

**Brewster Ponds Coalition  
Board of Directors Meeting Minutes  
December 1, 2022 6:00 - 8:00 PM**

**Meeting called to order: 6:08 PM**

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

**Absent: Mary Mauterstock and Marty Burke**

**Standing Topics**

- 1. Review and approve the minutes of the November 3rd Board Meeting** - Nancy - approved unanimously
- 2. Confirm and document email votes between Board meetings** - Nancy - none
- 3. Incoming mail (if any)** - Rob/others - none
- 4. Treasurer's report** - Rob
  - a. Financial statements - see Board folder - November expenses \$8,547 - Ripples publication was the major expense. November donations \$8,637. Bank balance remained basically unchanged and well below the 44% annual budget.
  - b. Approval of expenses and reimbursements (if any) - none
- 5. Misc. administrative matters** - All
  - a. 2023 budget - Susan preferred to delay voting on the budget until January 2023 when all the Ripples expenses will be recorded as there are some late Ripples invoices to be submitted. Rob mentioned the complications caused by the Eco Paddle account. Settling the account in NEON was difficult due to many adjustments such as refunding some participants due to cancellations, rescheduling issues, etc. Susan, Marty and Rob will reconcile differences and finalize the 2022 eco paddle revenue and expense. Hopefully the 2023 Eco Paddle account will be less complicated.
  - b. 2023 operating plan will be discussed at a later date.

**New Business**

1. The water planning task force meeting with various town departments (i.e. the Water Department, the Department of Public Works, Conservation, the Health Department, and BPC) has been postponed due to Town Manager Peter Lombardi's paternity leave. The meeting's goal is to include funding on the Spring warrant to establish a comprehensive water plan for septic improvements and other water quality issues. The State is encouraging towns to create water quality plans, particularly concerning septic improvements. Grants may be available for funding these improvements. BPC believes a partnership between BPC and the town regarding water quality issues would be beneficial for both. John Keith informed the board that he has much business travel planned in the next few months but plans to attend the meeting which will hopefully be rescheduled prior to year end, in other words in the next few weeks. Susan will contact

Board of Health member Annette Graczewski regarding the town's position on the proposed DEP changes to Title 5 Septic System regulations.

2. Volunteer Recognition - The winter newsletter will focus on volunteer recognition. The Board agrees a break from septic articles is needed. After much discussion, the Board agreed to include Board members on the extensive list of volunteers. In-kind partners such as Bill Pomeroy, Peter Jensen, Lynn Van Norton, and Ryan Burch should also be recognized. Nancy had made a suggestion regarding having a Member Spotlight article in subsequent newsletters. Susan mentioned that Marty already mentions volunteers in his newsletter articles and the Annual Splash Award recognizes members as well.

## **Current Priorities**

### **1. Strategic Planning Meeting Followup items**

- a. Job description for part time administrator- Much discussion ensued regarding the job description of the part time administrator. Should BPC hire a consultant or an employee? The Board agreed that hiring a consultant will be less complicated as BPC will not have to deal with payroll issues such as social security, payroll taxes, etc. The consultant will receive a 1099 at year end for tax filing which is a simple form to submit. Kevin suggested increasing the rate from \$23-\$25 per hour to \$25-\$30 to encourage candidates of higher quality to apply. The Board agreed with Kevin and voted on an hourly rate of \$30. The administrator would report to the President and be able to work independently. John suggested a monthly rate would be easier to administer as opposed to dealing with weekly or monthly hourly submissions. The anticipated time allotted would average 10 hours per week as hours required would vary according to the time of year. The Board suggested the job description be simplified. Kevin, John, and Susan will send out a rewritten job description for board approval. The job will be posted via a BPC blast, newspapers, and other non-profit organizations such as BCT, the Chamber of Commerce, etc.
- b. Strategic Plan update - draft for January meeting - will be discussed at January Board meeting.

### **2. Committee Reports - Written/verbal reports as needed**

- a. **Membership** - 2023 drive - see report in folder - (Marty absent.)
- b. **Pond Outreach** - Canoe Pond, Leland Road, Seymour Pond  
Kevin reported on the Canoe Pond aeration relocation project. Rob has made some changes to the contract. Discussion ensued regarding the current unincorporated status of Canoe Pond Association. The Association does not have to be incorporated to be tax free. Donations via NEON to the project from the Canoe Pond Association members will be tax deductible. Conservation will need to be contacted prior to moving the aeration equipment to make sure regulations are adhered to. Nancy volunteered to contact Canoe Pond Association member Tim Chase and the recently hired Brewster Conservation Administrator Bill Grafton to determine what paperwork needs to be completed for the project. (i.e. Order of Conditions, Determination of Applicability, etc.) Leland Road will be discussed at the next board meeting.

Bob Melia of Seymour Pond recently discovered runoff from Beechwood Drive. Marcia recorded the runoff. Marcia is currently having personal work done by Peter Jensen of Terra Firma and will ask if he could check out the runoff site. John believes the solution could be as simple as a diagonal hump in the road and/or infiltration basins similar to Sheep Pond landing. Beechwood Drive is a private road so town funding might not apply. Kevin will introduce Marcia and John to Bob Melia and do a walk-through of Beechwood Drive. Ron mentioned that Ed Eichner will speak at the Brewster Natural Resource Advisory Commission Meeting on December 8th at 6 PM. BPC is concerned about Ed's "alum approach" as a solution to pond water degradation. Also the PALS program he is proposing is not much different than what is currently being done by Brewster.

- c. **Communication** - Winter Newsletter - Susan will submit her article for the newsletter in the next few days. All other articles have been submitted.

### **Wrap-up**

- **Recap decisions, action items, and follow-up assignments**  
**Susan to contact Board of Health Member Annette Graczewski re:the town's position on the DEP proposed changes to Title 5 regulations.**  
**John, Kevin, and Susan will rewrite part time administrator job description.**  
**Nancy to contact the new Town Conservation Administrator Bill Grafton regarding filing requirements for the Canoe Pond aeration relocation project.**  
**Kevin to introduce Marcia and John to Bob Melia and do a walk-through of Beechwood Drive.**
- **Next Board Meeting - January 5, 2023 - Google Meet**
- **February Board Meeting - February 2, 2023 - Google Meet**
- **March Board Meeting - March 2, 2023 - Google Meet**

**Meeting adjourned: 7:42 PM**

**Submitted by,**

**Nancy Ortiz, Secretary**