

Richmond Conservation Commission

Meeting Minutes — Tuesday, July 21, 2026

Members present: Sam Pratt, Trevor Brooks, Jeanette Malone, Kit Emery, Trevien Stanger, Susannah Zeveloff

Timekeeper & Minutes: Sam Pratt

1. Call to Order, Roll Call, and Minutes

- Sam Pratt called the meeting to order, started the Zoom recording, and welcomed attendees. Roll call confirmed six members present, constituting a quorum; no additional members of the public were noted in attendance.
- Sam offered to serve as timekeeper and minutes taker.
- June 9 minutes: motion to approve made and seconded; approved unanimously.
- June 23 minutes: approval postponed to the next meeting, as that session had focused on the management plan and needed further review.

2. Updates

- Farmers Market Recap: Susannah Zeveloff reported the outreach table was a success despite early rain, with strong community engagement via a native-species matching game and live invasive-species samples. Susannah noted a wish to gather more structured community input — e.g., a poster board or comment box — on which projects residents would like to see CRF funds support.
- Sam noted logistics to improve for future events, including securing an easy-up tent and better image assets for promotional materials; Trevien Stanger and Jeanette Malone discussed inviting the Intervale Conservation Nursery (ICN) to the next farmers market (October) to sell native plants, potentially supported by a small CRF allocation for tree stock, with mutual promotional benefit for ICN and the RCC. Sam proposed bringing a CRF application for the plant purchase to a future meeting.
- ACF Workday (7/25): Sam announced a workday at Andrews Community Forest this Saturday, 9–11 AM, targeting multi-flora rose. Trevor Brooks recommended a blade trimmer and stressed that rose needs consistent cutting through the season; Kit Emery and Trevor discussed pairing cutting with pulling the root, noting the plant's thorny growth habit. Sam will send reminders to committee members and post a Front Porch Forum announcement.

3. ACF Management Plan (MP2) Feedback

- Sam thanked attendees of the public feedback session and reported mixed community feedback that the committee still needs to fully parse.
- Jeanette Malone raised concern about a perceived conservation-vs-recreation divide in community reaction, emphasizing that the two are largely compatible; Jeanette and others discussed building a story map (interactive, e.g. via Canva) to pull maps out of the plan document and help the public understand trail connectivity, allowed uses, and where mountain-bike trails differ from general trails — many southern trails are wide enough for shared/multi-use.
- Sam noted the committee still needs to decide next steps for ACFC, as the Selectboard has not issued direct instructions; tracking both human-use and wildlife data going forward was flagged as important for assessing the plan's impact.

- Motion 1: **“I motion that the Richmond Conservation Commission circulate the letter of support for the MP2 written by Jeanette.”** — moved by Susannah Zeveloff, seconded by Kit Emery. Approved unanimously.
- Motion 2: **“I move that the Richmond Conservation Commission recommend approval of the Andrews Community Forest Draft Management Plan (MP2), with the following suggested additions for ACFC’s consideration: (1) a brief climate change/resiliency paragraph in the ecology section; (2) a short glossary of technical terms; (3) more welcoming, accessible language carried through from the FAQ document, including a vision statement; and (4) a clearer explanation of buffer-width rationale. RCC further recommends that ACFC continue to work with the Selectboard on outstanding questions regarding Abenaki acknowledgment and land-use protocols.”** — moved by Kit Emery, seconded by Trevor Brooks. Approved unanimously.
- The letter of support will be submitted to the Selectboard and ACFC, and published via Front Porch Forum and the Times Ink!

4. CRF Uses & Tools

- Sam noted the RCC still needs to align with the Selectboard before proceeding; Selectboard feedback on this topic has not yet been received.
- Jeanette Malone reported coordinating with Susanne Crohn at the Richmond Library: the library is supportive of a tool-lending program but is in its busy season and prefers to pick this up in the fall. Open questions include checkout logistics and handling damaged/broken tools; the library would like to lead the effort, is seeking funding, and is targeting having a tool collection (and possibly a shed) in place by spring 2027. Due to the busyness of the summer season, discussions with the library staff could start in the fall.
- Kit Emery mentioned the library has been in touch with Josh about shed construction, and shared that they have purchased tool sheds from Amish builders as a possible model for the library to consider.
- Susannah Zeveloff suggested the town could source used tools from ReSOURCE if buying new tools was not preferable.
- Sam proposed the RCC develop a tool wish list and shed-design input to support the library's effort.
- Next steps: commissioners should consider what tools would be useful for the program and send them to Kit, who will assemble a list. Also, shed designs could be considered as well. Wait until the library is ready to discuss further, and organize a small working group to coordinate with the library to write a CRF app to bring to RCC for consideration.

5. Introduced Species RFP (Invasive Species Management)

- RFP document was not reviewed due to lack of time, but there was general discussion about next steps. It is close to being
- Jeanette Malone expressed concern that the current RFP draft does not communicate a strong enough preference for mechanical and cultural control methods ahead of herbicide use.
- A discussion on herbicide use may be a prerequisite for discussing the RFP.
- Susannah Zeveloff suggested using a structured format (Sam proposed Robert's Rules of Order) for the herbicide discussion specifically, to keep that conversation focused and avoid emotional reactions.
- Trevor Brooks offered to draft revisions to the RFP based on committee feedback. The committee agreed members will send written feedback on the RFP to Trevor by 7/28 so it can be incorporated ahead of the next meeting.

6. Volunteers Green Port-a-Potty (tabled)

7. Alternatives to Fireworks (tabled)

8. Meeting Structure & Process

- Susannah Zeveloff raised the need for a broader conversation on the RCC's meeting structure and agenda management to improve efficiency; Jeanette Malone suggested that items not reached in a given meeting should be prioritized on the following meeting's agenda. Sam agreed to add this discussion to a future agenda.

9. Adjournment

- Motion to adjourn: moved by Kit Emery, seconded by Susannah Zeveloff. Approved by all members present in favor (Trevien Stanger had left approximately 5 minutes early).

Action Items

- ☐ Sam Pratt — Email committee members about the ACF workday (7/25) and post a Front Porch Forum announcement. Reach out to RMT about using tools.
- ☐ Sam Pratt — Reach out to Josh and Duncan re: image assets for the farmers-market outreach banner.
- ☐ Sam Pratt — Submit suggested ACF Management Plan edits to Selectboard and ACFC.
- ☐ Jeanette Malone — Send letter of support to ACFC and Selectboard.
- ☐ Kit Emery — Work with Jeanette to get the letter of support published in the Times Ink!
- ☐ All members — Send RFP feedback to Trevor Brooks by 7/28.
- ☐ Trevor Brooks — Collect and integrate feedback into RFP and send it to Sam ahead of the next meeting.

Looking Ahead

August meeting: herbicide discussion; RFP finalization; tree planting (Intervale Conservation Nursery collaboration, possible live planting at the farmers market, sale/give-away/suggested-donation model); stormwater/wetlands rules.

September meeting: RCC process and meeting structure; Volunteers Green Port-a-Potty; alternatives to fireworks; tools and uses (continued).