

**Berkshire Conservation District  
Meeting Minutes for Supervisor Meeting  
Wednesday, October 4, 2023  
Starting at 5:30 pm**

**This meeting was held via webinar.**

1. Call to Order and Determination of Quorum  
Adam called the meeting to order at 5:36pm and there was a quorum.  
Present: Supervisors: Adam Galambos (Chair), Ron Kujawski (Vice Chair), David Ellis (Treasurer), Donna Kittredge (Secretary), Ned Kirchner, Ambrose Clausen (Healthy Soil/No-Till Coordinator), Cynthia Grippaldi (Program Administrator), Lynn Browne, Sylvia Muniz Gaya and Austin Miles (MACD)
2. Public Comment Period  
No members of the public were present.
3. Report from NRCS Representative  
Sylvia Muniz Gaya spoke about some of the contracts, and she sent a report with acronyms spelled out.
4. Lynn Browne introduced herself. She has been retired for about a year and her career has been predominantly in non-profit accounting. She wants to continue working a few hours a week as a bookkeeper and expressed interest in working for us. She and her husband enjoy hiking, biking and music. Ned asked about software programs and Lynn said that her experience with QuickBooks would work well for our needs.
5. Austin Miles from MACD – 2023 Statewide Local Working Group  
Austin presented the results of the Statewide Local Working Group. All Conservation Districts received a copy of the report. The statewide meeting included 39 participants organized by region. Statewide concerns were plant pest pressure, plant health, and human considerations like access to land and small-scale parcel obstacles.
6. Secretary's Report – Submitted by Donna Kittredge  
Review and approval of August 2 and September 6, 2023
  - The recording of the Meeting Minutes from the August meeting was lost due to technical difficulties. Everyone will send their notes to Donna who will put together ad hoc August Meeting Minutes. Adam made a motion to postpone voting on the August 2 Meeting Minutes, seconded by Ned. There was a roll call, with all in favor.
  - Adam made a motion to accept the September 6, 2023 meeting minutes, seconded by Ron. There was a roll call, with all in favor.
7. Treasurer's Report – Submitted by David Ellis  
Review and approval of August 2 and September 6 Treasurer's Report  
David said August is all set now. Ned made a motion to accept the August and September 2023 Treasurer's Reports, seconded by Ron. There was a roll call vote, and all were in favor.

8. Program Status/Actions

Fall 2023 Plant Sale – Lou Kratt

- Lou sent everyone an outline for future plant sales starting in January through to Plant Sale. We made a profit of approximately \$4,700. Amy and New England Wetlands will be on board for the 2024 Plant Sale. Adam added that our website integration with Shopify does a good job at everything and can also process payments. Cynthia has access to the google slides for all the plants and can be edited the way we want. There was only one order that didn't show up in PayPal, but the customer had a receipt. Cynthia, Adam and all thanked Lou for all she did and for helping us reestablish our relationship with the community. David contacted BEAT about leftover plants, but they don't need them. He will heel them in and see what they look like in the spring. Ned suggested selling them at our next Plant Sale.

Healthy Soil/No-Till Program – Ambrose

- Reporting of the past month — we have logged in 291 acres as of today which is close to the 2021 numbers.
- Rental activity going forward — there are 3 renters waiting for field conditions to dry up. They will be doing cover crops which will be the first cover crops done with our seeder. Mike is looking for another person who can potentially transport the drill. Ambrose spoke with Adam and Cynthia and is looking at some other ways to advise folks as to what their resources are. Ambrose has 6 people signed up for spring 2024. He is thinking about creating a spring 2024 event on soil health.

9. District Administrator Updates

Cynthia will be working on the quarterly report for EEA. There is a new person in the NRCS office hired by MACD.

10. New Business/Actions

-Annual Meeting will be held on November 9@ 5:00pm. It will be held via Zoom. We will officially be voting Dan Harris in. Some supervisors are up for re-election.

- Guest speaker — Adam mentioned there is a stipend for a speaker. The deadline to suggest speakers is no later than October 8<sup>th</sup>. David asked if Dan might do a presentation on biochar. David suggested Lucas Savoy from Portland, ME, Women on the Land or Westfield Wild and Scenic.

- Migration to QuickBooks Online — Adam signed up for a trial and he proposed that we continue our subscription to QuickBooks online but be subject to the opinion of the new bookkeeper, seconded by David. There was a roll call, and all were in favor.

11. Old Business

There was no new business to discuss.

12. Supervisor/Staff Comments and/or Announcements

There were no additional comments or announcements.

13. Adjournment of regular meeting  
Adam moved to adjourn the regular meeting and move to Executive Session, seconded by David. There was a roll call, and all were in favor.
14. Executive Session - Vote on hiring Lynn Browne as the District Bookkeeper.  
We went into Executive Session to discuss hiring a bookkeeper.
15. Adjournment  
Adam made a motion to adjourn the meeting at 7:36pm, seconded by David. There was a roll call, and all were in favor.