

**Richmond Pond Association
Board Meeting Minutes
March 12, 2007
5:30 PM**

Present: Linda Kay – President (Richmond Shores), Carl Foote – Treasure (Branch Farm), Katherine Levitan – Vice President (Whitewood), Mark Watkins – Secretary (Lakeside Christian Camp), Jm McGrath (Pittsfield Parks Department), Lois Kelly (Independent), Sharon Tariff (Richmond Shores).

Absent: GSA Representative (Girl Scouts of Western Mass.), Alex Nardacci (Independent), Town of Richmond Representative, Jim Mooney (Boys & Girls Club)

Minutes of Last Meeting: (None available)

Treasurer's Report: Our December fundraising letter has generated \$5465, from December 1, 2006 to present. Mr. Foote provided a printout of donors and amounts. Our current balance in the Taconic fund and our checking account is about \$8000. Mr. Foote noted that the services of the Berkshire Taconic Fund cost us about \$2000 per year.

Budgeting: A petition has been submitted to Richmond requesting a budget line item of \$10,000 for the pond, rather than \$5000. We may receive assistance from Pittsfield similar to 2006.

Lake Treatment: Lycott has provided an invoice asking for \$17,000 for weed treatment, and \$3550 for water sampling and testing. We will be able to treat the inlet area this year.

Drawdown: Our Orders of Conditions from the two towns will expire in 2008. The suggestion is that the Town of Richmond be the applicant rather than RPA. Many of the fees do not apply to municipalities. (Or, if the commonwealth owns the Pond, then perhaps the commonwealth should be the applicant.) Due to the time and cost (including a fee of \$1800 to Natural Heritage) of pushing for a deeper drawdown, we decided to continue with the current level for the time being.

Richmond School: Ms. Tariff is continuing to talk to the school about designing a sticker/logo for the Pond. There is still enthusiasm for the project.

Dam: Lakeside has paid \$1000 of the \$3400 invoice to Lenard Engineering. Moved, seconded and passed to provide an additional \$1200 toward the inspection cost. Mr. Watkins will begin seeking bids for work required on the dam, specifically the rip rap. Mr. Watkins briefly summarized the findings from the dam inspection. He will bring the full report to the April meeting. It was suggested that Lakeside request a bid from Phil Callan, who performed work at Branch Farm and Camp Russell.

Hand Pulling: We still desire to have additional hand pulling done, particularly between the bridges in the inlet.

Adjournment: Meeting adjourned at 6:10 pm.

Next Meeting Date: Monday, April 9, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
April 9, 2007
5:30 PM**

Present: Linda Kay – President (Richmond Shores), Mark Watkins – Secretary (Lakeside Christian Camp), Lois Kelly (Independent), Holly Stover (Branch Farm), Fred Fiedler.

Absent: Katherine Levitan – Vice President (Whitewood), GSA Representative (Girl Scouts of Western Mass.), Carl Foote – Treasure (Branch Farm), Alex Nardacci (Independent), Jim Mooney (Boys & Girls Club), Town of Richmond Representative.

Minutes of Last Meeting: Approved as presented.

Treasurer's Report: No report. Treasurer absent.

Berkshire-Taconic Fund: Ms. Kelly has spoken with officials at Berkshire Bank about the possibility of opening an interest-bearing money market account, possibly avoiding the fees charged by Berkshire-Taconic Fund. We will discuss again at a future meeting when there are more in attendance.

Budgeting: Bruce Garlow has notified Ms. Kay indicating the town will provide \$10,000 for the coming year. The RPA will now be treated as a department of the town, meaning we will no longer need to petition for funds, but will need to submit a budget request and meet with the budget advisory committee.

Dam: Mr. Watkins presented the report and summarized the findings from the inspection of the dam, performed November 30, 2006 by Lenard Engineering. Lakeside will acquire estimates for the work that needs to be done and will work toward prioritizing the projects. The following is a summary from the report itself:

1) Remove all mature trees from within 10 feet of the dam area. -If it is possible to remove root systems without disturbing the earth fill, remove the roots and replace and compact with suitable fill. If unable to remove roots, discourage re-growth with herbicide or with other suitable means. 2) Repair and regrade the upstream bank and crest shoulders. Armor with riprap up past the normal high water line. Place loam and seed on the crest shoulders and areas above the normal high water line. 3) Replace timber lagging at the right upstream and downstream slopes near the spillway with concrete or masonry walls. 4) Back fill behind the emergency spillway face and training walls with suitable material. Protect the bare slope with suitable non-vegetative cover. 5) Repair the left emergency spillway downstream channel wall. In addition, Lenard Engineering recommends that an emergency action plan be developed, although it is not technically required for this dam.

