

Kenneth Kelly

From: Kenneth Kelly [kkelly@utica.edu]
Sent: Monday, April 16, 2012 9:13 PM
To: Linda Kay (lkay2@nycap.rr.com); Kitty Levitan (LennieLit@aol.com); Carl Foote (carl.foote@verizon.net); Leonard Allen (lenricky@gmail.com); 'lenorel@fastmail.fm'; 'executivedirector@Lakesideonline.org'; 'teesiem@comcast.net'; 'brutusd@aol.com'; 'marbuzz@msn.com'; 'JCOB7@aol.com'; 'rstover1@berkshire.rr.com'; 'Herbertzweig@aol.com'; Al Nardacci (nardacci@aol.com); Matt Kerwood (m.kerwood@richmondma.org); Jim McGrath (jmcgrath@pittsfieldch.com)
Subject: Minutes of 4-9-12 Richmond Pond Association Meeting

Here are the minutes from last Monday's meeting.

Ken

Richmond Pond Association Meeting Minutes – April 9, 2012

Present: Linda Kay, president (Richmond Shores); Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); John Mead (Lakeside Christian); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Holly Stover (Branch Farm & "other hats")

Guests also attending :): Jim McGrath (City of Pittsfield)

Absent: John Hultman (Girl Scouts); Matt & Teesie Melillo (Richmond Shores); Jack O'Brien (Branch Farm); Maria Metlay & Mary Miller (South Pond); Herb Zweig (Richmond Shores); Matt Kerwood (Richmond Town Administrator)

Minutes – The 2/21/12 minutes were approved with one correction – the Friends of Pontoosuc Lake website had been erroneously labeled as the Onota Lake website.

Treasurer's Report – Carl reported that there is currently a balance of about \$24,000 in the Richmond Pond Association bank account. Carl reported that, as a follow-up to action taken at the last meeting, he had established a 6-month CD with Berkshire Bank in the amount of \$2,000 to implement the RPA's capital improvement/investment fund. Carl requested a vote to authorize that Ken be added as an authorized signer to the RPA's bank account, as a backup to Carl and Linda – this was approved.

Update from Lakeside Christian Camp – John Mead reported that he had received the bill from Lenard Engineering for the dam inspection, totaling \$2,860. This was provided to Carl, as Treasurer, who will now cut the check for the previously approved RPA contribution of \$1,800 toward this expense.

Funding request for boat ramp monitoring – While Matt could not attend, he had asked that the group be informed that we will again be receiving \$6,000 from the state to assist in funding the 2012 boat ramp monitoring program. The total cost of the monitoring program (all payroll) is again \$15,000. Last year, because no funding request was submitted to RPA, RPA did not provide any of the funding. However, he now requests that RPA provide whatever we can to help fund this year's program. Asked whether Pittsfield might be able to assist with the funding, Jim McGrath indicated that Pittsfield has budgeted \$4,000 to assist with Richmond Pond lake management, but all of that is earmarked to help pay for weed treatment, so there won't be funding coming from Pittsfield for ramp monitoring. Following discussion, the sentiment was that while there is a willingness to assist the ramp monitoring program financially, before RPA could vote on allocating a

specific amount, more information would be needed from Matt about the status of related Richmond Town budgets. Action on this was therefore tabled until the May meeting.

RPA Fund raising letter – In recognition that ramp monitoring expenses, dam-related expenses, & expenses for the studies needed to support approval of draw-downs, are likely to be significant & recurring in the coming years, it was felt that we should resume the annual solicitation of contributions. (This is in addition to the dues that are annually requested from the several pond community associations & the three camps.) Carl agreed to draft a fund-raising letter, in collaboration with Bonita Lovison, who has assisted with our previous letters; the letter would be sent in May.

Meeting with Natural Heritage – Linda reported on the 4/3/12 meeting with key staff from the Natural Heritage & Endangered Species Program, Div. of Fisheries & Wildlife, & Dept. of Environmental Protection in Springfield, to determine what data would need to be gathered if approval were to be sought for future deeper draw-downs. Matt, Linda and Ken attended, and Jim McGrath joined in by phone. See the 3-page written summary of that meeting, which was shared by email on 4/9/12 with all RPA members (a copy is available to others from the RPA Secretary upon request).

After discussion, it was agreed that the following are the next action steps:

- **Matt** is asked to prepare and submit a **follow-up communication to Misty-Anne Marold at Natural Heritage** that summarizes, from the 4/3 meeting, our understanding of what would be required if we were to submit an application for a deeper drawdown. This communication will request that confirmation & clarification & cost estimates be provided in a written response.
- An application needs to be prepared for a **Chapter 91 license for operation of the dam** located at Lakeside Christian Camp. (We learned at our meeting with Natural Heritage that this had never been done – actually not an unusual circumstance for older dams.) **Jim McGrath** will take the initiative on preparing this application, and will work with John Mead on it. Jim will get this started right away, as we will need to have that license issued in order for this fall's 2-foot draw-down to be approved. (John mentioned that his staff has been routinely recording and will continue to maintain records of lake levels at the dam.)
- **Matt** will continue his work on preparing & submitting the **application for a 2-foot drawdown** for at least the next several years. (We learned that one of the requirements for a deeper draw-down will be collection of at least 3 years of lake & marsh water level data.)
- **Articulation of our goals for a deeper drawdown, and additional community input on these goals and preferred strategies**, were recommended by Natural Heritage and are needed, as that would guide how we proceed. It was agreed that as a first step, the fund raising letter will ask for input on this. **Linda** offered to draft a related questionnaire that would be included with the letter; **Ken** offered to assist. Depending upon the response, we will later discuss additional input measures, possibly to include an online survey through Survey Monkey, and/or one or more open "town meeting" type discussions perhaps combined with another lake event.
- With regard to the list of approved **dock structure licenses** that is being sent to Matt, it was agreed that since the state is the designated enforcement authority for such matters, it would not be appropriate for the RPA to become engaged in any related dock structure license monitoring or enforcement.

Richmond Pond website – Ken reported that he has explored website domain names available, website hosting options, & related website software. Hosting our website as an integral part of the Town of Richmond website, @ no cost (Town of Lanesboro does this for Friends of Pontoosuc Lake) is not an option for us, as we're not an official entity of the Town. However, we can have a link created on the Town website that links to our website – it would just have to be hosted elsewhere.

Ken recommended
was approved.
hosting, & softw
two approaches

Ken recommended that we register the available domain name: www.RichmondPondAssociation.org. This was approved. Two likely options he may use for all three components (registering the domain name, website hosting, & software) are GoDaddy or WebEasy Professional 9. Though pricing is structured differently for the two approaches, it appears that the combined cost for all three components should be under \$100/year.

Having a website will involve committing to an annual cost, but it should be below \$100/year, & would increase our public exposure & ease of information access. He requested authorization to expend an amount **not to exceed \$100** for these purposes, and authorization to begin developing the website. This was approved, as an annual commitment. The website will not "go live" until RPA has reviewed and commented on a mock-up.

Next RPA Meeting – Because of conflicts, our monthly meetings are being shifted to the second Tuesday of the month, so our next meeting will be **Tuesday, May 8, at 5:30 pm**, at Richmond Town Hall. Additional meetings will be June 12, July 10, August 14, September 11, and October 9. Since the Richmond Conservation Commission meets the second Tuesday at 7:00 pm, and attendees often consult with the Conservation Commissioner before-hand at the same location, we should seek to conclude our business by 6:30 pm.

