**Piscataquis County Soil and Water Conservation District Board of Supervisors.**

**Meeting Minutes**

**March 24, 2022 at 4:00pm.**

Attendance:

Staff: Sarah Robinson, Seth Jones

Supervisors: Toby Hall (Chair), Jensen Bissell, Jim Ferrante

Assoc. Supervisors: Sam Brown, Amber Hines

Guests: Kim Merritt, Sheila Ashburn

The Meeting was conducted via Teams.

**Establish a Quorum:** The Chair established that a quorum is present and opened the meeting at 4:00 pm.

**Executive Session:**  Toby asked for a motion to enter Executive Session to discuss a performance review and compensation issue. Toby declared the Board out of executive session at 4:35. A motion was made to increase the stipend of the Executive Director by 5% beginning on the annual date of hire of March 22, 2022. The motion was seconded. **The vote was unanimous.** The Board commended Sarah for her excellent work on behalf of the District.

**Guest Introduction:** Toby introduced Kim Merritt. Kim has interest in serving the District and is attending the meeting in order to learn more about the District’s structure and activities.

**Treasurer’s Report:** Sheila Ashburn reviewed the February financial dashboard. Sarah also commented on expenditures current and expected. Some discussion ensued regarding minor budget issues. The financial status of the District is goodand is likely to remain so for the budget year. \***NEED VOTE FOR APRIL BOARD MEETING.**

**District Conservationist Report:** Seth joined the meeting and briefed the Board on his current activities in the “Detail” training as well as upcoming efforts on building the CSP and EQIP programs in 2022. Some discussion ensued regarding these programs and the Chair expressed his desire for more extensive discussions in upcoming meetings.

**New Business:**  Sarah referred the Board to the included draft revised Remote Meeting Policy. A motion was made and seconded to accept the revised policy as presented. **The vote was unanimous**. The policy will be added to the Supervisors Manual.

Sarah then referred the Board to the included quote for Boundary Line work on the Law Farm Property. Discussion ensued regarding the cost and necessity for this work. The Board requested Sarah to gather at least one additional quote for the work and to bring the issue back to the Board for resolution at the April meeting.

Sarah then discussed an issue regarding Kacey’s summer hours. Emails were included in meeting materials to define the issue. After some discussion, a motion was made and seconded to approve Sarah’s recommendations regarding Kacey’s hours and schedule.

**Consent Agenda:** A motion was made and seconded to accept the consent agenda as presented. The vote was unanimous.

**Other Business:**  Sarah updated the Board on the continuing work, now nearing completion, on the Law Farm Education Classroom building. Sarah requested the Board begin thinking about how the building should be managed/operated, including options for public use, rental and access. Sarah also relayed that the Charleston Correctional Center crew will be available to do the deconstruction work on the boardwalk and the relocation of the observation deck sometime this summer. Sarah continued with an update on the MACD-ME NRCS Agreements. Sarah then concluded with a brief report on two new items. A NY State resident whose son had recently passed away called to inform us that her son’s obituary included a request in lieu of flowers, donations be sent to the PCSWDC. Sarah will respond with a letter back to the mother with a report of any donations so provided, it was also suggested to write a press release sharing the information with the public Sarah referred to a previous email sent about Health Insurance change for both full time staff.

Upcoming Events and Planning: Sarah briefly reviewed the list of events planned through May.

There being no further business, **Toby moved to adjourn the meeting. The motion was seconded and carried unanimously.**  The meeting was adjourned at 5:48 pm.

| **PCSWCD Meeting Attendance Record** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2022 Attendance** | **1/20** | **2/17** | **3/24** | **4/21** | **5/19** | **6/16** | **7/21** | **8/18** | **9/15** | **10/20** | **11/17** | **12/15** |
| ***Supervisors*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Toby Hall, Chair** | x | x | x |  |  |  |  |  |  |  |  |  |
| **Jensen Bissell** | x | x | x |  |  |  |  |  |  |  |  |  |
| **Mike Pounch** | x | x |  |  |  |  |  |  |  |  |  |  |
| **Sue Mackey Andrews** | x |  |  |  |  |  |  |  |  |  |  |  |
| **Jim Ferrante** |  | x | x |  |  |  |  |  |  |  |  |  |
| ***Associate Supervisors*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sam Brown** | x | x | x |  |  |  |  |  |  |  |  |  |
| **Donna Coffin** | x |  |  |  |  |  |  |  |  |  |  |  |
| **Steve Tatko** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Amber Hines** | x |  | x |  |  |  |  |  |  |  |  |  |
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| ***Staff*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sarah Robinson Ex Dir** | x | x |  |  |  |  |  |  |  |  |  |  |
| **Seth Jones NRCS DS** | x | x | x |  |  |  |  |  |  |  |  |  |
| **Kacey Weber** | - |  |  |  |  |  |  |  |  |  |  |  |
| **Emily Dickison** |  |  |  |  |  |  |  |  |  |  |  |  |
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There being no further business, Toby thanked everyone for their attendance.