

**Re: Pink House EA copy/edits?**

Hillman, Matthew D <matthew\_hillman@fws.gov>

Tue 10/31/2023 10:00 AM

To: Weber, Ella M <ella\_weber@fws.gov>; Sylvia, Mary K <mary\_sylvia@fws.gov>

Sorry, did not know you were off today. Hope the final moving day goes smoothly. Tomorrow morning is fine to send the PR to other media and get everything up on our website.

**Matt Hillman**

Refuge Manager

[Parker River](#), [Thacher Island](#)

[Great Bay](#) and [Wapack](#) NWRs

6 Plum Island Turnpike

Newburyport, MA 01950

O: 978-572-5613

C: 774-303-9090



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**From:** Weber, Ella M <ella\_weber@fws.gov>

**Sent:** Tuesday, October 31, 2023 9:58 AM

**To:** Hillman, Matthew D <matthew\_hillman@fws.gov>; Sylvia, Mary K <mary\_sylvia@fws.gov>

**Subject:** Re: Pink House EA copy/edits?

Yes - I am off today to wrap things up with our landlord. We are dropping off our router imminently and I won't have Wi-Fi again until tomorrow at work. If it's urgent to get the media lists now they should be in the 2023 LGO folder in Teams. If not there I can get you the list 830/9 tomorrow?

Ella Weber

Park Ranger

Visitor Services Manager

Parker River NWR

**Typical schedule: Tues - Sat**

**978-572-5617**

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**From:** Hillman, Matthew D <matthew\_hillman@fws.gov>

**Sent:** Tuesday, October 31, 2023 9:30:52 AM

**To:** Sylvia, Mary K <mary\_sylvia@fws.gov>; Weber, Ella M <ella\_weber@fws.gov>

**Subject:** Re: Pink House EA copy/edits?

Hi Ella and MK,

I did a final read-through of the document ([EA Pink House.docx.url](#)) and it looks ready to go. Before converting to a pdf I wanted to check once more whether the accessibility check was run and any issues corrected. If done, could one of you please convert to a pdf and check for any final editing issues?

Ella -- I'll send the press release to Newburyport Daily today for them to publish tomorrow. Could you send to your list of other media outlets tomorrow morning?

## Matt Hillman

Refuge Manager

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**From:** Hillman, Matthew D <matthew\_hillman@fws.gov>

**Sent:** Tuesday, October 17, 2023 3:59 PM

**To:** Sylvia, Mary K <mary\_sylvia@fws.gov>; Weber, Ella M <ella\_weber@fws.gov>

**Subject:** Re: Pink House EA copy/edits?

If you look at the attached map I made you'll see a red star. When I copy/paste this map into the EA (pg 16), that red star magically disappears.

No need to get this done today -- I'll be in tomorrow and we can chat then.

## Matt Hillman

Refuge Manager

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**From:** Sylvia, Mary K <mary\_sylvia@fws.gov>  
**Sent:** Tuesday, October 17, 2023 3:45 PM  
**To:** Hillman, Matthew D <matthew\_hillman@fws.gov>; Weber, Ella M <ella\_weber@fws.gov>  
**Subject:** Re: Pink House EA copy/edits?

Hi Matt,

Are you saying you can't get the document you sent me to show up properly in the EA or are you looking for a different way to make this map? I'm a little confused.

Kind Regards,

Mary Kate Sylvia

Administrative Support Assistant  
Parker River NWR  
978.572.5615

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**From:** Hillman, Matthew D <matthew\_hillman@fws.gov>  
**Sent:** Tuesday, October 17, 2023 3:40 PM  
**To:** Sylvia, Mary K <mary\_sylvia@fws.gov>; Weber, Ella M <ella\_weber@fws.gov>  
**Subject:** Re: Pink House EA copy/edits?

Thanks. I could use your help with the figures/maps, too. I've been struggling with this for awhile and you may know of a better way. I made the attached from a screenshot of the HMP and added the red star (I know, rudimentary...) to denote pink house location. But despite my best efforts that star will not show up in the document.

