

**Wood-Pawcatuck Watershed  
Wild and Scenic Rivers Stewardship Council  
Agenda**



*October 27, 2021, 5 pm to 7 pm*

**ZOOM Web Conference**

**Login:**

<https://us02web.zoom.us/j/98274392486?pwd=ck5yZXkxZX>

**FUay9jaytUbVlxTWpVQT09**

**Password: Steward**

**Dial-in:**

**+1 929 205 6099**

**Meeting ID: 982 7439 2486**

**Password: 025264**

Call to Order

Secretary's Report: Approval of Minutes of September 22, 2021 meeting

Financial Report

1. Approval of the Monthly Financial Report.
2. Entertain a Motion to approve the budget once a year and keep Coordinator and Treasurer at the forefront of purchases, and therefore forgo additional approval of individual expenditures. (See excerpt from Sept Stewardship Council Meeting in Supplemental Information below)
3. Third budget due in February, 2022. Pete and Kassi will be reaching out to request budget proposals. Individuals wishing to lead a new project, contact Kassi.

Committee Requests

1. Projects
  - a. Project Leads, please participate in a Project Workshop to share lessons learned and plan for the future.
2. Executive
  - a. Share updates on Presentation to Towns
  - b. Entertain motion to hold full Stewardship Council Meetings every other month, given that workshops and electronic voting are options and committees are very active
  - c. Entertain a motion to solidify digital voting for expeditious action
3. Advisory
  - a. Either a notification or entertain a motion (dependent on Financial Report, #2 above) to use committee budget for hiring consultant for River Corridor Overlay District. Estimate is \$14,000. Outcomes: Model for all watershed towns; develop one for adoption in the Town of Westerly.

Committee Reports

1. Information & Education
2. Questions/Comments on Committee Reports written below, under Supplemental Information

Good of the Order

## Action Items

1. Monthly or when applicable, email Chris and Kassi of potential agenda topics, including relevant town/community updates, by 15th of the month.
2. Please plan to present to town governing bodies in Nov/Dec as a brief Agenda item.

Next Meeting: There is a change due to upcoming holidays. The next meeting is on November 17, 2021 at 5pm (hybrid) via Zoom and at WPWA, 203 Arcadia Rd, Hope Valley, RI 02832. There is no December Meeting – enjoy the holidays!

## Adjourn

## **Supplemental Information for 10/27/2021 Meeting**

Excerpt from September Minutes for a motion in the Financial Report: P. August requested that the Council streamline approvals for spending approved budget items by allowing electronic voting in place of approval at a regular meeting. This would allow for quicker approvals. J. Fosburgh informed members that NPS does not require additional authorization for spending after a budget has been approved. P. August explained why the Council had previously wanted to add this extra step, and discussion ensued. There was a consensus that such additional approvals were no longer necessary, as budgets and line items were better designed and more detailed. K. Donnelly noted that she will continue to monitor expenditures, and that she and P. August must approve all expenditures. A. Bryson noted that a report of expenditures made might be added to the financial report at monthly meetings. She moved to forgo the additional approvals entirely, and F. Wagner seconded. E. Thomas indicated that eliminating that step was not sufficiently explained in the meeting agenda. It was agreed to table to issue until the next regular meeting, and A. Bryson withdrew the motion.

## Committee Reports

1. Bylaws- No current activities, on hiatus.
2. Executive- Please plan to present to town governing bodies in Oct/Nov/Dec as a brief Agenda item. November Stewardship Council Meeting we will discuss the future, or lack thereof, the Dragonfly Express.
3. Projects- Grant proposals are welcomed, using the form passed at the last Stewardship Council Meeting which is now available on our website, under the menu item Stewardship Plan. Hosting a workshop in early November for Project Leads to share what is going well, going poorly and next steps. Will likely present during November Stewardship Council meeting. Briggs Park: A concept plan for the parking lot should be completed by Cross Engineering next month. The Hopkinton Rec Commission is moving forward with research regarding picnic tables, benches, sign, kiosks, and fencing for the park

4. Advisory- Letter- Potter Hill Feasibility Study letter of support passed as is with 15 votes (14 in favor and 1 abstention). Initiated creation of a conservation inventory which will assist the Council in identifying land parcels of particular importance to maintenance and enhancement of watershed values. Conservation Inventory has begun with purchase of ESRI and with the GIS Consultant. River Corridor Overlay District: The Committee, with the assistance of Lauren, reviewed a scope of work and cost estimates for design of an ordinance for Westerly and a model for any town, and support of the design in a public forum. We believe the task is an important one and advances core W&S goals and decided to support as fully as necessary.
5. Information and Education- W&S business cards have been received and are being distributed. We had a W&S display at the Charlestown Land Trust Farmers market. It received considerable visitor traffic and was a huge success. The I&E committee put a display on at the Exeter Land Trust event at Browning Mill Pond. The I&E committee coordinated an event with WPWA and Grey Sail Brewery in celebration of Wild and Scenic Waters. Branded t-shirts and sweatshirts were distributed. The committee ordered display materials for public events (table, display map and banner, and a portable canopy).

