

Lemon Fair Insect Control District
Tuesday, Dec. 5, 2017
Cornwall, VT

Draft Minutes

1. Call to order: 5:07

Chuck Burkins, Christine Chapline, Melissa Lourie, Wendy Lynch, Dinah Bain, Gary Rodes

2. Approve Nov. minutes:

The November minutes are approved.

3. Treasurer's Report:

Dinah received a copy of the Certificate of Aircraft Insurance (issued 11/28/17) for JBI in the mail for our records.

Cash forward: \$81,652.05

Cash received: \$0.29

Total cash for month: \$81,652.34

Disbursements: \$14,945.01

Cash on hand: \$66,707.33

Total Accounts payable: \$0.00

Net current assets: \$66,707.33

Estimated carryover to the 2018 budget year: \$61,378.56

The Treasurer's report is approved.

4. Status of fiscal year end change:

Our amendment to the Formation Agreement to change our fiscal year from Dec. – Jan. to Jan.-Dec. was approved by the Cornwall Select Board on 10/17/17, by the Bridport Select Board on 11/14/17 and by the Weybridge Select Board on 11/7/17. Chris will update the Formation Agreement and send the updated version to the Town Clerks.

5. Finalize 2018 Budget

There are still some unknown expenses in December: LIDAR project expenditure and Craig's trip to the Rutger's conference, but these only affect the 2017 actuals and not the 2018 projected budget.

Chuck made a motion to accept the 2018 budget as finalized. It was seconded and approved unanimously.

6. Best Practices:

Wendy has been working on a document of "Best Practices" for Field Technicians and Board members so that we have a clear list of responsibilities.

The list of Field Technician Best Practices is largely completed, coordinating with the techs.

The Board brainstormed on the list of Board responsibilities. Wendy will update the document.

Suggestions to discuss later: Should we have an Employee's Handbook including employee responsibilities and employer policies (such as sexual harassment)? Should we have employee performance reviews?

7. LIDAR Middlebury College Project

Gary met yesterday with Bill Hegman and Caroline Trowbridge (Middlebury College) and was updated on the progress of our LIDAR project.

Caroline has found that the anthill and tire piles in the selected plot in Weybridge cannot be pulled out with the LIDAR resolution. They did find a "roughness" index algorithm that they are exploring that might be useful for looking at ground features.

They are expanding the map area to include some of Snake Mountain.

There are "no data" areas due to conifer trees that obscure the ground from above year-round. Caroline will make an estimate of the percentage of "no data" zones that we can expect to encounter. That will help generate a probability map of areas of confidence in the data. They are also meeting with a soils specialist who might be able to help interpret the ground features seen in the LIDAR data.

There will be a written report and end product maps of the area they are covering (which has been expanded to 8.4 x 5.6 kilometers). We will then have some tools to use for another GIS person to apply to other areas. Caroline and Bill plan to validate their mapping with field visits.

8. New business: None

9. Adjourn: 6:10. Next Meeting: January 2, 2018 Bridport Town Hall.