

The Herring Ponds Watershed Association

Board of Directors' Meeting

December 18, 2018

42 Carter's Bridge Road, Plymouth

Submitted by Brian Harrington

Present: Don Williams, Geri Williams, Jerry Levine, Lee Pulis, Phil Angell, Martha Sheldon, Brian Harrington *ex officio*, John Foye, Zach Tympanick (HPWA Intern)

The meeting was called to order by President Don Williams at the Williams' home, at 6:58 pm.

Water quality data study report - Zach Tympanick gave a report on the findings of his analysis of relationships between rainfall and algal blooms in GHP. His work has led to an hypothesis that rainfall intensity is an important predictor of phosphorus increase in waters of the herring ponds. Thanks to Zach for all of his work.

Minutes and Treasurer's Report

- 1) The Board voted to approve the minutes of the November 11/19/2018 BOD meeting.
- 2) The Board voted to approve the Treasurer's report.
- 3) The Board accepted written committee reports provided electronically to all BOD members prior to the present meeting, and included as a part of these minutes.

Old Business

There was additional discussion on the following topics:

- a) The need to continue searching for a webmaster.
- b) Posting minutes responsibilities – the ad hoc communications committee has established guidelines on posting and maintaining the minutes, and is in early stages to implement it. There is an unavoidable lag time between the draft minutes and posting the approved minutes of at least a month.
- c) Priorities for finding new board members. Agreement that we should seek good candidates for filling current vacancies for Member-at-Large. While particular qualifications (e.g. Legal expertise, web site management) are desirable, we should be open to, and encourage, enlistment of candidates willing to work as volunteers on behalf of the Association.

- d) Desirability of having vests for HPWA volunteers to wear during Association activities (e.g. Herring counts). The sense of the meeting was that we (through Ramona) should explore this further to bring for a vote at the February BOD meeting.

New Business

- a) Discussion of exploration for grant support from The Cleanwaterfund. The advice we received from managers of the Fund was that, because of our small watershed size, that an application would not be competitive.
- b) Discussion of whether/how HPWA should/can support Town purchase of a 34-acre property on the west side of Roxy Cahoon Road using a HPWA contribution as a small match to CPA funds for purchase. The Board voted unanimously to support the purchase with some amount of HPWA matching funds should the CPC decide to purchase the land and pending a conversation with the Chair of the Community Preservation Board. Brian will seek contact with the Chair of the CPC.
- c) We agreed that Board members should keep track of time spent with HPWA business, and send tallies periodically to Linda White who has agreed to keep track of the hours.
- d) Discussion for ideas of how to find new BoD members. Mentioned were SCORE, Chamber of Commerce (Brian will write them).
- e) Discussion of Isoscape project progress; Brian will contact Glorianna Davenport for clarification.
- f) Jerry described a discussion he had with staff of Wildlands Trust regarding cooperation in future programs.
- g) Agreement that we should include a copy of our mission statement in our minutes, following here:
"HPWA enlists volunteers to safeguard the Herring River Watershed, a 7-square mile, state-designated Area of Critical Environmental Concern. We seek to unite, educate, and enlist residents to promote daily practices compatible with a healthy ecology, to monitor watershed health, and to proactively engage citizens and government for safe and respectful watershed living."

The meeting was adjourned at 9:15 pm.

BOD Meeting Agenda 12/18/18

- 1) BOD 11/19 minutes approval -- Peg
- 2) Treasurer's report -- John
- 3) Committee reports

4) Old Business

- a) Help for Lee as webmaster progress, plan? – Lee
- b) Posting minutes responsibilities -- Lee
- c) Ideas on Guidelines for new BOD members – All
- d) Ramona budget request -- Ramona
- e) "Get the word out" session – Don (optional)

5) New Business

- a) Water quality data study report – Zach
 - b) Town Meeting Article signing request -- Don
 - c) Grant status – Brian
 - d) 35 acre tract – Brian
- 6) Any other business – if none, Holiday Party
- 7) Adjournment

December 18, 2018

Board of Directors,

The activities and plans of the Water Quality Committee are summarized below:

Activities:

