

Brewster Ponds Coalition Board of Directors Meeting

March 6, 2015, 6:00-8:30 PM, Home of John Keith

Board Members Present: John Keith, Rich Kuzman, Konrad Schultz (by Skype), Tom Vautin, Dawn Walnut

Guests: Ryan Burch of the Town of Brewster

This was a rescheduled meeting from March 5, as a snowstorm made travel hazardous on the 5th, and the regular meeting location (Brewster Ladies Library) closed due to the storm. The reschedule was necessary because decisions and plans were needed for a number of imminent events or activities that could not wait for the next regularly scheduled Board meeting.

1. **Minutes** for the meeting of 2/5/15 were approved unanimously on a motion by Tom Vautin and second by Rich Kuzman.
2. **BPC Participation in Brewster Clean Up Day, 4/25/15** (Guest - Ryan Burch) – The Board indicated to Mr. Burch that the BPC would participate. The work consists of hosting a “station” to coordinate volunteers to clean up litter along a section of major road in town during the morning of 4/25 (rain date 4/26). The Town will provide bags and pick-up, and a thank you lunch will be provided for volunteers afterwards at the Brewster Baptist Church. Two possible road sections were discussed – Millstone Road entire length (about 2.4 miles) or Satucket Road from AP Newcomb Road to Dennis border plus Slough Road from Satucket to the Harwich border (total about 2.8 miles). Clean up is needed for both options, though Ryan indicated Millstone is a particular problem. Ryan thought 15 or so volunteers would be a reasonable number for the work. BPC would try to get volunteers, and the town could augment this by assigning volunteers if needed. The Satucket/Slough option has the advantage of having 3 ponds adjacent (Slough, Walker and Elbow) plus 3 ponds close (Canoe, Pine and Round (or Dark Bottom)), and thus ties in with the BPC mission and focus. Millstone Rd. has no close ponds. This Satucket/Slough option also may enable getting volunteers from the Canoe Pond Village Association and Friends of Elbow Pond. The Board needs to get back to Ryan within 3 weeks formalizing our commitment to participate and selection of road to clean up. The Board agreed that a banner would be needed for our “station” to identify the work being done as sponsored by the BPC; such a banner could also be used at other events (see membership below). Tom Vautin agreed to be the point of contact for the BPC.

Ryan also discussed ability of the BPC to use an Americorp volunteer. The next cycle of volunteers starts in the fall and goes through August 2016. He needs to submit an application to Americorp by April 3 for the next cycle, including project idea descriptions. Ryan is particularly looking for projects a volunteer can do next winter and spring. Several concepts were discussed: 1) education programs on ponds in school; 2) developing a “template” for pond studies (with common

sections pre-written) as a tool that pond/homeowner associations could use to move towards actual work, greatly reducing the cost; 3) advocacy and help in executing the Restore Your Shore program; and 4) helping to develop local storm water management projects to protect ponds. Ryan thought all of these ideas could be viable and beneficial. The Board agreed to prepare ½ to 1 page descriptions of the above ideas and get them to Ryan by the week of March 23. Dawn will write up #1 above, Konrad #3, and John #2 and 4, all by March 20. John will coordinate, edit the descriptions into a common format and send them to Ryan.

Finally, Ryan solicited BPC to have a table at the Brewster Conservation Day event in Drummer Boy Park on July 11. Ideas were discussed (pond mock-up?), and the preference is for something interactive rather than passive posters and literature. The Board told Ryan we are interested. Item to be developed further at future Board meetings.

3. Monthly Reports:

- **Clerk** – Registration update, mailing methods – Gwen’s update on registration was discussed. We have a “Temporary Registration Certificate” from the State exempting the BPC from state sales tax. Rich confirmed that a physical address (not a PO Box) is needed for the State, so the decision is to use Tony Ortiz’s address as he is treasurer (sorry Tony.)

See comments in item 5 below regarding mailing methods and decisions made.

