



BOSTON GROUNDWATER TRUST **CONFLICT OF INTERESTS POLICY**

Prohibited Actions:

No Trustee shall:

1. Knowingly, serve as an attorney, architect, engineer, accountant, corporate officer or trustee, or in any other professional capacity for any client concerning a cause of action relating to damage to wood pile building foundations caused by lowered groundwater in Boston unless they have received the approval of their appointing authority.
2. Act as an expert witness in any litigation or adjudication concerning damage to wood pile building foundations caused by lowered groundwater without permission from the Trust.
3. Have a financial interest in any contract with the Trust.
4. Accept a fee for trying to influence legislation or administrative rule making concerning damage to wood pile building foundations caused by lowered groundwater.
5. Be an owner of real estate being developed with a controlling interest therein in the City of Boston, unless the Trustee in good faith believes that the project is in full compliance with all City requirements about the installation, use, and disposition of groundwater observation wells or unless there is a good faith dispute between the owner and City about this subject.
6. Be a property owner or manager with a controlling interest therein in the City of Boston, unless the Trustee in good faith believes that he or she is in full compliance with all legal requirements about pumping groundwater into public sewers or storm drains or otherwise removing groundwater from property or unless there is a good faith dispute between the owner and any public agency about this subject.



Reportable Situations:

If a Trustee is involved in any of the following events, that Trustee must make a written report thereof to the Trust. The Trust Secretary shall keep such reports in the permanent records of the Trust, available to anyone who wants to see such reports.

1. Having an ownership interest in any real estate in Boston that will benefit directly from any facility or improvement discussed at a Trust meeting, such as a recharging program or located near a Trust owned facility, such as an observation well.
2. Being a party to any litigation concerning Boston groundwater.
3. Any dispute between a Trustee as owner of property in the City of Boston about compliance with all City requirements about the installation, use, and disposition of groundwater observation wells, shall be reported to the Trust.
4. Any dispute involving a Trustee acting as a property owner or manager in the City of Boston or acting in a professional capacity as an engineer, architect, accountant, or attorney, about full compliance with any legal requirements about pumping groundwater into public storm sewers or drains or otherwise removing groundwater from property, shall be reported to the Trust.



Boston Groundwater Trust **Investment Policy Statement**

Adopted Sept. 20, 2012

Purpose

The Purpose of this policy statement is to provide guidelines for the management of the Boston Groundwater Trust's Reserve Fund investments. If these assets are to be invested, such investments should be in high quality securities with minimal, if any, risk of principal.

Investment Objective

The primary objective of the Reserve Fund investments is for the preservation of capital while maintaining liquidity for non-operating annual expenses such as Groundwater Research, Network Upgrading, Contingency Funding for Technical Research or other projects as voted on and approved by the Trustees. Historically, since FY08 these expenditures have ranged from \$11,000 to \$67,000, averaging \$37,000 annually. The Fund will seek to produce a return that exceeds an appropriate market benchmark with low risk of principal loss by employing conservative fixed income securities seeking a greater return than conventional bank insured money market accounts or Certificates of Deposit. The Trust seeks to preserve purchasing power by obtaining a yield that exceeds inflation annually.

Liquidity

A portion of the Reserve Fund assets, approximately \$50,000 - \$100,000 needs to have immediate liquidity with no risk to principal or early withdrawal penalties for unforeseen expenses. The balance of the funds can be invested in a portfolio having an average duration of 3 – 5 years using laddered maturities to maintain the liquidity requirements and to accommodate rebalancing of the portfolio.



Investment Strategy

The Trust will invest its Reserve Fund assets in cash and fixed income securities. The Trust intends to hold the fixed income securities to maturity rather than trading for short term profits. Any notes or bonds will be high quality fixed income securities (rated "A" or better) limiting interest rate risk by staggering duration and maturity dates. Any and all securities are to be purchased through brokerage firms of high quality and reputation with a history of making markets for the securities in which the funds are invested. The Trust should avoid investment firm proprietary funds where there could be a conflict of interest and / or undisclosed fees.

1. The Trust will seek investments where the issuing entity is clearly identified and will invest in securities that are direct obligations of said entity. No investments will be collateralized by a pool or other grouping of underlying securities.
2. All trustees shall disclose potential conflicts of interest, such as, relatives employed by or significant personal holdings in the subject companies or investment firms.
3. Investments should be consistent with the Trust's mission and should not be in securities that are counterproductive to the mandate of the Boston Groundwater Trust.