Section 319 Grant: Work needs to be completed by June 30. Ms. Kay is targeting a couple of additional locations for repair of catch basins in Richmond Shores, at a cost of 4,000. The cost can be covered by adjusting allocation of some of the grant funds.

Ms. Stover made reference to drainage from near the dining hall building which discharges into the lake.

Mr. Watkins agreed that Lakeside staff can build and install a sign, on which can be posted weed control notices, a lake map, etc. Ms. Kay has pictures of a possible design.

Camp Marion White: There was some discussion about the future of the camp in light of the consolidation taking place in the Girl Scout councils. We have little contact with or input from them for some time. Questions were asked about the disposition of the camp should the Girl Scouts decide to close the camp.

Adjournment: Meeting adjourned at 6:20.

Next Meeting Date: Monday, May 14, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

\$6700 on hand

\$1250/yr gftly deduction

10 free transaction

\$10 charge each donation over it.

Get 501C 3 forms

Ask Mimi Kimball

271 pressure treated sign

\$438 plastic sign

Linda will get RPA Ass'n.

Ind Monday of month

\$1000 from Canyon Ranch

\$5800 savings

Carl talk to Bruce re funds being given
to town.

\$25 prize + Ben & Jerry's gift
stickers

**Richmond Pond Association
Board Meeting Minutes
May 14, 2007
5:30 PM**

Present:, Linda Kay – President (Richmond Shores), Katherine Levitan – Vice President (Whitewood), Carl Foote – Treasure (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Jack O'Brien (Branch Farm), Jim Mooney (Boys & Girls Club), Dot Walchenbach (South Pond Farm), Alex Nardacci (Independent), Lois Kelly (Independent)

Absent:, GSA Representative (Girl Scouts of Western Mass.), Town of Richmond Representative

Minutes of Last Meeting: Approved as presented.

Treasurer's Report: Currently \$6730 on hand. There are no outstanding obligations.

Berkshire-Taconic Fund: There was extended discussion about the increased costs we incur to have Berkshire-Taconic handle our fund. The minimum fee is now \$1250 per year (an increase from \$750 last year). We receive ten free transactions per year. Additional transactions are now \$10 each.

Ms. Kelly will look into the requirements of filing for 501c(3) status, which would enable donors to make tax exempt contributions directly to us, rather than through Berkshire-Taconic. It was suggested that the cost of filing for this status would be less in the long term than continuing to pay the Berkshire-Taconic fees.

Section 319 Grant: Work needs to be completed by June 30. The final report will not be completed which may result in them withholding a small portion of the funds. Ms. Kay has arranged for a meeting with a Richmond Shores resident who is a landscaper. He will be able to help with choosing and acquiring plants for vegetative buffers, and may be able to volunteer time to help with planting. Other volunteer labor for planting would also be appreciated.

Two additional catch basins for Richmond Shores have been delivered and will be installed in the next week or two.

Mr. Watkins provided estimates for materials to build a sign similar to the one at Lake Mansfield in Great Barrington (about \$271 for pressure-treated and \$1,037 for cedar). It was moved, seconded and passed to purchase a sign (rather than building one from scratch) at a cost of \$438 (plus shipping). Ms. Kay will check with the Town of Richmond about installing the sign.

Dead Fish: Mr. O'Brien indicated that he has observed a high number of dead fish along his shoreline in the Branch Farm area. He has also heard from others that there are high numbers in other areas, including Whitewood.

Fundraising: Mr. O'Brien asked for and received permission from us to talk with people at Legacy and Berkshire Banks about approaching their foundations for help with projects at Richmond Pond, including ongoing needs and expected costs for work on the dam.

Ms. Walchenbach confirmed that letters were sent to residents of South Pond Farm. We have received some donations from them.

Lake Treatment: No date has been set for a lake treatment, but an agreement has been signed (pending approval of funds we expect to receive from Richmond). The cost will be \$16,000, plus \$3500 for water sampling (if needed).

