

**Brewster Ponds Coalition
Board of Directors Meeting
November 4, 2021 6:00 - 8:00 PM
Video Conference**

Board Members Present: Mary Mauterstock Cameron Ferguson Rob Condon Konrad Shultz Marcia Kielb Susan Bridges Nancy Ortiz Ron Essig Marty Burke John Keith

Meeting called to order: 6 PM

Standing Topics

1. **Review and approve the minutes of the October 7th Board Meeting** - Nancy - Minutes approved unanimously
2. **Confirm and document email votes between Board meetings** (if any) - Nancy - none
3. **Incoming mail** (if any) - Rob/others - none
4. **Treasurer's report** - Rob
 - a. **Financial statements** - see Board folder
October expenses \$1,189 Elbow Pond expense \$1100
Total expenses \$2,289
Total donations \$3,059
Bank balance \$109,431
Lower Y-T-D expenses than budgeted adds funds to crisis reserve
Rob proposed adding a new expense category: **Grants** - in the future grant payments will be deducted from the new grant line item. Susan suggested Elbow Pond apply for a grant for harvesting. John Keith stated there was currently enough funds in the Elbow Pond account to cover expenses. (Rob mentioned observing numerous macrophytes in Elbow Pond. John Keith responded that the Elbow Pond group was not allowed to harvest within three feet of the shore therefore the pond does not look totally "clear" of macrophytes.)
Discussion ensued regarding BPC's largest budget expenditure: **Communications**. \$13K has been budgeted for 2022. It's difficult to allocate the Communications budget between various committees such as fundraising, education, citizen scientist, etc. John Keith recommended leaving Communications as a single line item and allocating only when needed for Form 990.
Eco paddles: BPC receives \$500 per paddle. Ryan Burch of SUPfari Adventure is generously requesting only payment for the cost of employees needed for the paddle. Marty stated that the eco paddle income has been put in a separate account campaign for easy identification. Income should be categorized as a donation. Rob to discuss details with Marty. Specific arrangements should be identified up front so that donations can be accounted for properly.
 - b. Approval of expenses and reimbursements (if any) - none
5. **Misc. administrative matters** - All

- a. **Update on business cards and hats for board members** - Susan will deliver the business cards to Marcia, Marty and Ron (who is away). John Keith will receive his cards from Mary upon his return to Brewster. Marty will distribute BPC caps to board members as requested.
- b. **Stormwater bylaws and regulations** - John Keith attended a Brewster Planning Board meeting on Wednesday regarding storm water. A few changes were made to the draft bylaw due to BPC input. BPC recommendations regarding how to handle sidewalks, brick walls, and Belgian block aprons were accepted. BPC's recommendations regarding reducing thresholds for disturbed areas were not accepted. Minor permits will be required for 500 to 2,500 (increased from 2,000) square feet of impervious surface or greater than 10,000 to 25,000 square feet of disturbed area. Major permits will be needed for impervious surfaces over 2,500 square feet or over 25,000 square feet of disturbed areas. Ten reviews for major permits will be needed if the project falls within a major category. BPC suggested that the Planning Board be the overall coordinator for stormwater projects as opposed to dividing the responsibility between the Building, Planning, DNR, and Public Works departments. If runoff is controlled by natural vegetation, there will be no need to create a rain garden or to take other remediation efforts. Select person Kari Hoffman will take the proposed bylaw to the Select Board for a vote. The majority of the Planning Board is pleased to have BPC participation in drafting the storm water regulations.
- c. **Meeting with BCT and Town Administrator, Peter Lombardi** - John Keith and Susan will attend a meeting next week with Tino Kamarck, Board Director of BCT and Peter Lombardi. BPC wants to give Peter a "heads up" regarding the upcoming Ripples article on nutrient reduction. Politically sensitive septic issues will be addressed in the publication. Peter will be responsible for informing the other town departments that could be affected by the publication. Susan mentioned a BPC January meeting is planned for other town departments (i.e. Health Board, DPW, Planning Board, Building Department, etc.)
- d. **Meeting with Kim Comart and Joyce Bock from Yarmouth** - Susan had an interesting discussion with Kim and Joyce who had numerous ideas for pond remediation. Susan will forward the ideas to Tom Vautin. The Yarmouth Pond group will send a letter to Yarmouth residents regarding fertilizer use, septic tanks, and storm water runoff. Susan will compile and forward a folder of information to board members. Marcia mentioned that turtle lady Susan Bauer would like to get involved. Marty has reached out to Kim and Joyce to offer conversation and consultation on BPC membership and citizen science. He has not yet been contacted by them.

