



**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

**June 19<sup>th</sup>, 2017 Regular Meeting Minutes of the Norfolk County Mosquito Control District Commission**

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

**Commissioners absent:** Richard Pollack

**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 4:00 pm at District headquarters.

**1) Agenda Item: Approval of the minutes of the May 25th, 2017 Commission Meeting**

**Action:** The minutes of the May 25th, 2017 Commission meeting were unanimously approved on a motion by Mrs. MacEachern.

**2) Agenda Item: Budget Overview**

- a. **FY 2017 budget review:** The Director handed out a sheet highlighting 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 rollover as high as \$226,599 (13.2%). The possibility remains that the District may need to purchase larvicide product for any possible flood plain application that might be needed in the upcoming summer season whether in the current fiscal year (last 2 weeks of June) or the upcoming fiscal year (after July 1st). If no product is purchased this fiscal year, the rollover is expected to be on the high end. 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.

At the May 17<sup>th</sup> meeting of the SRMCB, the Board approved the District's budget request for FY 2018 of \$1,762,776. The expected rollover into FY 2018, along with a budget increase of 3% for 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.

A list of projected costs associated with the move has been created and currently the District predicts about \$47,000 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 Norfolk Sherriff's office has requested to receive the office trailers and the pesticide storage container from surplus property. 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 year-to-date field work accomplished figures.

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

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

The Director reported that he had contacted Susan Smiley after the last Commission Meeting with a request to meet and discuss the Districts concerns regarding integration of the Districts new headquarters into MassIT. During that call, she asked that Tim Deschamps of the Central Massachusetts Mosquito Control Project be invited to any meeting as well. As of May 30<sup>th</sup>, Susan indicated that they were currently heavily involved in a phone transition at the Boston offices but she would work on a date. No meeting date has been set yet.

**Action:** no action taken

The Commission set the next meeting for July 27<sup>th</sup>, 2017 at 4:15pm at District Headquarters.

At 4:27 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Robin Chapell, Chairman