(Minutes submitted 4/16/12; please provide any corrections to Ken Kelly, RPA secretary.)

Kenneth Kelly

From: Kenneth Kelly [kkelly@utica.edu]
Sent: Thursday, May 10, 2012 2:31 PM
To: Linda Kay (lkay2@nycap.rr.com); Kitty Levitan (LennieLit@aol.com); Carl Foote (carl.foote@verizon.net); John Mead (executivedirector@lakesideonline.org); Matt & Teesie Melillo (teesiem@comcast.net); 'brutusd@aol.com'; 'marbuzz@msn.com'; 'JCOB7@aol.com'; 'Richard & Holly Stover'; 'Herbertzweig@aol.com'; Matt Kerwood (m.kerwood@richmondma.org); 'McGrath, Jim'; Al Nardacci (nardacci@aol.com)
Subject: Richmond Pond Association Minutes 5-8-12
Attachments: Richmond Pond Association Minutes 5-8-12.docx

Attached are the minutes for the May 8 meeting of the Richmond Pond Association. In case you have trouble opening the attachment, I have also embedded the text below.

I will send out another email to you when the website has been launched.

Ken

Richmond Pond Association Meeting Minutes – May 8, 2012

Present: Linda Kay, president (Richmond Shores); Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Jim McGrath (City of Pittsfield); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Holly Stover (Branch Farm & "other hats")

Absent: Matt Kerwood (Richmond Town Administrator); John Hultman (Girl Scouts); John Mead (Lakeside Christian); Matt & Teesie Melillo (Richmond Shores); Maria Metlay & Mary Miller (South Pond); Jack O'Brien (Branch Farm); Herb Zweig (Richmond Shores)

Minutes – The 4/9/12 minutes were approved. It was noted that, as specified in our By-Laws, Matt Kerwood and Jim McGrath are actually ex officio members, and not guests, so should be so listed in future minutes.

Pond Herbicide Treatment scheduled for May 16th – Linda reported on her communications with Matt and Lycott Environmental regarding the planned herbicide treatment of 74 acres of the lake with moderate to dense growth of Eurasian Milfoil; the treatment will occur under the current Order of Conditions from Pittsfield & Richmond that will expire June 6 and 14, respectively. She shared the lake map from Lycott Environmental, Inc. depicting areas for anticipated herbicide treatment, and noted that the inlet in Richmond Shores was not marked for treatment. Linda has brought this to Matt's attention and asked that he instruct Lycott to add the inlet to the area being treated on May 16th. She reported that Tom Grizey has already posted treatment warning notices in many areas, but Lakeside Christian & South Pond may not have the public notices up yet. She will coordinate with Tom to ensure that notices go up in all the usual areas.

Funding request for summer boat ramp monitoring – This item had been tabled at our last meeting. While Matt was also unable to attend today's meeting, Ken reported on a discussion he'd recently had with Matt seeking a clarification of amount of funding requested. Matt had previously indicated that the total cost of the monitoring program (all payroll) is again \$15,000, and he would again be receiving \$6,000 from the state to assist in funding the 2012 program. Matt indicated that he had about \$3,000 left over from last year's planned weed treatment expenses, which he could use this year for ramp monitoring, so he would need at least \$6,000 to make up the difference. A motion was made, amended, and approved to commit \$6,000 of RPA funds for the summer 2012 boat monitoring program, contingent upon receipt from Matt of a written request for this amount

of funding, to include information about the status of the Richmond Town budget(s) that are related to Richmond Pond management. Linda recused herself from voting on this item.

Draw-down Planning – The following updates were provided on related assigned follow ups:

- It appears that the **follow-up communication from Matt to Misty-Anne Marold at Natural Heritage** has not yet been sent. It is to summarize, from the 4/3 meeting, our understanding of what would be required if we were to submit an application for a deeper drawdown. This communication is to request a written response from Natural Heritage that confirms & clarifies what data and other information would be expected from us to accompany such an application.
- Jim McGrath reported that most of the work on the application for a **Chapter 91 license for operation of the dam** located at Lakeside Christian Camp has been done, in collaboration with John Mead, and he expects the application with related fees to be submitted by June 1st. (This license has to be issued in order for this fall's application for a 2-foot draw-down to be approved.)
- Jim also reported that he expects that both he and Matt will have completed preparing & submitting the **application for a 2-foot drawdown** for at least the next several years, also by June 1st.
- **Additional community input on preferred future strategies (deeper draw-down, herbicide treatments, etc.)** – Linda shared an initial draft of a questionnaire. Following discussion, it was agreed that:
 - We should develop & distribute a flier to people entering the Richmond Town Meeting on May 23 informing them about the annual RPA meeting, & including the new RPA website address.
 - The questionnaire needs to include summary background information on pond management parameters & strategies, as a context for the questions that will follow.
 - Survey Monkey remains an option for soliciting responses, once the questionnaire has been finalized.
 - Additional questionnaire distribution options include inserting with questionnaire with the fund-raising letter, asking if the boat ramp monitors could distribute & collect the questionnaires, & distributing the questionnaires at the annual RPA meeting & perhaps at other pond-related & Richmond events.
 - The focus of the annual RPA meeting (see item below) will be on educating folks about pond management strategies & soliciting related input on options.

Scheduling of Annual Meeting – We set the date tentatively for **Tuesday, July 17, at 5:30 pm at the Richmond Town Hall**. Linda will check on the availability of the Town Hall at that time. (By-Laws specify the annual meeting should be in May, June or July.) The primary two agenda items for the meeting will be educational (about pond management strategies) and input-related (soliciting opinions about whether we should devote the energies & funds necessary to seek a deeper draw-down, etc.). We have two more RPA meetings before the tentative annual meeting date. (NOTE – Linda has reserved the Richmond Town Hall for our July 17 annual meeting.)

Fund-Raising Letter - Linda reported that she had communicated with Bonita Lovison about drafting a fund-raising letter, but Bonita needs more information from us, and it will be about two weeks before she will be able to write it. Linda will share the draft with us for critique once it's received from Bonita.

Draft Website - Ken reported that he has contracted for a GoDaddy account for all three website components (registering the domain name, website hosting, & software); the domain name has been registered as: www.RichmondPondAssociation.org. The combined cost for all three components was \$59.05 for this year, & Ken is being reimbursed by RPA for this cost. There might also be a small webpage optimization &/or software upgrade cost this year as we move forward, but the annual cost will remain under \$100. Ken shared & reviewed hard copies of the draft website. Reaction was quite positive, with some suggestions made for edits &

enhancements, including the addition of a lake management page or section. After Ken makes these changes, & receives & inserts several pieces of information to be provided by other RPA members, he will "launch" the website, probably within a week, & will inform members so they can see it online & provide additional critique. Once it's live, we can share the website address with others to enhance our visibility.

Review of RPA By-Laws – Tabled.

Other items – In response to a question, Holly reviewed the results of the RPA's investigation several years ago of possibly restricting jet skis & boats with large motors. This could be an additional item to ask lake users about on the questionnaire & at the annual meeting.

Next meeting – Tuesday, June 12, 5:30 pm.

(Minutes submitted 5/10/12; please provide any corrections to Ken Kelly, RPA secretary.)

Richmond Pond Association Meeting Minutes – June 12, 2012

Present: Linda Kay, president (Richmond Shores); Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Matt Melillo (Richmond Shores); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); Holly Stover (Branch Farm & other hats); Herb Zweig (Richmond Shores)

Absent: Matt Kerwood (Richmond Town Administrator); John Hultman (Girl Scouts); Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian); Maria Metlay & Mary Miller (South Pond)

Welcome back – Several of our “snowbirds” were welcomed back to summer at the lake and to their active involvement with the association.

Minutes – The 5/10/12 minutes were approved. The group also gave a “vote of confidence” to Ken for his work to date on the minutes and the website.

Review of pond herbicide treatment of Eurasian Milfoil on May 16th – Several members and non-members who were at the pond the day of the treatment observed much of the treatment, and indications are that Lycott neglected to treat the inlet area. The RPA requests that Matt contact Lycott and instruct them to come back and treat this area. Observations on the results of the lake treatment varied, from significant reduction in the milfoil to little impact. Ken shared that Matt has already received Lycott's bill of \$13,000 for the 74 acres of treatment. It was also noted by several members that the nasty scum growth in the shallows started earlier this year and is even more disgusting than in recent years, rendering many areas un-swimmable; it was also noted that this is likely a result of dead plant matter and water chemistry changes due to the herbicide treatments. Additionally, it was agreed that RPA should be receiving pre-treatment and post-treatment pond maps, but since we've been requested not to communicate directly with Lycott, RPA requests that Matt obtain these for us from Lycott.

Summer boat ramp monitoring – Ken reported on his phone discussion with Matt today on several items (as Matt could not attend). Matt indicated that six ramp monitors had been hired, and four had already started. Monitors will cover the 16 week summer season until Labor Day, when ramp coverage will drop off, as several monitors will be going back to school. While a motion had been approved at the May meeting to commit \$6,000 of RPA funds for the summer 2012 boat monitoring program, the release of those funds was contingent upon receipt from Matt of a written request for this amount of funding, to include information about the status of the Richmond Town budget(s) that are related to Richmond Pond management. That request has not yet been received by RPA, so funds are being withheld until this is accomplished.

Draw-down Planning – The following updates were provided on related assigned follow ups:

- Ken reported that Matt had shared with him today that the **follow-up communication from Matt to Misty-Anne Marold at Natural Heritage** has still not yet been sent. Matt said that he had been under the mistaken impression that his letter would wait until after the annual meeting. Ken reminded him that Natural Heritage's response to his letter is needed in advance of the annual meeting so that expectations regarding what we must do to obtain a deeper draw-down

than 2 feet can be known before the annual meeting, and so related costs can be obtained; this is part of the information we want to be sharing with annual meeting participants, so their educated reactions & recommendations can be solicited. Matt indicated that he would get the letter out to Natural Heritage within a week.

- Ken reported that Jim McGrath had advised RPA members by email that the application for a **Chapter 91 license for operation of the dam** located at Lakeside Christian Camp was submitted on June 11. (This license has to be issued in order for this fall's application for a 2-foot draw-down to be approved.)
- Ken also reported that Jim McGrath had advised RPA members by email that the NOI **application for a 2-foot drawdown**, for at least the next several years, will be submitted to the Pittsfield Conservation Commission by the end of June, with a related meeting to be scheduled in July. This same NOI will be submitted to the Richmond Conservation Commission.

Questionnaire development – The draft questionnaire still needs to include summary background information on pond management parameters & strategies, as a context for the questions that will follow. Matt M. will assist Linda in finalizing the questionnaire. Once the questionnaire has been finalized, each member will be asked to take 10 copies and distribute them. Linda will also ask Matt if the town beach and boat ramp monitor employees could distribute them. They will also be distributed at the annual meeting.

Preparation for Annual Meeting on Tuesday, July 17, at 5:30 pm at the Richmond Town Hall -

The need to develop a draft agenda was acknowledged, incorporating our two main meeting objectives – education about pond management efforts to date, and input solicitation from attendees on future strategies for pond management. A draft agenda might look like the following; please share your reactions to this with Linda, before the next meeting if possible.

- Light refreshments – Herb Zweig & Matt Melillo will arrange (a motion was approved to expend up to \$200 for this purpose); Kitty will assist with setup
 - Introductions of presenters & RPA members - Linda
1. Presentation by pond consultant Ken Wagner (or a board member) on the past decade of the Richmond Pond lake management process. The Association has evaluated:
 - a. Winter draw-downs - are many restrictions; now only 2 feet; used to draw down 5+ feet
 - b. Herbicide treatment for Eurasian Milfoil - expensive, but cost supported by towns & RPA
 - c. Weed pulling - only appropriate for spot treatment; very difficult
 - d. Dam maintenance – to ensure its stability & ability to manage pond level
 - e. Boat ramp monitors – to prevent introduction of invasives, including zebra mussels; cost supported by towns & RPA
 - f. Town sewer installation around the pond, to eliminate run-off from septic systems
 - g. Installation of several silt catch-basins
 - h. Weed harvesting - like cutting a lawn, it just creates a denser growth (not used)
 - i. Boll weevils - illegal and would add more invasive species (not used)
 - j. Dredging - prohibitively expensive (not used)

- k. Doing nothing – (not a realistic option, as it would shut down most swimming/boating)
2. Presentation by Matt Kerwood on Town of Richmond involvement
 - a. Requirements & costs of seeking a deeper draw-down (per Natural Heritage)
 - b. Ramp monitor program
 - c. Contract with Lycott for weed treatment application; re-bid process
3. Presentation by Jim McGrath
 - a. Pittsfield's involvement
 - b. Working with Matt
4. Comments from RPA – Linda (& perhaps others) – “Should we seek a deeper draw-down...?”
5. Q&A
6. Input from participants (verbal, & on a questionnaire)

Linda will reach out to Ken Wagner to ask whether he may be able to serve as lead presenter at the annual meeting. If there is a fee associated with his appearance, there was an expressed willingness to pay for his presence, though an allocation vote would need to be taken at our next meeting. If he is unable to participate, presentation responsibilities will have to be re-allocated. Linda suggested that a PowerPoint be developed to support the presentations, once presenters and content are finalized.

Marketing the annual meeting - Linda & Ken distributed fliers about the meeting at the 5/23 annual Richmond Town Meeting; it included our website address. The annual RPA meeting is also included on the calendar of events page of the RPA website. Additional marketing efforts will included the following:

- Matt has agreed to add the 7/17 annual RPA meeting to the Town Calendar on the Town of Richmond website.
- Matt will also include a notice about the meeting in the weekly e-news from Town Hall as the meeting date approaches.
- Ken reported that the *Richmond Record* has agreed to do a story in the July issue on the Richmond Pond Association, including reference to the new website and highlighting the upcoming annual meeting. (But it was subsequently learned that the distribution date for that issue will be after our 7/17 meeting, so they will instead do a story on us after the meeting – we therefore cannot rely on the *Richmond Record* issue to assist in marketing the annual meeting.
- Ken will update the flier to include explicit reference that refreshments will be provided, and will distribute it electronically to all members of the RPA, with a request that each community association copy & distribute it to their members.)
- Ken will laminate an enlargement of the flier and post it on the kiosk at the boat launch ramp.
- Other meeting marketing efforts will be needed.