- Jim Smith's November E. coli sample was low as was the November nitrate sample; there were 29 swans (higher than recently) on LHP when samples were taken.
- Zach will again summarize his findings thus far for water quality data at the meeting.
- Kim Tower (Plymouth) has told me there is some time available to us from Horsley Witten for consulting. This was time left over from the Eagle Hill runoff projects.
- Brian found another grant opportunity for Watershed Management Plan funding. Unfortunately, it seems that our needs are not a fit for this source of funding. They were asked if there is anyone else out there that might help us out. HPWA needs this study to move forward to improve water quality without wasting time and money.
- The HPWA DO meter could be checked for accuracy by borrowing the Plymouth DO meter and doing side-by-side measurements to gain confidence in our DO data.
- Nothing further from the DPW on setting up a regional DPW runoff remediation taskforce. Jon Beder is reportedly looking for a new job elsewhere.
- Lee Hartmann has asked Richard Vacca to look into the clearcutting that has taken place at 18 Valley Road.

Plans:

- Jim Smith will continue to take monthly E. coli and nitrate samples at LHP in order to establish baseline readings of swan influence on E. coli levels and to assess the health of the Plymouth-Carver aquifer under the Herring Ponds watershed
- The WQC will work with Plymouth to develop new bylaws to protect wetlands and the Plymouth-Carver aquifer.
- Kim Tower told Jack, Jerry and Don that remediation of additional runoff sites will be difficult either due to high water table, limited space for catchment basins or lack of a paved road. Don will talk to Plymouth engineering about possible alternative runoff solutions when things slow down a bit for Plymouth Engineering.

EduCom Report – for December 17, 2018 ExCom Meeting – Lee Pulis

- **RE: Shed Faire to Fund Youth Camperships** - Welcome back, Phil! With Phil's return, donation of items for Shed Faire 2019 can be made by contacting him directly to arrange storage. Spread the word to members and neighbors. We should discuss further and home in on a date and venue. April had previously been suggested, but July favors including watershed snow birds. July would mean advancing anticipated proceeds from our treasury for camperships. Hedges Pond Hall is ideal, but seems unlikely to be available. When should we begin contact with ACEC youth camps about benefitting? Who would like to meet/be involved in further planning and tasks?
- **Milkweed/Monarch Project** - Glorianna Davenport has agreed to work with HPWA on starting local native milkweed plugs in the Tidmarsh Living Observatory greenhouse for Spring 2019 planting: *"I am happy to raise plugs, then give them to you for distribution if you can agree to listing some kind of collaboration/joint venture."* She has collected 400 seeds locally, and in addition HPWA member Teri Pekol Kreitzer has collected and can provide 200 seeds to Glorianna. Germination is estimated at 25-50%. Any volunteers to work with Teri on this?
- **Ivan Mikolji** will be in Plymouth at Janebar Circle, arriving Sunday, Dec 16 and leaving Jan 4. He has posted additional underwater photos of a mussel and a Tessellated darter (~1.5-inch), both of which he has observed are very abundant in GHP. Martha may soon use one or more of his images in a new HPWA brochure. He has mentioned a desire to collaborate with us on a book about the ponds (us to write, him to provide images) with his fish, plants, and images of the ponds, plus more when he returns to take residence.



Check out more of the 39 images Ivan has posted so far for HPWA to freely use at:
https://drive.google.com/drive/folders/1yie4xXymo3yUIDBvTMjgHWddZ3N5Aajl?usp=s_haring

- **Hedges Pond Hall renovation** – In a Dec 6, 2018 OCM article, Plymouth facilities manager Wayne Walkden highlighted town building needs including: *“And then there’s the Hedges Pond Great Hall at 158 Hedges Pond Road, built in 1930, and in need of a new roof, exterior paint job, and handicapped accessibility improvements.”*
<http://plymouth.wickedlocal.com/news/20181206/plymouth-facilities-manager-highlights-town-building-needs>
 This goes beyond the scope of required (mostly interior) renovations discussed with Bill Keohan and Betty Cavacco, which HPWA contributed toward, and which have so far been delayed.
- **Alper Preserve** – A member reported on the morning of Saturday, Dec 1 that he had just called town police and harbormaster about ongoing tree cutting on the west side of Little Herring Pond (observed to be Town land in Alper Preserve). The cutting was reported to be behind a residence in Ponds of Plymouth, where a pond view swath had previously been cut nearly to the LHP shoreline, perhaps by a previous owner. I left voice mail for, and emailed DMEA warden Nate Cristofori. The member reported an hour later that both DMEA wardens and two police cruisers responded, indicated they had been to the address before, and said they planned to issue a citation. They inspected the situation, knocked on doors, and were told that the property owner was not home. They reported they plan to go back.
- **HPWA’s website Minutes page** now features links for approved BoD minutes including committee reports for two meetings: dated July 9, and September 24. (Access at: <http://www.theherringpondswatershed.org/minutes.html>, or go to our Home page, and you can either click on Minutes in the bottom menu, or click the About Us tab at the top and then click on the Minutes button on that page.) Our adopted procedure for publicly posting minutes for both BoD and General public meetings is appended to this report, and will be summarized at our December 17 BoD meeting so that all better understand their essential parts in the process.

