



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

**November 20th, 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 9:30 am at the new District headquarters.

1) Agenda Item: Approval of the minutes of the September 27th, 2017 Commission Meeting

Action: The minutes of the September 27th, 2017 Commission meeting were unanimously approved on a motion by Mr. Jacques.

2) Agenda Item: Budget Overview

- a. **FY 2018 budget review:** The Director handed out a sheet highlighting the financial state of the District. The 2018 Fiscal Year began July 1, and the District has an appropriation of \$1,762,776. This appropriation, along with the rollover from FY 2017 into FY 2018, provides a good buffer for a significant increase in rent that has begun, and other expenses associated with the move. The Director expects that the FY2018 rollover into FY 2019 will likely be in the \$100,000 range. Most costs associated with the move are still being processed and it is too early in the fiscal year to accurately project year end finances, especially with the beginning of an upcoming mosquito season still months away.

The financial state of the District is sound, but finances warrant heightened attention in regards to budgeting for the next few years.

- b. **Headquarters relocation process:** The meeting took place at the new headquarters. The employees have moved in and mostly settled in to the location. The field employees and the Field Operations Manager did an excellent job setting up the garage area. The entire group is quite satisfied with the location and the building. Minor punch list items continue to be addressed by the landlord/builder.

Action: The Budget Overview Report was unanimously accepted on a motion by Mr. Pollack.

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 Mr. Jacques.

4) Agenda Item: EOTSS as new headquarters

The Director reported that there have been no new developments in relation the new Executive Office of Technology Services and Security (EOTSS) connecting to our new headquarters. It continues to be unclear how the recent changes at the executive office level will all play out at the Districts new headquarters.

Action: no action taken

New Business: The Director informed the Commission of recent changes in the make up of mosquito control in the Commonwealth. At the October SRMCB meeting the Pioneer Valley Mosquito Control District Was formed on a vote. In addition, the town of Lanesborough voted to join the Berkshire County Mosquito Control Project.

The Commission set the next meeting for January 25th, 2018 at 8:30am at District Headquarters.

At 9:50 a.m. the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Robin Chapell, Chairman