



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 31st, 2017 Regular Meeting Minutes of the Norfolk County Mosquito Control District Commission

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

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 4:21 pm at District headquarters.

1) Agenda Item: Approval of the minutes of the July 27th, 2017 Commission Meeting

Action: The minutes of the July 27th, 2017 Commission meeting were unanimously approved on a motion by Mrs. MacEachern.

2) Agenda Item: Budget Overview

- a. **FY 2017 year end budget review:** The Director handed out a sheet highlighting the financial state of the District. With end-of-year expenditures for FY 2017 all finalized, the Director currently expects to end the year with a rollover of about \$222,835 (13.0%). We only await a final rollover figure from Boston and to attempt to reconcile our numbers to theirs. Final rollover figures arrive from Boston in September.

The 2018 Fiscal Year began July 1, and the District has an appropriation of \$1,762,776. This appropriation, along with the expected rollover from FY 2017 into FY 2018, provides a good buffer for a significant increase in rent that will commence after the move to the new headquarters location, and other expenses associated with the move. The Director expects that the FY2018 rollover into FY 2019 will likely be in the \$100,000 range.

A list of projected costs associated with the move has been created and the District currently predicts about \$58,000 in related costs.

The Director handed out a graph showing District appropriations and projected appropriations from FY 2015-2022, along with rollover amounts and projected rollover amounts for those same years. Based on best estimates from this far out, the Director believes that the District will likely have to ask for budget increases above 2.5% for the next 3 years to avoid possible spending above yearly appropriation amounts and/or make cuts to operations like aerial larvicide to avoid spending above yearly appropriation amounts. The Director sent an initial FY 2019 budget estimate request to SRMCB of \$1,824,473, which is a 3.5% increase over FY 2018. The Director estimates that the FY 2019 rollover into FY 2020 will be about \$50,000, with potentially lower rollover amounts after that unless adjustments are made. The Director would like to maintain at least a \$75,000 rollover as a benchmark going forward after the upcoming transition.

The financial state of the District is sound, but warrants heightened attention in budgeting for the next few years.

- b. Headquarters relocation process: The Director updated the Commission on developments in the headquarters relocation process. Construction work on the new building by the landlord continues as planned. The Norfolk Sheriff's office continues to work on getting ready to remove the pesticide storage container from the site, but they backed out of taking the modular office trailers due to the excessive cost of placing it on their site. At this time they seek to take possession of the storage container in September. MA DOT is considering the option of taking the modular office trailers. If they do not, the Commonwealth is ready to auction it off. Ultimately, if no one takes the modular trailer off site, the Director has been assured by the manager of the Norwood Commerce Center that they are willing to take possession of it.

Action: The Budget Overview Report was unanimously accepted on a motion by Mr. Jacques.

3) **Agenda Item: Fieldwork Overview**

- a. Field Work Accomplished: The Director presented a spreadsheet with 2017 calendar year-to-date field work accomplished figures.

Action: The Fieldwork Overview Report was unanimously accepted on a motion by Mr. Pollack.

4) **Agenda Item: Mass IT as new headquarters**

The Director reported that there have been no new developments in relation to MassIT integration at the new building. There is a new Executive Office of Technology Services and Security (EOTSS) that replaces what was previously called MassIT. It remains unclear how the recent changes at the executive office level will all play out at the Districts new headquarters.

Action: no action taken

The Commission set the next meeting for September 27th, 2017 at 4:30 pm at District Headquarters. This will be the last Commission Meeting at the Norwood Commerce Center location, which has been the location of the District since its inception in 1956.

Due to concerns about meeting in the midst of the move in October, the Commission will likely skip a meeting in October and meet in early to mid-November at the new headquarters located at:

144 Production Road, Suite C
Walpole, MA 02081.

At 4:56 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Robin Chapell, Chairman