

Board of Supervisors
FINAL Meeting Minutes

May 1, 2023

Supervisors: Julie Weiss, Liz Austin, Kathie Becker. Also present was Andrea Grossman, the District Administrator.

Partners: Bob Purcell

Volunteers: Liz McGuire, Dick Gelpke

Guests: Margaret Delano and Amelia Bronder-Giroux

Quorum: Chairman Kathie confirmed there was a quorum and opened the meeting at 7:13 PM.

Everyone stated who they were, their qualifications, and if they were a part of the Middlesex Conservation District (MCD).

Minutes: Liz Austin motioned to approve the minutes from the March Board meeting; Julie seconded this motion, and all were in favor. Andrea will download the minutes, create the hyperlinks to the associated documents, and upload them to the MCD website.

Treasurer's Report: Kathie stated that we have FY2021 reports but need work on the FY2022 report. We can get the reports, and FY2021 was in good shape. Andrea displayed the banking reports to everyone at the meeting. She will contact Andrew Mintz again to view online banking. Andrea will email the FY2021 banking summary to everyone who attended the meeting.

June BOS meeting Date: The June Board of Supervisors (BOS) meeting was changed to June 12th due to a holiday (U.S. National Loving Day).

Annual Meeting: Kathie stated that the Annual Meeting must be published in two places, ten days in advance. Andrea will look at The Lowell Sun and MetroWest Daily News for publications. The Annual Meeting will be held on July 17th, possibly at Kimball Farm. We will have a small 75th-anniversary presentation at the meeting and a longer one to view on the MCD website. Andrea will update David Williams on our past discussions. She will meet with the 75th-anniversary committee in the coming weeks and send Amelia and Margaret the 75th Anniversary presentation.

District Conservationist Report: The Natural Resources Conservation Service (NRCS) has a mandatory annual checklist for the Civil Rights Responsibilities for Partners. The list goes over the civil rights responsibilities NRCS has for board members. Bob wants to bring the checklist to the Annual Meeting for supervisors to sign. Bob has been working with Shaw Farm to update their manure storage since the barn collapsed. He stated that NRCS had changed the ranking deadline for their second round of funding to June 2nd for some staff training towards planner certification. Bob finished his Emergency Conservation Program (ECP) visits. The pathways intern, Michael Grega, is starting in three weeks. Two volunteers signed up to help NRCS and will be starting in June. He must also submit a form for Andrea to access the NRCS laptop. NRCS is also finishing their selections and obligating their contracts from February, which will be done by mid-May.

Grant Spending: There has been no new information regarding the FY 2024 grants. Andrea called Meghan Siudzinski and talked about grant topics and reimbursements. She will also meet with Michael Leff tomorrow to talk about them. She contacted Tom about the grant status and is awaiting an answer.

Status Banking Activities:

Banking: Kathie is investigating whether we can be a client of Middlesex Savings Bank. There could be an issue about our status as a not-for-profit versus a non-profit organization with the bank. We are figuring out what forms we need and where they may be.

Long Range Plan: Kathie stated that the document must be collated.

Workshops:

Compost Tour and Workshop: Andrea discussed what she had so far for her Compost Tour Plan, including her proposal and a form she created. Bob suggested having the compost tour after June 30th. Bob said he has an employee, Maggie Hayes, who went through compost training and would be a great addition to the attend and speak at the tour.

Library Partnerships: Meghan Siudzinski and Andrea discussed how to start library partnerships. Kathie said we need to figure out what topics to cover first since we need to ensure they are covered by whatever innovation grant(s) we have.

Website Accessibility - Section 508: Andrea discussed how government websites and other media must be accessible to people with disabilities. She wanted to ensure that the MCD website has that functionality and if we need to update it. Julie stated that Andrea should ask Michael Leff and see if other websites are doing it since we spend time and effort on it. Bob also told Andrea she could email him so Lisa Greenwood could see if our website is 508 compliant.

Social Media Update: Andrea updated everyone about the new MCD Instagram page.

Plant Sale Updates:

Complaint Issue: Andrea received a complaint from a subscriber that someone from MCD had used their email to send them events. Andrea and Kathie investigated the issue and found that Carolyn Wirth was the one who had done this accidentally. Carolyn will no longer share the subscriber emails. Andrea will update the subscriber to tell them what happened.

Fall Plant Sale: Kathie and Andrea have been discussing selling native plants only at our plant sales. We will likely sell five to ten types of straight plant species (non-hybridized) for the fall plant sale and will be selling seeds and possibly garlic bulbs. Liz Austin and Amelia are willing to help with the plant sales. Everyone discussed where we would hold a physical plant sale for the garlic and a pickup/mail for the native plant seeds. Andrea will ask Grisha Maziya if we can have the plant sale at his farm.

Email Subscribers: Kathie stated that we do not use the plant sale subscribers for other emails. We may try to see if we want to make a separate subscriber list for workshops and other events.

New Business: There was no new business to share.

The Compost Workshop will be on May 15th at the Holliston Community Farm. Two people have registered. The Massachusetts Envirothon will occur on May 25th. Andrea will email them to determine if she can volunteer.

Liz Austin made the motion to adjourn the meeting at 9:02 PM. Kathie seconded, and all were in favor.

Minutes noted and respectfully submitted,

Andrea Grossman

District Administrator

3/22/2023

Banking Summary
7/1/2020 through 6/30/2021

FY 2021

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Category	7/1/2020- 6/30/2021
INCOME	
Uncategorized	27.10
Bulb Income	14,410.00
FY 2020 Basic Grant Income	2,450.00
FY 2020 Innovative Grant Income	953.00
FY2019 EEA Grant Income	2,475.00
Tree Income	42,070.00
Tree Income - Cash Sale	2,152.00
TOTAL INCOME	64,537.10
EXPENSES	
Uncategorized	0.00
Administration	13,719.00
Awards	49.99
Bulb Expense	1,282.00
Bulb Expense - Inventory	5,437.76
Bulb Expense - Mail House	362.50
Bulb Expense - Postage	99.00
Bulb Expense - Printing	509.50
Bulb Expense - Refund	15.00
Bulb Expense-site Rental	295.00
Cards And Gifts	17.44
Equipment Exp	726.57
FY2019 EEA Grant Expense	1,281.25
Insurance	709.00
Membership	170.00
Mileage	154.48
Office Supplies	193.19
Postage	73.98
Project Management	1,315.25
Tax	
Tax Prep	45.18
TOTAL Tax	45.18
Tree Expense	2,605.12
inventory	15,180.68
Postage	245.20
rent	1,000.00
Tree Expense - Inventory	3,748.74
Tree Expense - Labor	4,605.50
TOTAL Tree Expense	27,385.24
Virtual Meeting Software	240.13
Web Expense	165.00
Workshop Ex	260.00
TOTAL EXPENSES	54,486.46
TRANSFERS	
FROM Checking	100.00
TO Erosion and Sediment Control Ch...	-100.00
TOTAL TRANSFERS	0.00

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Banking Summary

7/1/2020 through 6/30/2021

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Category	7/1/2020- 6/30/2021
OVERALL TOTAL	10,050.64