



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
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ROBIN L. CHAPELL **NORMAN P. JACQUES** **MAUREEN P. MACEachern** **LINDA R. SHEA** **RICHARD J. POLLACK, PHD**
 Commissioners

DAVID A. LAWSON
 Director

CAROLINE E. HAVILAND
 Field Operations Manager

March 27th, 2019 Regular Meeting Minutes of The Norfolk County Mosquito Control District Commission

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

Commissioners absent: Norman Jacques

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 4:03 pm.

1) **Agenda Item: Approval of the minutes of the February 21st, 2019 Commission Meeting**

Action: The minutes of the February 21st, 2019 Commission meeting were unanimously approved on a motion by Mrs. Chapell.

2) **Agenda Item: Budget Overview**

a. **Review of FY 2019 expenses**

The Director reviewed current and projected expenses for FY2019 with the Commission. The Director projects that FY 2019 expenses will leave the District with about a \$79,201 rollover into FY 2020. After the spring aerial larvicide application, the District should have about 10 pallets of product left for the purpose of conducting any floodplain application that might be required either before the end of the fiscal year at June 30, or in the new fiscal year 2020 starting July 1. The only additional cost would be for the helicopter contract. The financial state of the District is sound, but as has been mentioned in recent meeting minutes, closer than ‘normal’ attention to financial planning is in order for the next couple years to make sure that funds do not get too low in any one year.

Action: The Budget Overview report was unanimously approved on a motion by Mrs. Chapell.

3) Agenda Item: Fieldwork Overview

- a. Year to date review: The Director presented a spreadsheet of total year to date 2019 field work accomplished. There was brief discussion regarding some recently completed and upcoming water management projects.
- b. Drone Usage Proposal: The Director informed the Commission regarding the recent submission by the District, to EEA, of a proposal to purchase a drone and conduct aerial photo surveillance utilizing said drone. EEA is working to create policy around drone usage by departments.
- c. Aerial larvicide preparation: The Director updated the Commission on current status of planning for the spring aerial application. There was some discussion and questions regarding the cost for the helicopter contractor, the availability of other contractor's, and whether the state is adequately working the bid process to help contain costs on behalf of the Mosquito Control Districts. The Director did not have any clear cut answers regarding this issue, but was going to look into it further.

Action: The Fieldwork Overview report was unanimously approved on a motion by Mrs. Chapell.

New/Old Business:

The Commission set upcoming meetings for May 9th, 2019 to be held at District headquarters at 4:00pm, and for June 13th to be held at District headquarters at 4:00pm.

At 4:39 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman