

**Brewster Ponds Coalition  
Board of Directors Meeting  
October 6, 2022 6:00 - 8:00 PM**

**Present: Susan Bridges, Nancy Ortiz, Cameron Ferguson, John Keith, Rob Condon, Kevin Kearns, Marcia Kielb, Marty Burke, Ron Essig, Mary Mauterstock**

**Meeting called to order: 6:03PM**

**Standing Topics**

- 1. Review and approve the minutes of the September 1st Board Meeting** - Nancy  
Approved unanimously
- 2. Confirm and document email votes between Board meetings** - Nancy - ARPA grant - pilot septic system project approved unanimously - \$30K over three years - John Keith reminded Board that the amount due will not necessarily be split evenly over the three years.
- 3. Incoming mail (if any)** - Solicitation letter received from Friends of Pleasant Bay - Board agreed it makes no sense for non-profit organizations to donate between each other. Susan to meet with Friends of Pleasant Bay to discuss mutual interests.
- 4. Treasurer's report** - Rob
  - a. Financial statements - see Board folder  
September donations - \$1,635  
September expenses - \$495  
BPC balance \$160,325  
Total balance \$191,542  
Blueberry Pond has a \$30K balance - Rob to call President of the Blueberry Pond Association, Jan McGann, to ask if there are future plans to use this balance.  
A lengthy discussion ensued regarding the lack of projects to utilize the large available balance. Cameron questioned whether that would pose a problem with the IRS. Rob is concerned about the donor's reaction, not the IRS. Marty stated that an IRS audit would be unlikely due to BPC's annual fundraising level of \$85,000 which is well below the level for the IRS to consider. Also, most often the IRS would conduct an audit if the filing of the Form 990 is inaccurate or incomplete. Marty mentioned that he made two grants in 2022 - one to APCC for \$2,000 and one to Lim-Tex for \$2,600 that should be considered grants and not operating expenses. It is important for the board and each committee to isolate "operating expenses" vs "grants" going forward. Kevin mentioned Charity Navigator, a watchdog organization that identifies financial imbalances in non-profits. BPC balance is below the \$200K threshold so should not pose a problem. Part of the imbalance in the financials is due to overhead costs categorized in the administration category as opposed to applying to the project costs. If, for example, the appropriate administrative costs were applied to Citizen Science, Limtech, Education, etc. the financials would more accurately reflect the

actual balances in those line items. Kevin is not sure how much to budget for Pond Outreach. Susan suggests adding costs for printing, postage, etc. to the Pond Outreach budget. Kevin and Rob will work together to correct the categories. The Board agrees finding remediation projects will take time. Leland Road, Canoe Pond and Walker's Pond projects are slated for the future. Marcia reminded us that the Board, in previous meetings, has mentioned that we need to be aware of projects that should be the responsibility of the town. We should be able to work with the town and the associations to make these projects happen.

Nancy and Rob met with a Cape Cod 5 administrative employee to set up mobile banking to facilitate bank deposits for Nancy while Rob is in New Orleans for 6 months. The bank was going to charge an approximately \$70 monthly fee for this service. Rob was adamant that BPC, a non-profit, should not be charged. Nancy complimented Rob on negotiating this service at no cost.

- b. Approval of expenses and reimbursements (if any) - Rob - none
- 5. **Misc. administrative matters** - All
  - a. 2023 budget - Board members need to submit their budgets to Rob.
  - b. 2023 operating plan - Susan requests committee heads add dates for various projects and events.
  - c. Annual Report to the Secretary of the Commonwealth - Nancy needs to file the report before 11/1/22. Bylaw changes do not need to be filed with the state. Susan will update the website with Board changes.

### **New Business**

- 1. Coverage at town meetings - Marty will cover Board of Health and Susan will cover Select Board meetings.
- 2. Donkey rescue on Seamans Lane - The donkey rescue should be a town decision. The Board should not get involved.

