# Agenda Summary March 26, 2025

Agenda Item No. C-1 Other Business – Manager's Report

**FEMA & Cash Flow:** Per the Selectboard's questions at your 3/12/25 meeting regarding how FEMA impacts our financials including our cash flow, please see email from Stowe's Finance Director. Until FEMA reimburses us, the General Fund will have to utilize internal borrowing from the other Funds. We may at some point require the Town to obtain a tax anticipation note, particularly if we start drawing down reserves from our utility funds to advance utility-related capital projects.

#### Act 250 Notices:

No new Act 250 notices.

**Minutes**: Enclosed are the following minutes:

- Development Review Board March 4
- Planning Commission March 17
- Conservation Commission March 10

**Recommendation**: No action is necessary. This time is set aside to ask questions of a general nature and for the public to be heard on any issue not on the regular agenda that does not require Selectboard action and is of a non-personnel nature.

#### Will Fricke

From: Cindy Fuller

**Sent:** Friday, March 21, 2025 12:35 PM **To:** Charles Safford; Will Fricke

**Subject:** FEMA Claims June/July 2024 Storms

Good morning, Charles,

Chris Jolly and I have been working on the FEMA claims for the June 23, 2024, Storm Damage and the July 10, 2024, Storm Damage with FEMA Staff.

We are closing in on finalizing the June 23<sup>rd</sup> storm, having submitted all contractor invoices, internal labor, equipment, and materials by damage location.

The same FEMA team is ready to start on the July 10, 2024, storm, for which we will be submitting today the same information as the June storm as described above.

There is concern expressed about the potential for FEMA to be able to fund these claims, which under current rules would be 75% of the total claim. The State of Vermont is responsible for 17.5% of the claim and the Town of Stowe is responsible for 7.5%.

For the June 23<sup>rd</sup> storm, we expensed within the General Fund as much of the cost of repairs as was completed by June 30, 2024, the end of the FY 2024 for financial reporting. These costs have been included in the FEMA Claim submission for reimbursement but were reflected in the final audited Financial Statements for FY 2024.

Any work completed by contractors and internal staff after the end of FY 2024, is now included in a FEMA Claim fund that we are tracking for submission to FEMA. As a result, the Town has paid out \$2.4 million dollars to date in FY 2025, using General Fund cash reserves.

At the end of Fiscal Year 2024 the unassigned fund balance was \$2,394,511, with a request to assign \$350,000 for FY 2025 to lower property taxes, \$800,000 to transfer to the Equipment Fund. This leaves a projected unassigned fund balance of \$1,244,511.

The payout of \$2.4 million for Storm damage in FY 2025 has put strain on Cash flow for the General Fund, to the point we are borrowing internally from other funds to meet our expenditures. If following the end of the current fiscal year 2025 there are strong indications that FEMA will not be able to fulfill the claim requests, whether partial or all, this will reduce the unassigned fund balance by the amount of shortfall. This is true also of the State obligation to fund their share of the claim.

The current claim amounts fully paid by Town Funds are as follows,

June 23, 2024, Storm Claim\$1,184,549July 10, 2024, Storm Claim\$1,922,909Total\$3,107,458

Of these claim amounts, \$764,145 is internal labor, equipment, and materials already expensed in the General fund.

The outlay of funds for payment to Outside Contractors is \$2,343,313, which is the amount at risk for nonpayment by the Federal Government and State of Vermont.

The still to be designed and built replacement Bridge is estimated to cost,

North Hollow Bridge \$1,200,000

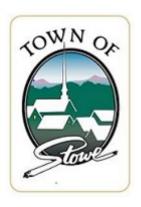
At the end of FY 2025, if we have confidence in receiving FEMA claim funds for these storms, the Town of Stowe would recognize an Asset, Accounts Receivable, for the amount of the claim, which would not impact the Unassigned Fund Balance. But if there is doubt, any reduction of the amount of potential reimbursement will reduce the Asset value and as a result reduce the Fund Balance.

In addition, the timeliness of payments by FEMA and the State of Vermont for Disaster Declaration Claims is another caution. It is likely we will not receive any claim funding in FY 2025. We still have not received funding for claims from the December 2023 FEMA claim.

Let me know if you have any questions,

Regards,

#### Cindy



**Cindy Fuller** Finance Director.

Phone: 802-253-6140 Or: 802-253-7350 ext 2227

Email:

cfuller@stowevt.gov

P.O. Box 730 67 Main Street Stowe VT, 05672-0730

**Development Review Board** 

Drew Clymer, Chair Andrew Volansky David Kelly Thomas Hand Peter Roberts

# **Town of Stowe Development Review Board** Meeting Minutes - March 4, 2025

Mary Black Patricia Gabel

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A regular meeting of the Development Review Board was held on Tuesday, March 4, 2025, starting at approximately 5:00 pm. The meeting was held at the Stowe Town Office with remote participation using the "Zoom" application.

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Members Present: Drew Clymer, Mary Black, Andrew Volansky, David Kelly, Peter Roberts, Patricia Gabel, and Tom Hand

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Staff Present: Ryan Morrison – Deputy Zoning Administrator, Kayla Hedberg-Planning and Zoning 11 Assistant

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Others Present in Person: [See sign-in attendance sheet]

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16 Meeting Chair Clymer called the meeting to order at approximately 5:00pm.

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- 18 Project #: 7532 (Cont. from 2/4/25)
- 19 **Owner: Gristmill Properties LLC Manas LLC**
- 20 Tax Parcel #: 10-079.000 21 Location: 0 West Hill Rd
- 22 **Project: Update Site Plan with Storm Water Changes**
- 23 **Zoning: RR3**

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The applicant requested a continuance. T. Hand motioned to continue the hearing to a date and time certain of June 17<sup>th</sup>. M. Black seconded the motion. The motion passed 6-0-1. D. Clymer, M. Black, A. Volansky, T. Hand, D. Kelly, and P. Gabel voting in the affirmative and P. Roberts recused himself.

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Project #: 7519

- 31 **Owner: David & Bryan Lee** 32 Tax Parcel #: 10-064.000 33 **Location: 475 Tansy Hill Rd**
- 34 **Project: Proposed 3-lot Subdivision**
- 35 **Zoning: RR5/RHOD**

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37 D. Clymer opened the hearing for Project 7519. T. Mumley, D. Lee and B. Lee were present for the 38 applicant and swore in at 5:01pm.

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T. Mumley presented the proposed subdivision citing that there are no plans for development or clearing limits at this time. Lots A and B would be accessed by the existing driveway and Lot C would be accessed by the existing Woods Rd. If Lot C were to be accessed in the future State permitting would be required due to the stream on the property. There is a wildlife habitat and deer wintering area located primarily on Lot C. At this time Lot C is being retained, Lot B is anticipated to be sold to the neighbor with no plans for development, and Lot A is an improved lot. T. Mumely explained that no wetlands studies were done because they had not proposed development in

47 those areas. 48 49 D. Clymer asked about wastewater permits, T. Mumley explained they are going to submit a 50 wastewater application for Lot B and Lot C and have it deferred. 51 52 T. Hand asked for clarification regarding the driveway and if it meets regulatory requirements. T. 53 Mumley clarified that it is an existing driveway that begins at the end of Tansy Hill Rd. 54 55 D. Clymer inquired about utilities. T. Mumley stated that they would use underground utilities. 56 57 T. Mumley requested that the board members consider conditioning Lot B as a buildable lot and 58 not require additional DRB approval if the new property owner wants to build a house in the future. 59 60 T. Hand motioned to close the hearing. M. Black seconded the motion. The motion passed 61 unanimously. 62 63 Project #: 7526 64 Owner: Thomas C Michelson Tax Parcel #: 03-103.000 65 66 **Location: 3285 Waterbury Rd** 67 **Project: Proposed 4-lot Subdivision** 68 **Zoning: RR2/RR5/RHOD** 69 70 D. Clymer opened the hearing for Project 7526. T. Mumley, A. Chmura, and J. Parsons were present 71 for the applicant. 72 73 **Interested Persons** 74 75 Jodi Adams April & William Knight (physical address 2999 Waterbury Rd) 76 2949 Waterbury Rd PO Box 141 77 Stowe, VT 05672 Stowe, VT 05672 78 79 D. Clymer swore in all parties at approximately 5:30 pm. 80 81 T. Mumley presented on behalf of the applicant, A. Chmura. He is in the process of purchasing 82 three of the four proposed lots from the current property owner, T. Michelson. T. Michelson will 83 retain Lot 4. There is no proposed development at this time. The property is located in the RR-2 and RR-5 zoning districts. 84 85 86 A. Knight mentioned that there are multiple springs that provide water to the existing properties.

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T. Mumley explained that all of the lots were over five acres referring to the density calculations.

T. Hand inquired about the setbacks, to which Staff member R. Morrison explained that the setback
 requirements may vary depending on the property's location within the two zoning districts.
 Specifically, the setback could be adjusted to take advantage of the zoning boundary within a 100-

foot proximity to that boundary.

T. Hand pointed out that the character of the area was mostly deciduous and evergreen trees. T. Mumley explained that there was a prior approval for a house and the existing clearings were created by the owner.

T. Mumley indicated they have permits to improve the existing driveway.

D. Clymer asked for clarification regarding the proposed development. Clarifying that in the narrative, the applicant claims no development but then delineates building zones and clearing limits on the site plan. A. Chmura admitted he has ideas for the properties, but did not feel comfortable making plans on a property he did not own yet.

M. Black noted that two building zones were proposed for Lot 1. In response, T. Mumley explained that the inclusion of two proposed building zones was intended to eliminate the need for the property owners to seek further approval from the DRB for construction. M. Black requested further clarification to ensure that approval would not imply the approval of two building sites. T. Mumley clarified that only one building site would be utilized and would apply to either one zone or the other, depending on which site the property owner chose to pursue.

T. Mumley pointed out he included a proposed building zone for Lot 2 providing the same reasoning as lot one. He explained that Lot 3 does have a proposed building zone, however he understands that due to the building zone being in the RHOD the future applicant would have to come before the DRB for review.

D. Clymer asked for clarification regarding the mapped stream. T. Mumley indicated that he had been on the property and not seen this stream on the property.

T. Hand expressed a preference for having the streams and springs documented for the natural and scenic features section of the regulations. D. Clymer noted that since the property owner is retaining Lot 4, he would like the springs and water sources to be included on the new site plan.

T. Hand asked if any wetland mapping had been done. T. Mumley indicated that it had not. He stated he did not see anything that indicated there were wetland areas.

P. Roberts inquired about the location or existence of any culverts. T. Mumley was unsure if there were any culverts. W. Knight, J. Adams, and T. Michelson (T. Michelson was sworn in at approx. 6:08) explained that there are culverts that run under Route 100 that directs the stream which feeds the ponds and that there are culverts under the driveways.

J. Parsons, wildlife biologist, conducted a site visit on February 12th to assess the habitat on the proposed subdivision property. He notes that the site is mapped as part of a habitat block ranked five out of ten in importance, with the property located on the western edge of this block. The entire parcel is within a deer wintering area and part of the Shutesville Wildlife Corridor connecting the Green Mountains and Worcester Range. No significant natural communities were identified on the site according to state mapping. D. Clymer asked about the depth of snow when he did his assessment. J. Parsons stated there was 16-22 inches of snow. He commented that he was surprised that there was no indication of recent use or deer activity. He did note old signs of deer barking. D. Clymer asked about the average depth of snow in deer wintering areas. J. Parsons replied approximately fourteen feet. It was his opinion that due to the property's location near Route 100 and the surrounding housing, the area has potential but is not utilized frequently by deer.

T. Hand inquired about the snow fall leading up to the day of the assessment and whether the deer tracks could have been covered. T. Mumley clarified, and J. Parsons explained that tracks can be seen after multiple snowfalls, if you know what to look for.

J. Parsons indicated that the ANR Atlas does not indicate that this area is a connector. He stated that substantial development would not serve the corridor well. He would have to see overlays of the Shutesville Corridor and make an assessment.

W. Knight stated that it is called bear run because bears transverse the area and brought up concerns about potential endangered amphibians in the area.

T. Hand asked if the VT Fish and Game keep track of where deer have been hit by motor vehicles. J. Parsons explained that they used to, however, the state is not keeping an accurate count anymore.

D. Clymer inquired about potential endangered species. J. Parson confirmed that there were no vernal pools or rare amphibian habitats on the property, but he recommended having wetlands study on the property if they saw necessary. He also stated that the property was not a travel corridor, and it was not mapped as a connecting habitat.

T. Hand asked if there was a map from the ANR that shows the Shutesville Hill Corridor, to which J. Parsons responded that the previous iterations of mapping habitat blocks in the State do show a connecting corridor, but not with much accuracy. T. Hand requested a map for the record showing the habitat block and corridor in relation to the project.

T. Mumley pointed out proposed clearing limits on Lot 2. Pointing out that a portion of the lot was in the RHOD. T. Hand recommended limiting the clearing limits to what is already cleared and not extending into the RHOD. He also recommended removing the clearing limits from Lot 3 to allow RHOD review for potential projects.

D. Kelly pointed out that Lot 1 had potential for substantial clearing if two clearing limits were approved. P. Roberts recommended adding conditions that would remove variability, one site, one clearing limit. T. Mumley pointed out that both potential clearing sites would not be seen from the road and Lot 3 view is protected by the existing tree line.

D. Clymer asked about the plans for Lot 4. T. Mumley reiterated that the property owner would be retaining the land and there was no proposed development. T. Hand recommended they consider conditioning Lot 4 for review.

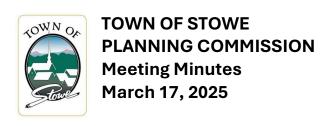
185 D. Kelly proposed adding powerlines/utilities to the site plan. It was determined that Lots 2 and 3 186 already had the means to hook up to electric, however, Lot 1 did not. Current electricity is provided 187 by two power poles and then runs underground through Lot 3 over to Lot 2. T. Michelson confirmed, 188 but said the electric company took the transformer since it was not being used. 189 190 DRB members asked the applicant to provide additional information, including calculations for 191 minimum lot size area, the addition of utilities, culverts, streams and springs to the site plan, revise 192 proposed clearing limits, provide more details pertaining to Lot 4 and provide a map showing the 193 Shutesville Hill Corridor in relation to the project. 194 195 T. Hand motioned to continue the hearing to April 15, 2025. M. Black seconded the motion. The 196 motion passed unanimously. 197 198 Other Business: 199 None. 200 201 **Approval of Minutes:** 202 203 A. Volansky motioned to approve the meeting minutes with minor amendment from February 18, 204 2025. M. Black seconded the motion. The motion passed 6-0-1 with D. Clymer, M. Black, A. 205 Volansky, P. Roberts, D. Kelly, and P. Gabel voting in the affirmative and T. Hand abstaining. 206 207 M. Black motioned to adjourn the meeting. D. Kelly seconded the motion. The motion passed 208 unanimously. The meeting adjourned at 7:42pm. 209 210 211 Respectfully Submitted,

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Kayla Hedberg

Planning and Zoning Assistant



The Town of Stowe Planning Commission held a regular meeting on **Monday March 17, 2025** starting at 5:30 p.m. The meeting was held at the Stowe Town Office with remote participation via Zoom. Voting members present included Brian Hamor, John Muldoon, Mila Lonetto, Bob Davison, and Heather Snyder. Non-voting members present included Jeff Sereni and Hannah Mitrani. Excused absences included Jill Anne. Neil Percy was also absent. Municipal staff Sarah McShane was present. Guest Mike Puddicumb attended in person, others attending remotely via zoom.

#### Called to Order

Chair B. Hamor called the meeting to order at 5:30 PM. Staff quickly ended the remote portion of the meeting following a zoom user disruption. The remote portion of the meeting began shortly thereafter.

#### Adjustments to the Agenda & Public Comments on Non-Agenda Items

There were no public comments and no adjustments to the agenda.

### **Review Prior Meeting Minutes [2/17/2025]**

B.Davison motioned to approve the meeting minutes from 2/17/2025. J.Muldoon seconded. The motion passed unanimously by voting members.

# Discuss Potential Development Recommendation(s) to Selectboard

- B. Hamor and staff provided an overview, explaining that this item was initially discussed at the February 3rd meeting and placed on the February 17th agenda for further discussion. However, due to the absence of several Commission members on February 17th, the discussion was tabled to tonight's meeting to allow for full Commission participation.
- B. Hamor recommended that if the Commission wishes to pursue a recommendation, it should not detract from the Town Plan project. If it is a priority, he suggested forming a subcommittee to conduct research and develop a recommendation for the Commission's consideration.
- B. Davison spoke in favor of a temporary moratorium and shared potential action items to be completed during that period. J. Muldoon supported forming a subcommittee to develop a moratorium recommendation for the Selectboard's consideration. M. Lonetto expressed concern that current development pressures are based on an outdated Town Plan and zoning regulations that do not reflect evolving community priorities. A moratorium, she suggested, would allow time to update the Town Plan, revise zoning regulations, and integrate recommendations from the Housing Task Force.

Lyn Goldsmith provided public comments in support of the Commission's discussion. Staff proposed preparing materials for the Commission to review at the next meeting, at which point the Commission could determine whether to form a subcommittee and identify potential members. Members discussed various ideas and agreed that the subcommittee should consist of two to three Commission members, possibly including a Housing Task Force representative. J. Muldoon suggested that the subcommittee present multiple options for consideration.

The Commission discussed the timing of deliverables and generally agreed that the subcommittee should present its recommendations by early May. Staff will compile the ideas discussed at tonight's meeting for further review and consideration at the April 7th meeting.

#### **Review Draft Vision & Plans for Vision Reveal Event**

S.McShane circulated a draft vision/values document for discussion and shared ideas for a vision reveal event. At a prior meeting the Commission reviewed example vision statements and decided to reformat the vision to include a simple overarching vision statement, along with community values. After reviewing the 7,000 public comments, the following four community values were identified:



The values are supported by ten proposed action priorities. Staff explained that the policies and tasks might be best organized under each of the four values and will be gathered throughout the process some of which have already been identified. The policies and tasks will need to prioritize the most important action items to tackle first. Members and staff discussed ideas for a vision reveal event, the event posters, possibly 'piggy backing' off existing events, going on a "road show", separating the vision/values and action items, and preparing a community update. The Commission discussed strategies for increasing community involvement in prioritizing action items, distributing information digitally, and gathering feedback from those who may have been missed. J. Muldoon suggested forming a community engagement subcommittee; however, staff noted that there is not sufficient capacity to support an additional subcommittee. After further discussion, the Commission agreed to "close the loop" by preparing a community update and soliciting digital comments on the vision and values. provided public comments and suggested the action items and moratorium idea needs to be put out to the community. Members discussed the number of people that have participated in the community engagement survey and activities. Mike Puddicumb provided public comments on the community survey and noted that those who responded are those that care about those issues. Lyn Goldsmith also provided public comments. At the end of discussion, staff summarized and asked for clarity regarding the community update and whether to separate the vision/values and the action items. J. Sereni will share a few suggested survey questions to help gather feedback on the vision/values. Members agreed to separate the two steps and discuss action items separately in the near future. Elizabeth Sherman provided public comments in support of the Planning Commission.

#### Review Year Ahead Work Program- Meeting Calendar & Town Plan Review

Staff provided a draft meeting schedule and work program for the upcoming meetings. She explained that she'll begin to provide the Commission draft chapters/elements for review and comment and slowly work together to prepare the plan. She explained that many of the statutory elements are fact based

and the implementation of recommended action items is more likely to generate differing opinions. Members reviewed the calendar.

## **Updates/Correspondence/Other Business**

**Housing Task Force Update –** M.Lonetto provided a brief update regarding a shared housing project in Middlebury.

## **Community Engagement Project Update**

**General Updates –** Staff circulated recent DRB decisions. At the next meeting the Commission will discuss the noted internal conflicts within the zoning regulations. B.Hamor suggested discussing the zoning amendment process and reserving time every few months to review recent DRB decisions. **Correspondence –** Staff provided a digital copy of the Bolton Planning Commission Public Hearing

Review Upcoming Meeting Schedule. Next regular PC meeting date- April 7, 2025.

The meeting adjourned shortly after 7:03 PM.

Respectfully submitted, Sarah McShane, Planning & Zoning

Notice within the hearing packet.

# Parking Lot Ideas/Topics for Further Discussion

Map of town-owned properties (done)
Review plans of adjacent communities and regional plan
Review zoning districts, purposes, overlay districts

Develop map showing residential development activity (in progress)
Develop map showing location of homestead properties
Review requested zoning amendment/ADU's for duplexes.
Stormwater Utility District – Bob's list of recommendations
Joint meeting with the DRB & Selectboard (?)
Schedule joint meeting with Energy Committee



# Town of Stowe Conservation Commission Monday March 10, 2025 Meeting Minutes

A regular meeting of the Conservation Commission was held on Monday March 10, 2025, at 5:30 pm. The meeting was held in person at the Stowe Town Office with remote participation via zoom. Commission members in attendance: Catherine Gott, Jacquie Mauer, Philp Branton, Evan Freund, and Seb Sweatman. Staff in attendance: Sarah McShane. Student representatives in attendance: Mady Lawver, Victoria Lanpher, and Sophia Brasse. Others in attendance: None

**<u>Call to Order.</u>** The meeting began at approximately 5:34 PM.

<u>Public Comments & Adjustments to the Agenda.</u> J. Mauer noted that Peter Danforth was expected to join the meeting at 6:00 PM, and members agreed to adjust the agenda accordingly.

**Review Meeting Minutes [01/27/2025].** P. Branton motioned to approve the meeting minutes, seconded by J. Mauer. Motion passed unanimously.

Stowe 2050 - Town Plan Update - Discussion. Chair C. Gott and S. McShane introduced the discussion on priority issues related to natural resources, town-owned conserved properties, and Commission projects. J.Mauer shared comments on river quality and quantity and noted those issues being her top priorities that should be incorporated. S.Sweatman inquired whether the existing policies would be carried forward in the new amended plan. S.McShane answered - not necessarily. Members inquired about the West Branch Corridor Management Plan and the 2010 Little River Corridor Management Plan. Staff will circulate copies of both plans. S.Sweatman and J.Mauer agreed to review prior to the next meeting. S.Sweatman inquired about potential programs to preserve historic agricultural buildings. Members discussed Ricketson Farm and the Parker Barn. E. Freund suggested the Commission develop a list of the primary responsibilities including updating the management plans, education programs, etc. and develop a work program ('road map') for the next eight years. J. Mauer suggested policy recommendations regarding permeable surfaces. P.Branton agreed to research further. C.Gott inquired where can the most recent flood hazard regulations can be found. S.McShane explained where the regulations and maps are located on the town website. J.Mauer reviewed existing tasks including #3 work with private landowners to protect stream buffers. S.Sweatman asked about using the town website to upload and distribute educational information. J. Mauer added educational activities/research such as reduced salt use, riparian buffers/agricultural buffers, rain gardens, permeable pavements, native species planting, not building in floodplains, etc. be considered. E. Freund recommended the focus should be on the management plans and the lands the Commission manages. J.Mauer added comments on requiring bearproof dumpsters. C.Gott added her recent conversation regarding raising awareness. E. Freund inquired about ongoing tasks and the effectiveness of the implementation. Tasks are prioritized short, medium, long-term. S.McShane will prepare a draft list of required responsibilities, policies, and tasks to be further discussed at a later meeting. S.Sweatman suggested environmental quality policies #4, 8, and 10 remain in the plan. P.Branton suggested that the existing plan contains a number of redundancies and should be better summarized. J.Mauer suggested including recommendations regarding not allowing agricultural activities within fifty feet of streams to be considered as part of the lease for town-owned lands. C.Gott added that such a provision should be included in the management plan(s). C.Gott inquired whether the existing plan provides a summary of all boards and commissions and suggested such information be incorporated. C.Gott addressed task #13 about school programs, which transitioned into the next agenda item.

**Student Representative Project(s).** Members discussed involving students in Green Up Day and other environmental initiatives, including trail inventory efforts in the spring. S.Sweatman mentioned the Quiet Path and the need to pay more closely attention to the benches.

E. Freund mentioned a recent study from Cambridge University regarding the future of conservation. J.Mauer mentioned a program involving UVM & McGill. C.Gott suggested for the Commission members continue to consider ideas for inclusion in the Town Plan and bring ideas for the next meeting. C.Gott inquired about the deadline for comments; staff will look at the Planning Commission's schedule and follow-up with the Commission.

Members were reminded of the Shutesville Hill joint meeting in June.

# **General Reports & Updates & Other Business**

**Vacant CC Seat.** Staff will ask Town Manager's to repost on front porch forum the vacant Commission seat.

Mayo Farm Ag Lease & Sterling Forest Management Plan Update. C.Gott provided an update. She noted that she agreed to meet with Percy to discuss areas not to be mowed. The Selectboard wants the area to be mowed once a year to prevent it from being overgrown. J.Mauer inquired when the safest time to mow is; S.Sweatman suggested the end of September when it's dry and seeds have been spread.

**Discuss Riparian Plantings.** This item was not discussed and will be placed on a future agenda.

**Next Meeting Date- 3/24/2025.** P.Branton will join the next meeting on zoom. E. Freund noted he is traveling and might not be able to attend the next meeting.

Adjourn @ 7:00 PM

Respectfully submitted, Sarah McShane