

**Board of Supervisors**  
**FINAL Meeting Minutes**

**June 12, 2023**

**Supervisors:** Liz Austin, Andrew Mintz, Kathie Becker. Also present was Andrea Grossman, the District Administrator.

**Partners:** Bob Purcell

**Volunteers:** Liz McGuire, Dick Gelpke

**Guests:** Margaret Delano, Andrew Sammarco, and Amelia Bronder-Giroux

**Quorum:** Chairman Kathie confirmed there was a quorum and opened the meeting at 7:02 PM.

**75th Anniversary Plans Update:** The Annual Meeting location was shared with Dick. Andrea updated the description for the featured speaker on the July agenda to show that Dick worked as a professor at University of Massachusetts at Boston. She will send Dick her draft of the 75th Anniversary presentation outline. Dick, Liz, Kathie, and Dave will try to find a date to meet at the library to discuss the presentation.

**District Conservationist Report:** Kathie asked Bob about what Andrea could do about her fingerprinting issue. Bob said to contact Lisa Greenwood, Assistant State Conservationist (ASTC) for Management/Strategy. Bob found out from another district conservationist that it was permissible for the board to look at the Civil Rights and Responsibilities Checklist together and vote to have one person sign it with all the board member's names. It does need to be in by September 30, 2023. Liz Austin made a motion for Kathie to be the signatory for the checklist at 7:54 PM. Andrew Mintz seconded; all were in favor. The 2nd round of funding is for June 2nd and there are more applications than money for them. Bob also told us about the updates on applications from Middlesex County.

**Minutes:** Kathie and Liz approved the minutes. However, Minutes will be voted on at the next monthly meeting in August after the Annual Meeting.

**Treasurer's Report:** Andrea emailed everyone the banking summary for fiscal year 2022; everyone was okay with it. We almost have everything we need to go to the CPA. Kathie stopped in to talk to the accountant's office last week but is having trouble printing out statements that they need. MCD is also wrapping up all the documents we need for the CPA to go over fiscal year 2023. Andrea must make and send several checks for both compost workshops.

**Annual Meeting:** We may need two fiscal years looked at by the CPA for the Annual Meeting. The meeting will be taking place at the Albert J. Sargent Memorial Library in Boxborough, MA on July 17th, at 7:00 PM. Andrea will be making sure Tom will be at the meeting and emailing legal notices to town clerks of the county. She will look at other places to post the Annual Meeting as well. Liz Austin will read the nominating report.

**July BOS meeting Date:** We will be having the Annual meeting instead of a Board of Supervisors Monthly Meeting.

**NACD Membership Dues:** Andrea told the board that we were asked by NACD to renew our membership. Liz McGuire suggested a \$200 donation to NACD to show support from Massachusetts. Andrew Mintz made a motion to send \$200 to NACD for our annual membership at 8:08 PM. Liz Austin seconded, and all were in favor.

**Status District Activities:**

Long Range Plan: We will have several copies of the Long-Range Plan to hand out at the Annual Meeting.

Banking: We now have Kathie, Andrew, and Andrea on the Citizens Bank accounts. Kathie is now the administrator on the account and the account is finally working for everyone. Andrea can look at all the accounts and transactions.

**Workshops:**

Ideas for: We will be having a composting workshop hosted by a master gardener from the Massachusetts Master Gardeners Association; Council on Aging in Boxborough will have some participants. Andrew said he can conduct a workshop on how to conduct forest farming early next year in 2024. He will be showing how to grow several species of mushrooms. Andrea suggested that we could have a workshop on forever chemicals, but everyone agreed there is not enough research on the issue. Other ideas were passed around such as how to grow food locally which fits in with the Climate Workshop grant since it would relate to energy reduction. Forest farming, jumping worms, and invasive plant workshops were also mentioned.

**Plant Sale Updates:** We will be skipping the fall plant sale as there is not enough time and people to help create and organize it. We will look to see if we have the funds to hire a plant sale coordinator after the Annual Meeting.

**New Business:** Andrea said that videos take up a lot of space on the drive. The supervisors agreed to getting a hard drive under \$100.00.

Andrew made the motion to adjourn the meeting at 8:39 PM. Liz Austin seconded, and all were in favor.

Minutes noted and respectfully submitted,

Andrea Grossman

District Administrator

**Banking Summary**  
7/1/2021 through 6/30/2022

6/9/2023

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Category	7/1/2021- 6/30/2022
<b>INCOME</b>	
FY 2020 Basic Grant Income	4,550.00
FY 2020 Innovative Grant Income	1,230.80
FY2019 EEA Grant Income	2,375.00
Tree Income	23,697.67
Tree Income - Cash Sale	250.00
Workshop Income	334.42
<b>TOTAL INCOME</b>	<b>32,437.89</b>
<b>EXPENSES</b>	
Uncategorized	0.00
Administration	12,068.85
Awards	30.31
Bulb Expense	0.00
labor	16.00
<b>TOTAL Bulb Expense</b>	<b>16.00</b>
Compost Ex	1,500.00
FY 2021 Basic Grant Income	-2,425.00
FY2019 EEA Grant Expense	150.00
Insurance	862.93
Membership	100.00
Mileage	114.69
Misc Expense	2.89
Office Supplies	31.02
Postage	10.00
Project Management	2,667.95
Tax	
Tax Prep	30.93
<b>TOTAL Tax</b>	<b>30.93</b>
Tree Expense	2,295.00
inventory	10,733.82
Printing	1,037.97
rent	1,000.00
Tree Expense - Inventory	1,496.98
Tree Expense - Labor	5,028.71
Tree Expense - Supplies	631.78
<b>TOTAL Tree Expense</b>	<b>22,224.26</b>
Tree Expense -Postage	212.70
Virtual Meeting Software	159.27
Web Expense	3,690.00
Bulk Mail	75.00
Domain	12.00
MCD Google workspace	46.44
<b>TOTAL Web Expense</b>	<b>3,823.44</b>
Workshop Ex	768.72
<b>TOTAL EXPENSES</b>	<b>42,348.96</b>
<b>OVERALL TOTAL</b>	<b>-9,911.07</b>