### **Current Priorities**

- 1. **ARPA Grant proposal** - The letter of intent for the alternative septic pilot program has been filed by John. Should BPC get the funding, the project will start May 1st. BPC will start finding homeowners that would qualify for the program. John sees no conflict if Board members apply. The best location will be the criteria for selection.
- 2. **Ripples** - articles and timeline - Articles are due Monday.
- 3. **Strategic Planning Meeting Followup items**
  - a. Job description for part time administrator- work in progress. Susan is reviewing the administrative job description for BCT as a guide.
  - b. Vote on LOI for ARPA grant - done!
  - c. Committee action plans, budgets, and timetables - work in progress
  - d. Monthly volunteer list - Oct. done!
- 4. **Meeting Updates**
  - a. BCT - John and Susan attended the BCT meeting. BPC priorities and goals for the upcoming year were discussed.

- b. Brewster Men's Club - Mary and Marty will attend the Thursday Brewster Men's Club monthly luncheon meeting. Mary will give an introduction on BPC history, activities, programs, goals, and priorities and Marty will give an overview of the Citizen Science program..

**5. Events - Recap**

- a. Eco Paddle 9/10 - Due to wind, the site was moved from the Bay to Ayer's Pond. Some refunds were issued due to change in location of the paddle..
- b. Bruce Taub Talk re Eversource 9/13 - One main takeaway was the history of the spraying under the power lines. On August 14, 2003 there was a major storm originating in Ohio. Fallen trees complicated by human error, software issues, and equipment failures caused a major blackout over many days in the entire New England area and beyond. Since this event, Eversource has been cutting and spraying vegetation under the lines to prevent a repeat of this catastrophic event. The town objects to the herbicide application of glyphosate and would like to find other solutions to applying toxic chemicals to the vegetation.
- c. September bike ride - 9/24 - Marty led 8 cyclists on a 14 mile trip past Sheep, Seymour, and Long Pond to Harwich and back.

**6. Committee Reports - Written/verbal reports as needed**

- a. Communications - new volunteer Karyn Frey - Konrad Schultz Emailed Board re: Karyn as a possible Chair of Communication. Karyn is enthusiastic about getting more involved. The Board agrees having a board member representing the Communications team is important.
- b. Nominating - Ed Woollen potential board member - Ed, an acquaintance of Mary, has been a donating member of BPC for 7-8 years and appears to be interested in becoming more active, possibly a board member. Marty and Susan will meet with Ed in the coming weeks. (October 20 or 21, TBD)

**7. Outreach, Pond Projects & Partnerships - Updates as needed.**

Marcia is working on getting stickers with the BPC logo for Board business cards. She estimates 100 stickers for each Board member.

Mary is requesting all Board members to explore topics and speakers for 2023. Marcia and the Education Committee are creating an alteration of the puppet show to present to adults and families at the library. The play to take place in March will be about macroinvertebrates.

BPC would like to host an informational meeting to present the Spring warrant article for pond water study funding and to garner support for other priorities.

Susan and John will meet with Peter Lombardi re: water planning committee in October.

Executive Session - 10 minutes

**Wrap-up**

- **Recap decisions, action items, and follow-up assignments**
  - Susan to meet with Friends of Pleasant Bay to discuss mutual interests (no set date).
  - Rob to call Jan McGann of Blueberry Pond re: \$30K balance.
  - Kevin and Rob to work together on recategorizing administrative costs.
  - Board members need to submit budgets to Rob and dates for projects/events.
  - Nancy needs to file Annual Report to Commonwealth by 11/1/22
  - Susan to update the website with Board changes.
  - Ripples articles due Monday
  - Marty and Susan will track Board of Health and Select Board meetings.
  - Mary and Marty will attend Thursday's Brewster Men's Club meeting.
  - Marty and Susan to meet with Ed Woollen - potential Board member.
  - Susan and John to meet with Peter Lombardi re: water planning committee in October.
- **Next Board Meeting - November 3, 2022** - Google Meet
- **December Board Meeting - December 1 , 2022** - Google Meet
- **January Board Meeting - January 5, 2023** - Google Meet
- **February Board Meeting - February 2, 2023** - Google Meet

**Meeting adjourned: 7:52 PM**

**Submitted by:**

**Nancy W. Ortiz, Clerk**