

**Richmond Pond Association
Board Meeting Minutes
October 30, 2000
6:00 PM**

Members Present

Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Ted Potter – Treasurer (Richmond Shores), Mark Watkins – Secretary (Lakeside Christian Camp), Kathleen Phelps (Town of Richmond), Dot Walchenbach (South Pond Farm), Leonard Levitan (Whitewood), George Marchacos (Girl Scouts), Jack O'Brien (Branch Farm), Lois Kelly (Independent).

**Minutes of
September 12, 2000**

MSP: accept minutes of October 2, 2000, as printed.

**Berkshire-Taconic
Community
Foundation**

Carter White, administrative vice president of BTCF, made a presentation regarding the foundation and its services. Mr. White is a former resident of Richmond, has served on various Richmond committees, is the treasurer of the Berkshire Natural Resources Council, is a past member of the Berkshire Regional Planning Commission, and is on the board of the Berkshire-West Stockbridge Community Health Organization.

- BTCF was founded in 1987 and now has \$25 million under management. They have earned an average return of 15.5% over the years. About 170 families or individuals and 125 organizations have funds with BTCF. There are 325 funds, some of which BTCF controls directly.
- BTCF's mission is to improve the quality of life through organized philanthropy in the communities they serve. They emphasize partnership.
- BTCF can assist with fundraising campaigns or planned giving programs. They will track donors and pledges, issue reminder letters and receipts, coach us on fundraising programs and assist us with development of fundraising materials.
- Organizations with funds in the foundation can tap the foundation for grants.
- BTCF occasionally surveys its depositors to see whether they would want to donate to various causes. When these are identified they can forward our "one-pager" to potential donors.
- BTCF has a searchable CD-ROM database listing 45,000 foundations. This database is available to participating organizations.
- They recommend we contact as references some of those who are already involved. (For example, they have worked with the Richmond School and the Western Mass. Lakes and Ponds Association).
- BTCF's fee is 1.5% of the average daily balance. This is charged quarterly (.375 per quarter). There are no other fees for their services. They request a minimum balance of \$5000, however our fund may start at \$0 and build, and it may be drawn down.
- RPA can come under BTCF's non-profit umbrella.
- To become associated with BTCF would want from us our mission statement, and a statement regarding the reasons our mission is meaningful to the community, how we will achieve our mission, and who will accomplish the mission. They want to be sure our board is representative of the property owners and respective towns.
- Mr. Carter stressed that fundraising is hard work and requires a concerted effort. It could include, for example, establishing contact with legislators (Olver, Nuciforo), contacting business leaders (Legacy Group, First Mass, Greylock, Berkshire Bank, etc.),

establishing a mailing list of prospects, etc.

It is the RPA board's feeling that it would be premature to affiliate with BTCF at this time, but that connecting with them would be an important step in the process of meeting our goals.

Treasurer's Report

We have \$1925 in checks. Mr. Marchacos informed us Western Mass. Girl Scouts is holding their payment until RPA is established as a bona fide organization, as a matter of policy. We have not yet been able to open a bank account since we are still waiting for the attorney to obtain a federal ID number.

Mr. Potter wishes to thank the treasurers of the various organizations for their payment and to let them know he is holding the checks until the bank account can be established.

Dam Project

Mr. Watkins reported that no progress has been made in determining costs.

Lake Study

We have received responses from three firms in response to our letters of inquiry.

BSC will conduct a lake study and prepare a plan for \$4300 (or possibly less). Costs for treatment are about \$250-300 per acre. Since we would not treat the entire lake our cost would be about \$30,000.

Aquatic Control Technologies (Jerry Smith) will conduct a lake survey and provide a report with recommendations for \$1500. If we proceed with the project, 50% of that fee would be applied to the cost of the project. This firm advocates the use of chemical treatment.

Lee Lyman would like to come and talk to our board. He will do so at no charge if he has a fair chance at doing our project.

No response yet from Ken Wagner.

Drawdown

Question was raised regarding Pittsfield's reasons for not wanting a deeper drawdown of Onota Lake. Mr. Potter will call Caleb Mitchell of the Pittsfield Conservation Commission.

**Richmond
Conservation
Commission**

The conservation commission has expressed concern about high water level in the Camp Marion White beaver pond. Mr. Marchacos visually inspected the dam today and feels there is little danger of the dam breaking or of any flooding. He reported that the culvert under the road is blocked by logs. The conservation commission encouraged the camp to consider leveling control devices.

The conservation commission has approved the planned horse barn on the former Foster property (now Sprague), based on the work done by Foresight Land Services.

**Water Quality
Testing**

Mr. Potter, Matt Melillo and several others, including a professional from U. Mass., held a workshop at the pond. Holly Stover has some testing equipment. Our cost for consumable supplies could be about \$25-30 annually. Mr. Melillo purchased and donated to RPA a video on water testing.

Next Meeting

Full board meeting, Monday, November 27, 5:30 PM. *NOTE TIME CHANGE!*

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
November 27th, 2000
5:30 PM**

Members Present

Katherine Levitan, Carl Foote, Theodore Potter, Leonard Levitan, Lois Kelly, Alex Nardacci, George Marchacos, Kathryn Phelps, and Holly Stover

- Minutes of the October 30th meeting were reviewed. One correction was applied to page 2 under lake study, "Aquatic Control Technology will conduct the lake study and prepare a plan for \$4300. The minutes were then accepted.
- Later Theodore Potter gave a treasurer's report. All dues are in except for the Girls Scouts. Their due will be paid once our organization obtains an official status.
- The next meeting has been scheduled for Monday December 4th at 5:30 to review the presentations and documentation on Lake Management. The next available time may be after January 15th.

The next major piece of business was a detail review of the By-Laws, Articles of Organization, and the Action by Unanimous Consent of Directors. Many changes were made and the Consent was signed which allows the attorney to update the documents and file them with the appropriate authorities. The changes recorded are as follows by the acting clerk:

- By-Laws pg 1 section 1.03 this is a major change "No Members" as recommended by the attorney
- By-Laws pg 2.02.01 "One director shall be selected to represent each of the following organizations ,
- Same section - "The eight director shall not be affiliated with the 7 organizations"
- Pg 6 4.09 "the treasurer and either the president or vice president shall sign all checks, notes and drafts drawn"
- Pg 9 7.02 the Fiscal year shall begin on the first day of July
- Articles of Organization Article VII item c fiscal year ends last day of June
- Article IV 2 "of's" in paragraph d
- Paragraph f m add a which
- Ted Potter mentioned the possibility for the directors obtaining insurance. Others thought that this would not be necessary.

Then Lee Lyman of Lycott Environmental Research discussed different alternatives for managing the weed population in our lake. Many points were discussed and the group was generally impressed with his knowledge and experience.

- He has been in business since 1971 working in Lakes and Ponds Management. He is an aquatic biologist and has a degree in organic chemistry.

- Discussing draw down, after reviewing our information he suggests that we could spend 5 to 20,000 convincing the authorities that the wildlife would not be harmed. Draw down should start in the beginning of September and end mid October. As the ponds fill and lifts the ice, the weeds are pulled up which provides the best effect. Erosions of the wetlands is a major concern. The fact that there is a Beaver Dam protecting the wetlands may help that argument. 1995 was the last year that Richmond Pond had a draw down. 10 to 12,000 would be required to file a notice of intent, file with DEP, conduct an ENF. An Environment Impact Report would cost an additional 5 to 10,000. He noted that we have very good transparency, could get a 5 foot draw down which still would not effect the weeds under the ice. If this process is started now we would have a good chance of getting a draw down in the Fall of 2001.
- Herbicides were discussed also. An ENF would probably be required every year. The findings of an endangered species would trigger this requirement. A notice of Intent and the EIR for this would be about 4,000. The ENF would be about 3 to 6,000. Then this EIR would be 10,000 to 15,000.
- Then a combination of draw down and herbicides was discussed. George M suggested later that it might make sense to do the draw down first which then would reduced the amount of weeds present when the herbicides would be applied, which suggests a lower herbicide costs.
- One herbicide "sonar cloradin" might cost between 25,000 and 50,000 for 2 to 3 years.
- Quick Acting Dyquat could cost 18,000 to 25,000 the 18,000 a year for 5 years.
- The conversation transgressed to funding. A DEM grant of 10,000 was brought up. This would require the town of Richmond to make the beach public.
- The conversation ended with a suggestion that a deposit of 5,000 by March would be required to start the process for a combination plan. An additional 30,000 would be needed by June 1 if the committee elected to conduct a herbicide treatment for June 2001.
- Or an initial funding of 1,500 to start a study for 2002.
- Art Dugas of Hoosac Lake 413-743-3743 was provided as a reference.
- Fund raising like an annual lake picnic was another suggestion.
- Taking an inventory, doing a marketing mailing to get the word out, canvas for donations