New Business: None

Current Priorities

1. **Volunteer hours** - Cameron discussed keeping board member hours separate from non board member hours. A board member's hours attending a town meeting as a representative of the BPC board should be classified as board hours, for example. Doing communication tasks, participating in town cleanup, etc. should not be classified as board

hours. The IRS 990 form is for board member hours only. Cameron will send a summary to the board regarding how to classify hours. Board members' hours as a volunteer in a committee should be accounted for separately under the volunteer category.

- 2. 2022 Budget** - Rob needs a response from numerous board members regarding the 2022 budgets. Rob will put the amount budgeted into "buckets" (i.e. communications, fundraising, etc.) then split for the IRS 990 form. Rob prefers to use Excel as opposed to Google Docs. Susan suggested Rob input the information received to date. Konrad mentioned the growing importance of nutrient reduction over the next few years. Konrad and John will create a draft "blueprint" for nutrient reduction. A draft budget should be completed by the next board meeting.

Per Marty, APCC and other BPC partners are also, at this time, in the process of applying for grants and building their own budgets. In most situations a grant application applied for by a partner this fall will not be awarded in this calendar year. There will likely be situations where grant application decisions won or lost will affect our budget as a partner. This is difficult to predict and may require adjustments to our budget in the course of the year. Flexibility to a citizen science budget proposed for 1/1/22 is important, though projections will be done with care.

- 3. Operating Plan, Committee Action Plans, and Events** -

Susan proposed the following events for 2022:

1. 4 adult education programs
2. 3 (or 4?) eco paddles (need to discuss with Ryan Burch)
3. 4 bike rides
4. 1 or 2 walks

Konrad mentioned the herring run paddle should take place in May as later is too late.

The following event leaders were decided:

Beautify Brewster - Nancy

Brewster Conservation Day - Mary

Brewster in Bloom - Susan

Farmer's Market - Marcia and Rob

Library exhibit - Susan and Nancy

Scholarship - Marcia, Mary, and Cameron will rework the application, qualifications, etc.

Committee Reports - Per Konrad, Amaya Giannini, a high school sophomore, is interested in volunteering for Communications. She would like to create a BPC instagram presence for the BPC. Konrad has spoken with Tom Vautin regarding a water bioremediation grant.

Marty stated that Ripples is now printed and ready to be mailed.. Ripples will be distributed to all Brewster renters, homeowners, donors, etc. Marty will meet with Curley printing on Monday, November 8 to pick up the finished donor letters and a small number of magazines. He will plan a donor letter signing "party" at his house in the upcoming week(s). Marty will send out an email to invite small groups of two board members at a time to his house for signing.

The 2021 Pond Guides were very popular. 4,000 were printed and only 400 remain.

Marty will distribute the Pond Guides and 2021 Ripples Magazine when he meets with Trout Unlimited next week.

Wrap-up

- **Recap decisions, action items, and follow-up assignments**

Susan will put together folder on information from meeting with Yarmouth pond group and distribute to board members

Cameron will send details of volunteer hours information needed to board members.

Konrad and John will create a draft BPC nutrient reduction plan.

Rob will update the budget spreadsheet. Those Board members who have not done so will need to submit budget information to Rob.

- **Next Board Meeting - December 2, 2021** - Google Meet
- **January Board meeting - January 6, 2022** - Google Meet
- **February Board meeting - February 3, 2022** - Google Meet
- **March Board meeting - March 3, 2022** - Google Meet

Meeting adjourned 8:06 PM.

Submitted by:

Nancy Ortiz, Clerk