

APPROVED CONSERVATION COMMISSION MINUTES  
December 17, 2018  
Craftsbury Town Hall

**PRESENT:** Diane Morgan, Carol Maroni, John Brodhead, Steve Wright, Elinor Osborn, June Cook

**ABSENT:** Joe Houston, Farley Brown, Susie Houston

**MINUTES:** Minutes of November meeting November 26, 2018 approved.

**ATV:** No report. Awaiting report of Joe's conversation with Select Board. The Select Board and Commission meeting on January 17 was discussed. No action.

**CRAFTSBURY CONSERVATION FUND:** Discussion on balance in Craftsbury Conservation Commission Fund centered on attempts to research the balance with Town Treasurer. Diane reported the exact balance was not available.

Carol submitted a resolution for consideration related to recognizing and supporting the role of the Conservation Commission Treasurer relative to (1) keeping public record of money coming into fund and money disbursed from fund. Voting and accepting treasurer's report at each meeting should be part of proceedings.

Diane explained the commission doesn't have its own money but is allowed to expend money from the general fund. The Craftsbury Conservation Fund is separate money and law outlines rules and responsibilities in keeping records of such funds.

If grants and donations are received, oversight is needed, as well as, acknowledgements sent to donors. Select board has responsibility for oversight; donations for fund need to be tracked and acknowledgement by commission to donors. Donations that are deductible from income tax must be acknowledged for donor to have record of charitable contribution.

Thank-you notes: Process needed to be in place to send thank-you notes: fundraiser by Thompson Family Farm and private donor. Additionally, \$131 raised from Antiques & Uniques. Volunteers should be thanked.

**NEW MEMBER:** The question of submitting names of potential candidates to Select Board was discussed. Three names were to be forwarded to the Select Board: Phil Lovely, Bruce Lindwell, Heidi Rich.

**LOGO AND STATIONERY:** June suggested logo be revisited and commission have official letterhead note paper to use when sending thank-you notes.

**PUBLIC COMMENT:** None  
June Pichel Cook, Secretary

