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**Middlesex Conservation District**

319 Littleton Road, Suite 205  
Westford, MA 01886  
(978) 303-8272

**FINAL Board of Supervisors Monthly Meeting Minutes  
Hybrid Meeting in 2nd Floor Conference Room at  
319 Littleton Road, Westford, MA 01886 and Zoom  
September 11, 2023  
7:00 P.M.**

Supervisors present: Andrew Sammarco, Liz Austin, Miri Becker, Kathie Becker

Supervisors not present: Amelia Bronder-Giroux, Margaret Delano

Others present: Andrea Grossman, the District Administrator.

Quorum: Kathie Becker, Chair, established quorum. Meeting started at 7:02 PM.

Approval of Previous Minutes from August 21st and 28<sup>th</sup>

- 21<sup>st</sup>:
  - Liz made a motion to approve the minutes as amended. Andrew seconded. All approved.
- 28<sup>th</sup>:
  - Discussion about the wording of the Treasurer Needed section to be more clear.
  - Liz made a motion to approve the minutes as amended. Miri seconded. All approved.

District Conservationist Report from Bob Purcell

- Bob Purcell was not present.

Status of Financial Reviews FY 2022

- Andrea talked with Claire Gaipo from the CPA office. They must get tax documents taken care of (by Sept 15) before they can focus on our financial review & reconciliation. Our reconciliations are from fiscal year 2023, not 2022, so they're not the priority.

Setting up Working Groups

- Finance Working Group:
  - Helping Andrea with the CPA discussions, navigating banking issues
  - Suggested Supervisors: Kathie, Liz and Andrew
- Staffing Working Group:
  - After finances are settled, we can look at finances for hiring more staff. Potential role of Outreach Coordinator, plant sale coordinator, grant



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acquisitions. This working group would look at role descriptions, work-place policies, establishing temporary positions as needed.

- Suggested Supervisors: Kathie, Liz and Margaret if she would like to help (will ask). Voting on Kathie and Liz tonight.
- Plant Sale & Education Subcommittee:
  - Spend time organizing details of events and workshops. Determine details of the plant sale and how plant sales might be coordinated with relevant workshops. Contact potential speakers and workshop leaders.
  - Suggested Supervisors: Miri and Andrew
- Voting on all working groups: Kathie motioned a vote, Liz seconded, all approved.
- Later in the meeting added suggested Media Content Working Group:
  - Website
  - Affiliate marketing through Amazon Link
  - Social media
  - Suggested Supervisors: Miri and Liz
  - Voting: Andrew motioned a vote. Kathie seconded. All approved.

### Status on Training for Supervisors

- Supervisor training, 4 modules and test. Send completed test to Michael Leff [mleffmacd@gmail.com](mailto:mleffmacd@gmail.com). Follow link in email from Andrea.
- Conflict of Interest training on-line. Certificate on completion. We should have access soon.
- Open Meeting Law training available on the AG website, follow link in email from Andrea.

### Voting on Supervisor Positions

- Chair, Vice Chair, Treasurer, Assistant Treasurer, Clerk
- Only 4 Supervisors present so Liz offered to cover 2 positions if needed.
- Nominations: Kathie Becker as chair, Liz Austin as vice chair, Miri Becker as Clerk, Andrew Sammarco as Assistant Treasurer. Treasurer position will be discussed in working group
- Miri motioned to vote on positions as nominated. Liz seconded. All approve.

### FY 23 Annual Meeting

- Date: December 4th, 2023, 6 pm
- Dinner options - finger food, depending on what the library will allow & finances.



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- Venue option: Reuben Hoar Library in Littleton. Andrew will check dates.
- Presenters: Andrea talked to several people from SVT (Sudbury Valley Trustees) about bringing in a presenter, specifically on invasive species and what we can all do to help prevent spread. Looking for something motivational or an insight on agriculture, conservation, climate change. Potential orgs: NOAA, NOFA.
- Plant Sale & Education working group will look into speakers.

### Treasurer's Report - see document linked

- What is a reconciliation expense? When you do the reconciliation expense report from the last year it brings up all the transactions from after the last reconciliation. Have to look at all the transactions and look at all the bank account statements to figure out what happened in the Quicken report vs the bank account statements.
- Andrea resolved the issues, but it affected the summary reports in Quicken. Needs to be fixed in Quicken. Finance working group will help to make it clear and prevent further confusion.
- Part-time book-keeper position potentially in the future. Liz offered to help with basic reconciliation work in the meantime.

### Plant Sale Discussion

- Kathie's Milkweed seeds are not doing well this year so they will not be ready to be sold
- Want to contact previous customers to let them know we're working on things and focusing on climate change as it impacts conservation. Ask them if they want to join our newsletter. PS&E working group will help draft the email.
- Ask for feedback and what they would like to see more of at bottom of letter
- Want to do plant sales that relate to workshops:
  - Xeriscaping
  - Natives for pollinators
  - Small-space farming/urban farming → microgreens, soil, pots
    - Potentially speaker from Regional Environmental Council of Worcester or someone from Boston
  - Drip irrigation
  - Root bags

### Amazon Smile

- Amazon Smile was discontinued in February 2023. Need to find a different income opportunity. Potentially selling things on the MCD Website. Would require storage, packaging, mailing, etc.
- Amazon Link is like a partnership with Amazon - affiliate links. Would not require



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storage, etc.

