



Rockport Millbrook Meadow Committee

P.O. Box 51, Rockport, MA 01966

www.millbrookmeadow.org

Charmaine Blanchard
Marcia Lombardo, Treasurer
Aileen Morrissey
Frederick H. Tarr III

Samuel W. Coulbourn, Chair
Shannon Mason, Vice Chair
Barbara Sparks
Stephanie Woolf

Minutes of Meeting Wednesday, February 11th, 2015 Trustees' Room, Rockport Public Library

7:07 p.m. Chairman **Sam Coulbourn** called the meeting to order. Members present: **Barbara Sparks, Shannon Mason** and **Ted Tarr**. **Charmaine Blanchard** arrived at 7:15. Also present were **Gunilla Caulfield**, Trustee of the Lura Hall Phillips Trust; **Eric Hutchins** and **Laura Hallowell**, Advisors to the RMMC. **Aileen Morrissey, Marcia Lombardo** and **Stephanie Woolf** were absent.

1. Public input. Eric announced that he would like to bring an intern to our next meeting to brief the Committee on plans for Eel Monitoring in the spring. With over six feet of snow on the ground, members were happy to think of spring. Members expressed approval.

2. Committee Business.

Treasurer's Report. Treasurer was absent, but she had earlier provided treasury information to Shannon. Marcia has completed year-end reconciliation with the Town Accountant. Marcia advised that if non-Committee members, e.g. Advisors, submit claims for expenses, they should have a member submit them.

Minutes of January 14 and 21. Members approved both sets of minutes without changes.

Acoustic Festival Request for August 9, 2015 by David Cutler. David Cutler was not present, but Sam asked the Committee to consider recommending approval of the 35th Annual Rockport Acoustic Music Festival, on Sunday, August 9th, from noon to 6 p.m. Ted asked if the format would be the same; Sam replied that it would. Shannon noted that the Committee planned to have a table again at this event, in order to tell visitors about the Meadow, and sell Meadow items like tee-shirts. Ted asked if there would be a form filled out for this request. Shannon said that such a form is being prepared, and that would be discussed shortly.

Shannon moved to recommend MMC approval of the festival, Barbara seconded. **All voted to recommend approval.** Sam will notify the Selectmen.

3. Meadow and Pond Use Request Policy and Procedure

Shannon produced a draft Request Form for Special Events in the Meadow. Sam said that after the discussion at the last monthly meeting, when it was apparent that such a form was sadly lacking, he

prepared one. He asked if anyone would like to take it and review it and prepare it for eventual submission to the Board of Selectmen for use with future requests to use the Meadow and Pond. Charmaine volunteered to review the document, compare existing town requirements, determine any additional requirements or provisions specific to the Meadow and Pond, and then report on it at the next meeting.

5. Update status of Millbrook Meadow Restoration.

Status of Phase 3 Contract with MMI. Barbara reported that the contract was now signed and we are into the design development phase before construction. Since there was considerable discussion initiated by Eric regarding the permitting portion of this contract, Barbara asked him for his observations. Eric reported that he had been contacted by Matt Sanford, MMI Environmental Scientist, and had related his concern that the permitting process is far more complex than was indicated in the proposed contract. MMI subsequently amended the contract, adding about \$5000 to accommodate this concern. Eric said he was still not comfortable with the contract, but acknowledged that he had not had a chance to study the amended version. Barbara said that this contract is the final version; however, if events come up that call for an amendment downstream, there are procedures available to do that, including going back to the Selectmen to obtain permission to reallocate assets to handle increased contract costs, or going to town meeting with a special article. She said that it is prudent to get on to design development, in order to produce definitive costs to support our request for CPC funding. Eric said he did not see sufficient wording indicating a “regulatory strategy”, specifically, efforts to bring designs to the attention of MEPA early in the process, and discussion as to how to approach local, state and federal regulating authorities.

Report on Community Preservation submission. Barbara reported that 13 copies of our CPC application, for \$1,291,000, had been submitted on time, Feb. 2, 2015, even though Town Hall had been closed that day because of snow, thanks to extraordinary efforts of Joe Parisi and the DPW to copy the submittal and Master Plan.

Kiosk/Display for Beach Street Entrance. Shannon discussed the idea of installing a permanent or temporary signboard or Kiosk to inform visitors to the Meadow of our restoration program; in particular, members thought that it would be helpful to have such a device installed in time for the Rockport Music Gala on June 5. Members generally supported such an effort, although they did not want this to conflict with whatever similar device was planned by MMI for the entrance. Barbara will mention this to MMI and we will consider installing a device which is either temporary, or can be moved. Sam suggested that MMI might want to install such a temporary signboard in order to inform visitors of MMI’s participation in this project. Gunilla indicated she would revisit options and get pricing for consideration at next month’s meeting.

Playground equipment prospects. Barbara reported that she had gathered some playground equipment catalogues. Shannon will take charge of them.