Ms. Levitan will contact Mr. Lyman about the need to renew our permissions from Pittsfield and Richmond to continue the drawdowns. She will also talk with him about the dead fish that have been observed.

Governor Patrick: Ms. Levitan suggested that we should follow through with the idea of inviting Governor Patrick to a reception at Richmond Pond, perhaps in August, in order to acquaint him with the lake and to give people an opportunity to meet with and hear from him. She has been in touch with his campaign manager about this possibility.

Adjournment: Meeting adjourned at 6:10 pm.

Next Meeting Date: Monday, June 11, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
August 13, 2007
5:30 PM**

Present:, Linda Kay – President (Richmond Shores), Katherine Levitan – Vice President (Whitewood), Mark Watkins – Secretary (Lakeside Christian Camp), Jack O'Brien (Branch Farm), Jim Mooney (Boys & Girls Club), Alex Nardacci (Independent), Leonard Allen (Whitewood), Erika Allen (Whitewood), Lois Kelly (Independent), T. Melillo (Richmond Shores), Matt Melillo (Richmond Shores), Dot Walchenbach (South Pond Farm), Holly Stover (Branch Farm), Deborah Zarn (Richmond Shores), Mark Lestner (Branch Farm).

Absent: , Carl Foote – Treasure (Branch Farm), GSA Representative (Girl Scouts of Western Mass.), Town of Richmond Representative, South Pond Farm representative.

Minutes of Last Meeting: (none available)

Treasurer's Report: All dues are paid for the year. Balances - checking: \$1898.60; Taconic Fund: \$5050.63.

Non-Profit Status: Mr. Foote met with the Selectmen regarding whether the town might serve as our fund manager. They decided not to serve in this capacity. It was moved, seconded and passed to have Beth Goodman, an attorney with whom Ms. Stover has done business, pursue the 501(c)(3) status for a fee of \$500 to \$700. The fee may be lower if we can provide some assistance.

Moved, seconded, and passed to move the Taconic funds into our checking account if the attorney approves of the idea.

Ms. Kelly has researched account options at a couple of different institutions.

Lake Treatment: Mr. Lyman indicated there was little or no milfoil in the weeds from the canal.

The general consensus is that the pond seems to be quite clear of milfoil at this time.

Governor Patrick: Ms. Kay was able to have a conversation with Governor Patrick at a recent Richmond event. He is open to meeting with us and invited Ms. Kay to call him to discuss it further.

Mr. Melillo has prepared a picture of a sunrise on Richmond Pond to be given as a thank you to the governor.

Stickers: Ms. Kay distributed stickers and postcards to be sold. Stickers are to be sold for \$10 and the packets of postcards for \$2 each. The total cost for materials was \$212. The picture was done by Emily Martin, a 10 year-old student. She was awarded \$25. The other 6 entrants received \$5 Ben and Jerry's certificates.

Publicity/Education: There was discussion about how to help people understand the function of this association, what has been accomplished, the ongoing work, etc. Mr. Melillo is drafting a letter for possible insertion in the Richmond Record.

Goose Problem: It was suggested that the camps install fences to prevent the geese from coming on shore. Ms. Walchenbach reported that fences have not worked at South Pond Farm, as the geese find their way around the fences. South Pond is exploring options, including hiring the folks who use border collies.

Adjournment: Meeting adjourned at 6:25 pm.

Next Meeting Date: Monday, September 10, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

Lakeside Chr. Ctr - 210,000 expenses to correct
all dam

Tues Sept 25th Mtg. - at LCC. 5:30
Lupa West - issues on water quality

Next mtg - Oct. 9th Tues

**Richmond Pond Association
Board Meeting Minutes
September 10, 2007
5:30 PM**

Present: Linda Kay – President (Richmond Shores), Katherine Levitan – Vice President (Whitewood), Carl Foote – Treasure (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Jim Mooney (Boys & Girls Club), Lois Kelly (Independent), Teesie Melillo (Richmond Shores), Matt Melillo (Richmond Shores), Holly Stover (Branch Farm)

Absent: GSA Representative (Girl Scouts of Western Mass.), Town of Richmond Representative

Minutes of Last Meeting: Minutes accepted as presented.

Contact List: Ms. Kay passed around a copy of the contact/mailling list so that those present could make corrections and add summer phone numbers where appropriate.

