

## **Monkton Agricultural and Natural Area Committee Meeting—Minutes for 1/9/2013**

### **In Attendance**

Members: Sue Regier, Laura Farrell, Sam Burr, Caitlin Cusack, and Deb Gaynor

Absent: none

Guests: none

- 1) Sue called the meeting to order at 7:20 pm.
- 2) Sam moved and Laura seconded that we approve the minutes of 11/7/12 as amended; all in favor.
- 3) Deb moved and Laura seconded that we approve the minutes of 12/5/12 as amended; all in favor.
- 4) Laura will put together the ANAC notebook and give it to the Town Clerk to have available at the Town Office.
- 5) Sam moved and Laura seconded that we approve the draft of the ANAC position description as amended; all in favor. Laura will ask the Selectboard to post the position description in the Addison Independent, Monkton Talk, and on the Town Website.
- 6) We discussed the importance of each ANAC member establishing a town email and the ANAC email policy: email should be used for logistics, setting an agenda, sharing documents to review at an upcoming meeting but items and topics should not be discussed over email. We will consult with the Selectboard and VLT on how to address confidentiality when a project is in the development phase.
- 7) We transferred the role of Chair from Sue to Laura. We commend and thank Sue for her extensive service to the town.
- 8) Sam moved that we accept the ANAC Report for the Annual Town Report and Deb seconded; all in favor. Sue will send the report to the Listers.
- 9) Our next meeting is February 13, 2013 at 7:00 pm.
- 10) Sam moved and Caitlin seconded that we adjourn; we unanimously adjourned at 8:51 pm.

Respectfully submitted on 1/9/2013,

Caitlin Cusack  
ANAC Secretary