NEXT MEETING: MONDAY, DEC. 4, 2001. 5:30 P.M.
RICHMOND TOWN HALL

**Richmond Pond Association
Board Meeting Minutes
December 4, 2000
5:30 PM**

- Members Present** Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Ted Potter – Treasurer (Richmond Shores), Mark Watkins – Clerk (Lakeside Christian Camp), Kathleen Phelps (Town of Richmond), Leonard Levitan (Whitewood), Jack O'Brien (Branch Farm), Lois Kelly (Independent), Holly Stover (Town of Richmond), Alex Nardacci.
- Minutes of November 27, 2000** MSP: accept minutes of November 27, 2000 with the following corrections:
The initial funding of \$1500 to Mr. Lyman would be to start a study for 2001, not 2002.
Regarding the bylaws, section 2.02.01 should read: One director shall be selected to represent each of the following organizations and one shall represent independent residential property owners with private access to Richmond Pond that are not affiliated with any of the above organizations.
- DEM Grant & Town Beach Issue** The deadline to file for the DEM Lakes and Ponds grant program is December 29. Discussion regarding whether to raise the private town beach issue (an obstacle to obtaining this grant) with the Richmond Selectman. This committee is sensitive to the problems associated with opening the beach to the general public. We are also concerned about the long-term health of the lake and the need for financial resources to address the problems. Decision to open a discussion with the selectmen. Mrs. Levitan will contact Bruce Garlow about the possibility of getting on the selectmen's agenda. Mr. Foote and Mr. Potter would be available to attend a meeting this Wednesday. Mr. Foote and Ms. Levitan would be available next Wednesday.
- Lake Study** Ms. Levitan contacted the Hoosac Lake Association as a reference for Lycott Environmental Research. They have been pleased by their association with Lycott.
MSP: To send a letter to Mr. Lyman of Lycott Environmental Research stating we would like to engage them to begin a lake study of Richmond Pond in 2001. A retainer fee of up to \$1500 will be sent as soon as our back account is established.
- Drawdown** Mr. Potter reported on his conversation with Caleb Mitchell (Pittsfield Conservation Agent) regarding the possibilities of a drawdown. He feels the main purpose of a drawdown is for Spring flood control. Weed control is a secondary objective and is not very effective. If any drawdown is allowed, the Division of Fish and Wildlife would limit it to about three feet, which exposes fewer weeds and which is difficult given the nature of the mechanism at the dam.
Suggestion that we invite Mr. Mitchell to attend one of our meetings.
- Community Connections** Discussion about sending a letter to members of the community, property owners, Richmond residents, etc., keeping them informed about this committee's activities and plans. It might be possible to distribute some of the letters through the property owners' associations. Ms. Levitan will draft a letter.
We also discussed making use of the Richmond town newsletter as a communication vehicle.
Possible community connections include the Richmond Town picnic, schools (Richmond School and nearby Pittsfield schools) for educational projects, sportsmen's groups, Berkshire Community College (Ms. Phelps stated they have a strong environmental program and that internships or other projects could be a possibility). Also maintain contact with Mr. Olver, Mr. Larkin, and Mr. Scapin. Local realtors may be possible

partners and we should also maintain contact with the Housatonic River Watershed organization and Berkshire Regional Planning Commission.

Mr. Potter will assemble some names and ideas.

Loans

Mr. Potter talked with a bank official about whether loans might be available to an organization like ours. The challenge is that we have no assets, however the bank will check whether federal guarantees might be available in a situation like ours.

Grant Opportunities

There was discussion about various grant opportunities. See above for DEM grant. Ms. Kelly is has become aware of the Nellie May (sp?) Foundation which provides funding for educational projects. Ms. Kelly will call for more information. Ms. Stover encouraged us to keep in touch with Berkshire Regional Planning Commission for possible grants.

**Director and Officer
Liability Insurance**

Mr. Potter requested information from an insurance agency regarding the availability of D&O insurance. It would probably be available to us as an organization related to North American Lake Management Society (through COLA and LAPA-West). Cost would be about \$525 per year.

Next Meeting

Next meeting, Wednesday, January 17, 2001, 5:30 PM, at Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Clerk

**Richmond Pond Association
Board Meeting Minutes
January 17, 2001
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Ted Potter – Treasurer (Richmond Shores), Mark Watkins – Clerk (Lakeside Christian Camp), Leonard Levitan (Whitewood), Jack O'Brien (Branch Farm), Lois Kelly (Independent), Holly Stover (Town of Richmond), Alex Nardacci, Caleb Mitchell (Pittsfield), Ed Sawyer (South Pond Farm).
Members Absent	Carl Foote – Vice President (Branch Farm),
Minutes of December 4, 2000	MSP: accept minutes of December 4, 2000, with the following corrections: The reference to the Richmond town newsletter, should read "Richmond Church newsletter."
Bylaws	Two small changes have been made to the bylaws on recommendation of the attorney. Section 2.02.01: change the words "One director shall be selected..." to "One director shall be nominated..." Also, the member representing abutting property owners will also represent the public at large.
Banking Resolution	Mr. Potter suggested we will mostly likely be required by a bank to pass a resolution stating our intent to open a bank account. MSP: to open a bank account. The clerk or other appropriate board member is authorized to sign the resolution as required.
Treasurer's Report	\$1955 in checks on hand. \$300 due from Girl Scouts (they intend to pay when our organization is officially formed). \$599 currently due to the attorney. \$80 due now (or in the near future) to LAPA-West for membership. \$1500 will be due to Lycott, our consultant.
Independent Property Owners	Ms. Kelly reported that Matt Rudin is actually a member of Whitewood, and therefore is not an independent owner. He is, however, very supportive of our efforts.
DEM Grant	Our proposal has been submitted. Ms. Levitan expressed thanks to Mr. Potter, Ms. Stover, and Bruce Garlow for their assistance in preparing the grant proposal. The grant, if received, would be \$9800 and requires us to obtain matching funds. In order to remove an obstacle to receiving the grant, the Richmond selectmen agreed to open the town beach to the public. The fee for non-residents will be \$2 per day or \$15 annually.
Drawdown	Mr. Mitchell indicated we may be more likely to receive approval for a three-foot drawdown than a deeper one. Three feet seems to be a benchmark. Deeper drawdowns may trigger a requirement for impact studies. The beaver dam at Nordeen swamp may be a help since it maintains the water level in the swamp.
Onota Lake Project	The City of Pittsfield has been helpful to Onota Lake. The Onota management plan called for a one-time whole-lake chemical treatment (cost of \$100,000 paid by Pittsfield), followed up by spot treatments and other measures in future years. Mr. Mitchell indicated the assistance from Pittsfield was a one-time contribution. The Onota lake association remains a private organization seeking its own funding.
Fundraising	Mr. Potter provided a list of possible fundraising/marketing ideas. Discussion followed regarding those and other ideas. Eventually we will want to approach individual property

owners (about 250 in the various associations) and the camps for possible donations. As a first step, we will send a letter to these people bringing them up to date on our progress and plans. Mark will draft the letter. Mr. Nardacci volunteered to help with the mailing, as did Ms. Kelly if she is in the area when the mailing is being prepared. We may be able to distribute the letter through the Church Bell newsletter.

Suggestion to form a marketing/fundraising committee. Proposed names include Jack O'Brien, Carl Foote, Matt Melillo, Jim Mooney and Ted Potter. Mr. Potter will contact these people.

Ms. Kelly presented information about the Nellie Mae Foundation, which provides grants to non-profits serving disadvantaged students. Perhaps this could be tapped in connection with a project involving area schools. We may consider this in the future.

Mr. Mitchell will look into the possibility of funds from the Housatonic River damages money from GE. Since Richmond Pond is part of the watershed, we may qualify.

Mr Potter knows someone who is part of the West Stockbridge sportsmen's association and he will contact that person. Ms. Kelly agreed to contact Fish and Wildlife to get information about other sporting organizations (including the Bass fishermen who hold a tournament on the pond).

Mr. Potter shared a draft letter he will be sending to InterPrint. InterPrint will be building on the old ALNASCO property.

Each board member is asked to solicit one or two area businesses for possible support.

Canyon Ranch occasionally brings their guests for a canoe outing on the pond. This may be another possible source.

Businesses that support the Josh Billings Runaround may be a possible source since many competitors train on the pond.

**Berkshire Taconic
Community
Foundation
New Business**

MSP: to affiliate with BTCF. Ms. Levitan will contact them. They require a \$100 minimum annual fee. Normally their fee is 1.5% of funds on deposit.

Kathleen Phelps has resigned as an ex officio representative from Pittsfield. Bruce Garlow will check around to see whether there may be someone else who could fill her position.

LAPA-West is offering a workshop on Water Quality and Quality Planning. February 3, at the Senior Center in Lee (snow date is February 17). Mr. Potter plans to attend.

COLAP is offering a workshop on Quality Assurance Monitoring and data collecting. January 17 in the Worcester area.

Next Meeting

Next meeting, Monday, March 5, 2001, 5:30 PM, at Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Clerk

**Richmond Pond Association
Board Meeting Minutes
March 19, 2001
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Ted Potter – Treasurer (Richmond Shores), Leonard Levitan (Whitewood), Lois Kelly (Independent), Holly Stover (Town of Richmond), Ed Sawyer (South Pond Farm), Jim Mooney (Boys and Girls Club), George Marchacos (Girls Scouts), Claire O'Brien (Whitewood & marketing).
Members Absent	Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp).
Minutes of January 17, 2001	Approved with one addition: Carl Foote should have been thanked for helping to prepare the DEM grant proposal.
Tax ID Number	Mrs. Levitan reported we now have a tax id number: 04-3553392. We may still need our own 501(c)3 status.
Treasurer's Report	Balance on hand: \$2225. Will open checking account March 20, at either Berkshire Bank or Pittsfield Coop, depending on fees. Two bills need to be paid: Lycott - \$1500 for retainer fee for initial water quality survey and lake study, and the attorney: \$581.
Berkshire Taconic Community Foundation	The agreement has been signed and money can be deposited with them. Checks made out to Taconic will be tax deductible.
LAPA West Workshop	Ted Potter spoke regarding the need for training volunteers for water quality program and to have a permanent core of volunteers. Consider contacting BCC for students from their environmental program.
DEM Grant	A reply is due March 27 as to whether we will receive a grant of \$9800 which must be matched by private funding.
COLAP	Mrs. Levitan reported that new regulations for water quality at semi-public beaches are not yet published. Cost may be about \$1000 per beach but there will be some exceptions to the requirements. Who will assume the cost for the seven beaches is not determined. Aquatic Species Control Project is not in effect yet.
Mailing	Jim Mooney recommended we start with a mailing to all residents and other interested parties. Bartlett's, Hilltop, and Guido's businesses were mentioned. Mrs. Levitan suggested the educational and fundraising letters be combined into one mailing – approximately 1500.
Funding	Consensus was our first year's goal should be at least \$20,000 to cover start-up costs, filing, drawdown, etc. Mrs. Levitan suggested hiring a fundraiser.
Marketing	Claire O'Brien, Whitewood, reviewed her 20 years experience in advertising and marketing, including radio and newspaper. She would work on a contingency basis and will report at the next meeting the percentage. Mr. Marchacos moved that two board members form a committee with Ms. O'Brien to write the letter and present a marketing plan for review at the next meeting. Ed Sawyer seconded and the Board passed it unanimously. Mr. Marchacos and Ms. Levitan volunteered for the committee and will meet this week. Taconic can suggest funding sources but will not do the work.
Conservation Commission	Holly Stover reported that she, Jack O'Brien, Carl Foote, and Ted Potter attended the Pittsfield Conservation Committee hearing on Interprint's plans, and the company was receptive to our concerns of visual impact and storm water management. Subsequently,

Mr. Hynes, Scalise, Stover and Bruce Garlow (Town Administrator) met and reviewed the plans. Only a small corner of the property drains toward the pond. The reminder is not in the pond's watershed. A set of plans was given to R.C.C. and Stover displayed and explained them. Water and sewer lines will be extended to Interprint. Extending them to Richmond Shores was discussed. All were favorably impressed with Interprint's willingness to protect the pond.