- **Treasurer** – Tony Ortiz reported by email that there has been no change – no new members or expenditures. A check was received for \$50 from a new member outside of Brewster (presumably with a 2nd home in town. The balance of funds is believed to be around \$2,000.
- **Membership Committee** – Rich Kuzman reported that he is still looking for committee members and developing the scope of work to be done. A focus will be on providing materials for and staffing a “membership table” at BPC and other town events. For the membership table, needs include a brochure (with application and explanation of mission and work), newsletters, poster or banner for the table, and perhaps a slide show about the ponds and needs. Dawn will work on the brochure, updating previous work to make it suitable for membership table and general use at events. Konrad will work on the banner/poster as well as the slide show. When he has details of the banner cost and design (presumably a simple design featuring the BPC logo and name), he will solicit Board approval for purchase.
- **Education/Events Committee** – review upcoming programs – The list of upcoming events was reviewed – see list at the end of these minutes. The Board agreed that a “MailChimp” email blast to further promote the March 28 and March 31 events is desired, in addition to the press release and

newsletter discussed below, and publicity done by First Parish Church. Konrad will coordinate the “MailChimp” send. Tom, Rich and Dawn indicated they plan to attend the March 28 and March 31 events; hopefully other Board members can attend as well (at least those in the area; Konrad will still be in Florida, and John will be in Mexico on business.)

Videography of events was discussed. Dawn, a member of First Parish Church, stated that it would be best to use the Church’s videographer for the March 28 event at the Church, as that person would know best how to assure quality picture and particularly sound – providing that person is available and the cost is reasonable. Dawn will follow up and get back to the Board.

Konrad expressed a continued desire for more pond photographs – particularly historic ones – for use at and promoting the March 31 Pond History event. Please send to him if you or friends/relatives have any.

Discussion on other upcoming events was held for a future Board meeting with hopefully more complete attendance.

- **Communications** – Konrad is sending out the next press release imminently (since done.) Board member review and comment was requested. The next newsletter is also drafted and Board member comments were invited – send to Konrad ASAP. A draft was sent to members, and the deadline is March 18. Website new page and Facebook/twitter posts have been added during the month. A key focus of all of the above is promoting the upcoming events discussed above.

4. **Procedures Manual** – Tom updated the Board on progress. Discussion was held whether the manual should be (primarily) a print document or a web-based document. All agreed on web-based. The web-based Manual system should also allow use of the system as a repository for related documents and information, such as meeting minutes, approvals, etc. Further discussion at future meetings.

5. **Reach out to pond frontage owners, pond/homeowner associations**

- Letter, mailing method – The draft letter to pond frontage owners was discussed. It was agreed to create a general version addressed to “Friends of Brewster Ponds” (or something similar) in addition to the version addressed to frontage property owners. Suggested edits included re-ordering the second and third paragraphs, identifying signers as Board members and adding their pond affiliation to show representation throughout the town. Dawn will make the revisions. It was agreed to print the letter in gray scale, hand address the letters (to increase likelihood that they are opened) and buy a stamp for the return address. Dawn needs jpg scans of signatures from Konrad and Tony; she has Karen’s and Tom’s, Rich’s and John’s were given at the meeting.

A motion was made by Tom Vautin, seconded by Dawn Walnut and approved unanimously to: purchase the return address stamp (\$35 or so); print 500 copies (\$433 estimate from Sir Speedy); and mail the letters (maximum \$245 if 1st class mail is necessary, but less if we can use Sir Speedy bulk rate.)

Participation in association meetings, including offer of pond-specific discussion of water quality and possible actions – Tom is completing a list of Pond and Neighborhood associations; the list as now developed was distributed. Discussion was held that even if there is no association for a specific pond, it would be good to identify a contact who might be able to foster community involvement around a pond. PALS volunteers are a natural place to start. Any further info on associations or pond contacts would be appreciated – please send to Tom.

John reviewed the intended purpose and scope of BPC participation in pond/neighborhood association meetings. This is basically educational: to help the associations understand the status and problems at their specific ponds; options to address problems or help preserve quality; and needs and procedures. An initial such meeting is being planned for May or June for Blueberry Pond Associations, with Konrad coordinating and John to lead the discussion. The desire is to do additional meetings during the coming summer, likely as part of annual association meetings. Since we do not have the resources to do this kind of pond-specific support for all associations this year, John indicated that the priority would likely be Cobbs and Seymour Ponds (in addition to Blueberry/Sols and Elbow, which was done last fall). The focus should not be on ponds where others (the town, Horsley-Witten, pond associations) have done extensive work, such as Canoe, the Mill Ponds, Long and Schoolhouse Ponds. Other ponds of interest for such a program might include Sheep or the Smalls/Mill/Cahoon complex.

6. **Restore Your Shore Pilot Program** – Konrad briefly discussed the program. Funding would be needed for any extensive promotion of the program in town, perhaps from ??? (**did not write down the name – Konrad?**). For this a grant writer would be needed, perhaps the hoped-for Americorps volunteer. Further discussion at future meetings.
7. **BPC position on Proposed Town Actions** – should BPC take a position, position to take, who leads for BPC
 - **Storm Water Runoff Warrant** – Dawn reported that the warrant was moved back to the November town meeting (a review of the draft Warrant now on the town website confirms.) The proposed regulation is essentially final but could not make the May meeting. The Board agreed that the BPC should take a position on the regulation, and likely help provide education to homeowners and pond/community associations about the implications (or lack thereof). This will be a subject at future meetings, as we have some time now.

- **Mill Pond Study recommendations** – John advocated that the BPC comment on the study recommendations, particularly since there are implications beyond the Mill Ponds. Of particular interest is the recommendation for the town to purchase a boat/machine to enable cutting and collecting of macrophytes as a way to reduce phosphorus loadings in ponds with both a nutrient problems and extensive macrophytes (such as Walker, Blueberry, Cobbs, Elbow, Smalls, Mill, Cahoon and perhaps other ponds.) The recommendation for use of alum to fix phosphorus in Upper Mill Pond should also be commented upon. Finally, the ability of using language and formats in the Mill Pond Study is of interest as a template for other ponds to expedite reviews and simplify/reduce cost of preparation. John will reach out to Sue Leven to determine how best to provide input, and when this is needed. A sub-committee of John, Konrad and Karen will develop the comments.

8. Other discussion items:

- Senator visit 3/18/15 Mass Maritime – no discussion was held regarding this item
- Invitation from Orleans Pond Coalition for BPC to participate in CELEBRATE OUR WATERS weekend, September 18-20 – The Board agreed that the BPC should consider participation in the Orleans event, particularly since it gets participation from a sizable number of people from multiple towns, not just Orleans. Perhaps the table from the Brewster Conservation Day or programs from one of our other events could be re-used. Gwen is to reach out to the Orleans Pond Coalition indicating the BPC's interest.

UPCOMING PROGRAMS

DATE: March 28, 2015 -10 AM

Title: *Brewster Ponds - What can we learn from their past to help protect their future?*

Location: *First Parish Church- in collaboration with UUA Environment Action Comm.*

Presenters:

Robert Finch - *a nature writer who has lived on and written about Cape Cod for forty years. 'A Cape Cod Notebook' won the 2006 New England Edward R. Murrow Award for Best Radio Writing.*

Paul Gasek - *Executive Producer Discovery Channel. Biography see -*

<http://brewsterconservationtrust.org/index.php/2010/11/paul-gasek-joins-bct-board/>

DATE: March 31, 2015 6PM

Title: Brewster Pond Management History

Location: *Cape Cod Natural History Museum auditorium*

Presenter: Steve Hurley, Southeast District Manager for MA Division of Fisheries and Wildlife - Fisheries Biologist Responsible for freshwater fisheries in SE MA

DATE: April 25, 2015 8:30 info pick-up (9:30 – 11:30 clean-up and 12:00 – 2:00 appreciation lunch)

Title/Event: Beautify Brewster Day

Location: Brewster Baptist Church

DATE: May 16, 2015 10 AM

Title: Pond-Friendly Landscaping

Location: Brewster Ladies Library

Presenters:

- 1 **Green Cape_- Sue Phalen** -share ideas for pond-friendly landscaping and ways to reduce toxin use
- 2 **Ecological Landscaping_-** –Rain gardens, rain barrels and bio-swales
- 3 **Blueberry pond** -rain garden video
- 4 **AmeriCorps-** project examples invasive removal, water obstruction removal etc. - 15 years of work in National Seashore upgrading ponds

DATE: June 6, 2015 6PM/or June 9, 2015 10AM

Title: Pondweed ID

Location: TBA

Presentor: Tom Flannery - Weed watcher workshop (Lakes and Ponds Program of the MA DCR)

DATE: July 11, 2015

Title/Event: Conservation Day

Location: Drummer Boy PARK

Submitted by,

John Keith