



**THE COMMONWEALTH OF MASSACHUSETTS**  
**The State Reclamation and Mosquito Control Board**  
**NORFOLK COUNTY MOSQUITO CONTROL DISTRICT**  
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**ROBIN L. CHAPEL** **NORMAN P. JACQUES** **MAUREEN P. MACEachern** **LINDA R. SHEA** **RICHARD J. POLLACK, PHD**  
Commissioners

**DAVID A. LAWSON**  
Director

**CAROLINE E. HAVILAND**  
Field Operations Manager

**August 25, 2016 Regular Meeting Minutes of the Norfolk County Mosquito Control District Commission**

**Commissioners present:** Robin Chapell, Norman Jacques, Maureen MacEachern, Richard Pollack, Linda Shea

**Commissioners absent:**

**Quorum:** A quorum was established.

**Others in attendance:** David Lawson, Director      Caroline Haviland, Field Operations Manager

**Note taker:** David Lawson

The meeting was called to order at 4:30 p.m. at District headquarters.

**Agenda Item: Approval of the minutes of the July 28, 2016, Commission Meeting**

**Action:** The minutes of the July 28, 2016, Commission meeting were unanimously approved on a motion by Mr. Jacques.

**Agenda Item: Budget Overview**

- a. **FY 2016 year-end figures and FY 2017 budget review:** The Director presented figures on the financial state of the District. Final FY 2016 rollover figures from SRMCB are not in yet. The Director expects final spending for FY 2016 to be around \$1,698,231, which would leave approximately \$188,621 (11.3%) to roll over into FY 2017.

FY 2017 spending outcomes will revolve heavily around the timing of the headquarters relocation. A move in FY 2017 will likely demand more spending on move related items. The Director is currently projecting expenditures based on a move in FY 2017 with spending at around \$1,758,932, leading to a rollover into FY 2018 of \$141,122 (8.2%). A headquarters move in FY 2018 will, of course, reduce projected spending in FY 2017, leading to higher rollover amounts into FY 2018.

- b. **Headquarters relocation process:** The Director updated the Commission on recent developments in the headquarters relocation process. At this time, DCAMM is continuing to work toward a signed lease document with the RFP Proposers for the Production Road site in Walpole. The landlord is moving forward on site preparation in anticipation of delivery of the building in October. The landlord is projecting an occupation date of November 2017. A lease extension is being negotiated with the Norwood

Commerce Center which will extend the lease for one year with the option to end earlier should the Walpole building be completed and ready to occupy before that time.

**Action:** The Budget Overview Report was unanimously accepted on a motion by Mrs. Shea.

**Agenda Item: Fieldwork Overview**

- a. **Field Work Accomplished:** The Director presented an Excel spreadsheet with year-to-date field work accomplished figures and talked about how the ongoing dry conditions have led to lower than normal mosquito requests for this time of the year. It appears the year may end up having the lowest requests and ULV acreage in the past 6 years. The Field Operations Manager presented a sheet highlighting various planned water management projects for the coming months.
- b. **Virus update:** The Director highlighted the 5 virus isolations from the District to date and control responses in the various towns.

The Director and Commissioner Pollack highlighted a discussion that occurred at the August 11, DPH meeting regarding the apparent increasing distribution of the Asian Tiger mosquito in various south coast Massachusetts communities. Extended discussion occurred regarding the biology and public health significance of this mosquito. Commissioner Pollack described the recommendations he provided, as the chair of the Mosquito Advisory Group (MAG), to MDAR and DPH. These included intensified and focused efforts to contain and suppress this invasive mosquito before it might establish throughout the region.

**Action:** On a motion by Mrs. Shea, the Commission stated that they agreed with the stance of the Mosquito Advisory Group – that aggressive efforts should be made to contain and eliminate the Asian Tiger mosquito in Massachusetts. The Commission further recommended that MDAR and DPH provide clear practical direction to local communities regarding the risks posed by this mosquito, and offer to coordinate and provide services to eliminate the mosquito where it is detected. The motion was unanimously approved (Mr. Pollack, abstaining).

**Action:** The Fieldwork Overview Report was unanimously accepted on a motion by Mrs. MacEachern.

The Commission set the next two meetings for Thursday, September 22 at 4:30 p.m. at District Headquarters, and Thursday, October 20 at 4:30 p.m. at District Headquarters.

At 5:23pm the meeting was adjourned on a motion by Mrs. MacEachern.

Respectfully submitted,

Robin Chapell, Chairman