

**Andrews Community Forest Committee
Regular Meeting
Draft Minutes
October 23rd, 2023
6:00 to 7:30 PM**

**Richmond Town Center Meeting Conf. Room C, 3rd Floor – 203 Bridge Street, Richmond, VT
Meeting may also be joined online or by phone**

Join Zoom Meeting
TBD

Meeting ID: TBD
Passcode: TBD
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Committee members in person:

Daniel Schmidt, Melissa Wolaver, Chase Rosenberg, Cecilia Danks, Ian Stokes

Online: (after 7pm) Julian Portilla.

Public

In person: Kit Emery, Brad Elliott

Online: Marcy Harding, Nancy Zimny, Robert Low, Sam Pratt, Paul Hauf,

Lisa Miller, Jeanette Malone, Daniel Wolfson, Andy (first name only), Tyler Machia

6:00 Roll call, confirmation of quorum, appointment of minute taker and time keeper

6:02 Additions to Agenda; September meeting Minutes

6:05 (10 minutes) Trails Committee and Conservation Committee (brief reports)

- are RMT trail work volunteers covered by insurance?
- would RTC still need to be responsible for any maintenance work done at ACF, or can ACF delegate

6:15 (5 minutes) Informational: Updates at the Town's website: the ACFC email address, recruitment applications without deadline, our meetings now standardized to 4th Monday.

- sticking with a gmail account
- changed recruitment language, no deadline

6:20 (10 minutes) Application(s) for ACFC vacancies

- RTC and RCC will have a chance to consider applications before a subsequent meeting
- want to make an additional push to get more applicants

6:30 (15 minutes) Subcommittee report (Melissa).

6:45 (15 minutes) The Kiosk map and 'rules' (drafts in 'packet').

- #1 - Hunters may also be in the forest before dawn and after dark as per state regulations
- #3 - Bikes only on designated trails
- Map:
 - all trails to red, and parentheses (pedestrians and bikes)
 - unmaintained forest roads to green dotted line

7:00 (15 minutes) The RFP for a MP writer. (Initial Draft in 'packet') - Discussion of sections about Skills and Experience; Scope of Work, Deliverables.

- Daniel is putting together the RFP

7:15 (10 minutes) Suggestions and offers of individual projects (ideas floated: educational projects, benches, FPF postings, website content, other?)

- Idea is to get the management plan
- Tyler Machia:
 - Forest/Ag zoning would not allow for trails
 - DRB can determine whether or not current Arrowwood / Sinuosity plan is sufficient as a site plan
 - We would have to request a waiver from the DRB
 - Engineer would still have to plan for anything on a 20% grade
 - conditional use app 19 days before meeting of DRB
 - roughly 3 month process
 - planning commission would help determine future of trails

7:25 Adjourn

Attached here:

Draft Map for Kiosk: DraftMap_13-Oct-2023.pdf

Draft Kiosk 'rules' for Kiosk: Kiosk-Signage_29-Sept-2023.pdf

Draft RFP: RFP-Draft-Writer_20-Oct-2023.pdf

Tyler Machia memo (already at

https://www.richmondvt.gov/fileadmin/files/Andrews_Community_Forest/Meetings/2023/10/ACF_Memo_10-4-23.pdf)

*** PLEASE NOTE – MATERIALS RELATED TO THESE AGENDA ITEMS (IF ANY) WILL BE POSTED AND AVAILABLE ON THE ANDREWS COMMUNITY FOREST WEBPAGE AT**

<http://www.richmondvt.gov/boards-minutes/conservation-commission/richmond-town-forest/>