



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

July 27th, 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 4:15 p.m. at District headquarters.

1) Agenda Item: Approval of the minutes of the June 19th, 2017 Commission Meeting

Action: The minutes of the June 19th, 2017 Commission meeting were unanimously approved on a motion by Mr. Jacques.

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 and with only 2 fringe payments outstanding, the Director currently expects to end the year with a rollover of about \$228,391 (13.3%).

For FY 2018, the possibility remains that the District may need to purchase larvicide product for any possible flood plain application that might be needed in the current season. The Director has set a \$50,000 cap on potential aerial larvicide expenses, to make sure the District is well situated to transition to the new headquarters and maintain a buffer of (decreasing) rollover funds for the next couple years.

The FY 2018 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 will likely be in the \$100,000 range.

A list of projected costs associated with the move has been created and currently the District predicts about \$54,000 in related costs. The financial state of the District is sound.

- 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 concrete floor was laid this last week. The Norfolk Sherriff's office continues to work on getting ready to remove the office trailers and the pesticide storage container from the site. At this time they seek to take possession of the storage container in September and the office trailers in October.

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

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 Mrs. Shea.

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

The Director reported that he received a phone call from Susan Smiley last week. Article 87 legislation to reform MassIT is expected to pass soon, but until then Susan has been told to operate as normal. This includes getting the Districts connected to MassIT. In particular, Norfolk and Central Mass Districts, which are currently working on pending moves. She discussed a meeting in which MassIT integration of the Districts was discussed. She said a "MassIT benefits summary document" was to be created and sent to the Districts. Nevertheless, the Director reiterated the Districts concerns regarding integration of the Districts new headquarters into MassIT. Susan indicated that she and MassIT and possibly others still planned to meet with Norfolk and Central Mass Directors, but no meeting date has been set.

The Director communicated to the Commission that his hope is that article 87 legislation will put a hold in MassIT integration, but he cannot be sure this will happen. There seems to be no clear path forward. Hopefully a meeting can take place and the Districts concerns will be taken seriously.

Action: no action taken

The Commission set the next meeting for August 31st, 2017 at 4:15pm at District Headquarters.

At 4:47 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Robin Chapell, Chairman