Safekeeping

Securities are to be held in segregated bank / broker custody accounts with separate fiduciary documents for each account. Securities will not be held by any investment manager, securities dealer or Trust employees, consultants or Trustees at any time.

Fiduciary Discretion

The Trustees, or individuals appointed by the Trustees, are responsible for securing and managing investments and cash for operations and special projects. These individuals have the discretion to invest any excess capital subject to adherence to these guidelines. These guidelines are to be reviewed annually by the Board of Trustees and revisions made based on performance and adherence to the objectives set forth.



BOSTON GROUNDWATER TRUST **DEDICATED RESERVE FUNDS POLICY**

ADOPTED MARCH 26, 2009

The Boston Groundwater Trust established a reserve fund with no designation of specific funding for the items listed below:

1. Groundwater Research Fund
2. Network Upgrading Fund
3. Contingency for Technical Assistance Fund



BOSTON GROUNDWATER TRUST **PROJECT COMMENT POLICY**

1. The Trust shall offer public comments on projects that are likely to have an effect on groundwater levels in areas where low groundwater levels can cause deterioration in building foundations.
2. All trust comments will be limited to groundwater related issues and will so state in the written or oral text.
3. Comments will be issued over the signature of the Executive Director.
4. Technical Advisory Committee members will be consulted for advice on technical issues as thought to be necessary by the Executive Director or the Trust Co-chairs.
5. Comments on public projects, as well as on large or unusual private projects, will be reviewed by at least one Co-chair prior to submission.
6. A list of projects on which the Trust anticipates offering comments will be regularly submitted to Trustees.



Boston Groundwater Trust **Technical Advisory Committee Policy**

Purpose

The Purpose of the technical advisory committee is to examine the Trust's well data, make recommendations for addressing areas with low groundwater levels, and evaluate potential impacts that new construction projects may have on the surrounding groundwater conditions. In addition, the committee may suggest research or demonstration projects and/or make occasional presentations to the Trustees.

Committee Members

The Committee shall be comprised of Engineers from each of the known local Geotechnical Engineering firms who have experience working in the City's Groundwater Conservation Overlay District (GCOD). In addition, committee members may also include person(s) skilled in Environmental Engineering, Hydrogeology, and/or former Trust staff who have analyzed the Trust's groundwater observation well network and have extensive knowledge of how it operates. Committee members shall be appointed by the Executive Director.

Meetings

The Executive Director shall schedule meetings as necessary. The Executive Director shall set the agenda for all meetings. From time to time the Executive Director may invite an individual with special interest or expertise to make a presentation to the committee.

Committee Recommendations and Discussions

The Executive Director shall update the Trustees on any recommendations or significant discussions by the Committee. The update shall be included in the Executive Director's subsequent report to the Trustees.



DRAFT RECOMMENDATIONS TO THE BOSTON GROUNDWATER TRUST ON PUMPING/DRAINING GROUNDWATER

Whenever groundwater is pumped or drained from an enclosed space and drawn away from the site, the surrounding groundwater levels are lowered to an elevation approaching that of the pump or drain. This removal of groundwater is the most prominent cause of the exposure of wood piling tops that can cause foundation damage. The Trust believes that every effort should be made to reduce and ultimately eliminate this pumping in areas of concern for low groundwater levels. While the zoning restrictions imposed in the Groundwater Conservation Overlay District and under the Boston Redevelopment Authority's Article 80 Project Review procedures address this issue for new construction and substantial renovation projects, the issue is important for below ground spaces not covered by them.

It is, therefore, the recommendation of the Boston Groundwater Trust that the following steps be taken:

1. A major effort should be undertaken to educate property owners about the need to avoid pumping by waterproofing their underground spaces. This should include the groundwater pamphlet being developed by the Mayor's Office of Energy and Environmental Services, in cooperation with the BGWT and the Boston Water and Sewer Commission, and outreach to the media.
2. The BWSC should develop a method to enforce the Commission's policy that no groundwater be pumped to any sanitary or combined sewers without a permit. Economic penalties for pumping should be large enough to encourage those who might otherwise remove groundwater to waterproof their structures instead. Critical to this method will be a way to identify potential sources of the pumping or drainage. The Inspectional Services Department and the BGwT should cooperate in developing and implementing a way to identify such sources.
3. As part of the City-State Groundwater Working Group participating agencies should take all feasible efforts to reduce and ultimately eliminate groundwater pumping or drainage in areas of concern. Where no feasible alternative to pumping or drainage of existing structures exist, agencies should develop recharge mitigation plans that utilize the pumped or drained groundwater/stormwater.