#### Financial Report:

- 1) Budget year to date beginning on 07/01/2020 and ending 7/08/2021 Kassi has worked a total of 820.75 hours, totaling \$32,348.75
- 2) Budget year to date beginning on 07/08/2021 and ending 10/01/2021 Kassi has worked a total of 196.5 hours, totaling \$8,347.50
- 3) 9/02 – 9/16 and 9/17 – 10/01 Statements

Wood-Pawcatuck Watershed Association  
 NPS Wild & Scenic Grant Drawdown Request  
 Date 9/28/2021 Inv 2021-1027

		Total Budget		Previously Billed		This Billing		Total Billed		Remaining		Per QB
		Revised Budget	Revised Hours	Hours	Total	From	To	Hours	Total	Hours	Total	
						9/2/2021	9/16/2021					
<b>1</b>	<b>Staffing, Outsourcing &amp; Interns</b>											
	a Outreach Publications & Communicatic	25,309.00			4,290.58		174.12		4,464.70		20,844.30	4,464.70
	b Website Maintenance	4,450.00			798.46		21.39		819.85		3,630.15	819.85
	c Coordinator (2,294 hours @ \$35/hr)	80,290.00	2,294.00	904.75	38,228.75	42.00	1,470.00	946.75	39,698.75	1,347.25	40,591.25	39,698.75
	d GIS & Mapping Service	8,592.00			388.00		450.00		838.00		7,754.00	838.00
	e Expert Consultant	22,058.00			-				-		22,058.00	
	f Interns	4,000.00			-				-		4,000.00	
<b>2</b>	<b>Programs</b>											
	a Enhancement Projects	77,154.00			7,594.11				7,594.11		69,559.89	7,594.11
	b Events (ex public paddles)	18,980.00			285.94				285.94		18,694.06	285.94
	c River Trail Maintenance	5,000.00			2,700.00				2,700.00		2,300.00	2,700.00
	d Update Blueways River Maps	8,000.00			-				-		8,000.00	
	e Water Quality Monitoring	7,000.00			7,000.00				7,000.00		-	7,000.00
	f Youth Adventure Program	12,000.00			-				-		12,000.00	-
<b>4</b>	<b>Miscellaneous Costs</b>											
	a Directors and Officers Insurance	2,600.00			1,228.00				1,228.00		1,372.00	1,228.00
	b Mileage	2,724.00			42.89				42.89		2,681.11	42.89
	c Supplies	3,207.00			851.10				851.10		2,355.90	851.10
	d Workshop Attendance	5,000.00			130.00				130.00		4,870.00	130.00
<b>5</b>	<b>Total Direct Costs</b>	286,364.00	2,294.00	904.75	63,537.83	42.00	2,115.51	946.75	65,653.34	1,347.25	220,710.66	65,653.34
<b>6</b>	<b>Indirect and Accounting</b>	28,636.00			13,636.00		3,409.00		17,045.00		11,591.00	17,045.00
	<b>TOTAL</b>	<b>315,000.00</b>	<b>2,294.00</b>	<b>904.75</b>	<b>77,173.83</b>	<b>42.00</b>	<b>5,524.51</b>	<b>946.75</b>	<b>82,698.34</b>	<b>1,347.25</b>	<b>232,301.66</b>	<b>82,698.34</b>

Wood-Pawcatuck Watershed Association  
 NPS Wild & Scenic Grant Drawdown Request  
 Date 10/12/2021 Inv 2021-1028

		Total Budget		Previously Billed		This Billing		Total Billed		Remaining		
		Revised Budget	Revised Hours	Hours	Total	From	To	Hours	Total	Hours	Total	
						9/17/2021	10/1/2021					
<b>1</b>	<b>Staffing, Outsourcing &amp; Interns</b>											
	a Outreach Publications & Communicatic	25,309.00			4,464.70		171.98		4,636.68		20,672.32	
	b Website Maintenance	4,450.00			819.85		21.39		841.24		3,608.76	
	c Coordinator (2,294 hours @ \$35/hr)	80,290.00	2,294.00	904.75	39,698.75	28.50	997.50	933.25	40,696.25	1,360.75	39,593.75	
	d GIS & Mapping Service	8,592.00			838.00				838.00		7,754.00	
	e Expert Consultant	22,058.00			-				-		22,058.00	
	f Interns	4,000.00			-				-		4,000.00	
<b>2</b>	<b>Programs</b>											
	a Enhancement Projects	77,154.00			7,594.11				7,594.11		69,559.89	
	b Events (ex public paddles)	18,980.00			285.94				285.94		18,694.06	
	c River Trail Maintenance	5,000.00			2,700.00				2,700.00		2,300.00	
	d Update Blueways River Maps	8,000.00			-				-		8,000.00	
	e Water Quality Monitoring	7,000.00			7,000.00				7,000.00		-	
	f Youth Adventure Program	12,000.00			-				-		12,000.00	
<b>4</b>	<b>Miscellaneous Costs</b>											
	a Directors and Officers Insurance	2,600.00			1,228.00				1,228.00		1,372.00	
	b Mileage	2,724.00			42.89				42.89		2,681.11	
	c Supplies	3,207.00			851.10				851.10		2,355.90	
	d Workshop Attendance	5,000.00			130.00				130.00		4,870.00	
<b>5</b>	<b>Total Direct Costs</b>	286,364.00	2,294.00	904.75	65,653.34	28.50	1,190.87	933.25	66,844.21	1,360.75	219,519.79	
<b>6</b>	<b>Indirect and Accounting</b>	28,636.00			17,045.00		3,409.00		20,454.00		8,182.00	
	<b>TOTAL</b>	<b>315,000.00</b>	<b>2,294.00</b>	<b>904.75</b>	<b>82,698.34</b>	<b>28.50</b>	<b>4,599.87</b>	<b>933.25</b>	<b>87,298.21</b>	<b>1,360.75</b>	<b>227,701.79</b>	