

Richmond Pond Association Meeting Minutes – April 9, 2013

Present: Linda Kay, president (Richmond Shores); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Cathy Deely (South Pond); Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian); Al Nardacci (independent cottages); Holly Stover (Branch Farm)

Absent: Kitty Levitan, vice president (Whitewood); Matt Melillo (Richmond Shores); John Hultman (Girl Scouts); Matt Kerwood (Richmond Town Administrator); Maria Metlay (South Pond); Mary Miller (South Pond); Jim Mooney (Boys and Girls Club); Jack O'Brien (Branch Farm); John O'Brien (Branch Farm); Alan & Fran Schneit (Whitewood); Dorothy Walchenbach (Richmond Shores); Herb Zweig (Richmond Shores)

Guests: Robert Van Der Kar, Conservation Agent, City of Pittsfield

Minutes – The 11/13/12 minutes were approved. Ken thanked Carl for taking those minutes in his absence.

Chapter 91 dam license – Jim McGrath reported that the application for the chapter 91 license for the Richmond Pond dam has been submitted, reviewed, and approved, so the pond is now fully compliant with related requirements. This license also allows continuation of an annual drawdown of 2 feet. John Mead of Lakeside Christian has the original and will be officially recording the permit.

Ice-out – Several folks reported that today the ice was completely gone from the lake, and spring re-fill appeared to be approaching normal water levels.

Weed treatment status – Approval for the late spring weed treatment has not yet been obtained, though the request does explicitly include treatment of the Richmond Shores canal. Jim McGrath reported that the Pittsfield Conservation Commission has "continued" action on the order of conditions/notice of intent for weed treatment of Richmond Pond, pending action first by the Richmond Conservation Commission, which is scheduled to review the application this evening. Linda reported on her meeting with Matt yesterday, when he briefed her on the immediate change state-wide to a more comprehensive approach for such lake weed management approvals. They will henceforth list a variety of treatment modes to provide more flexibility in applying several options (draw-down, chemical Diquat, the newer & much more expensive Trichlopyr, hand-pulling, etc.), without having to go back for additional approvals. Matt reported that Trichlopyr was tried at Onota Lake with disappointing results.

Report on communications with Natural Heritage – Linda reported that despite repeated reach-outs from Matt and from her, Natural Heritage staff has still not provided the clarification of expectations for future deeper draw-downs that was requested last spring and again last fall.

Treasurer's report – Carl reported a balance of \$19,464 in all accounts, including the \$4,000 earmarked thus far to support maintenance of the dam. Cash flow since July 2012 included income of \$8,900 (\$1,800 in membership dues and \$7,100 in donations) and \$11,950 in expenses, \$8,600 of which supported the boat ramp monitor program. Richmond Shores still appears to owe last year's dues.

It was suggested that the website specify that contributions can be earmarked for maintenance of the dam, as we do wish to grow this fund – all lake users benefit from the dam, so its maintenance costs should not fall exclusively on Lakeside Christian. In response to a question, it was also suggested that the annual dues structure, (which is \$300 each community association or camp and \$30 each independent cottage), be listed on the website, also noting that most of the association's funding comes from voluntary contributions. Carl also reported that the PayPal contribution link is active and working, though only a couple of test contributions had been received through it thus far.

Website status report – Ken has added 2013 calendar items to the site including the RPA meetings, opening and closing dates for the town beach, four scheduled bass tournaments, and a 5K race. Several other event dates are being sought. He had difficulty just before the meeting accessing the data report on # of website views, so will report on that at the next meeting. He indicated that only about half of the RPA members had “signed onto” the contact list through the website to date; he will be reaching out to those who have not, as this list will be used to distribute minutes and announcements going forward. Ken indicated that website re-registration and software renewals are coming due, with minimal costs; it was agreed that these scheduled payments should be made.

Testing for fecal coliform, E. Coli – Ken & Holly shared reported results of the fecal coliform testing conducted in 2012 by Richmond Board of Health. Four sites (town beach, Camp Russell, Camp Marion White, and Richmond Shores) were each tested on 16 dates from May through September. The maximum allowable for swimming for E. Coli is 235 per 100 ml. All sites on all dates tested showed results well below this threshold. But a concern was expressed that the analysis of these tests, as well as of the testing done by RPA of lake tributaries, was done by Berkshire Enviro Labs. This lab is currently under investigation for fabricating and/or mis-reporting of test results, so we should be cautious about relying upon this data. It was noted that we should seek another vendor for future testing.

Mercury deposits & impacts on area lakes – Matt had shared a report by Mass DEP on mercury in the environment, mercury concentrations in fish, and fish consumption. The only Berkshire Lakes whose fish were tested (in 1994 and 1999) for mercury by DEP were Buckley Denton Pond (Becket), Center Pond (Becket), Yokum Pond (Becket) and Bug Pond (Savoy). Matt will further research test results and provide suggested language for our website on generic fish consumption advisories, though it was noted that most of those who consume fish from local ponds do so only occasionally or consume primarily stocked fish (trout) raised in more controlled conditions.

Development of draft Harbormaster rules & regulations (floating docks & moorings) - Jim McGrath & Linda (for Matt) both reported no additional progress on this other than sharing with each other of several model regulations. The consensus was to table further development on these for now, referring any related questions or concerns to Matt for resolution as they arise.

By-Laws updating – Linda recommended tabling this until our next meeting, so this was done.

Meeting schedule for 2013 (all second Tuesdays @ 5:30 pm) – Linda reported that she has reserved Town Hall for all of the proposed dates with the exception of May 7, which is unavailable; the May meeting will therefore be May 14. The revised RPA meeting is: 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8.

Date for annual meeting – Date selection was deferred until our next meeting.

Boater safety trainings – Ken & Jim McGrath shared information about an upcoming presentation by US Coast Guard Auxiliary about how they can assist Berkshire lake associations by offering free boater safety trainings at local boat ramps. Linda & Ken will attend the Wed., April 24, 6:00 pm session in the Pittsfield City Council chambers, and report on options at our next meeting.

State Legislation on Aquatic Nuisances – Ken shared that State Senator Ben Downing's Senate Bill 1904 of 2011, amending Chapter 21 of General Laws, Section 37B, was signed into law in January 2013, to protect lakes and ponds from aquatic nuisances (especially zebra mussels). This has provisions with implications for public education & enforcement. Jim McGrath will follow up to solicit implementation details, including implications for boat ramp monitor training, etc.

Fishing line recycling stickers & boat insurance – Ken shared stickers obtained free from Boat U.S. that could be affixed to a special bin at the boat launch ramp. Linda shared that a trash receptacle was recently placed by the town at the boat launch ramp – that should help with reducing unsightly discarding of all forms of trash. While there was not interest in currently creating a fishing line recycling bin, it was suggested that Ken mention in the minutes and on the website that Boat U.S. sells reasonably priced boat insurance to members; for details on membership and boat insurance, visit www.BoatUS.com.

Next scheduled meeting – Tuesday, May 14, 5:30 pm. (Note amended date.)

(Please provide any corrections to Ken Kelly, RPA secretary.)

MINUTES
Richmond Pond Association
Tuesday, May 14, 2013, 5:30 pm

Present: Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Jim McGrath (City of Pittsfield); Matt & Teesie Melillo (Richmond Shores); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); John O'Brien (Branch Farm); Holly Stover (Branch Farm); Dorothy Walchenbach (Richmond Shores); Herb Zweig (Richmond Shores)

Absent: Linda Kay, president (Richmond Shores); Matt Kerwood (Richmond Town Administrator); Cathy Deely (South Pond); John Hultman (Girl Scouts); John Mead (Lakeside Christian); Maria Metlay (South Pond); Mary Miller (South Pond); Jim Mooney (Boys and Girls Club); Alan & Fran Schneit (Whitewood)

Kitty chaired the meeting in Linda's absence. All wished Linda a quick recovery from her broken foot.

Minutes - The minutes of 4/9/13 were approved. It was requested that future minutes include page numbers.

Weed treatment status – Jim McGrath reported for Matt, in his absence, that the Richmond Conservation Commission will again be discussing the Notice of Intent for treatment activities. Lycott had just provided to Matt, Jim & RPA officers (today) a detailed 5-year treatment plan, with proposed multiple approaches to provide flexibility going forward. Both the Richmond and Pittsfield Conservation Commissions will be reviewing this plan at their respective meetings this week. It is anticipated that both Commissions will be approving Orders of Conditions at those meetings. Once approved, the treatment will be scheduled, with the goal of the beginning of June. It is anticipated that Matt would arrange for the posting/sending of treatment notices, perhaps with some posting assistance from the associations.

Jim pointed out that the Town of Richmond's Warrant for the annual Richmond Town Meeting (tomorrow) includes an item (Article 4, line 89) to increase the Richmond Pond Weeds line item in the budget from \$10,000 to \$20,000, in part because the number of acres to be treated has increased. (Footnote – The Town's budget increase to \$20,000 for weed treatment was approved at the Town Meeting.)

