

Berkshire Conservation District
78 Center St. Suite 102, Pittsfield, MA 01201
(413) 443-1776 x102
admin@berkshireconservation.org
www.berkshireconservation.org

BCD Supervisor Meeting Minutes
Tuesday, March 3, 2026 starting at 4:00pm

The Berkshire Conservation District convened a Supervisors Meeting. Members of the public were invited to attend via Zoom and were welcome to speak during the public comment period.

1. 4:00 Call to Order and Determination of Quorum - Max Prum, Chair
Present: Max Prum (Chair); Donna Kittredge (Secretary); Ron Kujawski; Ned Kirchner; Lynn Browne (Treasurer); Cynthia Grippaldi (District Administrator); Ambrose Clausen (No-till Manager); Sylvia Muniz-Gaya (NRCS)
Roll-call was taken. There was a quorum and Max convened the meeting at 4:04pm.
2. 4:05 Public Comment Period
There were no members of the public present.
3. 4:10 Report from NRCS Representative – Sylvia Muniz-Gaya, NRCS District Conservationist
a. Update on NRCS office staffing – Kaleigh is out of the office this week.
b. NRCS Practices and Activity status update – Applications that were deferred in 2025 are being ranked now.
4. 4:20 Secretary's Report – Submitted by Donna Kittredge, Secretary
a. Review and approval of the January 2026 Meeting Minutes –
Ron made a motion to accept the January 2026 Meeting Minutes, seconded by Ned. There was a roll call and all were in favor, except Ned who was not present at the February meeting.
5. 4:25 Treasurer's Report – Submitted by Lynn Browne, Bookkeeper
a. Review and approval of Treasurer's Report – Ron made a motion to accept the Treasurer's report, seconded by Donna. There was a roll-call and all were in favor.
b. Quickbooks and Budget update – Lynn reported that the request for February expenses has been sent in. We are now down to funding from one grant. Kamar's check cleared so Urban Ag is up and running. Jill and Ambrose are off payroll. Lynn and Cynthia are still on payroll.
6. 4:40 Discuss financial aspects of the district; related resignation and retirement of staff and impact to district activities, and the next steps to take regarding the future of the District

Ned mentioned his concern about not receiving funding from the state to keep the District running. Lynn voiced concern that we are unable to offer employees a living wage.

Cynthia suggested that the supervisors begin recruiting for her position since she will be retiring this summer. Donna was concerned about being able to find an individual who will do all of Cynthia's work plus run the Local Working Group and the no-till program which is contingent on receiving the next B&I. Donna will craft an ad. We discussed possible venues for running the ad: BEAT, MACD website, the Unemployment office, the BCD website, Shopper's Guide. Max suggested reaching out to Jen Burns and Michael Fernandez to let them know of the available position.

We discussed the possibility of merging with another district. Cynthia will discuss the idea with Meghan Siudzinski (MACD) in an upcoming meeting.

Action plans:

- 1) Donna will develop a job description for Cynthia's replacement
- 2) When the job description is ready, Max will alert Michael Fernandez about the position
- 3) Cynthia will talk with Meghan about the idea of merging with another district

6. 5:00 Program/Grant Updates - Ambrose Clausen, Program Manager

- a. No-Till – there are two renters for the small drill who would like to use it asap. There is around \$200 in the Challenge grant that can be used to continue the no-till program. Ambrose will continue managing the program as it only requires phone calls and paperwork.
- b. FY25/26 B&I 'Urban Ag and Community Engagement' grant planning and implementation – Kamar has the funding and will run this program throughout the year.
- c. Agroforestry Committee — the group has not met since the last meeting and needs to schedule a meeting.
- d. MVP Eco Action grant opportunity — this is a complicated grant that must be submitted by March 25th. Jill has gleaned information about the MVP grant from looking at other planning commission sites.

7. 5:30 Supervisor/Staff Comments/ Announcements

- a. Timeline for Supervisors to advertise and hire next DA – see item #6
- b. Recruitment of additional Supervisors
- c. Review of our Long-Range Plan for any updates – we are not in a position to discuss long-range plans
- d. Confirm April Supervisor meeting date and time – the next Supervisor meeting will be held on Thursday, April 2nd at 4pm.

8. 6:00 Motion to Adjourn Meeting

Donna made a motion to adjourn the meeting, seconded by Max. There was a roll-call and all were in favor.