



**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

**February 23<sup>rd</sup>, 2017 Regular Meeting Minutes of the Norfolk  
County Mosquito Control District Commission**

**Commissioners present:** Robin Chapell, Maureen MacEachern, Linda Shea

**Commissioners absent:** Norman Jacques, Richard Pollack

**Quorum:** A quorum was established.

**Others in attendance:** David Lawson, Director

**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 January 19th, 2017 Commission Meeting**

**Action:** The minutes of the January 19th, 2017 Commission meeting were unanimously approved on a motion by Mrs. MacEachern.

**Agenda Item: Budget Overview**

- a. **FY 2017 budget review:** The Director highlighted the financial state of the District. With year-to-date expenditures and projected spending accounted for, the Director currently expects to end the year with a \$166,876 rollover (9.8%). The expected rollover into FY 2018, along with a budget request increase of 3% for FY 2018, provides a good buffer for a significant projected increase in rent that will commence after the move to the new headquarters location. The financial state of the District is sound.
- b. **Headquarters relocation process:** The Director updated the Commission on recent developments in the headquarters relocation process. The landlord of the Production Road building is currently reviewing the final lease document from the Commonwealth. Expectations are that this will be signed and returned to DCAMM soon. Progress on construction of the building continues.

**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 a spreadsheet with 2017 year-to-date field work accomplished figures.

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

### **Agenda Item: MassIT concerns in new building**

The Director handed out a printout of connectivity and other issues with the MassIT system as documented in emails to MDAR employees. Over the period of September 2016 through February 22, 2017, there were 25 cases of employees being impacted by IT problems. This averages out to once per week. In contrast, The District has experienced only one connectivity issue over the last 4 + years with its current network provider.

It remains unclear whether connection to the MassIT system will be 'required' in the new building. The Commission asked the Director at the last Commission meeting (January) to seek any documentation from the Northeast Massachusetts Mosquito Control and Wetlands Management District regarding events and length of events when their work is hindered by network slowdowns and stoppage as a result from being connected to the MassIT network. The Director's conversation with The NEMMCWMD did not lead to documented incidents, but they did verbally describe that they have experienced frequent (as in weekly) issues with being connected to MassIT. They also expressed frustration with having been forced to purchase computers that utilized the Windows 7 operating system. The issues had led to compromised service to the public in the past season.

Mrs. Chapell made the following motion: The NCMCD Commission cannot accept the MassIT system as it currently exists. Since the system is apparently only compatible with Windows 7 operating system and all of the Districts current computers, including embedded Sentinel GIS software for ULV requests and spraying operate within Windows 10, it would be too costly and difficult to get the Districts operating systems back to Windows 7. In addition, the seemingly poor quality of the system with its weekly connectivity issues would compromise the service of the District to its member towns and the public.

**Action**: The motion was approved unanimously.

The Commission set the next meeting for March 30<sup>th</sup>, 2017 at 4:30 p.m. at District Headquarters.

At 4:48pm the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Robin Chapell, Chairman