Natural Heritage & requirements for deeper draw-down – A 3/28/13 email communication from Natural Heritage stated that, with regard to the drawdown, "We've spoken with Lycott (Joy) several times and they are in the process of developing an outline/protocol to fulfill the data needs to move forward to consider such a draw down." So we still have not received the requested parameters.

Treasurer's report – Carl reported a balance of \$19,440 in all accounts. Richmond Shores has still not paid last year's dues. Year-to-date, since January, we have received \$550.00 in unsolicited donations. We paid our final commitment of \$4,152 to the Town of Richmond to help support the 2012 boat ramp monitor program, which cost a total of \$19,547 from all sources. For the coming year, \$6,000 is

expected from the state to support the town budget for ramp monitors, and Pittsfield has budgeted \$3,500 to assist with lake management of Richmond Pond (could be used for weeds or monitors); we do not yet know how much may be requested from RPA to support 2013 ramp monitors or weed management.

Website status report – The first email “blast” to subscribers to the RPA was sent out on 5/12 to 14 subscribers (8 of whom are RPA members); there were 8 others whose status was “pending” in the system (they hadn’t yet opened the “confirm” email & clicked “accept”), so they didn’t receive it. It include a welcome message that encouraged subscribers to suggest to their friends, relatives, and others with an interest in Richmond Pond to also subscribe, and included the April meeting minutes. The format of the first message unfortunately went out “text only” to some (if you checked “text” rather than “HTML” format), it stripped out the attractive template, pond picture, and other formatting. Since the email blast, several more have subscribed – there are now 19 confirmed subscribers & 8 others pending (some of whom are RPA members). Most RPA members have “signed onto” the website subscriber list; those who have not are: Matt & Teesie Melillo (Richmond Shores), Mary Miller (South Pond), Herb Zweig (Richmond Shores) & Jim Mooney (no email) (Boys & Girls Club). I do plan to use the subscriber list only for May minutes distribution, so those not signed up won’t get them (but they will be mailed to Jim Mooney). It was suggested that the community associations each encourage all members to subscribe.

There have been 2,859 page “hits” since mid-August; 426 this April & 223 so far in May; average page hits/month = 357. The domain name has been renewed, as has the website maintenance software. Two events have been added to calendar page: 6/16 - *Reach the Beach with Dad 5K* (Richmond Recreation Committee) @ Camp Russell, and 7/20 - *Chili & Chowder Festival* (Boys & Girls Club) @ Camp Russell. Language has been added to the website about the ability to earmark contributions for dam maintenance. It was suggested that, in the absence of more specific fish consumption advisories for Berkshire lakes, the MassDEP page “Mercury in the Environment” be linked to our website.

By-Laws updating plan – Ken distributed copies of the most recent Bylaws dated 6-9-00, for review by all prior to next meeting. It was acknowledged by several that a number of changes have occurred since the year 2000 that have impacted both what the RPA does and how it functions. There are therefore provisions in the Bylaws that no longer reflect how we are functioning. Dorothy & Ken volunteered to conduct an initial Bylaws evaluation to identify an initial list of Bylaws segments that appear to need updating or clarification; this list will be shared at our June meeting. Others are also invited to submit suggestions to Ken (by 6/4 if possible). A decision was made not to post the current Bylaws on the website until next meeting, so that all RPA members will have a chance to review them. It was acknowledged that the revision process will take some time, given required review parameters outlined in the Bylaws. Jim advised that if changes are to be made in the Bylaws, there are related state & federal forms that would need to be filed, as we’re an incorporated entity with 501c3 tax-exempt status.

Annual meeting date – The annual meeting will be held **Tuesday, July 16, @ 5:30 pm @ Richmond Town Hall**. Kitty will reserve the Town Hall. Carl & Ken will locate last year’s PowerPoint presentation, as a template for updated use this year. Up to \$100 was allocated for refreshments, to be organized by Matt & Herb. Ken will contact Matt to arrange related notices in the *e-news from Town Hall*, an RPA subscriber email blast, etc.; the community associations are also asked to publicize the annual meeting to members.

Boat safety inspections – Jim reported on the 4/26 presentation by the local chapter of the US Coast Guard Auxiliary, which he & Ken attended, about how they can assist Berkshire lake associations by offering free boat safety inspections @ local boat ramps. These are also done by the Berkshire Sail & Power Squadron, which will do them soon at Onota & Pontoosuc Lakes. It was agreed that we should schedule a weekend date for boat safety inspections with the local Coast Guard Auxiliary, avoiding the scheduled bass tournaments & road races, & advertise this through the e-news & other mechanisms. Ken offered to reach out to schedule one this summer.

Ken also mentioned that vessel identification stickers for canoes, kayaks, or rowboats (to enable their return to the owner if floated away, & potentially eliminate the need to devote resources to searching for possibly capsized missing occupants), & many educational brochures, are available from the US Coast Guard Auxiliary.

Concerns about unsightly tree slashing by CSX along railroad bed adjacent to Richmond Shores – Ken & Holly reported on their discovery, during Richmond's annual town cleanup day, of the highly visible (from Town Beach Road) ragged & unsightly tree cutting job that CSX or their contractor had done along the railroad tracks. Ken reported this concern to Matt, who reached out to both CSX and town Conservation Administrator Susan Bubenas. Susan & Matt communicated directly with CSX, with whom she'd been collaborating on other matters, and while CSX has no obligation to do so, they've committed to coming back with chain saws, as time permits, to remedy the most concerning portions that are visible from Town Beach Road. Susan was asked to expand upon her communications with CSX (as she was present, preparing for the Conservation Commission meeting to follow ours). She emphasized that CSX has been cooperative with her on both this and other matters that she has brought to their attention, and reminded us that CSX's primary concern with the trimming is for the safety of rail passengers, freight, & equipment. She also cautioned that the railroad bed is private property and folks should not trespass on or near the tracks. The RPA thanked her (and Matt in his absence) for their reach-out to and communications with CSX to address our concerns.

Control of invasives – In Matt's absence, Jim reported that he did not have any additional information about implementation details for Senate Bill 1904 of 2011, signed into law in January 2013, to protect lakes and ponds from aquatic nuisances (especially zebra mussels). He reported that the law is now in effect, and when boat ramp monitors are trained this summer, both in Richmond & in Pittsfield, details about enforcement & sanctions will be included, though the monitors would have no authority themselves to issue a formal violation citation.

Announcement – Conservation Restriction - Ken (a Lenox resident) reported that a Conservation Restriction, on 948 acres in the Lenox watershed on Yokun Ridge/Lenox Mountain, to be held jointly by Lenox Conservation Commission & Berkshire Natural Resources Council, was approved at the 5/2/13 Lenox annual town meeting. Matt has indicated, given that a portion of this property is in Richmond, that the Richmond Board of Selectmen will need to approve the Conservation Restriction as well. This CR, coupled with other restrictions already in place for adjoining lands, should prevent any future efforts to develop or site wind turbines on Lenox Mountain.

Next meeting – Tuesday, June 11

MINUTES
Richmond Pond Association
Tuesday, June 11, 2013, 5:30 pm

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

Absent: Cathy Deely (South Pond); John Hultman (Girl Scouts); Matt Kerwood (Richmond Town Administrator); Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian); Maria Metlay (South Pond); Mary Miller (South Pond); Jack O'Brien (Branch Farm); John O'Brien (Branch Farm); Alan & Fran Schneit (Whitewood); Dorothy Walchenbach (Richmond Shores)

Safety Alert – Large Bear - Linda reported that a large bear has been regularly roaming the Richmond Shores cottage areas in early morning and late afternoon. There is also some indication that someone may be putting food out for it, in violation of related laws.

Minutes - The minutes of 5/14/13 were approved.

Town Beach – In Matt's absence, Carl shared Matt's email indicating that the town beach would open this Friday, June 14. The hours of operation will be 11:00 am to 5:00 pm, Tuesday to Sunday. The end date will be in late August, but the date has not yet been finalized. It was also mentioned that town beach stickers are now available from Town Hall.

Weed treatment timing & related notices – Carl shared Matt's email indicating that new Orders of Condition were approved by both Pittsfield and Richmond, and both forms have been filed with the Registry of Deeds. There is no date yet set for the 2013 weed treatment, but Matt is working with Lycott to nail that down. It is expected that Matt will arrange for the posting/sending of treatment notices, perhaps with some posting assistance from the associations. (Note: We subsequently learned that the weed treatment will be June 26, weather permitting.)

Linda reported that the RPA has still not received copies of the pre-treatment and post-treatment weed mapping charts for the last 3 years. It was requested that Matt obtain these from Lycott and share them with the RPA, so we can evaluate the effectiveness of weed treatments from year-to-year.

