

**Brewster Ponds Coalition
Board of Directors Meeting
January 5, 2023 6:00 - 8:00 PM
Video Conference**

Meeting called to order: 6:06 PM

Attending: [Susan Bridges](#), [Kevin Kearns](#), [Nancy Ortiz](#), **Rob Concon**, [John Keith](#), [Marcia Kielb](#), [Marty Burke](#), [Mary Mauterstock](#), [Ron Essig](#)

Absent: [Cameron Ferguson](#)

Guest: [Konrad Schultz](#)(arrived 7:20 PM)

Standing Topics

- 1. Review and approve the minutes of the December 1st Board Meeting** - Nancy - approved unanimously.
- 2. Confirm and document email votes between Board meetings** - Nancy - none
- 3. Incoming mail (if any)** - Nancy and Susan - Chamber of Commerce renewal
- 4. Treasurer's report** - Rob
 - a. Financial statements - see Board folder - \$25K in donations received in December. \$462 December expenses, \$216K total balance (includes separate pond accounts) \$36K surplus income to be applied to 2023 projects. Donations dated prior to 1/1/23 can be applied to the 2022 tax year even if deposited after 1/1/23. Marty mentioned a few requests have been received from donors for BPC's EIN number. This number can be added to future BPC donation documents. Nancy, Rob, and Marty discussed changing the donation envelope to clarify the amount of credit card donations. Fortunately more donors are paying online each year as opposed to sending credit card information via the mail. Nancy is uncomfortable receiving personal credit card information via the mail.
 - b. Approval of expenses and reimbursements (if any) - none
- 5. Misc. administrative matters** - All
 - a. 2023 budget - Rob went through each budget line making note of changes requested by the board. Kevin suggested breaking out the Canoe Pond Aeration Project separately since it is definitely going to take place in 2023. John suggested budgeting 3 projects @ \$10K each. The Board unanimously voted to have Project # 6 be Canoe Pond @ \$10K and Project # 5 reserved for unnamed projects @ \$20K. Scholarships had been increased in 2023 from \$2K to \$3K. Susan requested leaving the amount at \$2K as BPC should be concentrating on financing projects. BPC will not participate in the hydrangea festival this year. \$12K has been budgeted for an administration assistant.
 - b. The 2023 operating plan is a work in progress. No vote is needed as it's primarily a reminder of events and projects to take place during the year.

New Business

1. Town Administrators Task Force - John attended the first water planning task force meeting with various town departments (i.e. the Water Department, the Department of Public Works, Conservation, the Health Department, etc.) The State is requiring towns to create water quality plans, particularly concerning septic improvements. Per John, most of the time was spent discussing the change in Title 5 regulations of which the ultimate goal is to decrease nitrogen output. The total nitrogen discharge limit is calculated by the state but it is the responsibility of the towns to create an estuary discharge plan. There is much emphasis on nitrogen impaired estuaries, especially those with herring runs and mainly on the South Shore as opposed to tidal flushing in Cape Cod Bay. Kevin asked if BPC should call for a stronger focus on fresh ponds. John agrees the regulations should include fresh water. All agree the five-year timeframe to get the permitting, do the engineering, and implement the upgrades is too short. All of the Cape will be competing for the same resources. Brewster would benefit by partnering with nearby towns such as Dennis and Harwich to get the necessary permits. John will circulate some draft comments to the board for review. The next water task force meeting is January 12th. John mentioned that Chris Miller would like enhanced PALS sampling in 1-2 ponds, perhaps with BPC citizen science assistance.
2. Title 5 Regulations - Comments on the new Title 5 regulations are due January 31st.
3. Spring Warrant Article - BPC will put an article on the Spring warrant requesting funding for a comprehensive water plan. An outside engineering firm such as Horsley and Whitten will need to be hired to create the plan. The town is responsible for ensuring the article is written correctly and will advise on the amount of funding needed. The article is due February 15th. Susan will ask the town clerk the exact procedure for submitting the article.

Current Priorities

1. **Strategic Planning Meeting Followup items**
 - a. Job description for part time administrator - Karyn Fry, Irene Penney, and Amy Darbyshire are not interested in the position. Susan will ask [Konrad Schultz](#) for recruiting suggestions.
 - b. Marty has spoken to Aimee Giles regarding the admin position and will follow up with her for a second interview. He also talked with Ed Woolleen who is still interested in either joining the board or participating in science projects. Ed is in Florida now and will reach out to Susan this month. Marty is also talking with George Penner about joining the board.
 - c. Strategic Plan update - Susan requests the board review the strategic plan in the board folder prior to the next board meeting.
2. **Committee Reports** - Written/verbal reports as needed
 - a. Membership - 2023 drive - Marty suggested encouraging senior members to make donations via their RMD (required minimum distribution) accounts. He also suggested encouraging members to make automatic monthly online donations and corporate matching donations. December results were positive and ended the month with total donations of \$44,000 to date. An early highlight is the number of lapsed donors returning and the number of new first time donors joining. The 2023 Appeal call-out will begin the week of January 9. This has been

a nice way to connect with unpaid current and past donors and to discuss our upcoming projects and goals. Marty looks forward to that effort.

- b. Communication - Winter Newsletter - There were no applicants for the part-time administration position that was advertised in BPC's winter newsletter, however, per Marty, Amy Giles is a possible candidate. (Marty also has two possible candidates for the board: Ed Woolen and George Penner)
- c. Pond Outreach - Per Kevin the Canoe Pond aeration project is moving quickly. The Canoe Pond Association will meet with Bill Grafton of Conservation about permitting the wetland location of the pumps.

Wrap-up

- Recap decisions, action items, and follow-up assignments:
 - Rob to update budget and send to board for approval
 - John to submit Title V letter for task force
 - Susan to ask Town Clerk the procedure for submitting article to Spring warrant
 - John to write article for town warrant
 - Susan will talk to Konrad about administrative job
 - Marty will follow up with his various candidate conversations.
 - Susan requests the board review the strategic plan in the board folder prior to the next board meeting. Edits should be made using the suggesting mode (not directly on the document)
- Next Board Meeting - February 2, 2023 - Google Meet
- March meeting - March 2, 2023 - Google Meet
- April meeting - April 6, 2023 - Google Meet
- May meeting - May 4, 2023 - Google Meet
- June meeting - June 1, 2023 - Google Meet

Meeting adjourned: 8:15 PM

Submitted by: Nancy Ortiz, Secretary