



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

**January 19th, 2017 Regular Meeting Minutes of the Norfolk
County Mosquito Control District Commission**

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

Commissioners absent: Norman Jacques

Quorum: A quorum was established.

Others in attendance: David Lawson, Director

Note taker: David Lawson

The meeting was called to order at 4:32 pm at District headquarters.

Agenda Item: Approval of the minutes of the December 1st, 2016 Commission Meeting

Action: The minutes of the December 1st, 2016 Commission meeting were unanimously approved on a motion by Mr. Pollack.

Agenda Item: Budget Overview

- a. **FY 2017 budget review:** The Director handed out a sheet highlighting the financial state of the District. With current expenditures and projected spending accounted for, the Director currently expects to end the year with a \$161,914 rollover (9.5%). 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. A signed STTA with the Norwood Commerce Center was executed and back rent has been paid to the NCC. This agreement ends October 31st, 2017. Peter Woodford of DCAMM is continuing to work toward a signed lease document with the RFP Proposers for the Production Road site in Walpole. A final edition of the building plan was agreed upon by the District and the prospective landlord. The prospective landlord continues to work on the building. As of the date of this meeting, the entire metal framing was complete.

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 2016 year-end field work accomplished figures. The Director also showed graphs of the year to year field work data since 1995, representing pesticide usage and water management figures. There was some discussion regarding various trends over time. The Director passed out a handout from the Field Operations Manager of current and upcoming water management projects.

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

OTHER NOTES OR INFORMATION:

The Director updated the Commission on items discussed at the previous days State Reclamation and Mosquito Control Board meeting (January 18th).

The Director informed the Commission about concerns that he has regarding indications from the State, that when the District moves to its new headquarters in the fall, that usage of the Commonwealths Mass IT network may be required. The Director shared with the Commission ongoing common knowledge within state agencies of how poor the Commonwealths network is. The Commission directed the Director 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 this network. The Commission expressed their concern that such poor quality of network was unacceptable for the District in providing service to its residents and municipalities and will revisit the topic after evidence is presented to them.

The Commission set the next meeting for February 23rd, 2017 at 4:30 p.m. at District Headquarters.

At 5:20 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Robin Chapell, Chairman