Summer boat ramp monitors – Carol shared Matt's email reporting that the ramp monitor program began on Memorial Day weekend. The program will operate the same as in years past - seven days a week coverage (weather permitting) 6:00 am to 6:00 pm with two monitors on at all times. The state is once again providing \$6,000 toward the program. This, plus the City of Pittsfield's contribution, makes \$9,500. The total cost of the program is again roughly \$18,000. Matt requested that the Association consider a motion to fund the costs of the program not covered by the other funding sources. If approved, he will work with Carl to determine how to invoice the Association. A motion was made and approved to allocate up to \$8,500 for the 2013 ramp monitor program, with the final payment to be subject to receipt of an itemized accounting of actual program costs. It was also requested that Matt

provide a monthly summary report at each of our meetings, with such information as number & types of boats launched, patterns & problems encountered, etc.

Boat safety inspections – Ken reported that he'd left messages for the designated representative from the local chapter of the US Coast Guard Auxiliary, to request the scheduling of a boat safety inspection at the Richmond Pond boat ramp. After a delay, he received a call-back, and suggested several possible weekend dates. Despite repeated reach-outs, he has not been able to confirm their availability. Ken recommended, and the RPA agreed, that we now turn to the Berkshire Sail & Power Squadron for this service. Ken will reach out to them to schedule an inspection visit to occur after our annual meeting.

Communications with Natural Heritage – Linda again reported that there has still been no follow up from Natural Heritage since their 3/28/13 email indicating that they were communicating at that time with Lycott to develop an outline/protocol to fulfill the data needs to move forward to consider a deeper draw down. So we still have not received the requested parameters.

Treasurer's report – Carl reported that the current balance of all accounts is \$19,439.59. There was minimal activity this quarter, with gift and interest income totaling \$50.37, and offices expense & software renewals totaling \$185.89.

Carl shared a spreadsheet depicting actual annual fiscal year expenses and revenues starting in year 2004 through 2013). For fiscal year 2013 to date (the fiscal year will not be complete until June 30), our expenses exceed revenues by \$2,997.61, as indicated below.

Revenues

Contributions	7,144.00
Membership dues	1,860.00
Investment income	<u>45.90</u>
Total Revenue	9,049.90

Expenses

Professional fees	135.00
Ramp monitors	8,590.75
Dam inspection/maintenance	1,320.00
Water monitoring	626.00
Fund raising expenses	818.80
Education (newsletter/website)	<u>556.96</u>
Total Expenses	12,047.51

Based on recent historical patterns and additional known parameters, Carl presented recommendations for a fiscal year budget for 2014, though some blanks are yet to be filled in. The decision was made to develop and send a fund-raising letter later this summer; Ken was requested to & agreed to draft such a letter.

Preparations for July 16 Annual Meeting – Carl shared an updated draft of the PowerPoint that used last year. Suggestions were made to enhance the outline, and Carl will make these updates. Linda will lead off the meeting with opening remarks. A review of 2012 activities will be followed by a review of

2013 plans, including mention of ongoing concerns and summary of the role of Pittsfield in supporting the pond. Presentation roles will be shared by several (yet to be designated); Matt Kerwood & Jim McGrath will also be asked to present. It was requested that Matt invite the monitors, and also select one of the monitors to speak about their role at the launch ramp.

Ken shared copies of related fliers & posters; Holly will post them at Town Hall, the Post Office, SOMA, Bartlett's, & Hilltop Orchards. Ken will post a laminated one at the launch ramp. Ken will submit a notice for the *e-news from Town Hall*, & for the *Richmond Record*, & send a website subscriber email blast about the meeting. Others are asked to market the annual meeting to their members, including at their community association meetings.

Updating of the By-Laws – Ken reported that he had prepared an itemization of the segments of the 2000 Bylaws that appear to need updating. But he discovered that a different set of more detailed but undated Bylaws were submitted to the IRS in 2008 as part of our application for tax exempt 501(c)(3) status. He has reached out to the attorney who assisted the RPA in preparing that application, for clarification of how those Bylaws came to be. While much of the content of the two versions is either identical or similar, there are substantive differences. He suggested that we wait on trying to update them until we have clarified which version is the most recent one that has been approved by the RPA.

In the interim, it was acknowledged that the respective roles of the RPA, the Town of Richmond, and the City of Pittsfield have evolved over the years. The RPA's actual operating practices have evolved as well, & the RPA currently is not strictly complying with the some provisions of both versions of the Bylaws.

Ken suggested that there are two macro-level questions that we should answer before Bylaws revision can proceed. These are: (1) How "rigid" vs. "ad-hoc" do we wish to be as an organization? (2) Have we truly evolved to a predominantly advisory group rather than a managing agency, & if so, are we OK with that? A motion was made & adopted to table further work on the Bylaws, pending receipt of a clarifying response from the attorney.

Erosion from storm water run-off - Holly raised concerns about the erosion to the swale from the Branch Farm detention basin on the Camp Russell property that needs to be addressed. Part of the ripped bank of the swale between the lake and the culvert from the retention basin has washed out & needs to be restored. The retention basin should probably be cleaned at the same time. There is also a swale needed on the edge of the ball field to drain that run-off into the swamp; the need for this has been brought to the attention of the Boys & Girls Club previously, but it has not yet been addressed. Follow up with them is needed. Holly said the retention basin concern should be put on the Branch Farm agenda for their annual meeting in July. It was suggested that an update on runoff concerns also be provided at the RPA annual meeting. A discussion about possible RPA funding support for some of this work followed, though no decisions were made.

Next meeting – Tuesday, July 9 (plus annual meeting Tuesday, July 16)

MINUTES
Richmond Pond Association
Tuesday, July 9, 2013, 5:30 pm

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); Matt Melillo (Richmond Shores); Al Nardacci (independent cottages); Alan & Fran Schneit (Whitewood); Herb Zweig (Richmond Shores)

Absent: Cathy Deely (South Pond); John Hultman (Girl Scouts); Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian); Maria Metlay (South Pond); Mary Miller (South Pond); Jim Mooney (Boys and Girls Club); Jack O'Brien (Branch Farm); John O'Brien (Branch Farm); Holly Stover (Branch Farm); Dorothy Walchenbach (Richmond Shores)

Minutes - The minutes of 6/11/13 were approved with one correction – the date for the weed treatment was actually 6/26.

Weed treatment update – Matt reported that the weed treatment was applied by Lycott on 6/26. He had already shared the 2013 pre-treatment map with the Conservation Commission, Natural Heritage, and the RPA officers. The post-treatment map won't be generated until later. Matt today provided 2012 pre- and post-treatment maps to Carl. It was suggested that all 3 maps be incorporated into the PowerPoint for this year's annual meeting, as this is a subject of high public interest.

Status of E-Coli testing & status of public beaches – Matt reported that the Camp Russell beach was recently closed due to high E-Coli counts, though all the other pond beaches tested within acceptable ranges and remain open; the Dept. of Public Health conducts the tests of the public beaches. A discussion about the goose problem this year ensued. While geese are protected except during their hunting seasons, there are some strategies that can be used, including the use of "harassment dogs" – South Pond reportedly used such dogs successfully this year.

Summer boat ramp monitors update & boating activity report – Matt reported that the boat ramp monitors continue their duties this summer; he will invite the "lead" monitor to attend our annual meeting and provide a short report. He explained that, unlike Onota & Pontoosuc Lakes, which have one monitor per shift, our boat launch ramp is in a remote area, so 2 monitors are on duty during all shifts for safety reasons; this is the recommended procedure for remote launch ramps. Matt also shared a copy of the daily activity reports that the monitors complete, spanning May 29 through July 8. Alan volunteered to review and summarize these reports, so boating activity and related patterns can be shared at the annual meeting. Matt reported that the state Environmental Police have periodically been checking the pond, and some citations have been issued. It was suggested that Environmental Police contact information be added to the website, so this will be done.

It was noted that no one appears to be testing the pond this year for evidence of zebra mussel infestation; this appears to be an omission that needs to be addressed. Ken agreed to reach out to Jim McGrath and John O'Brien for advice on how to initiate such testing.

Boat safety inspections – Ken reported that the Berkshire Sail & Power Squadron has committed to conduct boat safety checks at the boat ramp on Saturday, July 20, from 9 am to 12 noon. Ken will meet & welcome their volunteer, Rick Gore, that morning on behalf of the RPA.

Finalization of agenda for July 16 Annual Meeting – Carl shared an updated PowerPoint, which will be used as a visual to help structure the meeting. Some additional changes were suggested for the PowerPoint, and Carl will make these updates. Presentation responsibilities were finalized, and Matt will arrange for the projector and screen for the PowerPoint. Those presenting various segments are asked to provide Carl with the order in which they plan to present segments, so he can update the PowerPoint accordingly.

In addition to annual meeting marketing efforts already accomplished, Matt has inserted a notice in the *e-news from Town Hall*. Mention will be made in *Richmond Record*, though its mailing is targeted for the day before our meeting. Ken will send a website subscriber email blast about the meeting. Others are asked to market the annual meeting to their members, including at their community association meetings. Ken will submit a calendar notice to the *Berkshire Eagle*.