Fund-Raising Letter – On 6/10/12, Linda had distributed by email to most RPA members the fund-raising letter that Bonita Lovison had drafted. Linda had received some suggestions already, and asked that others get any suggestions to her as soon as possible. It was acknowledged that the timing for the distribution of the letter was already behind our original target.

Website - Ken indicated that our website at www.richmondpondassociation.org is now “live.” He shared several updates that he had made to the website after it was launched, and mentioned a couple additional changes he will be making soon. He also asked if there were any suggestions for additional

enhancements - there were none at this time; Ken also asked for additional pictures of the pond. It was noted that there does not yet appear to be a link from the Town of Richmond website to our website, and Ken will follow up with Matt to request that this be done.

Other items:

- **Vi's Car & Boat Wash** – Ken noted that the closest true boat wash facility to Richmond Pond is Vi's Boat Wash, at 730 W. Housatonic Street, but their online flier only includes directions from Onota and Pontoosuc Lakes. He recommended that the vendor be contacted and asked to develop a flier with directions from Richmond Pond. Ken will reach out to Jim McGrath for the vendor's contact information. It was suggested that once this is accomplished, a copy be laminated and posted on the boat ramp kiosk, and copies be made available by Matt to the monitors, for distribution to those needing to wash their boats before launching. (Note – Subsequent to the meeting, Jim McGrath edited the flier, which his office had actually developed, and he has provided to Matt a revised copy with directions from Richmond Pond.)
- **Fish & Game Fish Sampling** – Matt M. noted that Dept. of Fish & Game staff were sampling fish populations at the pond on 6/11. We should seek to obtain a copy of the results of that sampling, before our annual meeting if possible; of special interest is whether bridle shiners were found. RPA asks that Matt request a copy for us.

Next meeting – Tuesday, July 10, 5:30 pm. Primary agenda will be finalizing preparations for the annual meeting.

(Minutes submitted 6/18/12; please provide any corrections to Ken Kelly, RPA secretary.)

Richmond Pond Association Meeting Minutes – July 10, 2012

Present: Linda Kay, president (Richmond Shores); Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Lenore Lapin (Richmond Shores); Jim McGrath (City of Pittsfield); Matt Melillo (Richmond Shores); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Alan & Fran Schneit (Whitewood); Holly Stover (Branch Farm); Herb Zweig (Richmond Shores);

Absent: Matt Kerwood (Richmond Town Administrator); John Hultman (Girl Scouts); John Mead (Lakeside Christian); Maria Metlay & Mary Miller (South Pond); Jack O'Brien (Branch Farm);

Minutes – The 6/12/12 minutes were approved.

Status of fund-raising letter mailing – Linda reported that the mailing went out today (7/10), with return envelope, but without the questionnaire, as that would have held the mailing up further. The mailing is one of our major marketing efforts for the annual meeting, as it mentions and encourages recipients to attend the annual meeting on 7/17.

Questionnaire – Linda distributed updated copies of the questionnaire, which will be distributed at the beginning of the annual meeting, and collected at the end. They will also be distributed at each of the community association annual meetings, which are happening at around this time, and through the boat ramp monitors. It was suggested that the questionnaire be amended to include return instructions; Linda indicated that the town clerk's office has agreed to be a return collection point.

Final preparations for the 7/17 annual meeting – Carl reviewed the draft PowerPoint that he and Ken had developed, with additional input from Linda. Several additional edits were suggested, and Carl will make these. Linda will be supplying Carl with some additional data and pictures to incorporate. It was agreed that Linda would lead off and present the first segment, Carl would present the bulk of the remainder, Jim McGrath would address Pittsfield's partnership collaboration regarding the pond, and Ken would moderate the Q&A portion of the meeting. Matt Kerwood will also participate, but not as a presenter; he'll be present to provide clarification & field questions, as needed.

Herb reported on refreshment arrangements, which have been made utilizing Bartlett's. Several members volunteered to arrive early at around 4:30 pm to arrange for set-up. There will also be a display table about the history of the pond, brochures, etc.

Jim McGrath offered to generate a public service announcement to the *Berkshire Eagle* about the meeting. Linda volunteered to post meeting announcements at Bartlett's. Since South Pond and Lakeside Christian Camp have not been attending recent meetings, there was concern that they may not be alerting their members. Kitty will reach out to South Pond, and Holly will reach out to Lakeside Christian Camp.

Concern about how far Camp Russell's dock & float extend into the pond – This was discussed, and it was noted that the rubber float has been moved and is no longer out beyond the dock. Jim Mooney clarified that the regular docks do not extend further out than in prior years. He will check into the status of the related permit for the docks and float. Jim McGrath clarified that a floating dock or structure does not need the chapter 91 state permit that is required for regular docks, but does need an annually issued local city/town permit, which is issued by the harbormaster, which for Camp Russell would be the Richmond town administrator, unless otherwise designated.

Possible weed-pulling in canal – Lycott's late spring herbicide treatment of the milfoil in the pond neglected to include the Richmond Shores canal this year, and members reported that the weeds are so bad there that residents cannot get their boats out to the lake. But the permit that covers weed treatment has expired, so Lycott cannot return and re-treat without either a new permit or permit extension. Weed-pulling as an option was discussed, but that also requires a permit. Linda and Matt have a scheduled meeting tomorrow with the Richmond Conservation Commission to explore possible options. It was moved, seconded, and **approved to commit up to \$1,200 in RPA funds to pay for weed pulling in the canal** if the appropriate approval can be obtained, and if Lycott can't get back in and treat it with herbicide because of permit restrictions.

Treasurer's report - Carl provided a treasurer's report to the President. The current balance in the account is \$22,386.59.

Website updates – Ken indicated that he's updated the contact list, and is still looking for more pictures. Ken was asked to find out whether he can obtain the number of "hits" that the website has received.

Fish Sampling – Since no one present yet knew whether the Dept. of Fish & Game sampling of fish populations at the pond on 6/11 resulted in any evidence of bridle shiners, Jim McGrath volunteered to reach out to them to request a copy of the results.

Possible utilization of previous earmark for pond consultant(s) -Tabled

Next meeting – Annual meeting, on Tuesday, July 10, 5:30 pm.

Next regular meeting – Tuesday, August 14, 5:30 pm

(Minutes submitted 7/11/12; please provide any corrections to Ken Kelly, RPA secretary.)

Richmond Pond Association Annual Meeting Minutes – July 17, 2012

RPA Members Present: Linda Kay, president (Richmond Shores); Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Matt Kerwood (Richmond Town Administrator); Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian Camp); Matt Melillo (Richmond Shores); Maria Metlay (South Pond); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); Alan & Fran Schneit (Whitewood); Holly Stover (Branch Farm); Dot & Roy Walchenbach (Richmond Shores); Herb Zweig (Richmond Shores)

RPA Members Absent: John Hultman (Girl Scouts); Mary Miller (South Pond)

Other Attendees – A total of 33 people attended, included other seasonal and permanent residents around the pond, other residents of Richmond, Pittsfield, and Lenox, and the editor of *The Richmond Record*.

