

MEETING NOTES
Unofficial meeting (not warned)
Water Street Land Use Committee Meeting
Tuesday, April 11, 2023, 5:00 pm
Tolbert House, 257 Water Street, Jamaica, VT

Attending: Jacki Brown (president), Erica Bowman, Anne Connor (recording), Kate Ullman (Selectboard liaison), Chrisman Kearn.

Excused: Riley Brown

Jacki Brown called the meeting to order at 5:00.

1. **Outdoor Inspection and Discussion** (5:00 to 5:30)

- A. **Fallen trees:** We agreed by consensus that, budget permitting, we would like to add the removal of those to John Cravinho's job (he has a chipper). Reasons: aesthetics, access to the existing garden shed, and to allow us to move the ribbons farther upstream (away from neighbors' wells). The wood chips from the trees could be used to line the path to the shed so there is no waste.
- B. **Equipment:** Jacki plans to purchase wheelbarrows and trowels. Erica thinks she can get some buckets for free.
- C. **Mulch and debris:** We need a place to pile mulch, debris, and rocks – we agreed to place it behind the sumac.
- D. **The large maple tree:** We are leaving it alone for now.
 - a. Reasons to cut it down: Aesthetics
 - b. Reasons to keep it: The root system is protective against floods and runoff; not in the budget to remove it
- E. **Oversight:** Erica will direct John Cravinho in removing the invasives. Before he comes, she will mark the woody plants to be removed and flag the wooded area that is not to be touched.

2. **Land Preparation** (discussion indoors)

- A. **Confirm work based on inspection.** Under the umbrella of preparing for a once-yearly mow, John Cravinho will start by mowing the field. Then he will remove rubble and invasive woody plants. He will grind the invasive plants. He will also dig out the knotweed. Erica will talk with him about whether he can section and chip the downed trees. He will mow, not rototill, any brambles in the meadow area.
- B. **Timeline.** Erica read through the draft timeline that she provided. She took notes in the document about who would be responsible for what. **Bold items** are public workdays that will be publicized and for which we will recruit volunteers.
 - 1. Finalize the plug order so Erica can order them today (they are going very fast)
 - 2. Dig existing plants and pot for rooting — Erica is donating a number of plants
 - 3. Send the signed proposal to John Cravinho
 - 4. Send thank you notes to the donors
 - 5. Social media
 - 6. Contact Jim Ryan (another landscape contractor in Jamaica) about rototilling the ribbons

7. Contact Tommy Daigneault and the Schmids about the timing of manure delivery (week of May 22)
8. Create social media event pages for volunteer days
9. Purchase hoses, sprinklers, timer, and batteries
10. Design or purchase signage
11. Ask around for mulch hay / obtain bales
12. Stake out the edge of the property
13. Flag trees and invasives for removal
14. Notify the transfer station of materials coming
15. Brush mow
16. Move boulders
17. Measure and lay out ribbons
18. Create test pits to look for foundations that might interfere with tilling
19. Finalize the placement of the compost pile
20. Rototilling (Jim Ryan)
21. Place mulch hay bales around the ribbon area
22. Recruit volunteers for soil preparation (social media posts; posters)
23. Riley to Jamaica School for presentation – Friday, May 12 (needs to confirm with school)
24. **Soil preparation workday with JVS and other volunteers (rake, turn soil, remove rocks), Friday, May 19**
25. *Well-monitoring before manure delivery (neighbors)*
26. Deliver composted manure – Week of May 22
27. Spread manure (day of delivery or immediately after)
28. Recruit volunteers for raking day (social media posts; posters)
29. **Rake beds smooth, public workday – Saturday, May 27**
30. Take a soil sample for testing (to see if we need additives)
31. Set up hoses, sprinkler, timer
32. Coordinate tools for planting day
33. Recruit volunteers for planting day (social media posts, posters)
34. **Flower plug planting day: 1st or 2nd weekend in June**
 - Train volunteers; provide refreshments (ask volunteers to bring their own bottles)
 - Lay out plugs (Erica)
 - Work with volunteers (4-hour day to plant 2,000 plugs)
 - Water the freshly planted plugs
35. Buy and seed lupines
36. Monitor plugs and weeds; pull weeds
37. *Well-monitoring after planting (neighbors)*

C. Flower Selection

- Erica presented a comprehensive list of types and ratios of flowers.
- **Motion: Accept Erica's recommendation of types and ratios of flowers to order. Moved by Jacki, seconded by Chrisman. Approved unanimously.**
- Question: Should we buy the full number of flowers needed (2,000 plugs, about \$3K), or the amount budgeted? The budgeted amount was too low due to a clerical error. Even with the funds raised, we are about \$700 short. We think we could raise the remaining funds. We calculated the amount of labor required to plant 2,000 plugs and agreed that we could do it if we had at least 10 volunteers.

- **Motion: Approve an increased number of flower plugs (the full number needed) for a total of \$3,000, and commit to fundraising efforts to raise the shortfall (about \$800). Moved by Jacki. Seconded by Chrisman. Approved unanimously.**

D. Organizational Status

- Kate reported that Jessica Pollack (Selectboard chair) is willing to allow the committee to make purchases approved by the committee and be reimbursed by the Town. This means we wouldn't have to set up an LLC or 501c3 and wouldn't need a separate bank account. However, we would need to keep a careful record of expenditures for reporting back to our funders (the Town, foundations, etc.). Jacki is willing to do this.
- **Motion: Use the reimbursement model for purchases, with the Town of Jamaica as fiscal sponsor for purchases approved by the committee. Moved by Jacki, seconded by Anne, passed unanimously.**
- **Motion: Chairperson (Jacki Brown) is authorized to accept, track, and manage donations on behalf of the committee if so needed. Moved by Kate; seconded by Chrisman; passed unanimously.**

E. Upcoming Presentation to Selectboard

- We need to update the Selectboard on our progress.
- Date: Kate will put us on the agenda for **Monday, April 24**.
- Jacki proposed changing the committee's name to the Jamaica Community Pollinator Project Committee. This broader name would make sense if the committee supported any additional sites in town that wanted to start a pollinator garden. This name change is something we would need to request from the Selectboard.
- Anne will draft a slide deck for the presentation and send it to the committee for input

Next Meeting Date: Wednesday, April 26, 2023, 5:00 p.m., Jamaica Town Offices

Adjourn: 6:40 p.m.