

**Monkton Agricultural & Natural Areas Committee**  
**Meeting Minutes**  
**Tuesday, September 16th, 2025 6:30pm**  
**In-Person at Monkton Town Hall**

**Members:** Laura Farrell (Chair), Susan Mahony (Vice Chair), Debbie Houghton, Peter Huber, Jaime Schulte (Alternate)

**Absent:** John Mejia

**Guest:** Diana Butler

1. **Call the meeting to order** - Laura called the meeting to order at 6:31pm.
2. **Agenda changes and Minutes taker**
  - a. No changes to the agenda
  - b. Jaime will take minutes tonight. Discussed the potential use of AI to help with an initial draft of meeting minutes in the future and privacy concerns.
3. **Aggregate forest projects**
  - a. Diana and Matt Butler have submitted an application for ANA Funds, in the amount of \$3,400, for an appraisal retainer in connection with their upcoming conservation project (project 2025A). This is the first application in connection with the Butlers' project. Diana Butler was in attendance and discussed the application with the committee, including an updated project budget. Diana left the meeting at this point, after which ANAC discussed and voted on the project.
    - i. **Laura moved to approve the application of Matt and Diana Butler as amended by the Committee and Diana Butler at tonight's meeting. Peter seconded.** There was no further discussion. **The vote passed 3-0-1**, with Debbie recusing herself as an abutting landowner and with Jaime's vote as an alternate not needed for quorum.
    - ii. **Laura moved to recommend that the Selectboard approve \$3,400.00 from the ANA Fund in support of the Butlers' application for an appraisal retainer. Peter seconded.** There was no further discussion. **The vote passed 3-0-1**, with Debbie recusing herself as an abutting landowner and with Jaime's vote as alternate not needed.
    - iii. We will have a site visit, to inform our report on the Butler project. The visit is tentatively scheduled for Saturday, November 1st, 10:00am.
  - b. Discussed other projects that may reach the application stage in the near future.
4. **Approve minutes of 12 March & 14 May meetings**
  - a. Postponed to next meeting.
  - b. Note: planned ANAC meetings since May 14th were canceled.
5. **Updates**
  - a. Postponed to next meeting
6. **Personnel – Committee positions**
  - a. Postponed to next meeting.

**7. 2026 Budget Requests – Budget and Operating**

- a. The Monkton Treasurer has indicated that the lead time for a request for funds from the ANA Fund can depend on the time of year and staff workload. Later in the year is best for cash flow, but November into February is the busiest time of the year for the office.
- b. There is a healthy balance in the ANA Fund, but also a growing list of potential projects and three in the pipeline. One project is due to close in March 2026, another is on track to close in 2026, and a third one is in the works. ANAC would like to assist these projects in the pipeline, and any that may appear – including those with shorter closing timelines (i.e. Full Belly/Norris and Huizenga projects).
- c. Discussed whether we need an operating budget. It would be helpful to have funds for a minute taker.

**8. Site Visit form**

- a. Postponed to next meeting.

**9. Other business**

- a. None

**10. Confirm dates, times and locations/zoom**

- a. Tuesday, Oct 14th, 2025, 6:30pm
- b. Tuesday, Nov 11th, 2025, 6:30pm
- c. Tuesday, Dec 9th, 2025, 6:30pm

11. **Review Minutes** - Jaime will review the draft with Laura and post the minutes later this week.

12. **Adjournment** - Susan moved to adjourn. Laura seconded. The vote passed 4-0-0.  
Adjourned at 9:08pm.

Respectfully submitted,  
Jaime Schulte