RPA members are encouraged to arrive at least half an hour early, to assist with setup for the meeting.

Treasurer's report – Carl provided a brief update, as there had been minimal financial activity since our last meeting. All membership dues for 2012 have now been paid.

Fund-raising letter – Ken shared a draft letter for review by the group. Several amendments were suggested. Ken will make the changes, and get the final version to Kitty, who volunteered to take it to Berkshire Print Shop, and make the remaining arrangements for the mailing, with return envelopes. It is hoped that the mailing will go out prior to our annual meeting. Ken agreed to coordinate with Cathy Deely, South Pond representative, as Cathy has indicated that South Pond residents seek to have something about the Richmond Pond Association distributed to them in their mailboxes. (Most of them would not be included in the set of mailing labels generated by the Town of Richmond, as South Pond residents have Pittsfield addresses.)

Update on By-Laws revision & next steps – Ken reported that he had discovered, in some old RPA files, a copy of a draft of the RPA bylaws that was labeled "BCK Draft" dated November 20, 2000. He compared them to the bylaws that were sent to the IRS in 2008, and they are almost identical. The November 20 document must have been an almost final draft of the bylaws, as there appear to have been only a few minor changes made prior to adoption. The 6/9/2000 version that we've been using would have been an earlier draft of this, though it was unfortunately not labeled as a draft. Ken also shared that since the date of filing with the Commonwealth of the RPA's Articles of Organization was 12/29/2000, and since the subsequent granting of IRS tax exempt status was backdated to that same date, 12/29/2000, it would seem logical to also post an effective date onto the bylaws of 12/29/2000.

Ken therefore suggested the following motion, "Following review of materials relating to the evolution of the RPA's bylaws, the Board of Directors confirms that the Bylaws submitted in 2008 in support of the RPA's application for IRS tax exempt status are the ones that govern the organization moving forward. It is recognized that some provisions of these bylaws require updating. A study of

recommended changes is hereby initiated, with a target date of the summer 2014 annual meeting for approval of changes." This was moved, seconded, and approved.

Following adoption of the motion, Ken recommended that these 2008 (12/29/2000) bylaws should be posted on the website, as they currently exist, but with a preface stating that the bylaws are currently undergoing review, with proposed changes to be presented for approval at the summer 2014 annual meeting. This action was also endorsed.

Town Beach sticker pricing – In response to an inquiry, Matt summarized the history of the evolution of the current Town Beach sticker pricing (free for Richmond residents, and \$35/year for all others, including Pittsfield residents), and fielded several related questions.

Announcements:

- Boat Safety Checks @ boat launch ramp - July 20, 9 am-12 noon, by Berkshire Sail & Power Squadron - Ken
- Chili & Chowder Festival changed to 7/27, 4 pm-11 pm, \$25, @ Camp Russell

Next meetings – Annual Meeting Tuesday, July 16, and regular meeting, August 13

ANNUAL MEETING MINUTES

Richmond Pond Association

Tuesday, July 16, 2013

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); Cathy Deely (South Pond); Matt Melillo (Richmond Shores); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); Alan & Fran Schneit (Whitewood); Holly Stover (Branch Farm); Herb Zweig (Richmond Shores); plus 5 other interested citizens from Richmond & Wilbraham

Absent: John Hultman (Girl Scouts); Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian); Maria Metlay (South Pond); Mary Miller (South Pond); Jim Mooney (Boys and Girls Club); John O'Brien (Branch Farm); Dorothy Walchenbach (Richmond Shores)

Welcome – Treasurer Carl Foote opened the annual meeting with a welcome and review of the agenda.

Review of 2012 Activities – President Linda Kay reviewed activities during 2012. Summer boat ramp monitoring (for zebra mussels & other invasives) is again managed by the Town of Richmond, with financial support this year from the Town, the Commonwealth, and the RPA. Since late May, 344 boats had been checked to date, and several boats were diverted for required washing. As of last summer, divers from DNR had found no evidence of zebra mussels in Richmond Pond.

Linda also mentioned RPA's continued financial support of part of the maintenance costs for the pond's dam at Lakeside Christian Camp, as we all benefit from the dam. Last summer, the RPA held our first annual "public" meeting, though all our monthly meetings are open to the public; this is our second annual one. Regular water testing by the RPA at the four tributaries continues, under the leadership of Holly Stover, with support from Carl Foote and other volunteers; (the Board of Health conducts the testing at the public beaches). The annual lake draw-down of 2+ feet occurred in November. The RPA continues to explore with Natural Resources what studies would have to be conducted if we were to obtain approval for a deeper draw-down, but this may become more difficult with the recent documentation in the pond of bridle shiners, a species of special concern.

Carl shared pre-treatment weed charts of the lake in April 2012 and May 2013, pointing out the apparent impacts of last year's weed treatment; Town Administrator Matt Kerwood provided additional perspective. Carl reviewed the various water tests that have been conducted by the RPA during summer months since 2002. He also shared a graph of E Coli levels in Whitewood Brook over time - it demonstrated that since the sewer system was installed around the lake in 2007, E Coli levels, which had regularly spiked above acceptable levels in the past, have dropped to consistently low levels since that time – a definite success story.

2013 Plans - Secretary Ken Kelly then reviewed current year 2013 plans, with Matt Kerwood providing additional detail about the boat ramp monitoring program. Ken encouraged boat owners to take advantage of the RPA-sponsored boat safety checks being conducted this Saturday morning by the

Berkshire Sail & Power Squadron. Folks were also encouraged to visit the RPA's website, www.richmondpondassociation.org, to sign up as a subscriber to receive regular updates from the RPA. Copies of the RPA's annual fund-raising letter were then distributed to all; this letter will soon be mailed out to all Richmond residents. Ken emphasized the importance of individual contributions to the RPA, as our annual budget exceeds \$12,000, yet only \$2,150 of that is generated by the annual dues from the 3 camps, 4 community associations, and the unaffiliated cottages. Contributors may now designate a portion or their entire donation to the maintenance fund for the dam.

Ken mentioned that the Town now has a 5-year plan for weed management. The plan allows increased flexibility in approaches, but could result in increased costs next year, if the primary herbicide used changes from Diquat to the more expensive Triclopyr, as outlined in the plan. The RPA's by-laws will be reviewed over the coming year, as no updates have been made since the RPA's formation in 2000.

Ongoing Concerns - Ken reviewed ongoing concerns, including boating safety, swimming safely (swim with a spotter boat or float if swimming in deep water), adequate washing of boats to prevent invasives, dead trees along the shoreline, and the proliferation of geese on the pond.

Holly Stover shared an additional concern and background information on the silt-laden runoff into the pond that has been originating from Camp Russell's ball fields that adjoin the pool, also clogging and further eroding the detention basin and rip-rapped swale on Branch Farm property in between Camp Russell and the pond. This problem has worsened since huge amounts of topsoil were removed from the old ball fields to create the new ones adjacent to the Camp Russell access road. She reported that a swale needs to be constructed by the Boys and Girls Club along the northeast corner of the old ball fields, located above Branch Farm, to divert runoff water away from the pond. The need for this has previously been pointed out to the Boys and Girls Club, but there has apparently been no action taken on this to date.

Carl Foote, speaking on behalf of the Branch Farm Association, as their secretary, expressed similar concerns. He reported on the Branch Farm Association's recent meeting, at which he was asked to present a motion to the RPA, which was presented as follows, "The Branch Farm Association requests that the RPA send a certified letter to the executive director of the Boys & Girls Club of Pittsfield, with copies to their Board of Directors and to the Richmond Conservation Commission, requesting that the Boys & Girls Club address the runoff from their ball fields. That runoff continues to wash sediment into the detention basin, the rip-rapped swale, and Richmond Pond itself. The detention basis and rip-rapped swale were constructed with a 319 state (DEP) matching grant, Town and RPA funding. A response date and action date should be suggested."

This motion was seconded and approved by those present.

Q&A - Linda then facilitated the Question/Answer segment of the meeting.

Linda shared some additional detail from a summary report compiled by Alan Schneit on boats launched this summer from the launch ramp. She thanked all for attending, and thanked Matt Melillo for making the arrangements for the refreshments.

Next meeting - Tuesday, August 13, 5:30 pm.

MINUTES
Richmond Pond Association
Tuesday, August 13, 2013

Present: Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Matt Melillo (Richmond Shores); Maria Metlay (South Pond); Mary Miller (South Pond); Jack O'Brien (Branch Farm); Alan Schneit (Whitewood); Herb Zweig (Richmond Shores)

Absent: Linda Kay, president (Richmond Shores); Matt Kerwood (Richmond Town Administrator); Jim McGrath (City of Pittsfield); Cathy Deely (South Pond); John Hultman (Girl Scouts); John Mead (Lakeside Christian); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); John O'Brien (Branch Farm); Holly Stover (Branch Farm); Dorothy Walchenbach (Richmond Shores)

Kitty called the meeting to order and chaired the meeting, in Linda's absence.

