

**Brewster Ponds Coalition
Board of Directors Meeting
September 7, 2023, 6:00 - 8:00 PM
Video Conference**

Present: [Mary Mauterstock](#), [Jane Savio](#), [Susan Bridges](#), [Kevin Kearns](#), [Rob Condon](#), [Nancy Ortiz](#), [Ron Essig](#), [Marty Burke](#)

Absent: [John Keith](#), [Marcia Kielb](#)

Meeting called to order: 6:02 PM

Standing Topics

1. Review and approve the minutes of the August 3rd Board Meeting - Nancy - approved unanimously
2. Confirm and document email votes between Board meetings, if any - none
3. Incoming mail (if any) - Rob/others - none
4. Treasurer's report - Rob
 - a. Financial statements - see Board folder - numerous expenses in August.- \$9,232 payment to Horsley Whitten for septic study. Another Horsley Whitten invoice for \$3K has been received. APCC grant paid for \$2,500. Donations were \$2,393, Scholarship payment has not been cashed. The question was raised re: auditing non-profit organizations. Per Kevin, BPC is not large enough to require an audit.
 - b. Approval of expenses and reimbursements (if any) - none - Susan mentioned she has annual meeting expenses to submit for reimbursement.
5. Misc. administrative matters - All
 - a. Susan would like to create a new folder for information presented at various town meetings. Subfolders within this folder would include the Water Resources Taskforce, Board of Health, Natural Resources Advisory Commission, etc. The agenda, other paperwork submitted prior to the meeting, and all information submitted during each meeting including follow-up notes would be filed in each subfolder.

New Business

1. Board election of officers approved unanimously:

Susan - President

John - Vice president

Rob - Treasurer

Nancy - Secretary

Rob suggested changing bylaws to expand the current 3-year term limit which is currently renewed once for a total of 6 years. Brewster Conservation Trust does not have term limits. Currently a board member can return after 12 months for another term.

Kevin suggested having short term “honorary” board members or board members “emeritus.” These board members would have limited or temporary participation. Rob will investigate expanding board limits and return with suggestions at the next board meeting.

2. Shed at Long Pond to store Citizen Scientist equipment (instead of Gwen’s garage!) Town Manager Peter Lombardi suggested BPC pay half the cost of a \$10K shed to be constructed at the Long Pond landing. This shed would house BPC supplies that are currently stored in Gwen’s garage. BPC needs approximately 100 square feet of storage space. The Town would use the other half of the 10 X 20 foot shed. Discussion ensued regarding the requirements of the shed including lighting and water availability for cleaning pond testing supplies. Per Peter, the water department is installing a hydration station adjacent to the boat ramp that would have a locked side hatch with a spigot for water access. Would electricity, skylights, or windows be available for lighting? Would hooks be available for hanging catch nets? How many doors and how wide would these doors be? The Board voted a sum up to the amount of \$5K for the shed contingent upon BPC’s specifications being met. Susan will inform Peter of the BPC vote in favor of the shed provided certain conditions are met.
3. T- shirts & polos - Marty and Mary received three quotes from three vendors for T and polo shirts. Talking Threads in Orleans’ quote was the most interesting. Due to the September 17th volunteer party time constraint, it was decided to order only wicking T-shirts of assorted sizes at the current time. Eighty of the 100 T-shirts will have “VOLUNTEER” wording. The remaining 20 T-shirts can perhaps be given to large donors or sold at BPC events. The purchase of the more expensive polo shirts can be discussed at a later date. The cost of the T-shirts only is \$1,405. A deposit of \$702 was put down. Susan suggested selling T-shirts without the volunteer logo in the future.

