Town Forest Committee Minutes

Wednesday March 24th, 2021 7:00 PM

Members Present: Brian Forestal, Mike Jones, Cathy Rooney, Rob St. Germain, Brian McGrattan

Members Absent: Jamie Tripp

Public Present: None

Call to order: 7:00 pm.

Agenda Items

1. Review and Acceptance of March 10th, 2021 Meeting Minutes
   The draft minutes of the March 10 meeting were reviewed. A motion was made and seconded to accept the minutes as amended. The motion passed on a 5-0-0 vote.

2. Review New Accounting Guidelines
   Mr. McGrattan distributed a file containing the draft account procedures prior to the meeting. At the meeting, Mr. McGrattan described the structure of the Excel file consisting of five tabs – Procedures, Accounting, Invoices, Inventory and Projects. The first tab, Procedures, summarized the events requiring an update to one or more of the subsequent tables. Mr. McGrattan demonstrated how numerous reports such as account balances and expenditures, project expenses, available inventory, etc. could be made using Excel’s Pivot Table functionality.

   Following the introduction, a cursory review of some of the triggering events was made. Ms. Rooney requested that Mr. McGrattan provide a training session on pivot tables. Mr. St. Germain raised objections that the single file approach was too complicated and unwieldy, and that the existing system he uses is superior. Mr. Forestal requested that the presented approach be further developed to include roles and to populate the tables headers.

   Mr. St. Germain requested that time be set aside to present a simpler method at the next meeting.

3. Updates
   a. Boundary Markers Installation Progress – Mr. McGrattan reported that he and Mr. St. Germain completed the boundary marking from Whippoorwill to Lincoln St. Lincoln St and the Cowassock boundaries, along with those bordering Winter St need to be completed. Overall, the project is approximately 75% complete.

   b. SVT Walk in the Woods, June 6th Target Date – on track
c. SVT Health Walk – QR codes on stakes/posts will identify areas of interest and direct users to the SVT website. The committee discussed that QR codes be put on sign post, directing users to the town forest website.

d. Rain Garden, Planting Day – Mr. Jones is requesting volunteers to aid in planting of the rain garden on May 15, weather permitting. Some prep work will be required to lower the water level to permit planting. Mr. Jones also showed a draft newsletter intended for distribution to the Friends of the Forest.

e. Yellow Trail South Bridge – no update

f. Review Letter to Abutters – Mr. Forestal is preparing/reviewing

g. CPC Grant Agreement Letter – no letter has been received yet.

h. Americorps Grant – Ms Rooney reported a group of girl scouts will work on the project for three years. Ms Rooney requested $600 to order materials for the deer exclosure. The committee noted that it needs the location, overall budget and size. Ms. Rooney will provide this.

i. Maps Discussion – no update

j. Appalachian Mountain Club (AMC) Help Offer/Trail Flagging. A vote is needed on the trail and its location.

k. Utility Pole – Dig Safe will survey on Monday and the pole should be installed next week.

l. Trail Cam – no update.

m. All Terrain Utility Vehicle (ATUV) – four bid requests are out. There has been some follow on questions from potential suppliers.

n. Shed Electrical Scheduling – the Keefe Tech students will be back next week. Chris Strazulla graciously donated some materials.

4. Review Emails/Calls Received – one positive email was received.

5. Review Facebook Reports – no posts were reported

6. Future Budget Allocations and Purchasing Plans

Mr. Forestal reported that $95.13 was spent on used cabinets to be installed in the shed. He requested $150 to be used to purchase fittings to organize tools be allocated. Unfortunately, available funds are limited to $71.49. A motion was made to allocate the $71.49 funds for this purpose. The motion was seconded and approved on a 5-0-0 vote.

A motion was made to adjourn the meeting was made and seconded. The motion passed on a 5-0-0 vote. The meeting adjourned at 8:59 pm. Due to time constraints, the remaining agenda items (items 7 through 14) were not discussed.

The next meeting will be held on April 7th at 7:00 pm via zoom.

Documents referenced

- Agenda of the March 24, 2021 meeting
- Draft minutes of the March 10, 2021 meeting
- Draft Accounting Procedures