**Sudbury Valley Trustees Partnership with Workshops**

- Andrea talked to Dana from SVT about Workshops that focus on climate change as it relates to conservation. Waiting to hear back. Currently we don't have a Memorandum of Understanding (MoU) with them. Do we need one?
  - Don't need a formal agreement with them to work with them but could be great to partner with them generally.
- Oliva Schrantz, soil conservationist from the Westford NRCS office could speak on soil types using a rainfall simulator, soil health, etc.
- County committees like Urban Farmer and New Entry
- Maddy from the Holden NRCS office does soil presentations too.

**Other Topics**

- Supervisor Amelia Bronder-Giroux sent in her resignation from the MCD Board on 9/11/2023.
- Add Administrator report and staff updates to the beginning of the meeting.
- What does the public want from us?
  - Kathie has a list from a 2011 workshop series that gathered input from many different stakeholders.
  - Hired Outreach coordinator in 2017 who talked to many people about their needs in a city like healthy soil, education, access to plants, etc.
  - Need to talk to individual landowners to find out their needs
- SuAsCo-CISMA - we are already Principal Partners so no need to vote on joining. Need to update our contact email, etc. We need to determine a contact person and reiterate that we want to be involved with them. Maybe they can list our workshops on their newsletters?
- Liz and Andrew will revisit our statement on how we are addressing climate change.

Liz Austin motions to end the meeting at 8:53 PM. Andrew Sammarco seconds. All approve.

**Important Dates:**

Next Board of Supervisors meeting: October 16, 2023, at 7:00 PM

Meeting Minutes drafted and submitted by Miri Becker

Checking Summary for August 2023 - Aug 2023  
8/1/2023 through 8/31/2023

10/16/2023

Category	8/1/2023- 8/31/2023
<b>INCOME</b>	
FY 2020 Innovative Grant Income	6,222.55
FY 2022 EEA Grant Income	3,192.39
<b>TOTAL INCOME</b>	<b>9,414.94</b>
<b>EXPENSES</b>	
Administration	2,912.64
Mileage	159.88
Postage	26.40
Web Expense	
Bulk Mail	20.60
MCD Google workspace	12.75
TOTAL Web Expense	33.35
Workshop Ex	
FY 2021 Innovation Grant	125.00
TOTAL Workshop Ex	125.00
<b>TOTAL EXPENSES</b>	<b>3,257.27</b>
<b>OVERALL TOTAL</b>	<b>6,157.67</b>

Account Balances as of August 31 2023 - As of 8/31/2023

10/16/2023

Account	8/31/2023 Balance
<b>Bank Accounts</b>	
Checkings	55,511.70
Savings	10,722.12
<b>TOTAL Bank Accounts</b>	<b>66,233.82</b>
<b>OVERALL TOTAL</b>	<b>66,233.82</b>

# Checking Transaction Report for August 2023 - Aug 2023

8/1/2023 through 8/31/2023

10/16/2023

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
<b>BALANCE 7/31/2023</b>									
8/1/2023	Checkings	EFT	Commonwealth of Massachusetts Grants	refund grant expen...	FY 2022 EEA Grant Income			R	49,354.03
8/1/2023	Checkings	8495	Andrea Grossman		Mileage			R	3,192.39
8/4/2023	Checkings	EFT	Commonwealth of Massachusetts Grants	refund grant expen...	FY 2020 Innovative Grant Income			R	-159.88
8/4/2023	Checkings	EFT	Andrea Grossman		Administration			R	1,608.82
8/7/2023	Checkings	EFT	Google Apps		Web Expense:MCD Google works...			R	-953.66
8/7/2023	Checkings	EFT	Market Basket		Postage			R	-12.75
8/14/2...	Checkings	EFT	Commonwealth of Massachusetts Grants	refund grant expen...	FY 2020 Innovative Grant Income			R	4,613.73
8/17/2...	Checkings	EFT	Andrea Grossman		Administration			R	-961.66
8/21/2...	Checkings	8492	Massachusetts Master Gardener Associati...	Compopst Worksh...	Workshop Ex:FY 2021 Innovation ...			R	-125.00
8/23/2...	Checkings	EFT	Mailpoet		Web Expense:Bulk Mail			R	-20.00
8/23/2...	Checkings	EFT	Mailpoet		Web Expense:Bulk Mail			R	-0.60
8/31/2...	Checkings	EFT	Andrea Grossman		Administration			R	-997.32
<b>8/1/2023 - 8/31/2023</b>									
<b>BALANCE 8/31/2023</b>									
									<b>55,511.70</b>
<b>TOTAL INFLOWS</b>									<b>9,414.94</b>
<b>TOTAL OUTFLOWS</b>									<b>-3,257.27</b>
<b>NET TOTAL</b>									<b>6,157.67</b>