Associate Member Ted Potter moved that Interprint be invited to be an associate, non-voting member of the board as the by-laws allow. Jim Mooney seconded. It was unanimously passed.

Sign Another sign for the boat launching ramp is available regarding protection from aquatic weeds. Ted Potter will try to get it erected high to avoid vandalism.

Next Meeting Monday, April 16, 5:30 pm, Richmond Town Hall.

Adjourned at 7:20 pm.

Respectfully submitted,
Lois Kelly, Secretary pro tem

LK:mw

**Richmond Pond Association
Board Meeting Minutes
April 16, 2001
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Ted Potter – Treasurer (Richmond Shores), Leonard Levitan (Whitewood), Lois Kelly (Independent), Holly Stover (Town of Richmond), Claire O'Brien (Whitewood & marketing), Jack O'Brien (Branch Farm), Carl Foote – Vice President (Branch Farm), Alex Nardacci.
Members Absent	George Marchacos (Girls Scouts)
Richmond Representative Minutes of March 19, 2001	Bruce Garlow has appointed Dr. Levitan to replace Kathy Phelps on this board. Approved with one correction: In the section "Conservation Commission" the sentence "The <i>reminder</i> is not in the pond's watershed," should read "The <i>remainder</i> is not in the pond's watershed."
Bank Account	A checking account has been opened at Berkshire Bank. It is a "no fee" account, allowing 8 checks per month. Two signatures required: Treasurer plus president or vice president.
Treasurer's Report	See the attached spreadsheet.
DEM Grant	We have been approved for a DEM matching grant of \$9900. Our matching funds must be raised by June 30. The Town of Richmond has agreed to contribute up to \$2500.
Fundraising	We reviewed a draft of a fundraising brochure prepared by K. Levitan, and G. Marchacos, with Claire O'Brien, and suggested several changes. Checks for contributions should be made payable to the Berkshire Taconic Community Foundation, designated for the Richmond Pond Association. An initial mailing to property owners could be made in a few days. Follow up calls will be made by members of our board. (Nardacci, Stover, C. O'Brien, and J. O'Brien agreed to help with follow-up calls for Richmond Shores. C. O'Brien will call Whitewood residents. Sawyer will call South Pond residents. Foote will call Branch Farm residents.) Another mailing to Richmond Residents will be made later. Mailing labels and lists are available from Bruce Garlow and the property owners associations. Our mailing address will be Richmond Town Hall. Ms. Stover will ask Bruce Garlow whether he is willing to field calls if we put the Town Hall phone number on the cover letter. Moved, seconded, passed to hire Claire O'Brien. She will receive 15% of the funds raised as the result of her efforts. The agreement is for calendar year 2001. Mr. Potter was authorized to reimburse Ms. O'Brien for supplies. A topic for later discussion: How we will thank those who donate?
Water Quality Testing	Suggestion that we contact Berkshire Community College. Perhaps a professor would want to lend a hand by conducting the testing as a field experience for students. Mr. O'Brien will contact a professor he knows.
Richmond Pond Dam	Tom Grizzy obtained an emergency declaration granting permission to open the gate. Bruce Garlow contacted Natural Heritage, who said either Pittsfield's or Richmond's conservation commission could grant an emergency drawdown, but that a notice of intent must then be filed.
Senate Act	Ms. Stover reported that the Exotic Aquatic Species Control Program may have passed the Senate.

LAPA-West Picnic

Tom Burke indicated the directors are having a picnic and wish to visit Richmond Pond, June 2 (rain date is June 9). They will use Camp Russell. About 40 people expected.

Association Dues

In order to obtain funds (in light of DEP matching grant), Mr. Potter will send association fees notices now, although they are not actually due until July 1.

Next Meeting

Monday, May 7, 5:30 pm, Richmond Town Hall.

Adjourned at 7:30 pm.

Respectfully submitted,

Mark Watkins, Clerk

**Richmond Pond Association
Board Meeting Minutes
May 7, 2001
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Ted Potter – Treasurer (Richmond Shores), Leonard Levitan (Whitewood), Lois Kelly (Independent), Claire O'Brien (Whitewood & marketing), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Mark Watkins), George Marchacos (Girls Scouts), Leonard Allen, Erika Allen, Ed Sawyer (South Pond Farm), Melanie Levitan (Richmond), Alex Nardacci.
Members Absent	
Minutes of April 16, 2001	Approved as printed.
Brochure	The brochure and cover letter are ready to mail and will go out on Tuesday, May 8.
Follow-Up Calls	Follow up calls should be made within two weeks of the mailing. We can ask whether they have received the mailing, whether they've had a chance to read it, and whether they have any questions. Following are the people responsible for follow-up calls: Ed Sawyer – South Pond, Carl Foote – Brand Farm, Lois Kelly – Independents, Katherine Levitan – Whitewood, as well as those who agreed to help with Richmond Shores (see minutes of 4/16/01).
Mailing to Richmond Residents	Claire O'Brien will revise the brochure for this mailing and fax it to Carl and George for approval. The deadline for contributions from this mailing will be listed as July 15. It is our desire to mail these within a couple of weeks.
Matching Grant	Katherine Levitan has learned that we are not locked into the June 30 deadline to raise matching funds, but it should still be our target. The \$1500 already given to Lee Lyman can be counted toward our goal (but not the \$600 paid to the attorney).
Association Dues Notices	Notices for the coming fiscal year are being distributed now with the hope we will be able to receive these funds now, rather than after the end of the fiscal year, to help us meet our matching grant goal.
Fundraiser's Fee	Motion made (by Carl Foote) and seconded (by George Marchacos) to adjust our agreement (as voted at the April 16 meeting) with Claire O'Brien, so that we will pay her 20% of the amount raised as the result of her efforts, with the understanding she will give back 5% as a contribution (creating a net cost to us of 15%). This agreement is in effect through calendar year 2001.
Interprint	No further developments.
Business Contacts	Claire O'Brien was asked to bring input to our next meeting regarding how we might approach area businesses. Ideas include listing business contributors on future newsletters, brochures, annual reports, etc. Suggestion that we look into erecting a sign at the boat ramp, listing business contributors. Ted Potter will check with the high department about this possibility.
Annual Meeting	There was discussion about the merits of holding an annual meeting (with or without food), in part to recognize and thank contributors. This was tabled to the next meeting.
Lee Lyman	Mr. Lyman has begun working. There was discussion about whether we should invite him to our next meeting. We concluded it may be too early for him to have any solid information. Our agreement does include his commitment to meet with us three times.

LAPA-West Picnic

The LAPA-West picnic will be held at Camp Russell on June 2. We may have two representative attend. Holly Stover, Ted Potter, and Lois Kelly will consider attending.

**Berkshire
Community College**

Jack O'Brien talked with Tim Flannagan at BCC. They are very interested in working with us on testing and analysis as an opportunity to involve students. Mr. Flannagan would like to meet with representatives of our board to discuss this. Jack O'Brien and Holly Stover were considered logical people to be involved in such a meeting.

Next Meeting

Monday, June 18, 5:30 pm, Richmond Town Hall.

Adjourned at 6:35 pm.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
June 18, 2001
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Ted Potter – Treasurer (Richmond Shores), Claire O'Brien (Whitewood & marketing), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), George Marchacos (Girls Scouts), Ed Sawyer (South Pond Farm), Holly Stover (Richmond Conservation Commission), Leonard Allen, Erika Allen, Helaine Strauss, Trina Zweig, Herb Zweig, Bonnie Dreuniany, Leonard Levitan,
Members Absent	Lois Kelly (Independent), Melanie Levitan (Richmond), James Mooney (Boys & Girls Club).
Minutes of May 7, 2001	Approved with the following corrections: Under <i>Follow Calls</i> , "Brand Farm" should read "Branch Farm." Under <i>LAPA-West Picnic</i> , Katherine Levitan also indicated she would attend the picnic.
Treasurer's Report	A printed report was provided. The current balance on hand is \$10,237. Donations have been steady. Eleven gifts totaling \$2300 received from the leadership group. About 53 gifts totaling \$6620 from other stakeholders. Four organizations have submitted 2001-2002 dues (totaling \$1260). Payments made include \$1500 to Lycott Engineering, \$600 in legal fees, and \$178 for postage and printing. About 62 of 160 (letters mailed) have contributed. Suggestion made that we consider personal visits to those who have not given. The Town of Richmond has been waiting to see where things stand. Suggestion made that we go before the Selectmen and make a formal request. Richmond has received the state grant money. The assumption is that Berkshire Taconic Community Foundation will transfer funds to the town, which will then pay Lycott. We will continue to work toward our initial goal of raising \$25,000.
Berkshire Community College	Holly Stover reported on the meeting that she and Jack O'Brien had today with Tim Flannagan, professor at BCC. Our needs are for the development of a database and ongoing water quality analysis. This information will be valuable when applying for funding in the future. Mr. Flannagan is very interested in being involved. Possibilities include using students to monitor such things as runoff from roads, horse farms, orchards (and other watershed issues). Mr. Flannagan advised that we should ask lots of questions of consultants to clearly understand which weeds they are treating and the predicted outcomes. He was cautious about drawdowns since one thing always impacts another. He is willing to assist with public education, presentations to groups, etc. He will also speak with other professors at the school for their input. We have a need for consistent, year-round, ongoing testing (beyond what Lycott is doing). Precision and consistency are vital. Ms. Dreuniany suggested we write to the dean or president of BCC applauding the faculty member for his helpfulness.
Recognition of Donors	Discussion regarding whether we should list donors in future mailings or reports. MSP: That we prepare a list of donors by category for use in future solicitations (such as the second letter to those who have not yet given). Mr. Potter will compile this list.
Further Fundraising Efforts	MSP: That we do three things – 1) Send thank you letters to donors (Ms. O'Brien), 2) Send a follow-up letter to those of the original 160 who have not given (letter to be composed by Ms. O'Brien), 3) Mail letters to Richmond residents.