Welcome & Introduction - President Linda Kay opened the annual meeting by welcoming all and introducing the officers of the RPA. She reviewed the meeting agenda, shared the RPA's mission statement, and outlined the two primary purposes of the annual meeting, which were to educate attendees about lake management strategies that have been employed to date, and to solicit feedback on how the RPA should proceed into the future with lake management issues. She mentioned the questionnaire and encouraged attendees to complete it and hand it in at the conclusion of the meeting, as one way for us to capture their input.

Pond Management Strategies & Concerns - Carl Foote provided a short history of pond management activities, and reviewed the concerns that the RPA has addressed. A primary one has been managing the proliferation of Eurasian milfoil in the pond, and he reviewed strategies considered, used, and rejected. Holly Stover, one of the founders of the RPA, provided additional input regarding the 30-year history of pond draw-downs. Carl shared the RPA's recommendation going forward, which is to seek a deeper winter draw-down than the 2-foot draw-downs utilized in recent years, coupled with continued herbicide treatment.

Carl and Jim McGrath also briefly reviewed efforts to prevent the introduction of zebra mussels to the pond, including the boat ramp monitors and other educational outreach efforts. Concerns about needed repairs and maintenance to the Richmond Pond dam at Lakeside Christian Camp were also reviewed. Additional ongoing concerns were also mentioned, including boating safety.

City of Pittsfield Involvement - Jim McGrath provided a perspective on how the City of Pittsfield actively collaborates with the Town of Richmond on pond management activities. Matt Kerwood was also present and addressed questions related to support from the Town of Richmond.

Question/Answer Segment - Ken Kelly moderated the Q&A segment, referring questions to the appropriate member(s) of the RPA and others for response. Questions focused primarily upon the issue of draw-downs/herbicide treatments. They included questions about why the canal at Richmond Shores had not been treated this year; the RPA's budget; how much the Town of Richmond and the City of Pittsfield contribute to pond management expenses; whether any grants had been obtained or were possible; how much further the pond could physically be drawn-down; impact of pond management strategies on fish and other species; enhancing the involvement of South Pond residents in the RPA; enforcement sanctions if anyone is non-compliant with boat ramp monitors; etc.

Community Input Segment - Ken also facilitated the feedback portion of the meeting, which focused on whether to seek a deeper winter draw-down. Sentiments expressed included concerns about whether a deeper draw-down would drain the marsh, the likely large expense of conducting the several-year studies that Natural Heritage and the two town conservation commissions would require before they could consider authorizing a deeper draw-down, etc. There appeared to be support for at least a next step that would involve clarifying what

studies and data Natural Heritage would require before they could consider a deeper draw-down, and pricing out what that would cost to gather; that cost information could help guide the RPA in whether to further pursue a deeper draw-down.

Ken closed by thanking folks for attending and for sharing their concerns and opinions about the lake. He also asked that they hand in their completed questionnaire as they leave. (These will be compiled and studied with additional completed ones collected at the various community association meetings, at the boat ramp, and at Richmond Town Hall.) Ken also encouraged folks to visit the new RPA website at www.richmondpondassociation.org.

Next meeting - The next regular meeting of the RPA will be on **Tuesday, August 14, at 5:30 pm.**

(Minutes submitted July 21, 2012; please provide any corrections to Ken Kelly, RPA secretary.)

Richmond Pond Association Meeting Minutes – August 14, 2012

Present: Linda Kay, president (Richmond Shores); Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Matt Kerwood (Richmond Town Administrator); Jim McGrath (City of Pittsfield); Matt Melillo (Richmond Shores); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm)

Absent: John Hultman (Girl Scouts); John Mead (Lakeside Christian); Maria Metlay & Mary Miller (South Pond); Alan & Fran Schneit (Whitewood); Holly Stover (Branch Farm); Herb Zweig (Richmond Shores)

Minutes – The 7/10/12 minutes and the 7/17/12 minutes of the annual meeting were approved.

Follow-ups from the annual meeting – Linda commended all on a wonderful job, with 33 people attending. A decision was made to host a public meeting again next summer. Several of the following agenda items are follow-ups from the annual meeting.

Questionnaire status – Linda reported that 65 completed questionnaires had been received, 25 of which were collected at Town Hall. Following discussion, in part because of the imminent August article on the RPA in the *Richmond Record*, a decision was made to follow through on plans to activate questionnaire access via the homepage on the website, and set a cut-off date of 9/15, after which results would be compiled. It was acknowledged that the completed questionnaires will represent a mixed bag, as many of those completing them will have done so without the benefit of the background detail provided at the annual meeting, but the input will still be helpful to us.

Weed-pulling in canal – Linda reported that, following exploration of options, it has been determined that weed-pulling in the canal will not be possible this year. Concerns were expressed about what appears to be a yellow egg-yolk type growth on the bottom of the canal; it was agreed that Linda will call Jim Phillips at LAPA-West and request sampling and testing of this substance.

Status of letter to Natural Heritage – Linda reported that a staff member from Lycott is reaching out on our behalf to Misty-Anne Marold of Natural Heritage to request a copy of their meeting notes from their April 4th meeting with us in Springfield. If this cannot be obtained or does not provide the clarity that we seek regarding what studies and data would be required (updated hydrology & bathymetry studies of pond and marsh, etc.) if we were to submit an application for a deeper draw-down, Ken will draft a letter to Natural Heritage requesting this clarification.

Treasurer's report – Carl distributed bill statements for annual RPA dues, for the fiscal year of 7/1/12 to 6/30/13, to those member entities present, and will mail out the rest. He provided and reviewed a financial statement dated 8/11/12, itemizing total assets of \$24,556.58.

The annual fund-raising mailing this summer had generated \$3,737.50 in contributions as of 8/11/12, with contributions still coming in. Costs to generate the mailing and launch the website totaled \$1,293.61.

The mailing has not yet gone to South Pond residents. Since no one from South Pond attended today, Kitty will call and ask for their mailing list, and those residents will then be sent the mailing. There reportedly is a South Pond Association, though many are seasonal residents.

Carl reported that the previously earmarked \$6,000 to assist in paying for summer boat ramp monitors has not yet been released; it is still pending receipt of a written communication from the Richmond Town Administrator. Matt verbally outlined the several sources of funding for the monitors, which will cost about \$18,000 this summer, indicating that his shortage is now actually \$8,500. He therefore requested an additional \$2,500 from RPA, which was approved, also contingent upon receipt of an itemized bill explaining sources of monitor funding.

Increased transparency of budget expenditures & balances – Since there were several questions posed at the annual meeting relating to RPA's finances, a discussion ensued about how much financial detail to include on the website, in the minutes, and in the annual fund-raising letter. It was agreed that the general categories of major expenditure (assisting with ramp monitors, dam inspection & repair, chemical weed treatments, water monitoring, & annual mailing expenses) should be readily shared. It was also noted that Carl, as Treasurer, is required to file an annual financial report with the IRS and the state, which is accessible to anyone as a public record. It was suggested that those seeking more detailed information about RPA's finances could be directed to consult that report, available through www.mass.gov.

Identification of possible sources for grants – Following discussion, it was agreed that before we can seek out grants, we need to develop a budget plan, and its development requires the information sought from Natural Heritage, as mentioned above. So the seeking of grants is on hold for now. RPA will also need to be sensitive to collaborate with and avoid duplicating the efforts of Richmond and Pittsfield to seek related grants, especially as the town(s) would most likely serve as the grant administrator.

