3:50 pm. The next meeting is scheduled for March 6<sup>th</sup> at 7:00 pm at the town office.

Date: 2/16/2019 Respectfully Submitted, Neal Maker

*Approved by the Conservation Commission at the 3/6/2019 meeting*