

**FINAL\* MINUTES** MEANS WOODS TRUSTEES 2 FEBRUARY 2018

*\*approved 02 23 2018*

Meeting commenced 9:10 a.m. Middlebury Town Offices. Present: Kathleen Ramsey, Mark Spritzer, Cindy Hill, Brian Carpenter, Norm Bloom, John Murphy.

There were no minutes to approve from a prior meeting. There were no additions or amendments to the Agenda.

Discussion was held regarding the document establishing the Means Woods trustees. Further discussion was held regarding logistics for operation of Means Woods Trustees, including mailing address, handling of funds, and communications. the Trustees requested to utilize the Middlebury Town Offices as a mailing address and inquired of K.Ramsey as to whether they might obtain a mail cubby for any mail arriving for the Trustees at the Town Offices. Further discussion was held regarding how monies for Means Woods including prior grants received and held by the Town of Middlebury, earmarked for Means Woods use. Discussing communications, the Trustees concurred that the Trustees are required to comply with Vermont open meeting and public records laws, and that future meetings will be warned accordingly.

Cindy Hill updated the trustees regarding a MALT signage grant. The Trustees were contacted by MALT a few weeks prior, requesting a letter of support for a grant application to update the MALT logo and printing for new maps to be affixed to the Means Woods and Battell Woods kiosks. The grant deadline did not permit deferring this letter of support until after this Trustees meeting, so with concurrence of John Murphy and Norm Bloom, Cindy Hill sent the letter of support on 20 January 2018.

Discussion was held regarding the need to submit an annual report to the Selectboard. The Trustees concurred that in future we will attempt to meet annually at a date providing sufficient time to submit a report for inclusion in the Town's Annual Report to Town Meeting. For 2017, there was agreement that Cindy Hill will draft a report, including the following items, and that the Trustees will meet again in time to finalize the report and approve it, to be posted on the Town Website and potentially available in hard copy at Town Meeting:

- Town Forest Grant (Kathleen to email us verbiage on this item)
- update who the trustees are
- note that we repaired one of the wooden bridges in Means Woods
- cleared large pines that were downed across the trail
- inspected the signage and discussed updating signage
- closed one of the trails that went through a wet area
- noted that the TAM has installed some signage to re-direct users who may divert from the TAM onto Means Trails back to the TAM

Discussion was held reviewing an incident that occurred in 2017 regarding a tree fallen on the property of John Isham. Due to misunderstanding regarding the Means Woods property boundaries, an erroneous assumption had arisen as to which

property the tree had been growing on. It was agreed that Cindy Hill would draft verbiage for a letter to Mr. Isham, to be sent by the Town, clarifying the location of the Means Woods boundary.

Norm Bloom noted the importance of walking, and marking, the Means Woods boundaries. Brian Carpenter suggested scheduling a date for the Trustees to walk the boundaries once spring weather permits. The Trustees concurred to schedule this event at a future meeting.

Discussion was held regarding the status of the "Old Town Road" legal trail. John Murphy advised, reading from the deed description, that the Means Woods property extends to the centerline of the "Old Town Road". The adjoining landowner requested access to the road, which is gated and locked, for purposes of allowing a contracted maple sugarer vehicle access in and out of the property. Kathleen Ramsey advised that the Town has determined that a work-in-the-right-of-way permit is required for this activity; the Town will keep the Trustees apprised and will send us a copy of the permit including whatever conditions are imposed. Going forward, the Trustees concurred that they would like opportunity to meaningfully participate in establishing a Town policy regarding legal trail use.

Discussion was held regarding the existing status of the TAM and relationship with MALT pertaining to Means Woods. The Trustees concurred that they wish to work with the Town and MALT to establish and MOU for MALT presence in Means Woods. Kathleen Ramsey advised that she would attempt to locate any documents in Town files regarding existing agreement with MALT regarding the TAM on Means Woods as well as on other Town properties, and would provide them or report back to the Trustees at our next meeting.

Brief discussion was had regarding the desire to coordinate more closely with the Battell Trustees on issues including signage and trail usage.

The Trustees discussed the Town Forest Grant process. Mark Spritzer requested that all communications regarding the grant be shared with all Means Woods trustees. The trustees discussed a desire to ensure that base natural resource maps and information, as well as the deed-of-trust conditions on Means Woods use, be utilized in the Town Forest Grant planning process. Mark Spritzer indicated his intention to share information with other colleagues at the College in regards to contributing to knowledge about natural resources, as well as utilizing the woodland as an educational resource.

There being no further business, the next meeting was set for Friday February 23 2018 at 8:30 a.m. at the Town Offices.

Brian Carpenter moved to adjourn at 10:19 a.m.  
(Minutes drafted by Cindy Hill)