Mailing list(s) – Ken reported that he and others periodically receive requests to be placed on the RPA "mailing list." Ken is not maintaining any mailing list other than the email list of the representative members of the RPA, which is also posted on our website. No one else is maintaining a mailing list either. Now that we have a website, folks can be encouraged to visit it periodically, but some seem to want more. Carl indicated that the list used for our annual fund-raising letter is the list of Richmond residents maintained by the Town of Richmond, so we are missing potential contributors who live elsewhere. It was suggested that Ken research whether an email "sign-up" feature could be added to our website, similar to how people (from anywhere) can sign up to receive Matt's weekly "*E-News from Town Hall*." Some such systems also allow collection of snail mail addresses. Ken agreed to research this option.

Status of draw-down permit renewal – Matt reported that action on the application for renewal of the permit for a 2-foot draw-down was on the agenda for the Richmond Conservation Commission hearing later this evening. It will then come before the Pittsfield Conservation Commission at their September meeting. There are no dramatic changes from the previous order of conditions, though in specifying a 2-foot draw-down, it now would allow a plus or minus (6 inches) parameter; Natural Heritage has indicated that they are OK with this flexibility. (NOTE – The Richmond Conservation Commission did grant their approval at the meeting that followed ours.)

Boats launched from other locations than boat ramp – Concerns were expressed about boats including motorboats that are being launched from Girl Scouts property without undergoing inspection by the ramp monitors. Carl will write and include a letter of concern with the annual dues mailing to the Girl Scouts. All are again reminded to ensure that any car-top boats that may be launched from their shores have been appropriately cleaned.

Deferred agenda items:

- Implementing PayPal or a similar service to facilitate online contributions
- Possible utilization of previous earmark for pond consultant(s)
- Status of permit application for operation of the dam
- Concerns about noise from airport expansion
- By-Laws updating
- Website updates, questionnaire upload, & hit count
- Article on the RPA annual meeting in August issue of *Richmond Record*

Next meeting – Tuesday, September 11, 5:30 pm.

(Minutes submitted 8/21/12; please provide any corrections to Ken Kelly, RPA secretary.)

Richmond Pond Association Meeting Minutes – September 11, 2012

Present: Linda Kay, president (Richmond Shores); Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Cathy Deely (South Pond); Matt Kerwood (Richmond Town Administrator); John Mead (Lakeside Christian); Matt Melillo (Richmond Shores); Jim Mooney (Boys and Girls Club); Holly Stover (Branch Farm); Dorothy Walchenbach (Richmond Shores)

Absent: John Hultman (Girl Scouts); Jim McGrath (City of Pittsfield); Maria Metlay & Mary Miller (South Pond); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); Alan & Fran Schneit (Whitewood); Herb Zweig (Richmond Shores)

Minutes – The 8/14/12 minutes were approved.

New member – New member Cathy Deely, of South Pond, was introduced.

Status of draw-down permit renewal – Jim McGrath's written communication was shared, where he reported that both the Richmond & Pittsfield conservation commissions have approved the application for continuation of the normal draw-down. Matt and Holly noted that area residents would be notified of the planned draw-down via the Richmond E-News from Town Hall; the draw-down usually starts on or about November 1st and is completed by December 1st.

Clarification of expectations for future deeper draw-down – Linda reported that she had talked with a staff member of Lycott to inquire about expenses for water testing and bathymetry mapping, and had asked Lycott to reach out on our behalf to Natural Heritage for a clarification of their expectations regarding studies & data that would be expected if they were to approve a request for a future deeper draw-down. Lycott has done so, but received no response yet from Natural Heritage. It was agreed that if no response had been received within the next two weeks, Ken would write a letter to Natural Heritage, on behalf of the RPA, requesting this information.

Treasurer's report – Carl reported that he has received the annual dues payment from all except Branch Farm, Richmond Shores, Lakeside Christian Camp, and Nardacci cottage. Fund raising receipts since January 2012 now total \$4,900. A fund raising mailing to all South Pond residents, missed in the initial mailing to all those on the Richmond property tax bill list, as these are Pittsfield properties, went out in August; resulting contributions have been coming in. An itemized invoice was received regarding the cost of the boat ramp monitors, and our previously committed contribution of \$8,500 to cover part of this expense has been paid. Matt indicated that his final accounting of the expenses for the summer ramp monitors (the program ended on Labor Day weekend) might result in a subsequent additional request.

Mailing list approaches – Ken reported that there is an add-on feature to the GoDaddy website software, called *Express Mail Marketing*; it would enable visitors to our website to click on an "Opt In" button and sign up online to receive email notices from us. These could include communications such as the monthly minutes, our annual fund-raising solicitation, and other special notices. The cost for the "Economy" version of this, which can manage up to 500 subscribers, is \$107.88/year. Carl and Ken

both recommended that we commit this amount to subscribe to this service, as it very likely will result in increased contributions that will more than cover its annual cost. It would also be responsive to those who wish to stay more connected to Richmond Pond without actually serving on the RPA. **The RPA voted to approve \$107.88 for this purpose.** Ken will follow up to launch this feature. Matt recommended that anyone who had previously expressed a desire to "be on our mailing list" be contacted first for their OK before populating their information into this list. The list itself would not be visible on the website, but would be accessible by password for use by the officers of the RPA.

Possible use of PayPal - Carl indicated that he and Ken would further research the parameters of implementing PayPal or a similar service to facilitate online contributions, and will report on this at the next meeting.

Status of permit application for operation of the dam, & engineer's proposal for Richmond Pond Chapter 91 dam license plan - Jim McGrath's related written communication, in his absence, was shared - Jim had submitted the application for the permit, but DEP was unsatisfied with the rough schematic of the dam and requested more detail. Accordingly, an engineering firm, Hill Engineers, was contacted, and they submitted a proposal to develop the requested schematic, for a total price of \$3,500. John Mead shared the letter he had received from the engineers, and John requested financial assistance from RPA to cover part of this cost. The RPA requested that bids from two other engineering firms be requested. In response to a question, Matt indicated that neither town can assist with this expense; since the dam is on the property of Lakeside Christian Camp, a 501.c.3 agency, public funds cannot be expended in support of such agencies. While formal action was deferred until our next meeting when information on the other bids should be available, the sense of those present was that RPA support to cover about 2/3 of this cost is likely. The application for the dam license will remain pending until the engineering detail is provided, but Matt clarified that DEP's deferred action will not delay the planned draw-down this fall.

Status of canal - Linda reported that a neighbor was not able to obtain a sample, for testing, of the yellow egg-yolk type growth on the bottom of the canal.

Harbormaster rules & regulations - Matt reported that recent inquiries to him have indicated the need to develop some form of regulations relating to floating docks and boat moorings; none current exist. Jim McGrath had shared Pittsfield's regulations with Matt and with the members of the RPA, and those will be used as a starting point for the development of regulations for Richmond Pond. Observations made included a concern that ours was a smaller pond so models for smaller ponds should also be studied. It was also noted that South Pond has deed restrictions prohibiting any moorings or floating docks at that location. It was felt that regulations developed should be sensitive to these concerns. Matt will research the matter further, and work with Jim McGrath to develop a draft for review by the RPA and others. Matt noted that if rules are to be adopted, they would ultimately have to be approved at a Richmond town meeting.

