

Franklin County NRCD Board of Supervisors Meeting Minutes

September 26, 2024

In Attendance: Lauren Weston (District Manager), Richard Noel (Chair), Dan Pipes (Supervisor), Molly Magnan (Supervisor), Vicky Drew (Supervisor), Sarah Larose (NRCS District Conservationist)

Conducted at St Albans Free Library, St Albans VT
Minutes recorded by Lauren Weston

The written minutes are a synopsis of the discussion at the meeting. Motions are as stated. Minutes will be subject to correction by the Board. Changes, if any, will be recorded in the minutes of the next meeting of the Board.

Minutes:

3:31 pm: Meeting called to order. Quorum present.

3:32 pm: Sarah Larose, NRCS District Conservationist, shares NRCS updates:

- Working to review and update if needed all MOU/UCA agreements between NRCS and Districts.
- Bus Tour debriefing was held with leadership staff, overall, well organized event, some fine tuning was discussed, possibility of holding every 2 or 3 years.
- End of the Fiscal Year, systems are shutting down for the FY rollover
- Reminder Local Funding Pool 2nd sign up ends October 31st.
- Iliana Freiday currently on detail is due back in early November.
- Possibility of another employee going out on detail, nothing finalized at this time.
- NWZ was the first to complete obligation of their FY24 contracts!

3:48 pm: Richard Noel, Vicky Drew, and Lauren Weston shared about the NRCS-led Conservation Bus Tour in Franklin County on September 18, 2024.

3:53 pm: Supervisors review minutes from August 22nd, 2024 meeting. Dan Pipes makes a motion to accept minutes, Molly Magnan seconds, all approve, motion carries.

3:55 pm: Lauren Weston reviews FY25 financials (Balance Sheet, Profit and Loss by Month, and Bank Statement).

3:59 pm: Group discusses upcoming Sept 30th VACD Governance Committee in person meeting. Lauren Weston and Richard Noel will attend.

4:05 pm: Lauren Weston presents final draft of lease to rent 431 Franklin Park West, St Albans, VT. All supervisors approve of it moving forward, Richard Noel signs and gets signature notarized. Group discusses next steps for building including furniture needs, finding an earlier move in date, ensuring there is a secure shed available for tools, assistance from board members with moving furniture, printer preferences (laser printer), safety needs (AED, first aid) and phone and internet provider. Also discussed was asking staff their preference for having a second phone or using an app on their personal phone. Lauren Weston also shared that health care costs are expected to go up 22% for small businesses like ours; she will explore other options and try to clarify what the best opportunities are for our staff. Board

agreed to \$500/staff person for desk and chair for new office and \$1000 for moving expenses, such as a uhaul, and \$2000 for office supplies (staplers, paper, etc.).

4:40 pm: Lauren Weston notified Board of Kerry Brosnan's anticipated winter leave and the need to hire a temporary intern/position from November to March to assist with Kerry's duties. Board agreed to supporting a temporary position.

4:43 pm: Molly Magnan left meeting.

4:45 pm: Lauren Weston shared that FCNRCD staff are working on writing the 2024-25 Newsletter and would appreciate a section from the Board. Vicky Drew offered to draft a piece for the other board members to review.

4:48 pm: Lauren Weston shared the skills matrix completed by the 4 FCNRCD board members to identify gaps (HR, admin, financial and legal services). She offered to draft an informational post about open board member seats to send out to Front Porch Forum and to board members to spread the word about joining our board or becoming an associate board member. Dan Pipes reached out to Linda Ulrich who expressed initial interest.

5:05 pm: Lauren Weston shared the success metrics from FY24 including serving over 111 farms. Board asked to compare those metrics to our strategic plan.

5:19 pm: Next board meeting will be October 17th at 3:00 pm – location TBD.

4:31 pm: Dan Pipes makes a motion to adjourn the meeting; Vicky Drew seconds, all approve, motion carries.