

MINUTES, BREWSTER POND COALITION, September 6, 2018

Board members present: Marty Burke, Wayne Jenkins, Nancy Ortiz, Gwen Pelletier, Judy Pirani, Sue Searles, Konrad Schultz, Tom Vautin, Dawn Walnut.

Guests present representing Elbow Pond: John Keith, Mary Materstock, Bob Materstock, Paul Zevon, Dutch and Laurie Wegman

Other members present: Bruce and Pat Semple

Tom began the meeting by welcoming the representatives from Friends of Elbow Pond, who have a proposal to present to the board re possible weed harvesting at Elbow Pond. Tom indicated that in conversations with John Keith he allocated half an hour for the presentation.

In his introductory remarks, John included the following points:

- Elbow is a 12 acre great pond
- It is impaired by nutrients, phosphorus, and plants (some of which are invasive)
- There are 18 property owners with pond frontage plus 20 others in the neighborhood with access to the pond
- There are two cranberry bogs abutting the pond
- There is no official access owned by the Town
- Elbow Pond is included in hydrology study WATER RESOURCE ATLAS, FRESH WATER PONDS, Brewster MA, prepared for the Town in 2014 by Horsley Witten Group, Inc.

Bob Mauterstock showed a video taken by a drone of Elbow Pond last week. It showed lots of green vegetation in the pond, the surrounding shore lines and properties, including the two cranberry bogs abutting the pond, one at each end of the pond. There is one landing where property owners have access. Otherwise access is from individual properties.

John Keith continued his presentation with the following points:

- Plant issue with algae and macrophytes
- Elbow Pond is an ideal test case for using the Town's recently purchased weed harvester for removal of macrophytes and reduction of phosphorus. As an example John said that removal of a ton of macrophytes would translate to removal of 4 pounds of phosphorus.
- Friends of Elbow Ponds has already taken the following steps to attempt to work with the Town to develop a test case.
 - ❖ Determined the process would include filing NOI with the Brewster Conservation Commission and because it is a great pond also a filing with the MA Department of Conservation
 - ❖ Requested a Request for a Proposal from Horsley Witten for a pond study to outline the proposed project, Costs will be \$13,300 for the study, to include filing with the Conservation Commission.
 - ❖ Determined that the time frame for the study would be about 5 weeks, projected at this point to be completed in October
 - ❖ Begun discussion with Brewster DNR director Chris Miller about the proposed project and negotiating use of the Town's weed harvester
 - ❖ Had conversations with Conservation Commission Agent Noel Bramer about the proposal.
 - ❖ Begun seeking contributions from neighbors in the Elbow Pond area.

At this point, John pointed out that this is the exactly the kind of project that fits within BPC's mission, to protect and improve freshwater ponds, and made the following requests to BPC on behalf of Friends of Elbow Pond:

- BPC to be the "holder of funds" donated for the project in a restricted account, allowing donations to be tax deductible for the donors under BPC's non profit status
- To provide financial support from BPC's treasury for the project, to match the amount raised by the Friends of Elbow Pond.

John further added that this project, with BPC's support, would/could become an example/demonstration to other pond/neighborhood associations.

During a discussion/conversation with Friends of Elbow Ponds, the following points/questions/comments were made:

- The study could become a template for other ponds
- In fact, some of the language and methodology in this study will take advantage of work already done for the Town on the MILL PONDS project, for which the weed harvester was purchased for macrophyte removal in Walker Pond and the study for Upper Mill Pond.
- There are 3 semi public accesses: Cranview Homeowners, Black Bog association, and Elbow Pond Drive
- Approximately 40 families have access to the pond; there are probably 25 active users
- Estimated actual costs at this point of the removal is \$2,000; however, there have not been negotiations with the Town re who would use the harvester and what the costs/charges would be.
- Determining the success of the project (vegetation removal and calculation of phosphorus removal) will be part of the agreement with HW.
- Concern re invasive millfoil and possible creation of a bigger/different problem.
- The study will include: project mapping, research, filing the NOI, research/study by a naturalist, an application re “Endangered Species”, analyses, evaluations, vegetation types (invasive as well as native)
- In the Town’s approved macrophyte removal at Walker Pond, the approved removal was approximately 10%
- Friends of Elbow Pond is reaching out to the owners of the two bogs

In summary, BPC noted by consensus that establishing an agreement of re acceptance of funds would be a matter of appropriate paperwork. Re possible contribution of funds, the board would need to consider the request. Board members congratulated FofEP for their effort, thanked them for coming, and indicated the board would consider their their requests quickly.

As we moved through the other agenda items, the Board returned to a discussion of the Friends of Elbow Pond request. That discussion included the following points:

- Estimated total need for project is \$16,000. Consider BPC contributing \$3,000 after they raise \$10,000 for costs of study
- Would HW consider this study a template and reduce costs of future studies for other ponds
- HW has a long and solid relationship with the Town: the price of the study for F of EP is a good one
- BPC's role will not be involvement with the actual project, but one of observation, reporting, and assisting with documentation of the results
- BPC's emphasis will be on communication and being kept informed
- If we should contribute, would it be setting a precedent
- Emphasis from BPC point of view that this an experimental project, with the hope of proving that it can be done and have a positive effect on the health of ponds.

On a motion by Wayne Jenkins, seconded by Sue Searles, the board voted unanimously:

“That BPC offer Friends of Elbow Pond \$3,300 in Financial Support, once the residents have contributed \$10,000 to their dedicated fund for the Horsley Witten Group proposal for Pond Management. That contribution of those funds is contingent on development of a MOU (Memorandum of Understanding) between BPC and F of EP to absolve BPC from any liability , to include agreement for Fof EP to share information with BPC and to work with BPC to create a model for use by other pond groups interested in a similar project.”