Matt Hillman

Refuge Manager

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**From:** Sylvia, Mary K <mary\_sylvia@fws.gov>  
**Sent:** Tuesday, October 17, 2023 2:46 PM  
**To:** Hillman, Matthew D <matthew\_hillman@fws.gov>; Weber, Ella M <ella\_weber@fws.gov>  
**Subject:** Re: Pink House EA copy/edits?

Hi Matt,

It's just 508 that I need to go through so if you want to send it along I can look into that when it's back.

Best,

**Mary Kate Sylvia**

Administrative Support Assistant  
Parker River NWR  
978.572.5615

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**From:** Hillman, Matthew D <matthew\_hillman@fws.gov>  
**Sent:** Tuesday, October 17, 2023 2:44 PM  
**To:** Weber, Ella M <ella\_weber@fws.gov>; Sylvia, Mary K <mary\_sylvia@fws.gov>  
**Subject:** Re: Pink House EA copy/edits?

Hi MK -- you did a great job reviewing the EA! I Agreed with and accepted all your comments (especially liked your note about leading w/the benefits of the action and not with the problem, great catch). Thanks for getting to this so soon.

And it's good you did because my timeline was off. I assumed the RO had all already reviewed the draft EA, but that was not the case: Graham and Scott Kahan will need to review one last time, and then they will both need to sign the document before our 11/01 release date.

Given that, can you let me know your timeline for any final edits? If just 508 compliance to work through, I will likely share the doc with them today for their review, and 508 might have to wait until we have the final, signed document ready. But let me know your thoughts.

Thanks again,

Matt

**Matt Hillman**

Refuge Manager  
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## NATIONAL WILDLIFE REFUGE SYSTEM

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**From:** Hillman, Matthew D <matthew\_hillman@fws.gov>  
**Sent:** Friday, October 13, 2023 1:56 PM  
**To:** Weber, Ella M <ella\_weber@fws.gov>; Sylvia, Mary K <mary\_sylvia@fws.gov>  
**Subject:** Re: Pink House EA copy/edits?

THANK YOU MK!! You rock.

### Matt Hillman

Refuge Manager

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## NATIONAL WILDLIFE REFUGE SYSTEM

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**From:** Weber, Ella M <ella\_weber@fws.gov>  
**Sent:** Friday, October 13, 2023 1:52 PM  
**To:** Hillman, Matthew D <matthew\_hillman@fws.gov>; Sylvia, Mary K <mary\_sylvia@fws.gov>  
**Subject:** Re: Pink House EA copy/edits?

Thanks Matt - I just spoke with MK who said she is both interested and has the capacity to help with this over the next two weeks. She may need some external assistance with 508 compliance, which she has not had much experience with beyond digital media.

MK - Nancy just went through this for the HMP and would be a good reference, I'm happy to help as well. [The updated SharePoint site I mentioned is located here](#). Jackie Sadowski (jacquelyn\_sadowski@fws.gov), the VS outreach intern in the regional office, is extremely well versed in all this as well. I dropped her a note letting her know you may reach out.

Matt - maybe you already used this, but if not for future reference starting here can be a good way to set the 508 compliance up front so you don't require heavy edits later: <https://www.section508.gov/create/>.

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Ella Weber ([she/her](#))

**Typical schedule: Tues - Sat**

Park Ranger

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[www.fws.gov/refuge/parker-river](http://www.fws.gov/refuge/parker-river)


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**From:** Hillman, Matthew D <matthew\_hillman@fws.gov>

**Sent:** Friday, October 13, 2023 1:35 PM

**To:** Weber, Ella M <ella\_weber@fws.gov>

**Subject:** Pink House EA copy/edits?

Hi Ella -- I know MK is good at this and enjoys it and I wondered if you think she might have the time/interest in the next 2 weeks take a look at the  [EA Pink House.docx](#) with her eye for editing, 508-compliance, etc. We are looking to release the doc to the public on/around Nov 01, so final editing by Fri Oct 27<sup>th</sup> would be helpful. LMK what you think.

Thanks,

Matt

**Matt Hillman**

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