BOSTON GROUNDWATER TRUST **EMPLOYEE TIMESHEET AND EXPENSE POLICY**

1. A timesheet indicating hours worked, holiday time, vacation time, personal/sick time, and any overtime hours shall be turned in weekly. Please note that **ALL OVERTIME MUST BE PREAPPROVED BY THE EXECUTIVE DIRECTOR.**
2. Timesheets shall be turned in by noon on the Monday following the week they cover.
3. Payroll is processed every two weeks. Paychecks are issued every other Friday and cover the two weeks through the previous Friday.
4. Expense reimbursement requests should be submitted within one month of the covered expense. Expense checks will be issued the next time that the Trust cuts checks. All expenses must be reviewed and approved by the Executive Director.



BOSTON GROUNDWATER TRUST **EXPENSE POLICY**

1. Checks, except for regular straight time payroll, shall only be issued after expense is approved.
2. All invoices, except those for expenses of the executive director, shall be approved by the executive director.
3. Expenses of the executive director shall be approved by one of the co-chairs.
4. Checks below \$5000 require one signature of either a co-chair or the treasurer.
5. Checks \$5000 or above require two signatures from co-chairs and/or treasurer.
6. Under no circumstances may a trustee who approves payment be a signature on the check.



BOSTON GROUNDWATER TRUST **POLICY FOR ACCEPTANCE OF OBSERVATION WELLS**

Any wells accepted for incorporation into the Boston Groundwater Trust network must meet the following criteria:

1. The well must be located on public property.
2. The depth of the well must be confined to the fill stratum that includes the groundwater essential for maintaining the strength of wood pilings.
3. All construction phase activity in the area of the well must be complete.
4. The well must have no history of hazardous materials contamination.



BOSTON GROUNDWATER TRUST **PRESS CONTACT POLICY**

Contacts with the press are most effective if they are coordinated so that the Trust, when its members are in agreement, speaks with one voice. The points below are designed to maximize that coordination. No point in this policy should be construed as limiting the ability of a dissenting Trustee from contacting the press to express a personal position that differs from an approved Trust position.

1. Prime press contact for the Trust shall be the Executive Director.
2. Trustees other than the co-chairmen shall not approach the press, in their role as trustees, without first checking with one of the co-chairmen.
3. When approached by the press for comment on an issue, trustees should try to postpone responding until after checking with one of the co-chairmen.
4. If comment cannot be postponed (for example, because of a reporter's deadline), the trustee should inform one of the co-chairmen as soon as possible about the conversation.
5. Letters to the editor, op-ed pieces, or similar editorial matter should not be submitted on behalf of the Trust without first being approved by one of the co-chairmen.
6. Trustees taking a position on groundwater related issues that has not been approved by one of the co-chairmen should make clear that they are not speaking for the Trust.



BOSTON GROUNDWATER TRUST RETIREMENT CONTRIBUTION PLAN

The Boston Groundwater Trust has established a Simplified Employee Pension Individual Retirement Accounts (SEP-IRA) Contribution Agreement. Details of the agreement are as follows:

ELIGIBILITY

All Trust employees are eligible for contributions provided that they are at least 21 years old and have been a direct employee of the Trust for at least three of the five years preceding the year in which a contribution.

CONTRIBUTION AMOUNT

The amount of the contribution, if any, will be determined by the Trustees at a meeting prior to the end of the calendar year preceding distribution of the contribution. The contribution will be a percentage of the eligible employee's gross pay in the preceding year, as reported to the IRS.

CONTRIBUTION TIMING

Contributions will be made in the first calendar quarter.

IRA-SEP ACCOUNT

Each eligible employee is responsible for establishing an IRA-SEP account into which contributions will be made directly. Failure to establish an eligible account will disqualify the employee from participation in the distribution.