



Rockport Millbrook Meadow Committee

Town Hall, Rockport, MA 01966

www.millbrookmeadow.org

*Charmaine Blanchard
Marcia Lombardo, Treasurer
Barbara Sparks
Frederick H. Tarr III*

*Samuel W. Coulbourn, Chair
Shannon Mason, Vice Chair
John Sparks, Project Manager*

Minutes of Meeting, Wednesday, April 16, 2014, 7:00 p.m., Brenner Friends' Room, Rockport Public Library

7:05 p.m. Chairman **Sam Coulbourn** called the meeting to order. Members present: **Shannon Mason, Barbara Sparks, John Sparks** and **Marcia Lombardo**. **Charmaine Blanchard** and **Ted Tarr** were absent. **Gunilla Caulfield**, Trustee of the Lura Hall Philips Trust and **Deborah Cowan**, new Trustee of the Rockport Millbrook Meadow Conservancy, were also present. Sam welcomed Deborah to the group.

1. Update Millbrook Meadow Restoration. John has provided a progress report (No. 3). He reported that the contractor, Milone & MacBroom (MMI), will begin field surveys on April 21. John said that the contractor estimates that a master plan will be available this summer (2014). He stressed the importance of obtaining substantive data from the contractor in time for our meeting with the Community Preservation Committee in June. John stated that what to do with the Pond, be it dredging, partial or complete, is a large unknown, and much of the budget is set aside for this. Marcia reported that she has had conversations with DPW and the financial office in Town Hall and is tracking from which account funds are drawn.

2. Letter of Thanks to Gunilla Caulfield. Sam noted that all members of the Millbrook Meadow Committee had been present at the Board of Selectmen's Meeting the previous evening, as Gunilla presented a check for \$102,538.85 to the Town. While of course we are grateful to Lura for her generosity, the Committee felt that Gunilla deserved our special thanks for her stewardship of Lura's money all the past 20 years. In part, our letter to Gunilla stated:

"... the Lura Phillips Trust, and in truth you, Gunilla, as Trustee devotedly mindful of Lura's wishes, have provided the leadership vital not only to launching this restoration project but also to contributing to project completion. We at Millbrook Meadow Committee especially believe that this extraordinary generosity from the Lura Phillips Trust will strengthen the already present Town-wide public support for all phases of the Meadow and Pond restorations..."

3. Status of Fundraising, publicity, community support:

Conservancy Organization. Sam reported that the following people have been invited to join the Board of Trustees of our new Conservancy, and have accepted:

Dianne Anderson
Chester Clark
Deborah Cowan
Karl Norwood
Maura Wadlinger

[Note: As of April 17, **Tim Corrigan** and **Linda Cote** have also accepted.]

Our Advisors are:

Susan J. Gray
Betsy Giannoccaro
Laurie Ann LePine

Fund-raising Campaign. Shannon reported that the fund-raising committee had met earlier today. They have developed an initial list of potential “Leadership” donors. Shannon will prepare a tracking sheet to manage the process and ensure that donors are properly thanked. They plan to start this campaign May 1.

The next phase will be a campaign to email potential donors, using a simplified graphic version of the fund-raising brochure.

Next will be mailing the brochure.

Status of brochure: Adjustments to folds in the brochure must be made, then we can have them printed. Shannon and her husband, Darren, are working on this.

Shannon demonstrated a business card with a QR code on it, suggesting that we might be interested in producing such cards. This would enable us to give away an inexpensive piece that recipients could use to go directly to our website.

Site Visit: Still on the subject of fund-raising, Deborah suggested that it would be helpful for new Conservancy members to get up to speed on the Meadow and Pond by having a site visit. Sam suggested that MMC members could take Conservancy Board Members on a walk through the Meadow, pointing out historic features (e.g. location of Norwood’s ice house or the Isinglass Factory), elements that we seek to restore (e.g. damaged brookbed, aging willow trees, cluttered aquatic growth in Pond, etc.) This could be useful to people very familiar with the Meadow and those less so, as we might find that certain *facts* are not quite correct.

Memorials. Deborah brought up the topic of providing opportunities for donors to give money in memory of or in honor of a person. Sam suggested that this might be a useful topic for discussion amongst the Board of the Conservancy.

Innkeepers’ Meeting. It will be useful to find an innkeeper who will host a wine and cheese meeting for all innkeepers, so that we may present our appeal to them all.

4. Event Planning

Sat., April 26th: Earth Day Cleanup for the Meadow, 10-12 p.m. Sam will be in charge. We will advertise the event so that Friends and Conservancy members may participate.

Sat., May 17th: Motif No. 1 Day. Shannon reported plans for the day. Barbara and John Sparks will prepare their nasturtium seeds for sale. Sam will provide his pop-up tent and one folding table for the event. Shannon has asked her husband to help update the graphic display.

Wed., May 21st: MMI Visioning Session (7-9:30 p.m.) John will coordinate with MMI on this. We view this event as one that is important to reach Rockporters, and we want to ensure that there are good opportunities for citizen input and participation.

Sat., May 24th: World Fish Migration Day, 9-11 a.m. Eric will arrange a trap to catch, count and release elvers and eels, with participation by children and interested adults. He has asked **Colleen Coogan**, a fellow marine biologist, to assist. He will also arrange to have a fly-casting contest (without hooks) for children to try their skill. We should continue to plan events

for this day, including small prizes for children. At 11 a.m. The Friends of the Council on Aging will hold their **Rubber Duck Race** in Mill Brook.

Sun., June 8th: Sandy Bay Pre-School Fair for about 100 people. Coordinator: **Shannon Bessin**.

Sat. August 2nd or 16th, twilight: Movie Night in the Meadow. Shannon will look into this.

Sun., August 10th: Thirty-fifth Acoustic Festival (12 m.-6 p.m.) Event organized by David Cutler. MMC will provide a table with information and sale of Meadow tee-shirts, etc.

5. Committee Business: Minutes of March 19th were approved.

6. New Business. Barbara brought up the possibility of acquiring some form of Pond access at a property for sale, 117R Main Street.

7. Set Next Meeting: Wednesday, May 14th, 2014 at Trustees' Room, Rockport Public Library.

8. Adjourn 9:08 p.m.

Approved:

Samuel W. Coulbourn

**Copy to: Town Administrator
Director of Public Works**