Scheduling of additional meetings - Since October 9 is our last scheduled meeting, and we expect to still have unfinished matters to address, it was agreed that we would also meet on November 13.

Announcements were made about:

- Our website has received 1,592 “hits” to date, with 346 in the last seven days. But each page viewed (there are 5 on the website) counts as one hit.
- The 14th annual Lake Management Workshop at Berkshire Community College, Saturday, 9/15, 8:30 am to 12 noon. Holly plans to attend & others are encouraged. Details at www.lapa-west.org
- Annual Richmond Land Trust Pie Social, Sat., 9/15, 1pm–3pm, #2 March Hare Road/Corner of Sleepy Hollow Road
- Reminder – MA state law requires that canoeists & kayakers **must wear** a PFD starting 9/15 through 5/15.

Deferred until next meeting - Questionnaire status & results - Compilation plan after the 9/15 cut-off date, & sharing of results with RPA members & others

Next meeting – Tuesday, October 9, 5:30 pm. (There will also be a November 13 meeting.)

(Minutes submitted 9/19/12; please provide any corrections to Ken Kelly, RPA secretary.)

Richmond Pond Association Meeting Minutes – October 9, 2012

Present: Linda Kay, president (Richmond Shores); Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian); Matt Melillo (Richmond Shores); John O'Brien (Branch Farm); Holly Stover (Branch Farm); Herb Zweig (Richmond Shores)

Absent: Cathy Deely (South Pond); Matt Kerwood (Richmond Town Administrator); John Hultman (Girl Scouts); Maria Metlay & Mary Miller (South Pond); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); Alan & Fran Schneit (Whitewood); Dorothy Walchenbach (Richmond Shores)

Minutes – The 9/11/12 minutes were approved.

Questionnaire results – Results were reviewed & discussed. There were 68 surveys completed. The questionnaire was distributed in paper version to all 33 of those attending the July 17 annual RPA meeting. Questionnaires were also subsequently available at and collected at Richmond Town Hall, and were also subsequently made accessible online at the RPA website from August 9 until September 15, 2012. Compilation of responses was accomplished utilizing Survey Monkey. Respondents were evenly split between Richmond residents and Berkshire County residents (other than Richmond).

Swimming (88%) and kayaking/canoeing/sailing (78%) were the lake use activities most frequently cited. Motor boating (39%), fishing (28%), and picnicking (25%) were also popular. Water skiing (19%) and jet skiing (3%) were less common. Of the respondents, 57% had attended or had their children attend one of the camps on the pond, most commonly Camp Russell. Over half of the respondents (52%) utilize the Richmond Town Beach. Deep draw-down was the weed management strategy most frequently identified (73%) as their preferred strategy.

Half of those completing a survey wrote in something in the "comments & concerns" section. Themes in the comments included concerns about the weedy condition of the inlet, support for deeper draw-downs, interest in reducing chemical treatments, banning jet skis, and thank you's to the RPA for our work in support of the pond. Many other suggestions were also made. Next steps appear to be posting a brief summary of the results on the website, and including survey results in our future application to Natural Heritage for a deeper lake draw-down.

Engineering bid proposals for Richmond Pond Chapter 91 dam license plan – John reported that there's been no progress on soliciting additional bids, but he expects to have them for the November RPA meeting. A motion was made and approved to earmark RPA funds in an amount not to exceed 2/3 of \$2,800, or 2/3 of the lowest bid, whichever is lower, to support the cost of the engineering work to develop the schematic of the dam that is required for the application to license the dam.

Status of draw-down permit renewal & related communications to community about timing – Matt reported, by email, that the draw-down will begin November 1; notification of this has been provided in the October 5 issue of the *Richmond E-News*, and a press release will be sent to the local media.

Status of communications with Lycott & Natural Heritage, re clarification of expectations for future deeper draw-down – Linda reported no response yet from Lycott. Matt, by email, reported no response yet to his 9/12/12 email to Natural Heritage, though he will continue to pursue a response. Ken shared his draft letter to Natural Heritage on behalf of the RPA; several edits were suggested. Ken will make those and send it out immediately, certified mail, receipt requested, as there was concern that we learn expectations before this year's draw-down begins so we don't lose a year of data collection.

Treasurer's report – Carl reported that fund-raising contributions this year now total \$5,605, as the separate mailing to South Pond residents yielded many contributions. Annual dues collected to date total \$1,230, with dues outstanding from Branch Farm, Lakeside Christian Camp, and Richmond Shores. The RPA's current cash balance, including the reserve to assist with dam maintenance, is \$23,590.

Implementing PayPal to facilitate online contributions & related enhancement of GoDaddy Website Builder – Carl reported on his research on PayPal, and recommended that we implement it. There would be no cost to the RPA, except that 2.2% (non-profit rate) of each contribution made through PayPal, plus 30 cents per transaction, would be retained by PayPal. PayPal requires a designated email address, which could be treasurer@richmondpondassociation.org, but this would require an upgrade of our basic level GoDaddy website software (which now only supports one administrative email address), at a cost of an additional \$34.20/year. Carl, with Ken's endorsement, requested authorization to upgrade the GoDaddy website software to the next level, at a cost of \$34.20 annually – this change will also expand our website pages from 5 to 10. This was approved. Carl will collaborate with Ken to enable PayPal contributions through our website. Ken asked for ideas for the additional website pages; suggestions included a page on common concerns around the lake, and more pictures.

Implementing Express Email Marketing feature – Ken reported that he has purchased this software, at a cost of \$80.91 for the initial year, and has developed a draft of the sign-up form, which he shared for input. He will launch the form on our website, incorporating the suggested changes, and will reach out to known interested parties to encourage them to sign up on the website. Initially, the RPA minutes will be sent to those signed up; other communications may follow.

Ken summarized the annual costs that have been committed thus far to move the RPA into the online realm; periodic GoDaddy discounts have reduced costs below "full-price."

	<u>Actual discounted expense</u>	<u>Full annual price</u>
GoDaddy Website Builder - Economy	59.05	68.28
GoDaddy Website upgrade to Deluxe	34.20 (or less)	34.20
Express Email Marketing feature - Economy	80.91	107.88
PayPal (see transaction fee structure above)	-	-
Total	174.16	210.36

Development of draft Harbormaster rules & regulations (floating docks & moorings) – Matt reported, by email, that he is gathering rules & regulations from other communities and will report back to us in the future.

Results of fish survey – Jim McGrath shared the results of the 6/11/12 Richmond Pond fish sampling conducted by Mass. Div. of Fisheries & Wildlife. Fish were collected through a combination of seining and electro-fishing.

<u>Species</u>	<u># of Fish</u>	<u>Size Range (mm)</u>
Chain Pickerel	21	43-335
Pumpkinseed	40	38-210
Bluegill	55	66-145
Yellow Perch	26	81-302
Brown Bullhead	22	219-309
Largemouth Bass	17	18-356
Bridle Shiner	119	36-55
Common Shiner	1	46
Rock Bass	2	156-170
Killifish	10	42-75

While concern was expressed that the now documented presence of bridle shiners may impact our efforts to obtain approval for future deeper lake draw-downs, it was also noted that other area lakes with bridle shiners (Onota Lake & Otis Reservoir) have obtained deep draw-down approvals. It was puzzling that no crappie, smallmouth bass, or trout (rainbow, brown, or brook) were detected, though the latter tend to hold in deep water probably unreachable by their sampling methods.