Wayne Jenkins will work with John Keith to develop the MOU.

On a motion by Tom Vautin, seconded by Nancy Ortiz, the board voted unanimously:

“To accept funds for a restricted account on behalf of the Friends of Elbow Pond for the purpose of improving water quality management in Elbow Pond, such work to be consistent with BPC's mission. BPC and FoEP to establish an agreement to that purpose.”

Tom Vautin will develop that agreement, and work with John Keith and Bob and Mary Materstock to complete the agreement.

Return to agenda for the meeting: (NOTE: I have reorganized the flow of the minutes so the sequence is a bit different from the actual sequence. It made it easier for me to record the flow of the Elbow Pond presentation. GCP)

STANDING TOPICS

- Minutes for the August 2, 2018, meeting were approved unanimously as amended, “to include the names of committee members Sue Searles and Rob Boas,” re editing the POND BOOKLET, which lists the ponds in Brewster with public access and provides information about them. This booklet has proved to be very popular at the Chamber of Commerce with visitors.
- Treasurer’s Report: Financial statements for both July and August were approved unanimously as presented. In a brief discussion about items in the budget approved for this year, it was determined there is not a need at this time to review/revise the budget for items budgeted but not acted upon. Incoming mail included an invoice for Moira Noonan-Kerry for work performed on grant research and writing of proposal.

CURRENT PRIORITIES AND ISSUES

- **Welcome and orientation of new board members!**
 - ❖ Tom welcomed new board members---Marty Burke, Wayne Jenkins, and Nancy Ortiz, thanked them for joining the board. We all expressed our appreciation for joining us.
 - ❖ Judy got from them information for ordering BPC business cards
 - ❖ Gwen obtained information for filings with MA Secretary of State
 - ❖ Tom checked in re their being assigned BPC email addresses and having access to BPC Google docs, pointing out the site has all of our important docs and that information for board meetings is shared there.
 - ❖ All of us offered assistance to new members if needed.

- **Board organization and proposed working group structures**

Tom opened the discussion on this topic by reflecting on the decision of the board last year to focus on a plan for shifting from a start-up organization to a sustainable one. The first step was development of the strategic plan, followed by the change in the by-laws at annual meeting to increase the size of the Board.

The next step is to determine leadership in key areas. The board had reviewed at previous meetings and accepted a chart developed by Tom, “Board Organization and Working Group Structure”. As a group, we reviewed the chart and volunteered to take responsibilities as listed below:

- ❖ Finance Committee: Tom Vautin
- ❖ Membership Committee: Dawn Walnut and Nancy Ortiz
- ❖ Development and Fundraising: Konrad Schultz
- ❖ Education and Programs:
 - Sue Searles and Jan McGann for the Pond Education Project with the Elementary Schools;
 - Marty Burke, Nancy Ortiz, and Gwen Pelletier for the Citizen Scientist/Cyanobacteria project.
- ❖ Communications: Judy Pirani
- ❖ Projects and Partnerships: Wayne Jenkins
- ❖ Nominating Committee: Marty Burke, Fred Budreski, Jay Olin, Konrad Schultz
- ❖ Environmental and Science Advisory Team: Karen Malkus-Benjamin, John Keith

It was agreed that we would also recruit members to serve on these “teams”.

- **Annual Plan and operating plan proposal**

Board agreed with Tom’s suggestion that we need, on annual basis, to look at what we plan to accomplish or focus on over the next 12 months and make a plan instead of being “opportunistic” as we have been as a start up. That approach worked well as we were establishing ourselves. We need now to turn the Strategic Plan into an operating plan.

Board agreed

- ❖ To discuss at October meeting,
- ❖ Put into concrete form in November
- ❖ Establish as a plan for 2019 in December

- **Grant applications and status**

- ❖ Konrad shared that Moira Noonan-Kerry had developed a "Letter of Interest" to the Cape Cod Foundation for \$10,000 to partially fund a part time position. Konrad, Tom, and Gwen had worked with her to refine the proposal. The process is to submit a LOI and then, if approved, to be invited to submit a full proposal. The expectation is that invitations for proposals will be issued in October.
- ❖ Gwen shared that we will not know whether the EDDY FOUNDATION will decide to include BPC in its funding possibility list until the Board meets in October.

- **Capacity Building Update**

Board discussed need to continue recruiting to build out board and to identify members to take leadership positions of programs and/or projects. All should be involved with meetings with potential leaders. Add names to spreadsheet in Google Docs, in TEAM DRIVES, Board Recruiting folder.

- **BPC Officers for 2018-2019**

By consensus Board decided to postpone this election until next meeting. Tom shared that due to his current health issues, he needs some down time. However, he added that he will continue working with the Board and be as active as possible.

As VP, Konrad agreed to prepare for and chair the October meeting. Discussing areas of concern in filling in areas where Tom has provided Leadership, Tom and Konrad indicated the following

- ❖ Typical leadership responsibilities---
 - preparing for meetings,
 - meetings with Town officials
 - relating with other organizations
 - coordinating with Town committees and boards
 - liaison with the media,
 - representing BPC at relevant meetings and functions, guiding the activities
 - ❖ In addition Tom is the “IT specialist”, managing Google Docs
 - ❖ Serving in the role of Treasurer, interfacing with Glivinski Associates.
- Judy suggested that it would be helpful in dividing up responsibilities for the Board to have a “list of what Tom does”

Board members thanked Tom for his leadership and acknowledged that we all need to assist in filling gaps while he is taking care of himself.

Next Meeting: October 4, 2018

Submitted by,

Gwen Pelletier, Secretary