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**Middlesex Conservation District**

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

**Board of Supervisors Monthly Meeting Minutes  
Hybrid Meeting in 2nd Floor Conference Room at  
319 Littleton Road, Westford, MA 01886 and Zoom  
July 22, 2024 7:00 PM**

Supervisors Present: Kathie Becker, Margaret Delano, Liz Austin, Miri Becker

Others present: Bob Purcell

Chair called meeting to order at 7:02 PM

Approval of Previous Minutes

- March 11, 2024, April 29, 2024, May 13, 2024 - Kathie Becker suggests adding the plant sale reports to the May minutes. Liz Austin motions to accept these minutes. Margaret Delano seconds. All approve.
- February 26, 2024 & June 10, 2024 - will be reviewed at the next meeting.

District Administrator Report

- Quarterly report sent to Tom on July 5th
- We have used all climate grant money from FY 2023
- Have basic grant money available. \$1,000 was spent in FY 2024 and we have \$12,000 in FY 2025. Can request to get more for FY26.
- Gini Stewart was the plant sale assistant previously, but she is not available to help us this year.
- Healthy soils: we used \$500 in FY24, we have \$11,450 for FY25, have \$8,050 for FY26
- Storage issue on Shared Drive, will need to get a hard drive to store videos, etc.

District Conservationist Report - Bob Purcell

- Had job opening to fill Planner positions in both Holden and Westford offices. Have a panel of Veterans to consider. Will be setting up interviews this week.
- Going to NH on Wednesday and Thursday this week for a meeting of all the DCs in NE to go over Inflation Reduction Act (IRA) funding and approaches. Discussed similarities/differences in how practices are utilized in all the states to try to use as much of the funds as possible. MA did not use all the funds available to us so they discussed how we might improve.

- Had our round 3 applications selections last week. Two applications were selected for funding in Middlesex County. One was in the Unkety Brook watershed which is a priority watershed area in MA. We submitted almost 10 applications, but they just didn't rank high enough with the limited funding available.
- NRCS ran out of EQIP money (\$5.5 million) funding projects.
- IRA money helped us almost double the amount of money that the state has given out.
- We have a lot of applications that were not selected so those will be deferred to the next fiscal year.
- The two Pathways student interns have been awesome. Eager to learn, ambitious and great to work with. Both interested in becoming Planners after graduation.
- NACD is having their conference in early August - they will be doing 3 Urban farm tours. Many high-ranking NRCS officials will be in attendance.
- FSA had a trainee for the County Executive Director, but that person did not complete the training so they will be stepping down. Amanda will be covering Westford until they can post a job for a CED.

### Treasurer's Reports

- June Treasurer Report
- We will be getting reimbursements (income) ~\$6,700 from our grants.
- Miri Becker motions to accept the report. Liz Austin seconds. All approve.

### Current and Future Grants Discussion

#### Healthy Soils Challenge Grant

- Updates and Planning - Andrea created a timeline, open to updates.
- Equipment and Supplies - Andrea sent a Google doc to the Supervisors to review.
- Landscape Assistant Job Description - Andrea started a job description, Supervisors need to finalize the description and decide when to post it.
- Timeline needs to be updated/finalized.

#### FY 2025 Basic and Innovation Grants

- Need to meet to discuss the budgets for these grants. Have not received RFR from Tom but we can begin to work on them. We should split up the sections to distribute the workload.

### Board Votes on Money Spent on:

- Farrington Nature Linc Insurance
  - Andrea added Farrington to our insurance so that we can get proof of insurance for them. No extra cost.
- Farrington Nature Linc \$500 Deposit. Deposit will be returned upon no damage to

property at the end of the sale.

### Updates on Job Descriptions

#### Job Descriptions

- Persons Interested - Breonna Fink reached out to us through our website. She is looking for a full-time position. Andrea told her about our potential upcoming positions.
- Kathie and Margaret will get together to discuss what we want the structure of our staff to be.

### Plant Sale

- Fall Plant Sale List - sent to Supervisors.
  - Spent \$2,654 at Pinelands Nursery
  - Spent \$636.50 at Weston Nurseries
  - Spent \$53.04 on supplies (seed packages and scale)
- Bulb Pricing - keep the same
- Advertising - yard signs, fliers, other suggestions welcome.
  - Cash sale is first comes, first served.
- Timing: Friday 9/13 4-6 PM, Saturday 9/14 9 AM-1 PM.
- Andrea would like help to mail out fliers to people and to place them around the area.

### Workshops

Andrea has started drafting a Schedule of Programs for FY 2025. She has been in contact with several people about potential workshops for this year.

### NACD Conference

- Can use up to \$2,500 for Reimbursement for Travel and Expenses from Soil Health grant
- Do not need to register if only going to Sunday's event but do need to register if we are going to the other days of the event.

### Status Training for Supervisors

- No update

### Other Topics

- Website. One of Kathie's friends will help us get organized and understand the capabilities of the website to simplify reporting of plant sale info.
- Offering Andrea a raise - discussion regarding \$1 or \$2/hr raise.
  - Miri Becker motions to approve a \$2/hr raise. Liz Austin seconds. All approve.
- Kathie has spoken to payroll about what hiring a second person would look like. Seems like it should be quite easy. We can track how many hours go toward which grant.

- Andrea does keep track of her work - what hours go for which grants

**Important Dates:**

NACD Conference in Boston on August 11, 2024, at the Renaissance Boston Waterfront Hotel  
(Address: 606 Congress Street, Boston, MA 02210)

- 9:00 AM EDT - NACD Regional Meeting - Northeast
- Agenda available here: <https://www.nacdnet.org/2024-summer-meeting-agenda/>

Motion to adjourn the meeting by Liz Austin. Margaret Delano seconds. All approve. Meeting adjourned at 8:35 PM