

BOSTON GROUNDWATER TRUST (BGwT)
BOARD MEETING
October 26, 2004
The Lenox Hotel – Copley Room

The meeting of the Board of Trustees of the Boston Groundwater Trust was called order at 4:08pm 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, BGwT Technical Committee; Mike Pasteur, BGwT Technical Committee

1. Ratification of the minutes of the September 27, 2004 Meeting

Copies of the minutes of the September 27, 2004 meeting were distributed. A motion was made by Trustee Mitchell and seconded by Trustee Sherin 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: Unanimously to accept the minutes of the September 27, 2004, trustees' meeting, as amended.

2. Finance Report

Trustee Sherin reviewed the Trust's current finances. He also reviewed ongoing operational expenses, and well monitoring expenses.

Trustee Saunders suggested that Trustee Sherin look into higher yield money market accounts for the Trust's funds. Trustee Sherin agreed to look into this.

Trustee Saunders also noted that with the addition of quicken the Trust should have a monthly ledger of monies in and out of the account. That ledger should be provided by Trustee Sherin at all future meetings.

3. Declaration of Trust & Bylaws

Mr. Laffer distributed amended copies of the declaration of trust and bylaws. Mr. Laffer and board members discussed the various revisions of the declaration of trust and bylaws. The following suggestions for revisions were made:

- Trustee Gilbert noted that amendments regarding the Glacial Till aquifer be included in section 1.1. Trustees Mitchell and Stetson suggested that current obligations to the current/higher groundwater regime be fulfilled before looking in the Glacial Till aquifer.
- Trustee Saunders suggested that an amendment be made to section 1.1, the first and last sentence of paragraph 1.
- Trustee Mitchell motioned to accept the changes proposed by Trustee Saunders to section 1.1, the first and last sentence of paragraph 1. Trustee Chan seconded the motion.
- **VOTED:** Unanimously to accept the motion proposed by Trustee Saunders.
- Various board members suggested that section 3.1.7 be revised. Boston Groundwater Emergency Taskforce be removed and replaced with Ellis Neighborhood Association.

4. Technical Coordinator's Report

Well Installation Update: Mr. Simonelli noted that a total of 20 o.w.'s. have been installed out of the current group of 105. Mr. Simonelli noted that he has obtained the final 10 PIC needed to complete this group of 50 o.w.'s. Mr. Simonelli noted that he would be able to install the remaining 30 o.w.'s. by the moratorium set for November 15, 2004 and would complete the installation of remaining 55 o.w.'s when he was allowed to resume in April, 2005 once the moratorium is lifted.

Trustee Mitchell motioned to adjourn the meeting and continue it at later date. Trustee Saunders seconded the motion. Board members decided to continue the meeting on Wednesday November 3, 2004 @ 4p.m at the Lenox Hotel.

VOTED: Unanimously to accept the motion proposed by Trustee Mitchell and reconvene on Wednesday November 3, 2004 @ 4p.m at the Lenox Hotel.

The meeting adjourned at 6:25 p.m.

**NEXT MEETING (Continue meeting from October 26, 2004):
Wednesday November 3, 2004 @ 4p.m. – The Lenox Hotel**

BOSTON GROUNDWATER TRUST (BGwT)
BOARD MEETING
November 3, 2004
The Lenox Hotel – Patriot Room

The meeting of the Board of Trustees of the Boston Groundwater Trust was called order at 4:11pm in the Patriot Room at The Lenox Hotel. The meeting notice was posted at City Hall in accordance with provision of the Commonwealth's Open Meeting Law.

Note: The meeting is a continuance of the meeting that took place on Tuesday October 26, 2004.

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. 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, BGwT Technical Committee; Mike Pasteur, BGwT Technical Committee

5. Continuation of Technical Coordinator's Report

Mr. Simonelli updated the board on the current installations taking place. He also noted that the next set of readings will commence on November 15, 2004, once the current installations are completed.

6. Executive Director's Report

BGwT Executive Director Elliott Laffer reported on his activities of the past month.

Mr. Laffer reported on the following:

- The submission of the Trust's annual report by Raphael and Raphael, LLP to the city of Boston.
- The trust obtaining a tax id number for their current employees.
- The creation of a parallel organization, for the purposes of the Trust obtaining their own tax id number, while maintaining the close relationship with the city of Boston. Trustee Mitchell recommended to Mr. Laffer that he seek out further information from the city on this issue. Mr. Laffer noted that he will seek answers for the creation of a parallel organization from city officials.
- Outlined new expense procedure in which the executive director will now have authority to authorize invoices submitted under the following guidelines:
 1. Checks, except for regular straight time payroll, shall only be issued after expense is approved.
 2. All invoices, except for those 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 \$5,000 require one signature of either a co chair or the treasurer.

5. Checks \$5,000 or above require two signatures from co chairs and/or treasurer.
6. Under no circumstances does the executive director approve and sign checks.

Trustee Saunders motioned to accept the expense procedure proposed by Mr. Laffer. Trustee Mitchell seconded the motion

VOTED: Unanimously to accept the motion proposed by Trustee Saunders to accept the expense procedure proposed by Mr. Laffer.

7. EPA Funds

Trustee Gilbert expressed an interest that the funds from the EPA be allocated for remedial activities rather than for the installation of o.w.'s. Trustee Mitchell noted that the EPA funds have current legislation & matching funds regulations tied to it that prohibit the Trust from using the funds for any other program than installing o.w.'s.

8. Distribution of Trust Data

Mr. Pasteur expressed an interest in obtaining Trust boring logs, well depths, and rim elevations for the purposes of identifying underground conditions for the MBTA silver line tunnel project. Board members perceived there to be no problem with releasing the data and authorized Mr. Simonelli to provide Mr. Pasteur with the information he requested.

Trustee Mitchell motioned to adjourn the meeting. Trustee Gilbert seconded the motion.

VOTED: Unanimously to accept the motion proposed by Trustee Mitchell.

The meeting adjourned at 5:45 p.m.

NEXT MEETING: Will be set at a later date.

Submitted by Christian Simonelli, BGWT Technical Coordinator, on 11/4/04