

**Berkshire Conservation District Meeting Minutes for
December 6, 2023, 5:30pm**

The Berkshire Conservation District convened through Zoom. The general public were welcomed to join and make a comment during the public comment period.

1. Call to order and Determination of Quorum - Adam Galambos

Adam called the meeting to order at 5:41pm and there was a quorum.

Present: Supervisors: Adam Galambos (Chair), Ron Kujawski (Vice Chair), David Ellis (Treasurer), Donna Kittredge (Secretary), Dan Harris, Ned Kirchner, Ambrose Clausen (Healthy Soil/No-Till Coordinator), Cynthia Grippaldi (Program Administrator), Lynn Browne (Bookkeeper)

2. Public Comment Period

No members of the public were present.

3. Report from NRCS Representative

Sylvia was unable to attend the meeting but sent a report to us. Ron said we need to be kept up on what kinds of things NRCS funds.

4. District Administrator Updates

- MACD annual meeting — Cynthia reported that the meeting was well-attended. There was discussion about Environthon with this year's topic of renewable energy. Austin talked about the statewide working group. Michael Leff said there's a healthy group of people asking good questions with productive conversations. Every active district had a representative at the meeting. The role that MACD is playing with these grant dispersals is a big one and there is a voice we have that can affect the dispersal of those funds. Other items for the spring Statewide Local Working group, next round we need to provide specific natural resources/issues in our county. Cynthia shared our Annual Report. Each of the Districts need to have a member on the MACD board. Ron made a motion to accept Adam as a member of the Board of Directors of MACD for a period of 6 months, seconded by Ned. Adam asked if any other board members were interested in serving. Hearing no other nominations, there was a roll call, and all were in favor.

5. Secretary's Report – Submitted by Donna Kittredge

- Review and approval of August 2023 Meeting Minutes
Ned moved to accept the August 2023 minutes, seconded by Ron. There was a roll call, and all were in favor.
- Review and approval of October 2023 Meeting Minutes — Ned made a motion to accept the October 2023 Meeting Minutes, seconded by Ron. There was a roll call, and all were in favor.

6. Treasurer's Report – Submitted by David Ellis

- Review and approval of Treasurer's Report — See the October and November Treasurer's Reports. We need to have a budget meeting to prioritize the grants and discuss the new

software. Ned made a motion to accept the October and November Treasurer's Reports, seconded by Ron. There was a roll call, and all were in favor.

- Status of audit — Lynn will let us know what is needed. We need to get a letter of engagement from the audit agency and our District before we exchange any documents.

7. Program Status

No-Till/Healthy Soils Program - Ambrose Clausen

Ambrose attended the American Farmland Trust event and there was a panel of 6 presenters and a lawyer. He connected with Jamie Pottern of AFT to coordinate events. We could overlap and coordinate to get more people attending the events. Ambrose wants to focus on following up with each of the renters from this year. Ambrose said farmers say they need more support from NRCS. Ned recommenced when Ambrose coordinates events to cc Sylvia.

8. New Business

- Payroll options — Lynn looked at the cost of our current payroll and she checked the cost with another company, then she figured we could do it on QuickBooks since we have so few W2s. For 2023, there are just a couple of 1099s. Ned wants to be sure we have something in place so the audit has the right paper trail. She's getting new W4s and Adam will approve Lynn's hours before they are recorded into QuickBooks.
- Ambrose's 2024 contract — Ambrose's contract ends at the end of 2023. Ron made a motion to extend Ambrose's contract beyond 2023 for one month into January 31, 2024 and that it may be changed in January, seconded by David. There was a roll call, and all were in favor.
- Schedule Biochar tutorial for Supervisors — Dan said January would give him enough time to produce an introduction for us. We need to schedule speakers and hands on workshops. Also speakers on soil amendments and composting. We have not received any word back from our RFP for 2024 from July '23 to June of '24. Tom reassured us they are working on them.

9. Supervisor/Staff Comments and/or Announcements

- Adam would like to get together before the holidays to plan for the next year. It will be an open meeting with the public invited via Zoom.
- At the end of David's term, he will be leaving us. January is the time we need to discuss chair positions.

10. Adjournment

Ned made a motion to end the meeting at 7:25pm. Seconded by David. There was a roll call, and all were in favor.