

BOSTON GROUNDWATER TRUST (BGwT)
BOARD MEETING
August 23, 2004
The Lenox Hotel – Copley Room

The meeting of the Board of Trustees of the Boston Groundwater Trust was called order at 4:10pm in the Copley Room at The Lenox Hotel. The meeting notice was posted at City Hall in accordance with provision of the Commonwealth's Open Meeting Law.

Trustees in attendance, comprising a quorum, were:

Mr. Gary L. Saunders, Boston Back Bay Association
Mr. Tim Mitchell, Neighborhood Association of the Back Bay
Mr. Peter Sherin, Greater Boston Chamber of Commerce
Mr. Paul Chan, Greater Boston Real Estate Board
Mr. Galen Gilbert, Fenway Community Development Corp.
Mr. James Stetson, Beacon Hill Civic Association

Also present were:

Elliott Laffer, BGwT Executive Director; Christian Simonelli, BGwT Technical Coordinator; Jim Lambrechts, Haley and Aldrich; Mike Paster, GEI Consultants; Antonia Pollak, Boston Environment Department

1. Ratification of the minutes of the July 12, 2004 Meeting

Copies of the minutes of the July 12, 2004 meeting were distributed. A motion was made by Trustee Sherin and seconded by Trustee Chan to accept the minutes with addition of the following: The meeting notice was posted at City Hall in accordance with provision of the Commonwealth's Open Meeting Law.

VOTED: To accept the minutes of the July 12, 2004, 2004 trustees' meeting, as amended.

Trustee Mitchell noted that, since all Board Meetings are noticed in conformance with open meeting guidelines, as previously agreed by the Board, this should be so indicated at the beginning of all Board Meeting minutes.

2. Finance Report

Trustee Sherin reviewed the Trust's current bank balance of \$749,446.21. He also reviewed ongoing operational expenses, and well monitoring expenses.

Trustee Sherin noted that the BGwT has yet to receive any portion of the promised \$125,000 in annual funds from the city of Boston, for operating expenses. Antonia Pollak noted the BGwT will receive a lump sum of \$100,000 within 2-3 weeks from the city of Boston. The additional \$25,000 will be allocated at a later date. According to Ms. Pollak, the reason for the delay was due to the fact that the acting official who processes the payments was on vacation.

3. Technical Coordinator's Report

Groundwater Monitoring: Christian Simonelli noted that the most recent set of readings were taken from July 15-28, 2004. Of the 383 wells in the network: 137 were between 5'-7', 157 below 5', 51 above 7', and 38 were not read due to inaccessibility. The latest readings, locations and revised well location map have been uploaded and posted on the website.

Well Installation Update: Christian Simonelli noted that 56 wells have been installed in this current contract of 60. Also that 5 out of the 9 wells that were plugged have been flushed. The remaining 4 wells to be installed and 4 wells to be flushed would be completed this week.

4. Website Update

Trustee Gilbert reported that he is close to posting movies of sewers that show the inside of a sewer that leaks and needs repair and a sewer that does not leak and does not need to be repaired. Trustee Gilbert reported that John Sullivan of the BWSC is comfortable with letting the BGWT post these movies on their website.

Trustee Gilbert also reported that the latest set of readings are now posted and the individual well graphs will be posted in a few days. Also that a new e-mail domain will be acquired and by next meeting all board members will have their own BGWT e-mail address. Will meet with Elliot Laffer and Geoff Pahl to ultimately turn over the website responsibilities to Mr. Laffer.

5. Accountant's Review Engagement Letter

Trustee Saunders indicated that a letter was received from Rayfield & Rayfield stating that a review of financial statements for the fiscal 2004 funds would cost the BGWT \$3,500 to retain Rayfield & Rayfield. A brief discussion followed about preparing the necessary paperwork to retain Rayfield & Rayfield for the review.

Trustee Saunders suggested that the BGWT retain Rayfield & Rayfield to perform the review of financial statements for the fiscal 2004 funds. A motion was made by Trustee Saunders and seconded by Trustee Chan to accept the suggestion.

VOTED: To accept the suggestion proposed by Trustee Saunders.

6. Project Reviews

Trustee Mitchell provided updates on yooD4 condominium development, Northeastern University Cabral Center, and the Draft Environmental Assessment for the Copley station light rail accessibility project.

7. Executive Director's Action Plan

BGwT Executive Director Elliott Laffer discussed his attendance at the 501 Boylston Street meeting. Mr. Laffer stated that the development has agreed to provide the BGwT the funding to install 2 new observation wells per the BGwT request.

Mr. Laffer also spoke about setting up an office, a payroll, e-mail accounts, phone number, and business cards. Mr. Laffer also discussed about putting together a press release indicating the office composition and the hiring of a new executive director for the BGwT.

Trustee Saunders suggested that Mr. Laffer prepare and distribute a list of things to do so that the board may review it. Mr. Laffer made note of that and agreed to create and distribute the list to the board members.

8. Deposition Update

NOTE: Trustee Stetson recused himself and left the room.

Trustee Gilbert discussed the preparation and his attendance at the deposition. The City of Boston Law Department represented the Trust at the deposition. Trustee Gilbert informed the board that he has a copy of the deposition and offered it any of the board members who wanted one.

9. Executive Session

Following convening and discussions of the open meeting, Trustee Chan moved to hold an executive session for the purpose of discussing the Employment Agreement proposed with the Executive Director. Trustee Stetson seconded the motion.

VOTED: To hold an executive session to discuss the Executive Director Employment Agreement. The vote was affirmative and unanimous.

The meeting adjourned at 6:10 p.m. so that an executive session could convene immediately following.

NEXT MEETING: September 27, 2004 @ 4p.m. – The Lenox Hotel

Submitted by Christian Simonelli, BGwT Technical Coordinator, on 8/26/04