Spring 2013 workshop on aquatic plants – Holly reported on her participation in LAPA's fall lake management workshop, which included sessions on weed management and aquatic plant identification. She suggested that the RPA sponsor a spring workshop on aquatic plant identification for RPA members and others, and this was met with enthusiastic response.

Lake water quality – It was noted that the complexity of the ongoing water quality testing results may be difficult to summarize for the website. The water quality in Richmond Pond generally appears to have improved since the replacement of all septic systems surrounding the lake with the sewer system, though other runoffs into the lake are still of concern. Matt will look into and report back on recent agency reports about mercury deposits and acid rain impacts on area lakes.

Next meeting – Tuesday, November 13, 5:30 pm. (This is our last scheduled meeting until late spring, though interim meetings may be scheduled as needed.)

(Minutes submitted 10/14/12; please provide any corrections to Ken Kelly, RPA secretary.)

Richmond Pond Association Meeting Minutes – November 13, 2012

Present: Linda Kay, president (Richmond Shores); Carl Foote, treasurer (Branch Farm); Cathy Deely (South Pond); Matt Kerwood (Richmond Town Administrator); Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian); Jim Mooney (Boys and Girls Club); John O'Brien (Branch Farm); Holly Stover (Branch Farm)

Absent: Kitty Levitan, vice president (Whitewood); Ken Kelly, secretary (independent cottages); Matt Melillo (Richmond Shores); John Hultman (Girl Scouts); Maria Metlay & Mary Miller (South Pond); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); Alan & Fran Schneit (Whitewood); Dorothy Walchenbach (Richmond Shores); Herb Zweig (Richmond Shores)

Minutes – The 10/9/12 minutes were approved.

Engineering bid proposals for the development of a schematic for Richmond Pond Chapter 91 dam license application – John Mead reviewed the quotes, and the group provided positive feedback on White Engineering. Jim McGrath confirmed that the City of Pittsfield supports the decision to go ahead with White Engineering. The RPA confirmed its commitment (made at RPA's October 9th meeting) to pay 2/3 of the lowest bid, up to the ceiling designated at that time. John will bill RPA for 2/3rd of the final White Engineering invoice amount – the final invoice amount is projected to be in the neighborhood of \$2,000 plus minor reimbursable expenses.

Status of draw-down permit renewal – Drawdown started November 1st with local permits in place, and the work on the dam displays our intent show compliance for Chapter 91 regulations.

Status of communications with Natural Heritage & Lycott re clarification of expectations for future deeper draw-down, & next steps – Ken's notes on the matter were shared in his absence: Ken had sent his letter on 10/10, certified mail, to Misty-Anne Marold at Natural Heritage. It was delivered to her office on 10/12. Ken followed up with an email to her on 10/14, mentioning that we were "looking forward to her timely response." Matt subsequently received an email from Ms. Marold on 11/1 indicating that she had communicated with Lycott and was expecting staff at Lycott, once Lycott had reviewed the notes from our 4/3/12 meeting and my 10/10 letter, to "frame out some plans to address the information gaps." Ken's notes included his sense that, given the delays in the related clarifying communications, it now appears that we have missed the opportunity to begin gathering data by the 2012 draw-down, as that commenced on 11/1/12.

Matt suggested we let the current communication run its course. He needs to contact Ms. Marold and emphasize that the RPA is expecting a clarification response from Natural Heritage, not from Lycott. Matt and Jim McGrath discussed further that the town and city are filing a new notice of intent to broaden their abilities for lake and weed management. They expect to receive in response a detailed list of allowable methods for weed management that may include chemical treatment, draw-down, weed pulling, hydro-raking and/or weed harvesting. This will close out the existing order of conditions, will be worked on this winter, and needs to be in place by June.

Linda posed the question whether we should spend any more time and energy on requesting a deep draw-down. RPA has been pursuing this as a strategy to reduce the use of chemicals. Jim and Matt confirmed that the focus of Natural Heritage is on the habitat. The sense of those present was that the RPA will continue with the current strategy of chemical treatment coupled with an approximate 2 foot drawdown, though we may revisit this after clarification of expectations is received from Natural Heritage.

Treasurer's report – Carl reported that annual RPA dues have all been paid except for Richmond Shores; Linda will provide that feedback to the Richmond Shores treasurer. Donations this summer to date total \$5,473. Current balances in all accounts are at \$22,000. Matt Kerwood was advised to invoice the RPA for the balance of the lake monitoring project cost. The annual tax reports were filed with the state and government in November. (After the meeting, on November 14th, we received our "Certificate of Solicitation" from the state office of the Attorney General confirming that we are current with the filings to their office.)

PayPal implementation – Carl reported on his own and Ken's success in implementing PayPal; it has been launched on the home page, with the PayPal icon as a component of revised language on how to contribute to the RPA. It has also been tested and it works! (Further review with Ken after the meeting indicated that he did receive a confirmation of donation from PayPal as well as an email from Carl thanking him for his most recent donation. The treasurer has been sending manually prepared thank you emails as each donation has been received.)

Website upgrade launched – Carl shared Ken's report on the website update, as follows: Our website, just upgraded from GoDaddy's Economy to Deluxe Website Builder software, now has the capability for 10 pages (6 have been used to date), the capability to manage multiple officer email addresses (required for PayPal activation), plus additional features that will come in handy as the website evolves.

Email list sign-up form launched on website – Carl read Ken's related report, as follows: An email list sign-up form has been launched on website; the link to it is on home page. All RPA members are asked to go to this link and sign up. Please also share names & email addresses with Ken of known others who may be interested in signing up, so Ken can reach out to them. Ken asks for suggestions on how to encourage increased sign-ups.

Mercury deposits & acid rain impacts on area lakes – Jim McGrath will provide to Ken, for possible publishing on our website, related general information on the current warnings all over western Massachusetts on acid rain and mercury warnings.

Development of draft Harbormaster rules & regulations (floating docks & moorings) – Jim McGrath and Matt discussed the Pittsfield regulations. They will continue to work on developing draft Harbormaster rules and regulations that may have tighter restrictions, since Richmond Pond is a smaller lake compared to Onota and Pontoosuc.

Concerns about noise from airport expansion - Linda mentioned the inquiries on the aircraft noise. Matt stated that this is a common problem everywhere, yet there is nothing really to be done about it.

Meeting schedule for calendar year 2013 – It was agreed that we should stay with second Tuesdays @ 5:30 pm for our meetings, and our first meeting of 2013 would be on April 9. On this schedule, subsequent meetings would occur as follows: 5/7, 6/11, 7/9, 8/13, 9/10, and 10/8. While a possible annual “public” meeting date was suggested as Tuesday, July 16, no action was taken to firm up an annual meeting date.

Deferred agenda items:

- By-Laws updating
- Winter projects
- Collaborations with/liaisons to other agencies

Next scheduled meeting – Tuesday, April 9, 5:30 pm. Interim meetings may be scheduled as needed.

(Minutes were taken by Carl Foote, in Ken’s absence; submitted 11/16/12; please provide any corrections to Ken Kelly, RPA secretary.)