

**Board of Supervisors
FINAL Meeting Minutes
Meeting Located at 319 Littleton Road Westford, MA 01886
2nd Floor Conference Room & Zoom
August 28, 2023**

Supervisors: Andrew Sammarco, Liz Austin, Kathie Becker, Amelia Bronder-Giroux, Miryam Becker, and Margaret Delano. Also present was Andrea Grossman, the District Administrator.
Partners: Bob Purcell
Volunteers: Dick Gelpke, Dave Williams, Liz McGuire.

Quorum: Chairman Kathie confirmed there was a quorum and opened the meeting at 7:05 PM.

Approval of Previous Minutes: Andrew made a motion to approve the May, June, and July minutes as amended. Liz Austin seconded and the motion and all were in favor.

Status of Financial Reviews: Kathie and Andrea have been talking with the Certified Public Accountant (CPA) and the reconciled statements from the bank accounts. There was no check with the agreement. Kathie introduced Andrea to the CPA and figured out what Andrea needed to give to them and what they needed for a check. Karen, from the CPA office, will get back to Andrea about when the financial review will be finished.

FY 2022 and FY 2023: Andrea has been working with Claire and Karen from the CPA office. Claire told Andrea to reconcile the Quicken checking account. Andrea reconciled Quicken and found some issues, however they were from fiscal year (FY) 2023. Tom Anderson wanted the reviews by July, but he talked to the state and said it just needs to be done as soon as possible. We need to be squared away for 2022 and for 2023 as well.

District Conservationist Report: Natural Resources Conservation Service went on a congressional tour with Jim McGovern to tour farms in Middlesex County. Bob also talked about how else NRCS has helped farms in Middlesex County He also said the Civil Rights and Responsibilities Checklist needs to be signed.

September BOS meeting Date: Yom Kippur is on the 25th and Andrew has something on the 18th. We will be meeting September 11, 2023.

State Training for Supervisors:

Open Meeting Law: New supervisors need to get the Open Meeting Law materials and will complete the State's Conflict of Interest training on the state website. Andrea can make sure everyone has reviewed the Open Meeting Law materials and have acknowledgement sheets printed up. Andrew will call the state ethics commission to get an access panel to see that all new supervisors have completed it.

Civil Rights and Responsibilities Checklist: Everyone, except Margaret, told Andrea they read the checklist. Liz Austin made a motion to approve the civil rights and responsibilities checklist and will authorize Kathie to sign it for everyone. Andrew seconded the motion, and all were in favor.

Supervisor Positions:

Treasurer Needed: The board will be voting on supervisor positions at the September meeting. The following positions are chair, vice chair, treasurer, assistant treasurer, and clerk. We will vote on the positions again in January after our December Annual Meeting. The board agrees to make Kathie, Liz Austin, and Andrew the working group to talk about job duties of the treasurer and co-chair. Andrew has support from the board to talk to the CPA.

Board Expectations for Meeting Minutes: Andrea has been taking a while to complete the minutes. Miri will be taking the minutes in the September meeting. If Miri isn't available, then Andrea will take the minutes. We will be adding the location of the meeting to the meeting minute and attach documents to the minutes as extra pages.

Status of District Activities/ Treasurer's report

Banking: Andrea will be checking where the E&S Program money went to. The Advantage account is the savings account. Kathie mentioned several expenses such as administration. She wanted to switch the bank accounts to Middlesex Savings Bank, but for now we will be staying with Citizens Bank. We have Vision Payroll as our payroll company. Andrew Mintz will need to come with us to the bank so we can add the new treasurer to the accounts. The treasurer's report was not accepted.

FY 2024 Basic Grant: Andrea sent in the FY 24 basic grant on August 24. We have the request for reimbursement form from Fiscal Year 2023.

Plant Sale Discussion: Kathie will be collecting milkweed seeds. We will be having a limited fall plant sale to start selling natives. We can contact our plant sale customers and tell them about our plans for native plant sales and ask if they are interested in being notified about workshops. We will also ask UMass Extension if any plant diseases have been going around before we sell the milkweeds. The milkweed sale will be a donation to the Middlesex Conservation District.

SuAsCo CISMA (Cooperative Invasive Species Management Area): MCD is looking to sign an agreement with SuAsCo CISMA. We used to be a part of the organization and many others have signed on to the agreement. The board will vote to be a part of CISMA at our next meeting and Andrea will circulate the agreement to all board members.

Mission Statement Regarding Climate Change: The board will be making a short mission statement regarding what the district is doing to protect against climate change. Liz and Andrew will draft the statement. Andrea will send the Long-Range Plan and Dick's presentation to everyone.

Workshop Ideas: We need to get existing infrastructure, garden clubs, MFBB, SVT. Piggyback with Sudbury Valley Trustees and talk to their administrator.

Next Workshop Date and Topic:

Social Media and Website Updates: Andrea now has access to the MCD Facebook account. She has also added numerous links to the Resource page under "Learn".

Other Topics:

August 21 minutes: Liz sent the minutes for last week's meeting. We will be voting on them in September.

Annual Meeting: We will be having our FY 2023 Annual Meeting in December and if we have a presentation, we can do it at the Boxborough library. We will be looking into who can give a presentation at the Annual Meeting by the next meeting.

Computer support: Kathie told everyone that Gini Stewart was frustrated with not being a part of the decision-making process for the online plant purchase programming. The chair also discussed using Amazon to promote products to get a portion of the sales. The board needs to know how we will set up the plant sales online before contacting Scott Lewis.

Executive Session: With accordance to the open meeting law, G.L. c. 30A, § 21, the board and district administrator went into executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Liz Austin made the motion to adjourn the meeting at 9:16 PM. Andrew Sammarco seconded, and all were in favor.

Minutes noted and respectfully submitted,

Andrea Grossman

District Administrator