



Middlesex Conservation District
319 Littleton Road, Suite 205
Westford, MA 01886
(978) 303-8272

October 23, 2024

Thomas C. Anderson
Executive Secretary
The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Re: **FIRST QUARTER REPORT FY 2024**

Basic and Innovation Grant Program
July 1, 2024, to September 30, 2023

Dear Tom,

Below is a description of MCD's progress with deliverables for the first quarter of FY 2025.

FY 24 Basic Grant:

- The Middlesex Conservation District continues to hold monthly meetings to ensure all staff are updated on district business and coordination efforts.
- Andrea Grossman has continued her role as district administrator and has overseen all administrative duties.
- We received interest from one person who may be interested in becoming an associate supervisor until our FY 2025 Annual Meeting where they can be elected to full supervisor status.
- The district administrator has continued sending in reimbursements for both Basic and Innovative Grants. She also makes the treasurer reports for the monthly meetings and keeps our Quicken account updated on bank statements.
- We have two workshops coming up that will use funds for "soil health" work.
 - Soil Ecology Workshop on October 19th with Arthur Siller, a UMass Extension educator, at Wolbach Farm in Sudbury. (Money from our Soil Health activities money from the FY 2024 Basic Grant will be used for this.
 - No-till/Reduced Till Workshop on November 16th with Richard Robinson of Hopestill Farm and Jeremy Barker Plotkin at Hopestill Farm in Sherborn.



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FY 24 Healthy Soils Grant

- The District Administrator looked up equipment and supplies for the Healthy Soils program. She also scanned through the Native Plant's trusts resources on how to remove lawns to plant a meadow.
- Andrea worked with Kathie and Miri on the timeline and equipment and supplies for our lawn to native meadow program
- Andrea collaborated with Mass Audubon and the Native Plant Trust about teaching homeowners and landscapers/landscape designers how to transition lawns into a native meadows workshops.

Other Activities

- The district continued to look to hire a Plant Sale Coordinator and Grant Manager within the current fiscal year.
- Andrea Grossman acted as the plant sale coordinator for the 2024 Fall Plant Sale.
 - Held the sale at Farrington Nature Linc in Lincoln Massachusetts.
 - Sold native plants, seeds, and some ornamental bulbs. We are focusing more of our efforts on selling a variety of native plants including forbs, sedges, and shrubs. A good amount of our plants were from Dr. Robert Gegear's plant list that helps at-risk native bumblebees.
- We have had one workshop since July.
 - Emily Carvalho, a nature guide, conducted a workshop on foraging plants (native and invasive) on September 8, 2024, at Clark Farm in Carlisle. This event was co-advertised by the Middlesex Conservation District and Clark Farm.
 - Number registered: 20
 - Number attended: 14 people including 3 children (not including Emily Carvalho and I)
- We have the following workshops set up that will be coming this fiscal year.
 - Winter seed sowing workshop this winter (January or February) with Giancarla Kalpas of The Bumblebee Project.
 - At-risk bees walk and talk with Dr. Robert Gegear at Sunny Meadows Farm in Chelmsford next June in 2025.
 - A native garden tour with Giancarla Kalpas of The Bumblebee Project at Sunny Meadows Farm in Chelmsford next year in June 2025.



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- We are looking to hold programs on the following topics in the coming year based on money accepted for the upcoming FY 2025 Innovative Grant.
 - The programs include: xeriscaping, soil health, native tree identification, benefits of native plants, winter seed sowing, soil testing, farm tour of greenhouses and high tunnels, integrated pest management, and water conservation workshops.
- The district is still looking to use Project Wet to create workshops with a school in Middlesex County.
- Andrea continues to work with several organizations including Sudbury Valley Trustees, MetroWest Conservation Alliance, and NOFA to increase attendance at our events and visibility of the district. She will also look to work with OARS since they do a lot of water-related conservation activities and work.
- We will be sending in a proposal for the FY 2025 Basic and Innovation Grants. We will be using money from the 2025 Innovation grant for educational outreach related to the conservation of water, biodiversity, and native flora and fauna benefits on ecosystem health.
- Our social media presence has continued on Facebook and Instagram. The District Administrator has also uploaded past presentations to our YouTube Channel. Statistics for Facebook, Instagram, and YouTube are as follows (as of October 1, 2024):
 - Facebook (from the past 90 days)
 - 167 Likes
 - 190 Followers
 - Reach = 5.8K
 - Engagement = 169
 - Instagram (from the past 90 days) from July 3 to September 30, 2024
 - Accounts reached :925
 - Accounts engaged: 28
 - Total Followers: 93
 - Impressions: 1,282
 - YouTube (Lifetime)
 - Subscribers: 4
 - Total views: 156
 - Watch time (hours): 36