319 Grant: Ms. Kay presented a copy of the final report for the grant. The board wishes to thank her for her many, many hours of work on this grant project, including meetings with contractors, contacts with state and town officials, scheduling projects, working with volunteers, report writing and much more, which will benefit everyone who appreciates and uses Richmond Pond.

Non-Profit Status: Progress is being made on this application. It will be perhaps six months before this is complete.

Lake Treatment: We are still waiting for word that final payments have been made to Lycott Engineeering. They were to communicate with Pittsfield (via Jim McGrath) and Richmond about billing procedures.

Governor Patrick: Ms. Kay had another conversation with Governor Patrick about the possiblity of getting together with him. He indicated he will be around during the fall and is willing to visit the pond. Ms Kay will follow up with him.

Stickers: Several of those present turned in money from stickers that have been "sold."

Publicity/Education: Mr. Watkins has written an article for the new "Richmond Pond column" in the Richmond Record. Our desire is to have a column in each issue. This first article emphasizes the dam.

Mr. Melillo offered to write the article for the following issue of the Record.

Dam: Mr. Melillo raised issues related to the dam, needed repairs, the need for funding and the need to move forward with plans and repairs. Mr. Watkins suggested that the current need is to get estimates for repairs, to prioritize the projects, and to begin working at those projects as resources allow.

Meeting with Jim Phillips: Mr. Phillips is the LAPA/West Lake Steward. He is willing and available to make a presentation to this association, along with others (including perhaps the Conservation Commission).

A meeting has been scheduled for September 25th, 5:30 pm, at Lakeside Christian Camp. He will make a Powerpoint presentation on lakes and ponds, and will also present and discuss data from our lake testing.

We will ask Bruce Garlow to include this in the ad the town places in the Berkshire Eagle.

Ms. Kay will extend a specific invitation to Jim McGrath. Mr. Watkins will include an announcement and invitation when he sends the minutes.

LAPA/West SemInar: Mr. Melillo and Ms. Stover attended the seminar and reported on their gleanings.

One concern facing Richmond Pond is the growth of algae. Blue-green algae would be of particular concern. Some algaes produce toxins and the pond is vulnerable due to elevated levels of phosphates.

Mr. Melillo made us aware of several printed resources that are available to assist with lake management issues.

Grant: Ms. Levitan indicated she has information on a small grant. However, we need to be 501(c)(3) in order to apply.

Adjournment: Meeting adjourned at 6:40 pm.

Next Meeting Date: Tuesday, October 9, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

Pittsfield - comp. bid over \$2,000
Go to mayor
10/9/07 \$10,000 - how service procured.

3 vendors -

\$7552 in 2 accts

**Richmond Pond Association
Board Meeting Minutes
October 9, 2007
5:30 PM**

Present: Linda Kay – President (Richmond Shores), Carl Foote – Treasure (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Lois Kelly (Independent), Teesie Melillo (Richmond Shores), Matt Melillo (Richmond Shores), Bruce Garlow - Town of Richmond Administrator.

Absent: Katherine Levitan – Vice President (Whitewood), Jim Mooney (Boys & Girls Club), GSA Representative (Girl Scouts of Western Mass.), Town of Richmond Representative.

Minutes of Last Meeting: Minutes accepted as presented.

Treasurer's Report: \$7552 on hand, in the two accounts. \$786 has been received for stickers sold. (Cost for producing the stickers was \$283.)

Money is still owed to Lycott Engineering for this year's lake treatment. These funds are due from both Richmond and Pittsfield. The delay is due to the fact that the level of funding has risen to the point where a formal procurement process is normally required. Mr. Watkins and Mr. Foote will research the association's records to see if information can be found relating to bids on the treatment program.

Bid/Procurement Procedure: With the involvement of Richmond and Pittsfield in assisting with funding comes the necessity of a more formal bid process. More discussion will be held at a future meeting regarding how this might work. The possibility of an inter-municipal agreement between Richmond and Pittsfield relating to the management of Richmond Pond was discussed. We will attempt to have Mr. Garlow and Jim McGrath of Pittsfield attend our next meeting. Mr. Garlow suggested that the bidding process should get underway as early as December in order to be ready for Richmond's fiscal year beginning July 1.

Boat Landing: Shrubs that were planted at the boat landing have been pulled up by someone. Vehicles are sometimes seen there at night. It would be good to call the police whenever unusual activity is seen. The plexiglass on the sign has also been broken.