Minutes - The minutes of 7/9/13 and the minutes of the 7/16/13 Annual Meeting were approved.

Evaluation of annual meeting & related follow-ups – Discussion noted that attendance was low (18) on a hot evening, and only 5 attendees were not members of the RPA, so it felt like we were “preaching to the choir.” But it was also noted that the meeting fulfilled the requirement to hold an annual public meeting, helped us review prior year activity, summarize current efforts, & establishing goals for following year. Discussion at the meeting also generated strong momentum for coaching the Boys & Girls Club to examine, plan and implement corrective measures for erosion control at Camp Russell. A motion was made & approved that, for next year, our regular July meeting will be merged with the annual public meeting; it was acknowledged that planning for it will need to begin earlier.

Fund-raising letter update – Kitty & Carl reported that the fund raising letter mailing to all Richmond homeowners (909 pieces) went out bulk rate by 7/31/13. Cathy Deely distributed letters to all South Pond resident mailboxes (Pittsfield addresses). Carl & Ken also addressed & mailed, on 8/2/13, additional letters to 78 non-Richmond residents who were on the donors list from the last few years. The cost of the mailings totaled \$1,195. Since July 1, donations received thus far (35 checks & one PayPal contribution via Internet) total \$4,110, and responses are still coming in.

Treasurer's report & invoices for annual dues – Carl reported that invoices for annual dues for the 2013-14 fiscal year were mailed or distributed today. This month's outflows totaled \$1,755, including the cost of the annual mailing and lab fees of \$452 for analyzing the first batch of water monitoring samples collected at the tributaries. He has not yet received a bill from Matt for our support of the boat ramp monitors, but we can expect that after the end of the season. Total balance in all accounts is currently \$22,094, including the \$4,491 in the dam maintenance fund.

Communications with Boys & Girls Club about Camp Russell runoff concerns – Jack, Ken, & Carl reported on their meeting held August 5 at Camp Russell with Peter Bell, Executive Director of the Boys & Girls Club; Linda and the Camp Russell facilities manager also attended. The letter of concern from

the RPA dated 8/5/13, with the attached page of annotated photos, was hand-delivered to Mr. Bell and discussed. We all then walked the primary area of concern on the old ball fields. Mr. Bell identified a tentative remedial plan, and will be following up with a letter to the RPA by September outlining that strategy and a completion timetable. Mr. Bell also committed, at our request, to share the RPA letter with all members of his Board of Directors. The letter and photos have also been shared with all members of the RPA, and for informational purposes, with the Richmond Conservation Administrator. While last year's Branch Farm/RPA outreach to Mr. Bell did not result in any action, Jack, Ken, & Carl reported that the 8/5/13 letter & meeting appears to be catalyzing remedial action this summer or fall.

Scum proliferation in shallows – Matt M. shared his assessment that the pond appears to be in its worst condition this summer in 15 years, especially in the shallows on the north and west sides of the lake, with proliferation of large scum clumps, more weeds, & expanded lily pads. Dead weed leaf matter on the bottom is also a problem, making swimming nasty in many areas. Weeds are up to the surface in some areas, impacting boating. Carl reported that he'd contacted Matt K. several weeks ago, & sent a picture of the scum clumps, which was sent on to Lycott. Lycott responded with a diagnosis of a filamentous algae problem, likely caused mostly by the July heat – a problem being experienced this summer at other area lakes. While it could be treated with algacide, Lycott indicated that colder weather & rain will reduce the algae. Carl reported that the scum problem appears to be mitigating, at least somewhat, or dropping to the bottom. Others reported scum clumps on the south side of the lake & elsewhere in spring, mitigating or dropping to the bottom by around mid-July, but still present.

Matt M. distributed copies of "Phosphorus Effects in a Lake," an excerpt from *Volunteers Guide for Surveying a Lake Watershed – Preparing an Action Plan*, a 2001 publication of MA DEP. Initial follow-up actions are that Matt M. will contact Jim McGrath to see if Onota & Pontoosuc Lakes are experiencing similar problems, & if so, what remedies are being tried. Kitty will contact Matt K. to inquire about post weed treatment assessment by Lycott. Ken will contact LAPA-West to see if other Berkshire ponds are experiencing similar problems & possible remedies. Matt M. volunteered to meet soon with others concerned about the weeds to compare notes & plan strategies; Matt will generate an email to RPA members with a date, time, & location for that meeting.

Weed treatment update – No report (Matt K. & Jim McG. both absent)

Summer boat ramp monitors – No report. But a concern & questions about monitor training were raised.

Concerns about car-top boats – Kitty reported that Whitewood is preparing a letter for cottage owners to share with their guests & renters about "good neighbor" behavior expectations, & will include a statement about the need to appropriately clean any car-top boats that are brought in, to prevent the spread of invasives, especially zebra mussels. The other associations and the camps are requested to likely inform guests & renters. A special concern was raised about users of the Girls Scouts property, which appears to have minimal monitoring but many boats being brought in without using the boat launch ramp. Jack will reach out to the contact for the Girl Scouts to share this concern.

Leadership & membership recruitment – This appears to be a major concern. Linda has expressed a desire to resign as president, but has been encouraged to continue as president for a while, as we need a strong spokesperson and interface to the town. Ken has expressed a willingness to take on the

president's role, if no one else is interested, but only after a secretary has been identified to replace him in that role. We need ideas to attract more involved members. Recruiting additional leadership & planning for officer transition will be a major agenda item for the September meeting.

Initiation of By-Laws revision process & next steps – Due to lack of time remaining, Ken just distributed copies to all present of his draft assessment of where changes to the By-laws or changes in our practices may need to be made. Members are encouraged to review this for the next meeting; we will need a small committee to take it further. Ken also indicated that we should plan to adopt a 2013-2014 fiscal year budget at the September meeting; Carl will prepare one for us to review.

Report on communications with Natural Heritage (& Lycott?) – No report

Other agenda items – Pond stickers - It was suggested that we consider rejuvenating the past practice of sponsoring a competition in the art classes at Richmond Consolidated School for a pond-related sticker, with a prize for the winning entry. This will be an agenda item for September.

Announcements:

- Upcoming trainings/conferences – Fall LAPA-West symposium (tentatively Saturday, 9/7/13 at Berkshire CC – subsequently confirmed as this date & location)
- Other announcements, about learnings from the 7/20 boat safety checks & a website status report, were deferred until next meeting, due to lack of time.

Next meeting – Tuesday, September 10

MINUTES
Richmond Pond Association
Tuesday, September 10, 2013

Present: Kitty Levitan, vice president (Whitewood); Carl Foote, treasurer (Branch Farm); Ken Kelly, secretary (independent cottages); Jim McGrath (City of Pittsfield); Matt Melillo (Richmond Shores); Jim Mooney (Boys and Girls Club); Jack O'Brien (Branch Farm); Holly Stover (Branch Farm); Dorothy Walchenbach (Richmond Shores); Herb Zweig (Richmond Shores)

Absent: Linda Kay, president (Richmond Shores); Matt Kerwood (Richmond Town Administrator); Cathy Deely (South Pond); John Hultman (Girl Scouts); John Mead (Lakeside Christian); Maria Metlay (South Pond); Mary Miller (South Pond); Al Nardacci (independent cottages); John O'Brien (Branch Farm); Alan Schneit (Whitewood)

Guests: Eileen & George Greene of South Pond Farm

Kitty called the meeting to order & chaired the meeting, in Linda's absence.

Minutes - The minutes of the 8/13/13 meeting were approved.

Boating & swimming concerns - Guests Eileen & George Greene of South Pond Farm expressed several concerns that they recently observed, including leaking gasoline from a pontoon boat (unidentified) & from a ski boat originating from Lakeside Christian Camp. Another concern raised was inattentiveness of boat drivers to swimmers. A discussion of boating & swimming safety ensued, which included safety measures that anyone swimming away from the shoreline should take to enhance their visibility to boaters. It was agreed that Ken would contact Lakeside Christian about their ski boat, a segment about boating & swimming safety should be added to the RPA website, & a similar notice should be posted on the boat launch ramp kiosk. The Greenes were thanked for bringing their concerns to the RPA.

Leadership & membership recruitment & leadership transition planning - A variety of strategies for leadership/member recruitment were shared, including the logic of encouraging a relative "youngster" to take on the website enhancement & maintenance role, & making outreach invitations to the boat ramp monitors & to organizers & participants in the upcoming Josh Billings Run-a-ground race (many of whom practice on area lakes & ponds, including Richmond Pond). Adding an RPA-sponsored kayak/canoe component to one or more of the 5K races hosted at Richmond Pond, especially the town-sponsored father's day race, was also suggested to raise the public profile of the RPA. Kitty shared Linda's regrets about her absence this evening & her assurances that she will be back with us next month. Several members shared observations from the recent LAPA-West meeting that many such organizations seem to be attracting mostly retirees or near-retirees to serve on boards.

Weed treatment update - In his absence, Matt K.'s email report was shared. This spring's treatment was done in accordance with the newly adopted 5-year lake management plan. It was a contact application which only kills the weeds it comes in contact with. While folks have expressed concern

over the amount of weeds in the pond this year, we should remember that the contact application we have been doing will never kill all the weeds, and late season weed growth will always be an issue as long as we only use a limited approach to weed management. That is why the management plan calls for a more comprehensive approach, including the use of a longer acting herbicide. This would be the approach that I would be looking to take for next spring's application. However, our current contract with Lycott will expire at the end of this year and we will need to send out a new RFP. In the new RFP, I will be seeking a three year contract as a way to bring us most of the way through the 5-year management plan. More discussion on this matter will be required before any RFP is drafted and released.

Scum proliferation in shallows – Carl shared a spreadsheet depicting data on tributary water testing results, and reported that the total Phosphorus count on 7/13/13 at the inlet at Richmond Shores was 10 times larger than in prior years. We had heavy rains this spring, with larger than normal runoff; the magnitude of the change is a concern, and likely contributed to the algae bloom this summer.

As a follow-up to the 8/29 caucus about the scum proliferation that Matt M. organized at Carl's cottage, a consult with Lycott about this problem was arranged for 9/7/13 at the LAPA-West workshop at BCC. Carl provided advance information to Lycott about our tributary testing results and maps showing the tributaries & scum proliferation areas. Kitty, Carl, Matt M., & Jim McG. attended the LAPA-West workshop and received the following recommendations from Lycott:

- Conduct tributary water sampling after a heavy rain.
- Designate 4 more water testing sites, including the dam, with some testing sites in deep water.
- Plan for possible copper sulfate treatment for the algae (this would require Conservation Commission approval & would need to be incorporated into the RFP for weed treatment).

Holly will organize another testing of the tributaries for the 3rd week of September, and will explore with the LAPA-West lake steward where the additional testing locations should be. She will also arrange for a training session in spring for additional tributary water samplers.

Boys & Girls Club runoff concerns – In response to the RPA's 8/5/13 letter of concern to Peter Bell, Executive Director of the Boys & Girls Club of Pittsfield, a letter was received by email from Peter Bell dated 9/4/13, outlining a remedial plan & a timetable. The letter states in part,

"Detention basin – Clearing of this area has already begun and it will be cleaned out and put back together."

"Old ball field - It is our plan to put a French drain at a 45 degree angle across the low end and continue it beyond the point we discussed. We believe this will help right away, as we continue to resolve the runoff issue. Secondly we will begin filling the low spots throughout the field to prevent pooling. Thirdly we will begin building a swale at the low point, however to what extent will be determined by the effectiveness of steps one and two. This work should be completed by the end of Sept. or early Oct. weather permitting."

Carl & Jack both reported that related construction activity is already underway on the old ball fields.

Initiation of By-Laws revision process & next steps – Ken referred to the previously distributed 8/13/13 list of *Possible Amendments to RPA By-laws*. Ken and Holly, and any others who wish to volunteer, will work over the winter on developing draft language for amendments, which will be presented to the RPA in spring for consideration.

Rejuvenation of pond stickers art competition project – Since no one present volunteered to take this on, it was tabled for reconsideration at the next meeting.

Summer boat ramp monitors – Matt K. reported by email that the ramp monitor program has concluded for the year. All and all he thought it went well, however he recognizes that a bit more training may be required next year. Alan has been reviewing the log and will have a report for Tuesday's meeting (Alan did share that). As with years past, 99.9% of the boaters know the rules and comply. Only one boat was turned away this year. Once he has completed all the payroll sheets, Matt will contact Carl to discuss the RPA's financial assistance to the program. Matt sees no reason not to continue the program next year.

Report on communications with Natural Heritage re clarification of expectations for future deeper draw-down & next steps – Matt K. emailed that he had nothing new from them to report.

Treasurer's report – Carl reported a balance of \$26,000 in all accounts, with the receipt of \$6,550 in donations since July 1. Member dues collection is at 70%, with payment by Richmond Shores and Lakeside Christian Camp still outstanding.

Adoption of fiscal year 2013-14 budget – Tabled to the October meeting, when Carl will present a draft budget. It was suggested that this be our first agenda item.

Concern about noise pollution from vicinity of InterPrint plant – Several members expressed concern about the constant drone of noise, audible from many locations on the lake, especially noticeable at night, that has been originating from the vicinity of the InterPrint plant. Ken volunteered to make a visit to the plant, meet with someone there to express our concerns, hopefully identify its source, and begin an exploration of possible remedies.

Announcements:

- Jack reported that he'd contacted the **Girl Scouts**, and Debra Mansfield, operations manager for the Girl Scouts (and a Westfield State College professor in Holyoke), is designated as and is willing to serve as the new Girl Scouts representative to the RPA. Ken will contact her to obtain her email address and suggest sign-up as a website subscriber.
- Jim McG. reported that **DCR divers** are scheduled to inspect Richmond Pond this month for the presence of zebra mussels; he will check on when that is to occur & will let us know.
- Ken reported on learnings from the **boat safety checks** conducted in July by Berkshire Sail & Power Squadron. PFD's (real life preservers) are required for each occupant, in addition to a throw-able preserver or cushion; a horn or whistle is also required, and if operating at night, the boat must carry 2 flares.

- **Website status report** – Ken reported 6,585 website page hits to date, 179 in the last 7 days. We have 26 active website subscribers, plus 7 others in the process of signing up.

Next meeting – Tuesday, October 8 (the last regularly scheduled meeting of season)

MINUTES
Richmond Pond Association
Tuesday, October 8, 2013

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); Cathy Deely (South Pond); John Hultman (Girl Scouts); Holly Stover (Branch Farm); Herb Zweig (Richmond Shores)

Absent: Jim McGrath (City of Pittsfield); John Mead (Lakeside Christian); Matt Melillo (Richmond Shores); Maria Metlay (South Pond); Mary Miller (South Pond); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); John O'Brien (Branch Farm); Alan Schneit (Whitewood); Dorothy Walchenbach (Richmond Shores)

Guests: Jeff Konowitch, Richmond Recreation Committee

Linda called the meeting to order.

Minutes - The minutes of the 9/10/13 meeting were approved.

Scum proliferation strategy & water testing updates – Holly reported that she and Ken had sampled water at 5 locations today (4 tributaries & the outlet at the dam), after yesterday's heavy rain. She has not yet been able to contact the new LAPA-West lake steward to solicit suggestions on additional water testing sites. Holly reported that the total Phosphorus levels at all the tributaries on her 7/22/13 testing date were excessive; on this testing date, all the tributaries were also very high in total coliform, though the E-Coli levels were all below the swimmable threshold of 235 (the inlet was the highest, at 210). John Hultman reported that the Girl Scout beach water test results on 8/29 had spiked well-above acceptable E-Coli limits, so they closed their beach at that time. The proliferation of geese &/or runoff from the beaver dam are the likely suspects for the E-Coli. Holly mentioned that the current tributary testing protocol we use could perhaps be updated to more closely mirror that used by other area lakes, to eliminate some tests & thereby reduce our related expenses.

A discussion then followed about the need for an updated protocol for informing others if any of the beaches or tributaries yield unacceptable levels of E-Coli, as many residents swim at their own nearby shores – not at the town beach or other "official" beaches. It was suggested that Premier Labs in Lee, John Olander - the Richmond Board of Health Agent, Matt and Holly should collaborate to develop a protocol that could quickly generate alert messages to those who live around the lake, via a subset of Richmond's reverse-911 alert system, if unacceptable levels of E-Coli are detected anywhere on the lake. This protocol should also identify who is testing which beaches, & how often, as it appears South Pond's beach is not being tested by anyone.

That alert system could perhaps be coupled with alerts to those signed up as subscribers to the RPA website, though efforts to encourage more residents around the lake to subscribe is advisable. Posting a summary of water testing results on the website was suggested, as that could help educate people about patterns.

Camp Russell runoff concerns - Holly reported that she and Ken had visited the old ball field site today, & the new French drain appears to have been constructed incorrectly. A solid drain pipe rather than a perforated one appears to have been used, so that no water drains into it & none drains out the end. The area at the "lower" exhaust end of the pipe was totally dry this morning, after yesterday's heavy rain. A next step appears to be a call &/or letter from Linda to Peter Bell to request that they have their contractor return to re-do the project this fall with a proper pipe.

Holly also reported that while the detention basin on Camp Russell property appears to have been partially cleared of gravel & mud, it needs more attention - its stand-pipe was still obscured & covered with mud, and both the basin and the rip-rapped swale below it leading to the lake need to be cleared of leaves & branches. The drop-inlet below the dining hall also appears to be clogged with leaves, & needs more regular attention.

Kayak Race - Carl provided background on possibly adding a kayak/canoe component to the Run to the Beach on Father's Day 2014 (June 15), as a way to increase the RPA's visibility to the local community. He introduced guest Jeff Konowich, chair of the Richmond Recreation Committee, who expressed openness to such an event. Discussion followed, which gravitated to a sense that the events should probably be separate events, on the same day, but could utilize the same event marketing & sign-up system. Start and finish for the kayak race would likely be the boat launch ramp, to ensure clean-boat certification, & there might be several competition categories, perhaps by age. But some felt that this should be billed as a paddle, not a race. Jeff will share our potential interest in piggybacking on the Father's Day event with the Recreation Committee, which was to meet the following evening. He will solicit reactions & get back to us.

Final report/request for funding for 2013 boat ramp monitors - Matt K. reported a total program cost of \$17,672, all labor @ \$9.50/hour for monitors or \$10/hour for the monitor/site supervisor, less \$6,000 from MA state grant and \$3,500 from City of Pittsfield. The balance of \$8,172 is requested from RPA. This is within the "up to \$8,500" that was approved by the RPA in June. A motion was made & approved to donate \$8,172 to the Town of Richmond to help defray the 2013 monitor program costs.

Treasurer's report & fiscal year 2013-14 budget - Carl presented a draft budget depicting prior year 2012-13 actual income & expenses, & current year 2013-14 projected income & expenses. Last year's expenses totaled \$14,051.01 (the largest item was support of ramp monitor program at \$8,590), total income of \$9,301 (\$2,100 in membership dues, \$7,144 in gifts received, & some interest); this resulted in an overall budget deficit of \$4,749.61.

This year's income received to date is \$8,280.30 (\$1,530 in membership dues, \$6,750 in gifts received, & some interest), with additional income expected. This year's expenditures/commitments to date total \$11,976.43 (the largest item is support of ramp monitor program at \$8,172), with additional expenses expected. Projected budget deficit is \$3,696.04. Carl reported a current balance of about \$25,000 in our reserves, counting the moneys in the dam maintenance fund, but prior to payment of \$8,172 for the ramp monitor program. The budget for 2013-14 was approved.

Rejuvenation of pond stickers art competition project – Linda described the process used in the past & volunteered to reach out to the Richmond School principal & propose the art competition, with a \$50 prize to go to the winner. It was suggested that the winning art go onto magnets rather than stickers.

Weed treatment – Matt reported that he still has not received the post-treatment report from Lycott.

Winter draw-down plans – Matt reported that the winter draw-down will start Nov. 1, with a 2 foot +/- drawdown.

Meeting schedule for 2014 – Ken proposed a draft schedule for 2014 meetings, all Tuesdays, 5:30 pm, at Richmond Town Hall. Concerns were expressed that our current meeting time isn't working, as we bump up against the Conservation Commission meeting that follows, & rarely have time to finish our business (see items not addressed listed below). It was suggested that Ken explore alternative meeting times, including 3rd or 4th Tuesdays, 3rd Wednesdays, and 3rd Mondays, at Town Hall. Another option might be the conference room at Richmond School – the Recreation Committee meets there on 2nd Wednesday evenings, though there would likely be an associated expense.

Next Meeting – Given the number of agenda items not addressed today, it was decided that we will meet on **Tuesday, November 12**. Ken will reserve the room.

The following agenda items were not addressed due to lack of time:

Other leadership & membership recruitment strategies; future leadership planning – Linda

Noise pollution from InterPrint plant – (BACKGROUND NOTE - Ken visited the InterPrint plant on 9/19 with Bill Hines, Managing Director, Dave Murray, Technical Manager, & Ben Kline, Maintenance Manager. They toured the plant and area outside. The plant operates 24/7 from 7 am on Monday through 7 pm on Friday with 3 shifts; it also operated this summer for about a month on Friday nights. It is closed on weekends. At the tour's conclusion, we agreed that a next step would be to assess whether the drone noise, which could be coming from one of several sources (air intake fans, Nitrogen tank, etc.) at the plant, is also obvious on the lake on weekends. I subsequently determined that it is, and I communicated that to Bill on 9/30. He asked for a couple of weeks to figure out the source.)

Concerns about methodology for distributing minutes – (BACKGROUND NOTE - Readership of the minutes, now distributed via email blast to the 26 website subscribers, is low – averaging 46% since the April launch of website minutes distribution. Readership varies – it was 39% for the 8/13 minutes, 58% for 9/10 minutes. Some members of the RPA rarely read them, so some designated follow-ups don't happen.) Remedies should be explored.

Signage for lake beaches other than Town Beach, re kayak washing, etc. - Kitty

Report on communications with Natural Heritage (& Lycott?) re clarification of expectations for future deeper draw-down; next steps to shake loose a response – Matt K. & Linda

Announcements not made:

- Results of DCR divers Richmond Pond check for zebra mussels – Jim McG.
- Common loon & heron mortality & MA ban on use of lead sinkers & jigs – Ken
- Boating & Swimming Safety poster developed – Ken
- Rejuvenation of old (2nd) kiosk at boat launch – Matt, Ken
- Deborah Mansfield, Girl Scouts, to be added to RPA (but retain John Hultman)

Next Meeting – Tuesday, November 12, 5:30 pm, Richmond Town Hall

DRAFT MINUTES
Richmond Pond Association
Tuesday, November 12, 2013

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); Cathy Deely (South Pond); Holly Stover (Branch Farm)

Absent: Matt Kerwood (Richmond Town Administrator); John Hultman (Girl Scouts); Deborah Mansfield (Girls Scouts); John Mead (Lakeside Christian); Matt Melillo (Richmond Shores); Maria Metlay (South Pond); Mary Miller (South Pond); Jim Mooney (Boys and Girls Club); Al Nardacci (independent cottages); Jack O'Brien (Branch Farm); John O'Brien (Branch Farm); Alan Schneit (Whitewood); Dorothy Walchenbach (Richmond Shores); Herb Zweig (Richmond Shores)

Linda called the meeting to order.

Minutes - The minutes of the 10/8/13 meeting were approved with one change, to correct the spelling of guest Jeff Konowitch.

Results of September testing of tributaries – Holly reported the results of the 10/8/13 testing of the 4 tributaries & the outlet, following a heavy rain the previous day. (Tests conducted for each tributary included Alkalinity, Nitrate-Nitrite, total Phosphorus, pH, Total Coliform, Fecal Coliform, and E.coli. Dissolved Oxygen was also tested at Clark Brook only. For the outlet, only Phosphorus & pH tests were conducted.) E.coli levels at the inlet (@ Richmond Shores) and at Clark Brook (between boat launch & town beach) exceeded the 235 allowable level for swimming.

Holly explained that the RPA's testing of tributaries has followed the HVA protocol, but that has become quite expensive (over \$650 for the 10/8/13 testing). Now that we have significant historical data and can show trends, she recommended that we limit our testing to 3 measures - fecal coliform, E.coli, & Phosphorus. The total coliform measure should be deleted from our testing protocol, as it includes rotted vegetable matter, and always exceeds measurable parameters. It was agreed that we should make these changes, including the addition of testing at the outlet and perhaps one more location.

Progress on updating water testing protocols & related communications – Jim McG. reported that he's requested but not yet received the testing & reporting protocol that the Pittsfield Board of Health uses. Linda had talked with John Olander today about the processes used by the Richmond Board of Health. Test results that exceed allowable levels can be posted at the beaches, and a reverse 911 call to those with properties around the lake could be initiated by Matt, in an attempt to alert others who swim at their own shores. Jim McG. volunteered to collect & write up a draft of water testing & community notification protocols for Richmond Pond; Ken offered to assist as needed.

Response from Boys & Girls Club about need to remedy improperly constructed Camp Russell ball field French drain; detention basin update – Linda reported that despite her repeated calls to Executive Director Peter Bell before he was placed on administrative leave on 10/23, and to David Harte, the

Director of Operations, who is temporarily leading the organization, none of her calls were returned. Concern was expressed, as it now appears that it's unlikely that any remedial action will be taken before the ground freezes. An additional concern was raised about the reported cutting down of trees at Camp Russell.

Communications with Natural Heritage re clarification of expectations for future deeper draw-downs – Linda reported that she has not been attempting to pressure Natural Heritage for a written response, as Matt had requested that communication with Natural Heritage go through him. The RPA requests Matt to re-initiate efforts to shake loose a written response from Natural Heritage, especially now that a possible very expensive weed management alternative to a deep draw-down (a systemic herbicide treatment for 2014) is apparently being initially explored by the Town, as reported in an email from Matt.

Meeting dates for 2014 - Ken shared a summary of date options considered, and the conflicts relating to most of them. A shift to 4th Tuesdays was recommended and approved, with the first meeting to be April 22. Meeting dates will be 4/22, 5/27, 6/24, 7/22 (combined with the annual meeting), 8/26, 9/23, and 10/28.

Time management concerns - Carl suggested that we organize future agendas with highest priority items first, and perhaps experiment with a time limit for at least some agenda items. Ken suggested that summaries of some non-controversial items (updates, reports, etc.) could be shared in advance by email, saving time with a "consent agenda" approach for those items; there would be a vote to accept the "consent agenda" items, but very little or no time would be spent discussing them in the meeting – just clarifications, yet the detail of the consent agenda report would be captured in the minutes. In advance of each meeting, the officers would jointly develop the draft agenda and designate which would be "consent agenda" topics, & then prepare & share that detail prior to the meeting. A suggestion was made by someone that we consider twice monthly meetings.

It was agreed that future agendas will place highest priority items first. However, the time limits, consent agenda idea, and twice monthly meetings met with mostly negative reactions. When the draft agenda is distributed by email, there could be advance sharing of some related background information; this approach, coupled with the shift of our meetings to a time that does not conflict with other meetings, should enable us to address all agenda items at each meeting.

Concerns about methodology for distributing minutes – Ken reported that readership of the minutes, now distributed by blast email to 26 website subscribers, is low – averaging 46% since the April launch of the website minutes distribution process. Readership level varies – it was 39% for the 8/13/13 minutes, 58% for the 9/10/13 minutes. Some members of the RPA rarely read them, so some designated follow-ups don't happen. Ken recommended that we continue with the current distribution method for the minutes, but reinforce to RPA members to read them.

Leadership & membership recruitment strategies; future leadership planning – Linda recommended and it was agreed that election of RPA officers and representatives be scheduled for our second meeting in 2014, the May meeting. In the interim, we are all encouraged to solicit additional folks who may be interested in serving on & providing leadership to the RPA.

Treasurer's report – Carl has filed the annual 2012-2013 fiscal year financial report for non-profit organizations (Form PC) with Office of the Attorney General, for last year's period of July 1, 2012 to June 30, 2013. The summary of last year's RPA's fiscal year financial activity is:

Revenues	9,313.31	(contributions 7,144; dues 2,100; interest 69.31)
Expenditures	<u>12,051.01</u>	(ramp monitors 8,590.75; dam consulting 1,320; tributary testing 626; printing, postage, office expenses, & website 1,375.76; other 138.50)
Resulting net deficit	2,737.70	
Ending balance in all accounts	19,763.00	(4,600 of this is earmarked, in dam maintenance fund)

Clarifications to fiscal year 2013-14 budget – Carl verbally provided an updated annual fiscal year budget that merged the actual revenues and expenses to date with projections for the rest of the year (which was approved at the October meeting). A summary of the updated RPA current fiscal year budget is as follows:

Revenues	11,715	(contributions 9,500; dues 2,160; interest 55)
Expenditures	<u>11,787</u>	(ramp monitors 8,172; tributary testing 2,000; printing, postage 1,200; website & misc. other 415)
Projected net deficit	72	
Ending balance in all accounts	19,691	(6,600 of this is earmarked, in dam maintenance fund)

Referring to the tributary testing discussion above, with more frequent tributary testing but fewer parameters tested each time, Carl hoped that tributary testing costs may be lower than the above \$2,000 projection.

Additional budget concerns - Concern was expressed about the RPA's recent pattern of deficit spending. In response to a question, Jim McG. clarified that neither the Onota or Pontoosuc lake associations provide any support for boat ramp monitors – it is totally supported by Pittsfield city and state funds. It was pointed out that since Richmond's master plan apparently does not explicitly reference Richmond Pond as a town resource (unlike the Pittsfield plan's explicit reference to Onota & Pontoosuc Lakes), town support for expenditures related ensuring the pond's health appear not to be commensurate with its value as a local resource. The RPA requests that Matt, in collaboration with the RPA, request that an update of the Richmond master plan incorporate explicit reference to Richmond Pond as a town resource, as such a reference should help reinforce enhancement of fiscal support in the town's budget development process. The RPA also requested that Matt be informed that while the RPA continues to support the ramp monitor program, the RPA needs to limit its fiscal support to what we can afford, and begin reducing its fiscal support for the program starting in summer 2014, as the town and state pick up more and ultimately all of its cost over time.

Matt had recently alerted RPA officers, via email, that he's exploring the possibility of doing a **systemic herbicide treatment** which is consistent with the 5-year management plan. Preliminary cost estimates for this type of treatment range between \$75,000 and \$100,000 depending on acreage treated. With a systemic treatment, subsequent year treatment costs should be greatly reduced. He indicated that this should be viewed as a capital project. Comments at the RPA meeting indicated that such an approach would have to be weighed against the deeper draw-down strategy, before we could decide whether to

support such an approach. It was commented that we could clearly not support it very much financially with current revenues.

Kayak race – Carl provided an update on communications with the Richmond Recreation Committee on possibly adding a kayak component to their Run to the Beach on Father's Day, June 15, 2014. Kitty reported that Matt M. & Herb are interested in organizing a community kayaking event that would not be a race. Following discussion, it appears that there could possibly be 2 different events – a kayak race sponsored by the Richmond Recreation Committee, possibly not on Father's Day, and/or an RPA sponsored kayak activity on a different day that would not be a race. One or both might be coupled with a picnic, perhaps at the town beach, though boats would all be launched from the boat ramp. As a next step, Carl will follow up with the Recreation Committee to assess their interest in sponsoring an event.

Weed treatment post-treatment update – Matt reported by email that he has still not received a post-treatment report from Lycott. It is requested that Matt reach out to Lycott for this, and share it with the RPA officers as soon as it is received.

Noise pollution from InterPrint plant – Ken visited the InterPrint plant on 9/19 with Bill Hines, Managing Director, Dave Murray, Technical Manager, & Ben Kline, Maintenance Manager. We toured the plant & area outside. The plant operates 24/7 from 7 am Monday through 7 pm Friday with 3 shifts; it also operated this summer for about a month on Friday nights. It is closed on weekends. At the conclusion, we agreed that a next step would be to assess whether the noise, which could be coming from one of several sources (air intake fans, nitrogen tank, etc.) at the plant, is also obvious on the lake on weekends. Ken subsequently determined that it is, and he communicated that to Bill on 9/30. Bill asked for a couple of weeks to figure out the source. It was suggested that a next step might be to invite Bill to "hear" the noise from the other end of the lake.

Signage for lake beaches other than Town Beach – Kitty suggested that signs with instructions for kayak washing, etc. be erected on all the other lake beaches. Jim McG. will share the template for the sign that he uses on such beaches at Onota & Pontoosuc, and Kitty will amend the template to refer to Richmond Pond and will request, through Matt, that they be fabricated by the Richmond highway dept.

Announcements:

- **Zebra mussels update** – Jim McG. reported that Tom Flannery of DCR has confirmed that the DCR Lakes & Ponds Program divers' survey of Richmond Pond late this summer found no evidence of zebra mussels. (RPA response = Hooray for the boat launch monitor program – it's working!) His report also noted, "You have some huge bass & freakishly-big crayfish down there!"
- **Ban on use of lead sinkers & jigs** – Ken shared excerpts of related research on common loon & heron mortality– a single ingested lead sinker can poison a loon or heron, both of which ingest small stones to aid in digestion; a Tufts U. School of Veterinary Medicine study found that 79% of dead adult loons from fresh water died as a result of lead poisoning from lead fishing gear (including split shot). Common loons do migrate through here and have been seen on Richmond Pond fishing in fall and spring in recent years, and they do nest in over a dozen MA lakes & ponds. It has been illegal since 1/1/12 to use lead sinkers & lead

jigs in MA freshwater lakes, ponds, rivers & streams. VT, NH, NY, ME & others have similar bans. Ken shared a related poster, and will place it on the boat launch kiosk. Ken will research safe disposal & recycling options for lead jigs & sinkers, & will then write & submit a related article for the *Richmond Record*.

- **Rejuvenation of old (2nd) kiosk** at boat launch – Linda provided some history – The old kiosk was purchased by the RPA, so it is “ours;” the newer one close to the ramp was paid for by the state. Jim McG. suggested asking Matt to contact the Richmond highway dept. to request the old kiosk’s refurbishing. It was suggested that following that, a large depth map of the lake could be created as the main item for that kiosk.
- **Safe Boating & Swimming poster** – Ken shared the poster he created as a follow-up to the related discussion at our September meeting. It is already posted on page 8 of our website, and will be posted on the boat launch kiosk. It was suggested that the reference to a PFD be clarified as “life preserver.”
- **Winter RPA projects & lead persons:**
 1. Bylaws revision (Ken, plus Holly, Dorothy & Kitty)
 2. Water testing protocol development (Jim McG., plus Ken)
 3. Shaking loose Natural Heritage expectations re deeper draw-downs (Matt)
 4. Kayak race or recreational paddle & picnic planning (Richmond Recreation Committee, plus Carl & perhaps Matt M. & Herb)

Next meeting: Tuesday, April 22, 2014, Richmond Town Hall