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■ Impressions: 1,6K

Volunteer Hours

- Kathie has put in about **36 hours**. Specifically, Kathie has been on the phone collaborating with Andrea Grossman, went to board meetings, helped volunteer the Fall Plant sale, and attended meetings about the healthy soils grant.
- Liz Austin put in around **9 hours** attending and participating in the board meetings and putting up yard signs.
- Miri Becker put in a total of around **30 hours** participating in board meetings, writing board meeting minutes, volunteering at the plant sale, handling the bulb orders, and helping with the Fall Plant Sale and Healthy Soils Grant planning.
- Margaret Delano put in **4.5 hours** attending and participating in the board meetings and helping out at the fall plant sale.
- 2024 Fall Plant Sale Volunteers (excluding the supervisors) totaled **57 hours** helping pack, organize, and hand out orders. Giancarla and another volunteer put in **16.25 hours** total packing seeds for the 2024 Fall Plant Sale.
- **Total Volunteer hours = 152.75 hours**

Total To Date by Reimbursement

FY 24 Basic Funds

		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Year	Item	B + I	B + I	B + I	B + I	Total
FY25	Payroll + Innovative Grants*	\$3,437.06				\$3,437.06
FY25	Fees/ Donations	\$70.00				\$70.00
FY25	Office Supplies/Expenses	\$186.85				\$186.85
FY25	Mileage x 0.625 + DA Expenses**	\$117.92				\$117.92



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FY25	Workshops***	\$0.00				\$0.0
FY25	Web Expenses	\$253.17				\$253.1
FY25	Insurance	\$3.50				\$3.5
FY25	Advertisement	\$0.00				\$0.00
FY25	Accounting/Audit	\$0.00				\$0.00
Total		\$4,068.50				\$4,068.50

* Payroll includes taxes and money to the payroll company. This money does not include work that was for outreach or healthy soils.

**Note: Mileage from last quarter \$131.80 was reimbursed last quarter in FY 2024 but went through bank in FY25 (not counted here):

*** Workshop was not paid to speaker yet in Q1

Total To Date by Reimbursement*

(FY 24 Healthy Soils Challenge Grant below)

		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Year	Item	H	H	H	H	Total
FY25	Payroll (District Administrator)*	\$160.80				\$160.80
FY25	Rototiller	\$0.00				\$0.00
FY25	Impervious Cover	\$0.00				\$0.00
FY25	Mulch	\$0.00				\$0.00
FY25	loam	\$0.00				\$0.00
FY25	Seeds	\$0.00				\$0.00
FY25	Erosion Control	\$0.00				\$0.00
FY25	Lawn Aerator Shoes	\$0.00				\$0.00



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FY25	Spray Paint/Chalk	\$0.00				\$0.00
FY25	Labor	\$0.00				\$0.00
FY25	Manual Seed Driller	\$0.00				\$0.00
FY25	Truck Rental	\$0.00				\$0.00
FY25	Meeting Expenses	\$0.00				\$0.00
FY25	Workshop/Demonstration Expenses	\$0.00				\$0.00
FY25	Soil Testing	\$0.00				\$0.00
FY25	Vehicle Usage	\$0.00				\$0.00
Total		160.80	\$0.00	\$0.00	\$0.00	\$160.80

*** This amount is solely hours worked on the healthy soils grant program.**

Overhead from reimbursements comes to a total of \$406.85.

This report covers all payroll + healthy soils challenge grant money spent in payroll + expenses + mileage + workshops to September 30, 2024.

As of this report, we have used \$4,475.3 of the 2024 Basic Grant Funds and \$160.80 for the FY 2024 Healthy Soils Challenge Grant. We look to make a proposal for the FY 2025 Basic and Innovation Grants.

- Is the remainder of the contract on track to finish on time?
We are on track to use the remainder of the FY 2024 Healthy Soils Challenge Grant in FY 2025 and FY 2026. We will use the remainder of the FY 2024 Basic Grant in FY 2025.

Please feel free to contact me with any questions.

Sincerely,
Andrea Grossman
MCD District Administrator
admin@middlesexconservationdistrict.org
978-303-8272