Mr. Melillo agreed to check on the shrubs tomorrow morning. Mr. Watkins will see about replacing the plexiglass in the sign.

Non-Profit Status: Ms. Kay and Ms. Levitan have been able to assemble some of the information required for the 501(c)(3) application. Ms. Kay will get these materials back to Ms. Stover so the attorney can see where we are in the process.

We still need to file annual reports for the years 2001 - 2003. Mr. Foote will follow up on this. An annual filing fee of \$15 is required.

Lake Treatment: Money is still owed to Lycott Engineering. Neither Richmond nor Pittsfield have made payments.

Meeting with Jim Phillips: Feedback on the meeting has been positive. We appreciated Mr. Phillips' clear presentation of helpful information. Gratitude was expressed to Lakeside for hosting the meeting.

Generally, the pond is healthy according to Mr. Phillips. But continuing diligence is important.

Continuing testing is important near Whitewood and along the stream. Some higher levels of e-coli have been noted there.

Adjournment: Meeting adjourned at 6:20 pm.

Next Meeting Date: Monday, November 19, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
November 19, 2007
5:30 PM**

Present:, Linda Kay – President (Richmond Shores), Katherine Levitan – Vice President (Whitewood), Carl Foote – Treasure (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Bruce Garlow - Town of Richmond Administrator, Jim McGrath - City of Pittsfield Parks, Dot Walchenback (South Pond Farm), John O'Brien (Branch Farm) , Holly Stover (Branch Farm).

Absent: Jim Mooney (Boys & Girls Club), GSA Representative (Girl Scouts of Western Mass.), Town of Richmond Representative.

Minutes of Last Meeting: Minutes accepted as presented.

Treasurer's Report: Berkshire Taconic Fund: \$2611.72; Berkshire Bank Checking: \$4314.77. In the current quarter \$50 has been received for sticker sales, \$200 has been paid to the attorney, and \$1032 has been paid for water monitoring expenses.

Lycott Engineering: We have received a letter from Lycott summarizing the lake treatment permitting, surveying, and application procedures conducted this year.

Lycott Payments: The Pittsfield invoice remains unpaid. Mr. Garlow was able to get the Richmond portion of the bill paid. Due to procurement proedures it has not been possible to get the Pittsfield portion paid.

An inter-municipal agreement may be created so that Richmond can be invoiced, and subsequently invoice the City of Pittsfield. Mr. Garlow has been working with other Berkshire communities to create an agreement that includes all the necessary ingredients and which will allow use for things other than emergency situations. The final result, hopefully, is that there will be a Berkshire adendum to the established agreement. This process will take additional time to complete.

Mr. McGrath proposed a more basic inter-municipal agreement between Richmond and Pittsfield for the purpose of sharing responsibility for the costs of lake management at Richmond Pond. It is not clear whether this type of agreement would be allowed outside of the western Massachusetts emergency management agreement.

Another approach may be to approach the mayor and ask him to release the funds in light of the fact that this is an already existing contract. Mr. McGrath and Mr. Garlow will arrange to meet with the mayor on this.

Bid/Procurement Procedure:

Mr. Garlow will assist the RPA with the procurement procedure for the 2008 lake treatment. Ms. Levitan will provide Mr. Garlow with contact information for the companies that can perform lake treatments, as well as copies of previous contracts.

Boat Landing: The sign that was installed last spring has been stolen.

Non-Profit Status: The required material is ready to be presented to the attorney.

Lake Treatment/Drawdown Orders of Conditions: Ms. Stover will check regulations to determine whether the Conservation Commission is allowed to simply make an extension. If not, new requests will need to be made to the Conservation Commissions.

Adjournment: Meeting adjourned at 6:25 pm.

Next Meeting Date: Monday, December 10, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
December 10, 2007
5:30 PM**

Present: Linda Kay – President (Richmond Shores), Katherine Levitan – Vice President (Whitewood), Mark Watkins – Secretary (Lakeside Christian Camp), Jim Mooney (Boys & Girls Club), Bruce Garlow - Town of Richmond Administrator

Absent: Carl Foote – Treasure (Branch Farm), Roy/Dot Walchenback (South Pond Farm), GSA Representative (Girl Scouts of Western Mass.), Town of Richmond Representative.

Minutes of Last Meeting: Minutes accepted as presented.

Treasurer's Report: Treasurer not present.