Current Priorities

1. Volunteer Fair at the library Sept. 8th - Kristi Dondlinger is running BPC recruitment at the fair. Marty will supply the pamphlets needed and Ron will assist as well.
2. Volunteer Picnic - September 17th - Agway is donating a \$25 gift certificate. Crocker will be donating a gift certificate as well. At the current time there are only six RSVPs. Eighty-two people received the blast with a September 11 deadline to respond. Jane will resend the invitation and Ron and Marty will reach out to volunteers personally. It was decided canceling the picnic due to low attendance is not an option considering the nature of the event.
3. Proposed Articles for the Town Warrant - The drafts of the two articles can be found in the Board folder. Brian Baumgaertel received the draft concerning phosphorus reducing septic systems for his review. The two studies may be considered as two separate articles or as one article on the town warrant. The first article is for phosphorus reducing alternative septic systems and the second article is to assess different ponds in Brewster. Currently the town is concentrating on permits for the new Title 5 septic systems in estuarine watersheds. BPC does not want the town to forget about the ponds. Susan will attend the Task Force meeting in two weeks and present the drafts. These drafts will give the Task Force an idea of the direction BPC is headed. It is hoped that the town will co-sponsor the article(s).
4. Septic system/pond testing initiative for summer 2023 - status report. John was not present to update the board in detail. Currently all the wells at the Darbyshire residence have been drilled. If the Griffith Pond 35’ well does not show any results, there is no point in digging further.

5. Board recruitment - Nancy recruited Linda Darbyshire as a possible board member. Susan has also spoken to Linda. She is currently in Norway so will attend the October board meeting. Tim Chase of Canoe Pond Village is another strong candidate per Kevin and Marty. Marty had a very good interview conversation with Tim and there is interest on his part. Susan contacted Tim a few weeks ago and will try again to set up a meeting. Marty has been talking to Anne Jacobson for 2-3 years and will meet with her along with Ron in early October. Anne is currently on the board of The Nature Conservancy of New Jersey and her tenure there ends on December 31, 2023.
6. The Fall Newsletter deadline is September 15th.
7. Ripples stories & focus - The focus of the 2024 Ripples will be the Article(s) on the Town Warrant which are currently in draft form (see number 3 above.) The results of the vote on these Article(s) will not be known until after the November town meeting, therefore, there will be a few weeks delay in the publication of Ripples. Ripples plays a key role in fundraising. Hopefully, the publication will be between Thanksgiving and December 15th. Susan suggested having a three page article covering the warrant and more articles than in the past on members in action. Jane will create an outline of the articles to assist in deciding who will be responsible for what pieces. Marty suggested an article on the Pond Protection Pledge citing the numerous signs around town, especially in the Seymour Pond area. Nancy Decker of Tracy Lane has been very active in the program and could perhaps be quoted if the Cape Cod Chronicle writes an article on the PPP. Susan suggested submitting a story to the Cape Cod Chronicle about the Pond Pledge signs popping up around Brewster.

Committee Reports - Written/verbal reports as needed

1. Pond Outreach - see file for detailed reports
2. Citizen Science - see file for report
3. Education - see file for report. Ron pointed out that the report mentioned a pond education program session at the Council on Aging on October 2.
4. Membership - Marty said that the membership fiscal year ended on 7/31/23. Donations for the closed year were the highest we have ever received at \$79,450.
5. There were technical challenges downloading the Annual Meeting recording. Jane will research and hopefully resolve the issue.

Wrap-up

- Recap decisions, action items, and follow-up assignments:
 - Susan to create a folder for town meetings with subfolders for each specific meeting.
 - Rob to evaluate term limits.
 - Susan will contact Peter Lombardi regarding BPC contributing to Long Pond shed purchase.
 - Jane will resend the volunteer picnic invitation on Monday and Marty and Ron will reach out personally to Citizen Scientist volunteers.
 - Fall Newsletter article deadline is September 15th.
 - Jane to work on downloading the Annual Meeting recording.

- September Meeting - Strategic Planning Meeting - September 29, 2023, 8:30 AM @ Rob's house: 53 Mill Pond Drive
- Next Board Meeting - October 5, 2023 - Google Meet
- November Meeting - November 2, 2023 - Google Meet
- December Meeting - December 7, 2023 - Google Meet

Meeting Adjourned: 7:50 PM

Submitted by: Nancy Ortiz, Secretary