Facebook social media posts since last report (wider contributions welcome):

- Dec 14: Posted more river otter clips
- Dec 3: Updated cover photo to 2018 picnic scene
- Dec 3: Posted Otter Cam video (284 reached, 139 engagements so far)
- Nov 25: Welcomed intern Zach



Guidelines for Minutes of Meetings

Ad Hoc Media Communications Committee meeting, Sept. 30, 2018. Lee Pulis, Ramona Krogman, Martha Sheldon

1) Formatting of Minutes

- 12 point type for body of minutes
- Page numbers at bottom, lower right
- Cross reference the minutes to the agenda
- Emphasize votes either with underline or boldface (suggested)

2) File Naming for BoD and Genl Meetings

Draft Minutes:

Draft_Minutes_BoD_year_mo_da

Example: Draft_Minutes_BoD_2018_10_28

Example: Draft_Minutes_Genl_2018_07_16

Revised Minutes:

Add "Revised" to the file name to distinguish it from previous draft.

Example: Revised_Minutes_BoD_2018_10_28

Example: Revised_Minutes_Genl_2018_01_02

Approved Minutes:

Minutes_BoD_year_mo_da

Example: Minutes_BoD_2018_09_10

Example: Minutes_Genl_2018_12_03

3) Best Practices for Minutes

- Generally, don't include names – just record what happened. Also, no quotations. *(This section will be expanded in a Secretary Job Description to come)*

Guidelines, cont.

4) Distributing the Minutes

- Draft minutes: The Secretary sends the draft minutes to the Board via email, makes the corrections received in reply, and brings one copy of the revised minutes to the next meeting. To cut down on email traffic, request the Board not use the "Reply all" function when sending their individual corrections.
- Send the "Revised" draft version to the Board via email just before the next meeting so they can review. For general meeting minutes only: the web administrator will also post

the digital PDF version of the revised draft minutes to the website Minutes page for members to review before voting to approve at the upcoming general meeting.

- At the next Board meeting, the Secretary can give a brief oral review of the corrections and make any last minute adjustments as requested by the Board before the vote to approve.
- At the next General meeting, the Secretary can briefly reference the draft minutes posted on the website before the vote to approve.
- Approved minutes: The Secretary prepares a final Board (“BoD”) or membership (“Genl”) approved digital file version for posting on the website (within one week suggested), and prints one copy to add to the Secretary’s binder.

5) Posting Minutes to the Website and Archiving

- For approved minutes, the Secretary sends the web administrator the digital file version of the meeting minutes (within one week after approval suggested), plus the agenda and any (Genl) or all (BoD) committee reports for that meeting. Only the minutes need to use the approved minutes file name (as above); the separate committee reports can be as named by committee chairs. The web administrator will combine the various Word docs and PDFs into a single PDF. The web administrator will then post them on our website “Minutes” page.
- The BoD and Genl minutes will be posted on the Minutes web page in a 2-column format. The BoD minutes will appear in the left column with the most recent at the top, going back through one year previous [but for now beginning with October 2018]. Earlier minutes will be archived. The minutes of **General Meetings** will appear in the right column and will be named “Genl” instead of “BoD”. Minutes of the meeting previous to an upcoming meeting will have “Draft” inserted in the name before an upcoming meeting, i.e. “Draft_Minutes_Genl_xxxx_xx_xx” until replaced by the voted approved version.
- The Secretary prints one copy of the above digital file (minutes, agenda, committee reports) and adds to the Secretary’s binder.