Drawdown/Treatments: The Conservation Commissions are requesting that we file for extensions for our drawn-down and lake treatment permits. Lycott Engineering has provided letters to be submitted to Pittsfield and Richmond prior to the expiration dates. Ms. Levitan needs to be reimbursed \$150 for filing fees (\$75 for each town).

Bid/Procurement Procedure:

Mr. Garlow is continuing to work on either a request for proposal or an invitation for bids for 2008 lake treatments (and beyond).

Lycott Payments: Mr. Garlow and Jim McGrath met with Mayor Ruberto last week. He will talk with the Pittsfield purchasing agent about possibly releasing payment for the outstanding invoice.

Non-Profit Status: The required material is ready to be presented to the attorney.

Adjournment: Meeting adjourned at 6:25 pm.

Next Meeting Date: Monday, February 11, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
March 10, 2008
5:30 PM**

Present: Katherine Levitan – Vice President (Whitewood), Carl Foote – Treasure (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Jim Mooney (Boys & Girls Club), Bruce Garlow - Town of Richmond Administrator, Holly Stover (Branch Farm).

Absent: Linda Kay – President (Richmond Shores), GSA Representative (Girl Scouts of Western Mass.), Town of Richmond Representative.

Minutes of Last Meeting: Minutes accepted as presented.

Treasurer's Report: Berkshire Taconic Fund: \$3955.26; Berkshire Bank Checking: \$1711.72. Mr. Foote is in the process of setting up a new account at Berkshire Bank to receive contributions. He will try to determine whether donations can be considered tax deductible now that our paperwork has been filed. About \$2000 in fees were paid to the Berkshire-Taconic Fund in 2007. During the current quarter we have paid about \$500 to the Fund.

In 2008 we expect to receive \$10,000 from the Town of Richmond, and \$5000 from the City of Pittsfield.

Lycott Engineering: Lycott still has not been paid by Pittsfield. Jim McGrath has asked that the association pay this bill while they work out arrangements to reimburse us for the promised \$5000. Mr. Mooney will attempt to speak with Mayor Ruberto about this issue.

Motion made, seconded and passed to pay Lycott Engineering.

Bid/Procurement Procedure: The Request for Proposals is complete. The association wishes to thank Bruce Garlow for his work on this. It will be sent this week to the three companies we are aware of that perform this work in Massachusetts (Bay State Environmental, Lycott Engineering, Aquatic Control Technologies). Mr. Garlow will also check to see whether there are other companies doing this work in the state.

Motion made, seconded and passed to accept the Request for Proposals.

Non-Profit Status: The paperwork has been completed and filed. We have been informed that it could be several months before a determination is made and communicated to us.

Lake Treatment/Drawdown Orders of Conditions: The Pittsfield Order of Conditions for the drawdown is in effect until 2010, and the order for lake treatment is in effect until 2011. Total fees required for current applications is \$225.

Fundraising: It is time to once again write and distribute a fundraising letter. Mr. Watkins will prepare a draft. Items to mention: \$25,000 budget, about one-half provided by the two towns, preparing for work on dam, grateful for past contributions, our efforts are working but need to be continued. About 1500 copies are needed. Lakeside may print the letters at cost. American Speedy will print envelopes. Mr. Foote will provide a list of past donors. In addition, letters will be sent to Richmond residents, South Pond residents and any others on the RPA list.

Some possible fundraising ideas were discussed, including a barbeque or dinner. Input for ideas, and volunteers to coordinate are welcome.

Adjournment: Meeting adjourned at 6:17 pm.

Next Meeting Date: Monday, April 14, 2008, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
April 14, 2008
5:30 PM**

Present: Linda Kay – President (Richmond Shores), Katherine Levitan – Vice President (Whitewood), Carl Foote – Treasure (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Jim McGrath (City of Pittsfield Parks), Holly Stover (Branch Farm).

Absent: Jim Mooney (Boys & Girls Club), GSA Representative (Girl Scouts of Western Mass.), Town of Richmond Representative.

Minutes of Last Meeting: Minutes accepted as presented.

Treasurer's Report: Berkshire Taconic Fund: \$5; Berkshire Bank Checking: \$691. (\$4900 due from Lycott.)

Lycott Engineering: Our payment and the payment from Pittsfield arrived at Lycott the same week, so they were paid twice. Lycott will reimburse us \$4900.