Final Design decision process. Barbara brought up an item of concern as to how to involve the public as the design for construction proceeds. It would not be helpful for people to believe that the process at this point is so fluid that we can go back and start over on various parts of the Master Plan. The Master Plan is done, and now work is taking place to put that into definitive designs for construction. That does not mean that we are not open to observations, suggestions and cautions throughout the process. Eric warned that we should ensure that public briefings are accomplished *before* the design for construction has gone past the 50% stage. Once MMI has

sent plans to regulators for permitting, changes become very expensive, he warned. He stated that in his opinion, the plans should go to regulators at the 75% point.

Procedures for Invasives. Laura said that she had talked with the Conservation Agent, Gerri Falco, about the process of hiring a contractor to carry out the first phase of a comprehensive attack on invasive plant life in the Meadow and around the Pond. She will talk with Joe Parisi about the process for selecting a contractor for this. She stated that the cost for work in the Meadow in 2014 came to \$575, but our contribution was only \$300. We already voted in 2014 to spend the \$300, but it has not been disbursed. She asked that we arrange for this. Shannon moved to do this, Charmaine seconded, and all approved. Shannon will contact Marcia to arrange this.

Laura then asked that, if it does not become possible to do the more comprehensive part, at a cost of about \$3000, that we approve once again spending \$300 for regular invasives control. Ted moved to provide this contingency spending, Shannon seconded, and all voted to approve.

9. Fundraising Sub-Committee, publicity and community outreach. Shannon reported on the meeting the subcommittee held on Feb. 4. Our donation total still stands at \$26,200 at ECCF.

The grant application for \$10,000 from the Bruce J. Anderson Foundation went in on time, Feb. 6.

Match challenge. Shannon announced that Susan Gray has found an anonymous donor who has offered a challenge to match, dollar for dollar, all donations given from March 1st to September 8th up to \$25,000, meaning that with generous donations we could gain \$50,000. Susan has drafted two letters to be sent to previous donors and others who have not yet contributed. However, she suggests that we approach potential large donors face-to-face. She has asked each member of the fund-raising group to suggest one to four names of such people. Sam asked MMC members also to suggest names.

Advertisement Offer. Shannon announced that Rockport Music has offered to let us have one free full-page advertisement in the RCMF Program Book. This page would normally cost \$1000, Shannon said. Members discussed possible ads that might be used for this. Sam suggested that we should try to obtain professional level advice for our ad, as this is likely to reach a very productive audience.

Tours of Meadow. Sam mentioned another idea for approaching donors was to invite potential donors to a tour of the Meadow, in which we might have individuals dressed in 17th century costume explaining how John Pool or Richard Tarr had the Pond dug and built the grist mill, or 19th century Reuben Norwood telling about harvesting ice on the Pond, or Mr. Haskins telling about grinding isinglass in his factory. Docents or guides would also point out features of the Meadow and Pond, and tell about the features that will be built in the restoration. Ted Tarr added that it would be important for the history to be accurate.

Art in the Park. Shannon told about an idea that Aileen had suggested, of having children gather to paint, or create other pieces of art centered on the Meadow and Pond. This would not be a money-maker, she said, but would certainly be good publicity for the Meadow and our project, and be fun for the kids. Charmaine suggested that this might fit in with the Acoustic Festival.

Wet Paint Sale. Shannon also suggested a scheme of inviting Rockport artists to spend several hours in the Meadow painting, and then we would gather, perhaps at Community House or

Rockport Art Association with invited art customers to buy the art, with a pre-designated portion going to the Meadow. In addition to wet paint art, this might be a chance for artists to offer old paintings of the Meadow and Pond. Eric suggested that we add art from Front Beach, as well.

Community Outreach. Barbara reported that Aileen has agreed to help set up meetings with various Town boards and committees, like the Board of Selectmen, Planning Board, Conservation Commission, DPW Commissioners, etc. to tell them about the Master Plan and to discuss details of the restoration in presentations tailored for each board. Our intention is to have a public presentation on April 15, 2015. We will give a presentation to the Garden Club on April 6th. Eric again emphasized the importance of conducting these briefings before the designs are past the 50% point, since any changes we would need, based upon public or board input would become quite costly after that.

Master Plan Availability. Shannon reported that the Master Plan will be available for the public at the DPW Office and the Library, and asked Laura if she had an IT contact with the town when she and Frank were working on linking the town and conservancy websites. Laura suggested getting in touch with Debbie Powers or Frank Hassler. The Master Plan is proving to be problematic to load onto the Millbrook Town webpage. Shannon will start with Debbie to seek advice again.

Spring Town Meeting outreach. Barbara has inquired of the Town Moderator about permission to set up a table at April Town Meeting to inform townspeople of our project, and tell them we will be seeking CPA funding at Fall Town Meeting. Members indicated they would be willing to help with staffing a table. Barbara will seek permission from the Town Moderator when we have a proposal for a display.

11. New Business. None.

12. Next Meeting: Wednesday, March 11, 2015 at Trustees' Room, Rockport Public Library.

14. Adjourn 8:57 p.m.

Approved:

Samuel W. Coulbourn

Copy to: Town Administrator; Director of Public Works; Conservancy Board and Advisors; Conservation Agent ; DPW Commissioners