**Business
Fundraising**

Two groups of businesses can be approached: businesses located in Richmond, and businesses with owners who live in Pittsfield. Anyone with names of possible contacts is encouraged to pass this information along to Claire O'Brien (claireob5@aol.com). Ms. O'Brien will begin contacting businesses next week. She will stay in touch with Ms. Levitan regarding her progress.

Lake Study

Mr. Lyman indicated that the earliest we can expect a report from him is in August.

**Annual
Meeting/Annual
Report
Grant Possibilities**

There is little enthusiasm for an annual meeting. An annual report should be considered. Perhaps in September.

Our attorney passed along a notice of another grant possibility. Ms. Levitan has written for an application. She will contact Mr. Lyman about the possibility of helping prepare this application.

Next Meeting

Meeting date not set, pending availability of Lee Lyman.

Adjourned at 6:55 pm.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
July 30, 2001
5:00 PM**

**Members and Others
Present**

Katherine Levitan – President (Whitewood), Ted Potter – Treasurer (Richmond Shores), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), George Marchacos (Girls Scouts), Ed Sawyer (South Pond Farm), Lois Kelly (Independent), Holly Stover (Richmond Conservation Commission), Herb Zweig, Alex Nardacci, Trina Zweig, Helaine Strauss, Lenore Lapin, Leonard Allen, Erika Allen, Susan Poritzky, Bonnie Drewniany, Leonard Levitan, Lee Lyman.

Members Absent

Melanie Levitan (Richmond), James Mooney (Boys & Girls Club).

**Minutes of June 18,
2001**

Approved with the following corrections: *Under Further Fundraising Efforts*, the board also authorized Claire to send letters to the camp directors. Also, Bonnie Drewniany's name was misspelled.

Lee Lyman

Mr. Lee Lyman, president of Lycott Environmental Engineering, was present to make a presentation regarding his findings and recommendations for Richmond Pond. They have taken three rounds of surveys to inventory plants and water quality the tributaries and the lake itself, and will do one more round in August. Water quality is quite good, clarity is excellent. The lake appears to be organically rich. The greatest concern is the presence of milfoil. Milfoil is widely scattered with some more extensive beds. Without treatment this will only get worse.

Treatment options:

- **Drawdown** – In the case of Richmond Pond, this will have a limited effect as the dam will only allow the water level to be lowered about 40 inches, exposing only a small percentage of plants. Pumping or siphoning to draw down further has not proven successful in other locations. Even so, a limited drawdown would still be helpful. This would allow individuals to clean up their shorelines and would help manage plants near the shore.
- **Harvesting** – This is not an option for milfoil, as it tends to shred the plants and actually promotes growth of more plants.
- **Weevils** – Weevils are normally present when milfoil is present. There is some evidence that introducing weevils in high concentrations may eliminate or reduce milfoil, however there is no solid information available regarding costs, concentrations required, or effectiveness. This is not a viable option at this time, particularly if we are looking for guaranteed results.
- **Dredging** – This can cost \$12–15 per cubic yard, with a total cost of \$4-5 million, as well as \$50-100,000 for engineering and permitting (if permits could be obtained at all).
- **Grass Carp** – Illegal in Massachusetts. In addition, they grow very large, are difficult to get rid of, and tend to make the water more turbid.
- **2-4D** – Comes in pellet form. In low concentrations it will not touch other plants.
- **Reward (diquat)** – Equally as effective as Sonar. Will require follow up over the next year or two. Reward allows sectional or spot treatments. Is 1000 times more toxic according to LD-50's, but is considered just as safe as Sonar because exposure time is less. Roughly \$30,000 for treatment program.
- **Sonar (floridone)** – Must treat the entire lake. Would only require 6 to 8 gallons but is very expensive. One option is to start with Sonar (the first year) and then spot treat with

Reward in following years. Roughly \$40,000 for whole lake treatment.

Mr. Lyman recommends fall drawdowns plus spring chemical treatment. The next step would be filing Notices of Intent (with both Pittsfield and Richmond) for the drawdown and the chemical treatment (a total of four notices). This is included in our current contract with Lycott. Mr. Lyman requested a letter from the Northeast Baptist Conference (which owns the dam) stating agreement with and support of the drawdown.

Motion

It was moved, seconded and passed that we authorize Lycott Engineering to proceed with filing Notices of Intent for the drawdown and chemical treatment. We will request a full report and cost proposal from Lycott.

Treasurer's Report

Fundraising efforts have raised a total of \$17,315 (plus the state grant). Richmond residents (not on the Pond) have contributed \$2925; stakeholders (on the Pond) have given \$8840; leadership group has contributed \$5400.

We owe \$18,000 to Lycott, and a percentage of funds raised to Claire O'Brien.

Fundraising

Accomplished since last meeting: letters to Richmond residents, radio spots, brochure left in various public places, letters to camp directors, 7 to 10 businesses contacted. However, the follow up letter to those who have not contributed has not been sent. Thank you letters have not been sent (Ms. O'Brien wants to wait until there are enough to use bulk mail).

There was extended discussion about missed goal of sending follow up letters by July 1. There was also discussion about who should be enlisted to help us raise the \$30,000 that will be needed for treating the lake.

Mr. Marchacos will write to Ms. O'Brien, requesting the opportunity to meet and discuss some of these issues.

Annual Report

Ms. Levitan requested help with assembling an annual report. It was suggested she contact Berkshire-Taconic Foundation for direction and ideas. We will discuss this further at our next meeting.

Mr. Potter will complete forms required by DEM.

**Pittsfield
Involvement
Boys & Girls Club
Participation**

Ms. Kelly offered to contact Ward 5 Councilman Rick Scapin about attending meetings.

Concern was expressed about lack of attendance of anyone from the Boys and Girls Club. Ms. Levitan will contact Jim Mooney.

Next Meeting

August 28, 5:00 pm, Richmond Town Hall.

Adjourned at 7:30 pm.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
August 28, 2001
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Ted Potter – Treasurer (Richmond Shores), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Ed Sawyer (South Pond Farm), Lois Kelly (Independent), James Mooney (Boys & Girls Club), Linda Kay (Richmond Shores), Holly Stover (Richmond Conservation Commission), Claire O'Brien (Fundraising), Alex Nardacci, Lenore Lapin, Ron Lapin, Leonard Levitan.
Members Absent	Melanie Levitan (Richmond), George Marchacos (Girls Scouts).
Minutes of July 30, 2001	Accepted as printed.
Treasurer's Report	Ted Potter informed the committee he is stepping down as treasurer due to an extended trip to California. All dues have been collected for the new fiscal year. Total dues collected this calendar year: \$4445. Other income includes Mass. Grant \$9900; and donations \$19,790. Berkshire Taconic Community Foundation (BTCF) is holding the donations. Town of Richmond has the grant money. The association account has \$3240. BTCF has opened a money market fund as an option. MSP that we place our funds in that account.
New Member	Linda Kay, Richmond Shores, will replace Ted Potter. She also agreed to assume the role of Treasurer for the association. Linda's information: RR 3, Pittsfield, MA 01201, 698-2516.
Accountant	Mr. White of BTCF recommends Ken Meyers. His charge is \$100 per hour. He estimates a cost of \$300 to file the required financial report (Form 180) with the state. MSP to accept Ken Meyers as our accountant/auditor.
Fundraising	Ms. O'Brien met with Caleb Mitchell (Pittsfield Conservation Agent) and had a fruitful discussion. There will likely be money available from Pittsfield next year. He provided information on two grants. Other grant possibilities include WMECO (\$250 - \$1000), and three applications from BTCF. Mr. Foote, Ms. O'Brien and possibly Ms. Levitan will meet to explore these options. Ms. O'Brien has met with numerous businesses and organizations. The Boys and Girls Club may send a check later; Bartletts and Hilltop may respond during their peak season, City Savings and Richmond Network will have answers next week; Berkshire Bank will have a response this week. The follow-up letters have been sent to Richmond residents who have not given. Thank you notes are being mailed as donations come in. A list of donors (categorized by giving level) is included with the thank you letters. This list will also be sent with other mailings. Suggestion made that an article be placed in the Berkshire Eagle with updates on our progress and plans. Ms. O'Brien has asked the radio stations to extend our PSA to the end of September.
Government	Ms. Kelly has spoken with Ward 5 councilman Richard Scapin of Pittsfield. He indicated

Representatives

interest in attending today's meeting. Ms. O'Brien will write Mr. Nuciforo and possibly other representatives.

Annual Report

Ms. Levitan spoke with Mr. White (BTCF) and he provided a few ideas for an annual report. Ideas discussed included a full-page ad in the Penny Saver, information in the Chamber's monthly insert to the Berkshire Eagle, mailing the annual report to donors. The decision was made to prepare an annual report after January 1, and perhaps include it with another general solicitation.

MSP to designate our October meeting as our annual meeting. The date will be set at our September meeting. Ms. O'Brien will put a PSA in the Eagle about this.

**LAPA West
Conference**

The third annual workshop will be held September 15, at Nessacus Middle School in Dalton. Ms. Levitan will attend. Anyone else interested in attending may contact Ms. Levitan.

Other Business

Ms. Kelly sent weed samples for identification. Ms. Stover reported it is filamentous algae, and that there is inflow into the lake supporting this growth.

Ms. Stover has a copy of the Massachusetts Lakes and Ponds Watershed Action Strategy. She will make copies available to anyone interested.

Next Meeting

September 24, 5:30 pm, Richmond Town Hall.

Adjourned at 6:15 pm.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
September 24, 2001
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Linda Kay – Treasurer (Richmond Shores), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Lois Kelly (Independent), Linda Kay (Richmond Shores), George Marchacos (Girls Scouts), James Mooney (Boys & Girls Club), Alex Nardacci, Lenore Lapin, Ronald Lapin, Leonard Levitan, Herb Zweig, Trina Zweig.
Members Absent	Melanie Levitan (Richmond), Ed Sawyer (South Pond Farm).
Minutes of August 28, 2001	Accepted as printed.
Treasurer's Report	Contributions continue to be received from corporations and individuals. The only change in status from last month is the addition of six additional donations. MSP to send one-third of the payment to Lycott Engineering at this time.
LAPA West Meeting	Mr. Foote and Ms. Levitan attended the workshop. Some of the important points made: • New beach testing regulations. Members of this association reported that testing is being done at various beaches by the Pittsfield and Richmond boards of health. • Questions arose regarding the large beaver pond above Camp Marion White. The pond is in Pittsfield. Does the Pittsfield conservation commission monitor the pond and beaver dam? • Question regarding whether we have paid our LAPA dues. The treasurer will review this. We need to update our membership with LAPA West (which is still listed under Richmond Shores). • Geese problems can be addressed by allowing brush to grow along shorelines. Grape spray can also act as a deterrent. Snow fences can be installed during the March/April mating season. Dogs also deter geese. • More information was obtained regarding grant availability. Ms. Levitan has information. • Purple Loosestrife: when found this weed should be removed and burned.
Lois Kelly	Lois Kelly indicated she will no longer be available to serve as the representative of independent property owners. Alex Nardacci will replace her. Ms. Kelly provided a copy of a letter which she sent to Pittsfield Councilman Richard Scapin, encouraging him to be involved in the association and to attend meetings.
Fundraising	Ms. O'Brien was not present. It appears thank you letters may not yet have been sent out. There was discussion about the possibility of upgrading the quality of our brochure and other printed materials. There have been many positive steps and corresponding results. The association wants to be sure we continue to have materials approved before mailing and have good follow through.
Annual Meeting	Bob Race, president of the Onota Lake association, was suggested as a speaker. Mr. Marchacos agreed to provide cookies and arrange for sandwiches. Ms. Levitan will arrange for coffee. We will meet October 22, at 5:30 pm. Ms. Levitan will contact Ms. O'Brien regarding an announcement in the Berkshire Eagle. We will make a donor list available at the meeting.

MSP to set aside up to \$100 for refreshments.

Annual Report

An annual report will be prepared in January.

Grants

A Berkshire-Taconic Foundation grant may be available for technical assistance. Perhaps this could be used to upgrade our brochure.

Housatonic River – Mr. Foote will contact Dennis Regan for input on a possible shoreline survey. He will work with Holly Stover.

Most grants require that a project proposal be in place.

Accountant

The accountant has been contacted. He has spoken with Ted Potter.

**Adjournment and
Next Meeting**

October 22, 5:30 pm, Richmond Town Hall.

Adjourned at 7:20 pm.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
October 22, 2001
5:30 PM**

**Members and Others
Present**

Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Lois Kelly (Independent), George Marchacos (Girls Scouts), Leonard Levitan, Judy Nardacci, Robert Race, Claire O'Brien, Rick Baehr (Chm. Richmond Board of Health), Andrew Madden (Department of Fish and Wildlife).

Members Absent

Melanie Levitan (Richmond), Ed Sawyer (South Pond Farm). Linda Kay – Treasurer (Richmond Shores), James Mooney (Boys & Girls Club),

**Minutes of
September 24, 2001**

Accepted as printed.

Robert Race

Featured speaker for the evening was Robert Race, President of the Lake Onota Preservation Association. Following are several pertinent points from his presentation:

- He first became involved when he was asked to select a contractor for a clean lakes study (using federal grants). They have made good progress (for example, 100% of surrounding property is now on public sewer), however, there are still weed issues. Mr. Race indicated that 15 years ago, they had a lake with high water quality and an invasive weed problem. The same is essentially true today.
- The lake was experiencing rapid weed growth in the mid to late 1990's. A thorough investigation of options led them to conclude a two-year program of SONAR applications was the best action.
- Their \$125,000 program was paid for entirely by the City of Pittsfield, under a contract with Aquatic Control Technologies.
- The program called for maintaining a concentration of five parts per million for 40 days. There were follow-up spot treatments (using Navigate) in 2000. Reward was used (for spot treatments) in 2001.
- They are observing a strong resurgence of milfoil. They believe this is re-growth from roots that somehow survive.
- Water clarity suffered temporarily following treatment. Decaying milfoil may have encouraged algae growth.
- They are also following a program of drawdowns. This can be quite effective if the climate conditions are right (a hard freeze before there is snow cover). However, they have no milfoil in the areas exposed by the drawdown.

**Richmond Board of
Health**

Rick Baehr (Chm. of Richmond Board of Health) provided information regarding the chemical make-up of Sonar and cautions about proper application.

Mr. Baehr also discussed Pittsfield's planned extension of the sewer along West Housatonic street and down to the new Interprint site. Pittsfield is including in their design a pumping station capable of handling homes around Richmond Pond. The pumping station would be installed at no charge to Richmond. Richmond would pay \$70,000 to tie in at a later time. The cost to each individual homeowner would be roughly \$8-9,000. The Town of Richmond could borrow to cover this cost, and homeowners could pay over a 30-year period.

Treasurer's Report

An additional \$1,295 has been collected in the last month. \$6100 will be paid to Lycott

Engineering (leaving a balance due of \$12,200). \$2,438 is due to Claire O'Brien for fundraising.

Fundraising

A list of all donors (by giving level) was provided. About 225 businesses and individuals have responded.

Hearings

Hearings related to our permit applications have been scheduled. Pittsfield: November 1, at 8:00 pm; Richmond: November 13.

Elections

Election of officers will be on the agenda for the next meeting.

Annual Report

We will prepare a written annual report in January.

Grant Information

Mr. Marchacos will prepare the grant application relating to administrative assistance. This could provide \$500, which we could use toward the cost of a new brochure promoting our association and our goals.

Ms. Levitan has talked with Tracy Miller of DEP. Ms. Miller has our project proposal and will provide information relating to possible funding sources.

Ms. O'Brien has grant information she received from Caleb Mitchell. She will get this information to Mr. Foote.

Mr. Marchacos recommended we investigate Community Development Block Grants.

**Pittsfield
Representative**

Mr. Watkins agreed to contact Richard Scapin, to remind him of our meetings and encourage his attendance.

**Adjournment and
Next Meeting**

November 13, 5:30 pm, Richmond Town Hall. This will be a brief meeting followed by attendance at the Richmond Conservation Commission meeting.

Adjourned at 7:40 pm.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
November 13, 2001
6:00 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Lois Kelly (Independent), George Marchacos (Girls Scouts), Leonard Levitan, Judy Nardacci, James Mooney (Boys & Girls Club), Linda Kay – Treasurer (Richmond Shores), Ed Sawyer (South Pond Farm).
Members Absent	Melanie Levitan (Richmond).
Minutes of October 22, 2001	Accepted as printed.
Hearings	Mr. Lyman has suggested our drawdown request is not assured. Natural Heritage may require evidence that endangered species will not be negatively impacted. The Richmond Board of health was represented at the Pittsfield hearing and expressed reservations about chemical treatment. Mr. Lyman spent considerable time addressing their concerns. The commission asked for a continuance so they could review the material. Follow up will be November 29.
Treasurer's Report	An additional \$300 has been received, including \$100 from Greylock. The Lycott payment is on the warrant for tomorrow in Richmond. The Association checking account balance is about \$1380. Outflow includes two reimbursements for expenses related to annual meeting. Berkshire-Taconic has paid Claire O'Brien. Berkshire-Taconic balance is \$11,774 (having lost about \$1376 on investments).
Nominations and Elections	Ed Sawyer has agreed to work on nominations. As he was not present at this point in the meeting, elections were tabled until the next meeting.
Grant Applications	Mr. Marchacos has written the proposal for the \$500 assistance grant from Berkshire-Taconic. Mr. Foote has not received the information on additional grant opportunities from Ms. O'Brien. DEP Grants: They will not fund herbicide treatments or drawdowns, but would address non-point source issues such as detention basins, vegetative barriers, etc. Tracy Miller is available to do a site visit later this month. Ms. Levitan will contact her about a meeting date and time, and let others know.
Education	There was discussion about ways to educate residents about pond issues. Ideas include association newsletters, annual meetings, and bulletin board postings.
Water Monitoring	There is a need to establish a water monitoring program. The data will be useful for understanding the condition of the lake, tracking changes, and developing a database which would be useful for grant applications. To maintain consistency, monitoring needs to be done by the same people, ideally about once per month. We discussed the possibility of establishing a small pool of 4-5 people to do monitoring.
Adjournment and Next Meeting	Next meeting: December 17, 2001, 5:30 pm, Richmond Town Hall.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
December 17' 2001
5:30 PM**

Members and Others Present

Katherine Levitan, Carl Foote, Leonard Levitan, Alex Nardacci, James Mooney, Ed Sawyer, and Holly Stover

Members Absent

Linda Kay, George Marchacos, Melanie Levitan, and Mark Watkins

Minutes of November 13' 2001

Minutes were accepted with the following modifications.

- Correction stating \$100 received from the Greylock Credit union
- Water monitoring committee volunteers are George Marchacos, Mark Watkins, and Carl Foote. Holly Stover later added herself, Al & Helen Febbo and Jack O'Brien to the group. Jack has the perfect pontoon boat!

Treasurer's Report

Katherine reported that donations are still coming in. RPA was awarded the \$500 educational grant as applied for by George Marchacos. The grant is expected to fund the marketing/education brochure as recommended by George.

Re-election of Officers

The nominating committee chaired by Ed Sawyer with the assistance of George and Mark surveyed the group and recommended the re-election of the existing slate of officers for another year. This was accepted and approved by a majority vote.

Drawdown and Herbicide Application Update

In both the Richmond and Pittsfield Conservation Commission(ConCom) meetings our petitions have been held open for further review. The Natural Heritage & Endangered Species Program has filed a letter of concern dated 11/27/01. Lee Lyman, our consultant, has responded in writing. White Engineering has been contacted and has proposed some recommendations regarding the beaver dam in Nordeen's Marsh. The next step is to hear back from Natural Heritage hoping that these responses have satisfied the concerns. The Pittsfield ConCom had inquired on the lack of attention. Katherine, Carl, Holly, and Lee Lyman are scheduled to attend the 12/20 meeting to assess the current status and to answer any outstanding questions. The next Richmond ConCom meeting is schedule for January 8th at 7PM.

DEP Survey Update

On November 30th Tracey Miller of the DEP met with us and spent 5 hours surveying our lake. George, Mark, Holly, Carl, Katherine, Lennie, James, Alex, and Linda attended the walk. We showed our areas of concerns from the town beach, boat launch, Richmond Shores, Boys Club, Branch Farm, Whitewood, Girl Scouts, to the dam. Tracey is our

advocate to help us establish project plans to seek funding under section 319 Nonpoint Source Pollution Grants. She is currently drafting a proposal and will share it with us. After we review this we may apply for the grants under her guidance. Her objective is to make us successful in using these funds. Jim Mooney and Ed Sawyer expressed an interest in receiving copies of this draft.

Lauren Garretty of the Berkshire Regional Planning Board was called by Tracey Miller. Lauren administers funds and is meeting with us on 12/27, 9:00 AM at Bartletts. She may have funds for a pilot program to construct vegetation buffers around the lake. Possible locations could be the boat launch area and the Boys Club hill.

Berkshire Environmental Fund

Carl and Katherine will meet to assemble the Grant Application due 1/15/02. This grant could help fund the herbicide project as schedule to be done in 2002.

Marketing Brochure-Report to Community

As mentioned above this project has been funded and will become active after George returns from Florida. He has printing contacts and we hope to have further information before press time.

Pond "Weed" Map

The color Lee Lyman weed map was distributed Thanks to Linda for preparing the color copies.

Water Monitoring Show and Tell

Holly Stover demonstrated the collected equipment to be used next year.

- Seqi Disk for measuring the turbidity of the water
- Surveyor's tape for measuring depth
- Back pack equipped with thermometer and the Wisconsin Sampler

She mentioned that Carol Sibley and Dennis Regan of the Housatonic River Association are available to coach us on water monitoring. The exhibit was entertaining. A note from a prior presentation of Robert Race, he commented that this information will be very useful in documenting the health of our lake and will support future funding requests.

Adjournment and Next Meeting

Next meeting scheduled for January 8th 2002 6PM to coincide with the Richmond ConCom meeting.

Respectfully submitted,

Carl Foote, Vice President

**Richmond Pond Association
Board Meeting Minutes
February 12, 2002
6:00 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), George Marchacos (Girls Scouts), Leonard Levitan, Linda Kay – Treasurer (Richmond Shores), Ed Sawyer (South Pond Farm).
Members Absent	Melanie Levitan (Richmond), Alex Nardacci (Independent), James Mooney (Boys & Girls Club).
Minutes of December 17, 2001	Accepted as printed.
Natural Heritage	We have received a lengthy response from Natural Heritage and Endangered Species Program (NHESP). They have a number of concerns relative to the drawdown and herbicide treatment, including the effect on the Bridal Shiner. They will require that we hire a biologist to study and report on the expected impact. A new Notice of Intent would need to be filed following this step. We have requested to see the reports relative to endangered species in Richmond Pond, but these are exempt from the Freedom of Information Act. Lee Lyman is aware of the NHESP response and is talking with a biologist. A variety of options and possible responses were discussed. Decision to wait until we have further feedback from Lee Lyman. Ms. Levitan will inform him that we have met and discussed the situation, and encourage him to help us walk through this.
DEP Grant (Sect. 319, Non-Source Competitive Grant Program)	We reviewed the written report/project plan from Tracy Miller, which resulted from our tour of the shoreline. Most of the suggestions for action relate to Richmond Shores. We have until March 1 to talk further with Tracy. After that date she is unable to talk further with us. The grant proposal is due May 1. The Town of Richmond needs to be involved in the discussion and planning.
South Pond	They may focus on the Pond at their spring picnic, encouraging involvement and support.
Clean-Up	There was brief discussion about the idea of sponsoring an early-summer clean-up day around the Pond.
Adjournment and Next Meeting	Next meeting: March 11, 2002, 5:30 pm, Richmond Town Hall.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
March 11, 2002
5:30 PM**

- Members and Others Present** Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), George Marchacos (Girls Scouts), Leonard Levitan, Linda Kay – Treasurer (Richmond Shores), Ed Sawyer (South Pond Farm), Alex Nardacci (Independent), Holly Stover (Branch Farm).
- Members Absent** Melanie Levitan (Richmond), James Mooney (Boys & Girls Club).
- Stockbridge Bowl** Don Deno was present to share the experiences of the Stockbridge Bowl association.
- In the early 70's the Department of Environmental Management was treating lake the annually. Don felt a drawdown may be more acceptable and effective and he got involved at that time. Their lake has an endangered snail. They have been asked for the same kinds of studies and information that has been asked of us. They have spent more than \$200,000 on studies and have not made any progress with the state.
- Their Board of Selectmen wrote Bob Duran – Executive Secretary of Environmental Affairs for the state. The problem was presented to him, and he has offered to meet with them and provide assistance. They have not yet taken advantage of his offer. He provided the name of a person on his staff with whom they could work.
- Mr. Deno agreed that one option is to take a political approach but it is important to present viable options, rather than simply complaining.
- Minutes of February 12, 2002** Accepted as printed.
- Treasurer's Report** \$1,728 in bank account. Ms. Kay will send dues notices to associations.
- Berkshire-Taconic balance is approximately \$11,000.
- Notices of Intent** Ms. Levitan spoke with Mr. Lyman who has spoken with the commissioner. He is waiting for a response. Mr. Lyman also spoke with someone on the Ways and Means committee. That person's suggestion was a lobbying effort with our state representatives. Letters and contacts are suggested. Mr. Lyman feels it is better not to take the matter to the newspapers at this time.
- Ms. Levitan provided a sample letter as a suggestion of what individuals might send to our elected officials.
- We may want to consider the option of resubmitting our Notices of Intent. If we receive Orders of Conditions, we would be able to inform Natural Heritage that we have moved to that level. We should check with Bruce Garlow about the proper procedures.
- Ms. Stover reminded us there are some questions to be answered relative to the Notice of Intent. One of these relates to how much habitat would be affected by the drawdown. Questions like these should be answered before we attempt meetings with people like Bob Duran. Ms. Stover will provide a summary of the seven or eight particular questions. A goal is to provide balance between the protection of habitat and addressing the problems that need to be addressed. Ms. Stover also suggested we outline a monitoring plan and submit it with our Notices of Intent.
- Mr. Lyman should help us address these issues and questions.
- Mr. Foote will call Nucifero. Ms. Kay will call Kelly. Mr. Watkins will call Larkin. We were

challenged to send letters as well, and for each member to get five others to write letters.

**Report to
Community**

Mr. Sawyer will write a brief news release for the Berkshire Eagle, providing an update on our activity and current status. Mr. Foote provided a rough draft of an article he wrote.

**DEP Grant (Sect.
319, Non-Source
Competitive Grant
Program)**

The Richmond Selectmen are hesitant to move forward with work in Richmond Shores while there are discussions of possible sewer work. This part of the grant project has been put on hold.

Cost estimates for other aspects of the proposal have come in very high. It would be very difficult to come up with matching funds at this time. It would require a major commitment from the Town of Richmond. The town is reluctant to commit major amounts of funds or labor at this time. A new municipal building and library are also possible pending projects which are issues for the town.

A scaled-back proposal may be possible. The Town of Richmond is willing to participate at a limited level. Ms. Kay has scheduled a walk-through with Marshall White from White Engineering to gather information. Mr. Foote will meet with them, as well. When more information is gathered, we may approach the Selectmen again.

**Adjournment and
Next Meeting**

Meeting adjourned 7:15 pm. Next meeting: April 15, 2002, 5:30 pm, Richmond Town Hall.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
April 15, 2002
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Linda Kay – Treasurer (Richmond Shores), Ed Sawyer (South Pond Farm), Holly Stover (Branch Farm). Lois Kelly, Leonard Levitan,.
Members Absent	George Marchacos (Girls Scouts), Melanie Levitan (Richmond), James Mooney (Boys & Girls Club). <i>Al Nardacci, Ind.</i>
Minutes of March 11, 2002	Accepted as printed.
Richmond Conservation Commission	Mr. Lyman suggested to the commission that they could help us get out of the cycle we are in by approving the notices we have filed, with the provision that we get approval from NHESP. The commission agreed and voted to approve our notice of intent. The Pittsfield Conservation Commission meets April 25, 7:00 pm.
Further Action	Several members of this committee have written the representatives and received responses. Senator Nucifero and Representative Kelly are interested in being of assistance to us. Mr. Lyman is encouraging us to continue our efforts to work through our representatives and increasing public awareness. So far. Mr. Larkin has been unresponsive to calls and letters. Ms. Levitan will call again, informing him that the other representatives have been helpful, and we would like to have his support, as well. Suggested that we send an update letter to all those who have contributed so far, encouraging their continued interest, and involvement. We can invite them to contact their representatives (Larkin, Kelly, Nucifero), as well. Mr. Watkins agreed to draft a letter. We will obtain mailing labels from Claire O'Brien.
Treasurer's Report	We have \$1728.48 in the Berkshire Bank account.
Press Release	Ms. Levitan prepared a draft of a press release, discussing the difficulties we have encountered, particularly with NHESP. Minor modifications and corrections were suggested.
Studies	Mr. Lyman is looking into the cost of the studies required by NHESP. One informal quote on the studies (obtained by Ms. Kay) suggested it may cost \$20,000 (and even then may not be well received those requiring the study).
DEP Grant (Sect. 319, Non-Source Competitive Grant Program)	Ms. Kay has restructured our proposal to a more manageable project. This may enable the Town of Richmond to participate with a smaller investment. Ms. Kay agreed to communicate with Mr. Garlow, so he is aware of the possible financial commitment that would be involved. Ms. Kay has learned that this is the last year 319 funds can be used to address road run-off issues. Issues to be addressed include Boys Club culvert, town beach vegetative buffer, other vegetative buffers, agricultural issues, water quality monitoring, outreach and education. Ms. Kay estimates the costs to be about \$76,500.
Return of Summer People	Our desire is to bring summer people up to date on the status of our efforts. We will include them in the mailing of the letter mentioned above.
Water Quality Monitoring	Onota Lake association has released the results of their water quality monitoring. This information will be helpful to us as an example of what we need to be doing and the benefits of this kind of monitoring.

Two water quality monitoring training sessions are coming up soon. There is a desire to monitor the southwest branch of the Housatonic River just below the outlet from Richmond Pond and near Cloverdale Street just past where horses are pastured. Ms. Stover will be contacting those who have offered to help with the monitoring (about seven people).

**Adjournment and
Next Meeting**

Meeting adjourned 6:35 pm. Next meeting: May 13, 2002, 5:30 pm, Richmond Town Hall.

Respectfully submitted,

Mark Watkins, Secretary

Mark Watkins

**Richmond Pond Association
Board Meeting Minutes
May 13, 2002
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Linda Kay – Treasurer (Richmond Shores), Ed Sawyer (South Pond Farm), Holly Stover (Branch Farm), Alex Nardacci (Independent), Lois Kelly, Leonard Levitan,.
Members Absent	George Marchacos (Girls Scouts), Melanie Levitan (Richmond), James Mooney (Boys & Girls Club).
Minutes of April 15, 2002	Accepted as printed.
Treasurer's Report	Linda has a friend who is a CPA. She will ask this person to take care of our annual filing. The firm which had agreed to take care of this (Cushy & Meyers) has not followed through. Berkshire-Taconic account balance is \$11,851.70. There has \$655 in gifts since start of this year, \$51 earnings and about \$40 in fees. Annual bills have not been sent out but Ms. Kay will take care of this soon.
DEP Grant (Sect. 319, Non-Source Competitive Grant Program)	Ms. Kay has completed the grant application. Copies of the basic information were distributed. Grant announcements will be made in July. The association heartily thanks Ms. Kay for her many hours of work on this project.
Notices of Intent	Richmond Conservation Commission approved our notice of intent, pending approval from NHESP. NHESP seems to be responding, possibly in response to action on the part of our legislative delegation. DEP is disappointed with Richmond's decision, feeling that the public would not have a chance to have input. A decision was made to withdraw Richmond's approval until NHESP is satisfied. The Pittsfield conservation commission has been put off pending possible approval from NHESP. Our Notice may come before the Pittsfield commission again at their June meeting.
Richmond Selectmen Letter to Pittsfield	Bruce Garlow has sent a letter to Mayor Hathaway suggesting the drawdown proposal has been withdrawn, and seeking to discover whether Pittsfield is willing to participate in a weed harvesting project. Some members of this board have some concerns about this letter and that it was sent without discussing the matter with us. MSP: We request that Bruce Garlow arrange a time for us to meet with the Richmond Selectmen to let them know why we do not believe weed harvesting is appropriate at this time, to remind them that we are working to prepare our strategy for approaching the Richmond and Pittsfield Conservation Commissions, and to clarify that we have not dropped our interest in a drawdown. This meeting is set for 6:15, May 15. Carl Foote and Mark Watkins will attend.
Press Release	Ms. Levitan will call Dusty Bauman again, asking him to write an article based on our news release.
Letter to Community	Claire is to provide mailing labels. Ms. Kay will distribute letters to Richmond Shores. Ed Sawyer will distribute to South Pond Farm. Mr. Watkins will mail the letters to the remaining parties.

Sewer Study

Swamp Road near Whitewood, to Branch Farm, to Richmond Shores. Pumping station along that route. Gravity or low-pressure system. Low-pressure requires a pump at each house. Less expensive but more difficult to add on to. Gravity requires deep digging and is more expensive. Cost to individual homeowners not yet available.

**Adjournment and
Next Meeting**

Meeting adjourned 7:05 pm. Next meeting: June 17, 2002, 5:30 pm, Richmond Town Hall.

Respectfully submitted,

Mark Watkins, Secretary

**Carl Foote
Vice President
Richmond Pond Association
May 15th 2002**

RPA Update for the Richmond Board of Selectmen

A. 5/14/02 Update from Lee Lyman, President of Lycott Associates:

Spot treatment petition: He is just mailing his latest response to NHESP. So he will ask for a continuance in Pittsfield in May and then hope to have a final approval from NH in time for the Pittsfield June meeting.

After receiving that approval he will quote the cost of spot treatment.

After that he can provide a scope of work to obtain approval for draw down. He is taking on step at a time.

B. Richmond Pond Association Concerns regarding letter to Mayor Sara Hathaway:

Paragraph 3 – we are still pursuing draw down as confirmed above.

Paragraph 3 – we would have liked to have had the opportunity to discuss this inquiry first before the letter and contact was made with Pittsfield.

Reasons:

We have been discussing, studying, meeting with representatives from lakes in Western Mass, and interviewing consultants on weed control. Our findings as documented in the Lycott study of September 19, 2001 provides detail evaluation of the management options. Page 4 Harvesting was discussed as not a viable option. We do not want this letter and contact with Caleb Mithchell to have a negative impact on our petition request with the Pittsfield conservation commission.

C. Plans:

We plan to continue our work with Lee Lyman and follow his lead. He expects to receive a positive answer from NHESP and receive approval for our petition in Pittsfield. We can only take one step at a time!

Richmond Pond Association
Board Meeting Minutes
June 17, 2002
5:30 PM

Members and Others Present	Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Ed Sawyer (South Pond Farm), James Mooney (Boys & Girls Club), Holly Stover (Branch Farm), Alex Nardacci (Independent), Leonard Levitan (Whitewood), Lenore Lapin (Richmond Shores), Ron Lapin (Richmond Shores), Matt Melillo (Richmond Shores), Teesie Melillo (Richmond Shores), Heloine Strauss (Whitewood).
Members Absent	George Marchacos (Girls Scouts), Melanie Levitan (Richmond), Caleb Mitchell (Pittsfield Conservation Commission), Linda Kay – Treasurer (Richmond Shores).
Minutes of May 13, 2002	Accepted as printed.
Treasurer's Report	Treasurer absent from this meeting. Dues notices apparently have not been sent.
Notices of Intent	The conservation commissions have approved spot treatment of the Pond, with certain conditions. Date of application has not yet been sent.
Lycott Contract	A copy of the Lycott contract was circulated for review. The contract calls for this association to handle notification of abutters, postings, newspaper notice, etc. Cost for the application is \$15,000. There is an additional charge of \$3000 for monitoring results as required by the conservation commissions. MSP to utilize Lycott Engineering for the herbicide application.
Meeting with Richmond Selectmen	Mr. Foote and Mr. Sawyer met with the Richmond Selectmen on May 15, 2002. Mr. Foote provided an outline of his presentation. The Selectmen indicated their appreciation and support for our efforts. They have agreed to provide \$5000 toward the cost of the treatment. We will request a meeting with them again following July 16, to bring an update.
DEP Grant (Sect. 319, Non-Source Competitive Grant Program)	Results of our application will be available July 16.
Legislative Representatives	Ms. Levitan has written to each of the representatives, thanking them for their assistance. Ms. Levitan will contact these people regarding possible financial assistance.
Press Release	We will discuss this again after hearing the results of the 319 grant application.
Letter to Community	This letter has been mailed, except for distribution in South Pond Farm and Richmond Shores.
Pittsfield Contribution	Ms. Levitan will approach Richard Scapin and perhaps Mayor Hathaway about a possible Pittsfield contribution toward the cost of treatment.
Additional Fundraising	We will be needing additional funds to complete payment for the upcoming treatment.
Drawdown Application	Mr. Lyman believes we should re-apply for a drawdown, perhaps requesting a two-foot drawdown. MSP to ask Mr. Lyman to move forward with a drawdown request for whatever depth we can get permission to do, perhaps spending up to a few thousand dollars for additional surveys.
Water Monitoring	Ms. Stover is attempting to arrange training for the eight volunteers. She will notify the

volunteers when plans are in place. She will report to this board at the next meeting.

Educational Project

We will wait until August to produce a new brochure. Mr. and Mrs. Melillo and Ron Lapin agreed to assist with this project. Mr. Marchacos will also be involved.

**Treatment
Limitations**

Concern was expressed about the prohibition on treating weeds near Richmond Shores, where weeds are particularly bad. While other lake associations seem to receive permission for broader applications, those associations did not have to deal with Natural Heritage or endangered species. Hand pulling of weeds is allowed.

**Adjournment and
Next Meeting**

Meeting adjourned 6:50 pm. Next meeting: July 22, 2002, 5:30 pm, Richmond Town Hall.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
July 22, 2002, 2002
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Carl Foote – Vice President (Branch Farm), Mark Watkins – Secretary (Lakeside Christian Camp), Linda Kay – Treasurer (Richmond Shores), Holly Stover (Branch Farm), Alex Nardacci (Independent), Leonard Levitan (Whitewood), Lenore Lapin (Richmond Shores), Ron Lapin (Richmond Shores), Matt Melillo (Richmond Shores), Susan Poritzky, Bonnie Drewniany, Lois Kelly, Erika Allen, Trina Zweig, Herb Zweig.
Members Absent	Melanie Levitan (Richmond), Caleb Mitchell (Pittsfield Conservation Commission), Ed Sawyer (South Pond Farm), James Mooney (Boys & Girls Club).
Membership Change	George Marchacos has resigned from the Girl Scouts. Ms. Levitan has requested a new representative be appointed.
Minutes of June 17, 2002	Accepted as printed.
Treasurer's Report	\$1728 in Berkshire Bank account. Payment is due to Lakeside Christian Camp for the mailing, and to Ms. Levitan for filings. Bills for dues will be sent out this week. \$5000 has been paid to Lycott. \$10,000 more is due, in addition to \$3000 for the additional follow-up reporting required in the Order of Conditions.
Treatment Results	There is general satisfaction with results of the June Reward treatment. Many are still disappointed that treatment was not allowed in the inlet, which is choked with weeds. Observations are that algae is especially bad (some say both before and after the lake treatment).
Fundraising	The redeveloped brochure can be used as a tool. Labels will be requested for the Town of Richmond, in addition to the lake associations. Suggested that we include Canyon Ranch in future appeals since they use the Pond frequently.
Richmond Contribution	The selectmen have given a verbal commitment to provide \$5000 toward the treatment bill.
Pittsfield Contribution	Ms. Levitan has received a promise for a meeting to be arranged with Scapin, Mitchell and Mayor Hathaway.
Education/ Brochure	Ms. Levitan and Erika Allen have developed a draft for a new brochure. They have included an educational component. They are waiting for several more details to be filled in. Ms. Kay's mother may be willing to do the typing and layout. We will mail this to all interested parties in the community, with a follow-up to various businesses.
Water Monitoring	A training session was held July 8, attended by seven people: Holly Stover, Mark Watkins, Ted Potter, Jack O'Brien, Laurie Foote, Al Phebo (?), Matt Melillo. Several people are also involved in monitoring Housatonic River tributaries (in conjunction with Housatonic Valley Association). The next lake monitoring will be done August 18. Monthly monitoring will be done through October.
Sect. 619 Grant	Results were expected about July 16, however they are not releasing results until they can schedule a press conference along with Jane Swift. In-kind contributions are expected from the Town of Richmond, volunteers (for contributions of plants, planting efforts, etc.), and various other sources.
Drawdown	Mr. Lyman is pursuing the drawdown application. Ms. Levitan suggests we contact

elected representatives.

Sewer Update

Lenny Allen, attended a July 16 meeting, chaired by the selectmen. Tighe and Bonde did study. Richmond Pond area to tie into pumping station being built by Pittsfield. Pipe extended into Richmond Shores, Branch Farm and Whitewood. 150 equivalent dwelling units will be handled. 107 in Richmond Shores 15 in Branch Farm, 29 in Whitewood. 65 of 150 will be handled by gravity system. Remaining 85 will be on low-pressure sewer, with each home having an individual pump. Total cost of the project is estimated at \$3 million. Low pressure grinder pumps \$5000 each, plus \$1000 to tie in. Funding options are being discussed. Town must submit project evaluation form for review (reduce pollution, improve water quality). Evaluated by DEP. When approved, town can borrow about 9% of project cost at 2% interest. Initial project submitted by BRPC next month. Final funding application is due by June 30, 2003.

**Berkshire Taconic
Community
Foundation
Adjournment and
Next Meeting**

We have received a letter regarding the availability of grants up to \$2500. Ms. Kay will look at this. Suggestion that this could be used for boat ramp signage.

Meeting adjourned 7:05 pm. Next meeting: August 26, 2002, 5:30 pm, Richmond Town Hall.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
September 30, 2002
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Mark Watkins – Secretary (Lakeside Christian Camp), Holly Stover (Branch Farm), Everett Peterson (Girl Scouts), Leonard Levitan (Whitewood), Lois Kelly, Trina Zweig, Herb Zweig, James Mooney (Boys & Girls Club), Jack O'Brien (Branch Farm), Ed Sawyer (South Pond Farm)
Members Absent	Melanie Levitan (Richmond), Caleb Mitchell (Pittsfield Conservation Commission), Carl Foote – Vice President (Branch Farm), Linda Kay – Treasurer (Richmond Shores), Alex Nardacci (Independent).
Membership Change	Everett Peterson will represent Camp Marion White (Girl Scouts).
Minutes of July 22, 2002	Accepted as printed.
Treasurer's Report	All the associations have paid their dues. \$2130 collected from dues. \$3200 in Berkshire Bank account. Paid LAPA West dues, paid for new brochures (about \$900). \$500 grant received from Berkshire-Taconic for brochure. We still owe \$5000 to Lycott, as well as \$3000 to Bayside Environmental for the post treatment study.
Fund Raising	\$7120 has been collected from the recent mailing. Ms. Levitan circulated a list of those who have given in the past and a list of those who have not yet given this time. There was discussion about the idea that the various associations might raise their dues in order to make an automatic contribution to the Pond Association. The conclusion was that we will leave the dues structure as it is for the time being. We were encouraged to contact those who have not yet given this year. Additional brochures and letters are available. Association representatives are encouraged to follow up with their individual members.
Meeting with Mayor Hathaway	Ms. Levitan, Mr. Sawyer, Mr. O'Brien, Mr. Mooney and Mr. Watkins met with Mayor Hathaway of Pittsfield. We were told she and Caleb Mitchell would look into it, although she did not hold out much hope. Ms. Levitan will follow up with her.
Drawdown	Ms. Levitan was able to talk with Dr. French of DFW and he has arranged for approval of a two-foot drawdown. Ms. Levitan received a fax today with conditions. Among the conditions is the requirement that we maintain the level of Nordeen Swamp under a plan developed by an engineer. Drawdown must not begin until November and the lake level must be restored by April 1. Other conditions also apply. Hearings on this issue are scheduled before both conservation commissions. Richmond: Oct. 8, Pittsfield: Oct. 10. Ms. Levitan will call Mr. Lyman and request that he provide information regarding the percentage of the littoral zone that will be exposed with a two-foot drawdown.
Water Quality Testing	Began in July. Measuring for nutrients, phosphorous, nitrates, clarity, dissolved oxygen, pH, chlorophyll, and e-coli. Results are very slow coming back from Lee Environmental Labs. Results have now been received for July. Laurie Foote will be maintaining a database of results.
Plan to Expand Board	Ms. Levitan has attempted to recruit some additional people to participate on the board but has so far been unsuccessful.
Nominating Committee and	There was discussion about officers. A nominating committee was formed including Mr. Sawyer, Ms. Levitan, Mr. Foote and Mr. Mooney.

Election

Meeting Time

There was discussion about appropriate meeting times, and the possibility of meeting earlier, perhaps 4:00 pm. Ms. Levitan will talk with Carl Foote and Linda Kay.

**Adjournment and
Next Meeting**

Meeting adjourned 6:55 pm. Next meeting: October 28, 2002, at either 4:00 pm or 5:30 pm, Richmond Town Hall.

Respectfully submitted,

Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
October 28, 2002
5:30 PM**

Members and Others Present	Katherine Levitan – President (Whitewood), Mark Watkins – Secretary (Lakeside Christian Camp), Leonard Levitan (Whitewood), Lois Kelly (Independent), Ed Sawyer (South Pond Farm) , Carl Foote – Vice President (Branch Farm), Linda Kay – Treasurer (Richmond Shores), Vinnie Spaina (Richmond Shores).
Members Absent	Melanie Levitan (Richmond), Caleb Mitchell (Pittsfield Conservation Commission) Alex Nardacci (Independent). Holly Stover (Branch Farm), Everett Peterson (Girl Scouts), James Mooney (Boys & Girls Club), Jack O'Brien (Branch Farm).
Minutes of September 30, 2002 Treasurer's Report	Accepted as printed. Berkshire Bank: \$1,070, as of October 5. Berkshire-Taconic Fund: \$11,181 as of September 30. Prior to September 30: \$7065 new donations. \$1437 in new donations since September 30. Less \$8000 to Lyman. Currently about \$4500 in Berkshire-Taconic Fund. Owe White Engineering \$855, for hearings, planning for drawdown, and two site visits. Upcoming expenses include sandbagging at beaver dam. This will cost several hundred dollars. Also, filing fees to Conservation Commissions for Orders of Conditions. All of the associations and two of three independents have paid dues.
Drawdown	Ms. Levitan has Orders of Conditions for the drawdown. Drawdown is not to be commenced before November 1, to be completed by December 1. The Pond is to be refilled by April 1. The Orders of Conditions run for three years. The Association must report to the Conversation Commissions each year before the drawdown.
Hathaway & Legislator Follow-Up Fund Raising	Ms. Levitan wrote to the legislators thanking them for their help. She has written two letters to Mayor Hathaway, with no response from either letter. We are going to need additional funds for future expenses. Various ideas were proposed, including additional mailings, follow-up phone calls, requesting donations in conjunction with educational events, fishing or other tournaments, or hiring a professional fundraiser. The question was raised whether Berkshire-Taconic would be able to provide fundraising assistance. Mr. Sawyer agreed to explore the possibility of finding a professional fundraiser. He will also talk with Carter White of Berkshire-Taconic.
Section 319 Grant Update	Ms. Kay distributed information regarding the grant and its implementation. We are waiting for a commitment letter, which is dependent on action by Bruce Garlow of Richmond.
Water Quality Monitoring Nominating Committee and Election	Ms. Stover was not present. Mr. Sawyer reported on the committee's work. Nominations are Linda Kay for president, Katherine Levitan for vice president, Carl Foote for treasurer, and Mark Watkins for secretary. The slate was elected unanimously.
Press Release	Mr. Foote suggested we prepare a press release regarding the drawdown, other progress, and requesting additional donations.
Adjournment and Next Meeting	Meeting adjourned 7:00 pm. Next meeting: December 10, 2002, at 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary

**Richmond Pond Association
Board Meeting Minutes
December 10, 2002
5:30 PM**

Members and Others Present	Katherine Levitan – (Whitewood), Mark Watkins – Secretary (Lakeside Christian Camp), Leonard Levitan (Whitewood), , Carl Foote – Treasurer (Branch Farm), Linda Kay – President (Richmond Shores), James Mooney (Boys & Girls Club), Holly Stover (Branch Farm), Jack O'Brien (Branch Farm).
Members Absent	Ed Sawyer (South Pond Farm), Melanie Levitan (Richmond), Caleb Mitchell (Pittsfield Conservation Commission) Alex Nardacci (Independent). Everett Peterson (Girl Scouts).
Minutes of October 28, 2002	MSP to accept as printed.
Treasurer's Report	RPA Checking: 1616.88; Berkshire-Taconic: \$6338.14; Town of Richmond: \$581.00. Balance due to Lycott: \$1350.00. MSP to accept treasurer's report (see printed report).
Sewer Project	Richmond did not make the list for potential low-interest loans from the Commonwealth for this year. Rough estimate for putting in the system is three million. The sewer would serve, at most, 150 homes. The town will make some further effort toward finding funding.
Drawdown	Current lake level is about 18" below the spillway. The gate remains open at this time. We will attempt to maintain the two-foot level. Precipitation and temperatures will tend to affect the level.
Section 319 Grant Update	Ms. Kay distributed information regarding the grant and its implementation. We are waiting for a commitment letter, which is dependent on action by Bruce Garlow of Richmond. Ms. Kay has an ongoing dialogue with Tom O'Brien, Team Leader for the Hoosic and Housatonic Watersheds, regarding some additional funding (perhaps \$5,000 to \$8,000) for design work, which may dovetail with the 319 grant. Mr. O'Brien seems interested in working with RPA. An upcoming task will be to plan for workshops to be conducted as summer residents return.
Water Quality Monitoring	Holly Stover has some results which Ms. Foote will be compiling into a database. An interesting note is that the e-coli count for Clark's Brook was 200 to 300 on two different testings. The acceptable limit for swimming is 200. At 300, action needs to be taken. Ms. Kay has results from Richmond beach testing (two beaches) from this past summer.
DFW Fish Survey	In response to a request from Lois Kelly, Andrew Madden provided a summary of the fish survey conducted in June, 2002.
Adjournment and Next Meeting	Meeting adjourned 6:25 pm. Next meeting: February 24, at 5:30 pm, Richmond Town Hall.

Respectfully submitted,
Mark Watkins, Secretary