They have sent two checks, but these were for less than the full amount. Ms. Levitan will contact them about receiving full reimbursement.

Bid/Procurement Procedure: An inter-town agreement could be arranged so that Pittsfield sends \$5000 to Richmond each year to help with Richmond Pond expenses. Alternatively, Pittsfield could pay Lycott directly if we were to properly request proposals (which we are doing now). Mr. McGrath will continue discussions with Mr. Garlow about the best way to handle this. Pittsfield is in the budget-setting process now.

Richmond: Mr. Watkins will check with Mr. Garlow to determine whether a formal letter of request for funding from the Town of Richmond is still appropriate or necessary.

Fundraising Letter: Mr. Watkins has prepared a first draft of a letter. Mr. Levitan will get envelopes printed. We will also include a reply envelope. With our non-profit status still pending, we will wait until our next meeting to determine when to mail this letter.

Mr. Watkins will consider handling gift receipting at Lakeside. The association would reimburse Lakeside for printing costs and perhaps make a donation in light of staff costs.

Post Office Box: We will plan to open a post office box (probably in Lenox) to receive contributions. This will be done in May, to coincide with the mailing of the fundraising letter.

Non-Profit Status: We have received a letter from the IRS dated March 12, indicating they have received our application and payment. We can expect to hear from them within 60 days (around May 12).

Publicity: We discussed ways to increase awareness and solicit involvement in the association. We will look into press releases to the Berkshire Eagle, Pittsfield Gazette, public service announcements on cable television and radio. Mr. McGrath offered to write and distribute an announcement to local media.

Adjournment: Meeting adjourned at 6:25 pm.

Next Meeting Date: Monday, May 12, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
May 12, 2008
5:30 PM**

Present: Linda Kay – President (Richmond Shores), Katherine Levitan – Vice President (Whitewood), Carl Foote – Treasurer (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Jack O'Brien (Branch Farm), John Hultman (Girl Scouts of Central & Western Massachusetts), Jeff Simon (Girl Scouts of Central & Western Massachusetts), Jim Mooney (Boys & Girls Club), Lois Kelly (Independent), Dot Walchenbach (South Pond Farm)

Absent: Town of Richmond Representative.

Member Update: Sharon Tariff (Richmond Shores) will be moving out of the area. The association is grateful to her for the work she has done on behalf of the pond.

Minutes of Last Meeting: Minutes accepted as presented.

Treasurer's Report: Berkshire checking: \$1951.72; Berkshire money market savings: \$1050.37. Several additional checks have been received for membership dues and the Lycott refund.

Mr. Foote has also opened a business money market account at Berkshire Bank, connected to the checking account. Mr. Foote will proceed with closing the Berkshire-Taconic account. As donations are received Mr. Foote will transfer donation to Mr. Watkins so that receipts can be issued from Lakeside.

Lycott Engineering: They have reimbursed us for the overpayment.

Orders of Conditions: Ms. Stover is continuing to work on filing for the extensions of orders of conditions for the drawdown and lake treatment for Pittsfield.

Bid/Procurement Procedure: Bids were received and opened. Lycott Engineering was the low bidder and has been awarded the contract. Ms. Levitan will communicate with them about a date to do the treatment, preferably during the first two weeks of June.

Goose Control: Options for controlling geese were discussed. Some reported that fences are effective, others said they are not. Some residents at Richmond Shores have purchased and are using a single wire retractable fence. A chemical known as Flight Control was discussed. Ms. Walchenbach has information about this option.

Fundraising Letter: Mr. Watkins has prepared a fundraising letter. The letters will be printed by Lakeside. Ms. Levitan will order mailing and reply envelopes from American Speedy. The mailing will be assembled by Zip and Sort.

Fundraising Event: The possibility of a barbeque was discussed. No action was taken.

Post Office Box: Mr. Foote has rented a Post Office Box in Lenox (PO Box 447, Lenox MA, 01240).

Non-Profit Status: The association's application for 501(c)(3) status has been approved by the IRS.

Publicity: Stickers Ms. Kay will contact the school once again about having students design a sticker. We will once again provide a prize of 25 for the winning design.

Dam: The need to move forward with planning for repairs was discussed. A couple of larger companies with possible interest in the pond were mentioned and could possibly be contacted for assistance with this project.

Adjournment: Meeting adjourned at 6:20 pm.

Next Meeting Date: Monday, June 9, 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary