



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
61 Endicott Street, Building #34, Norwood, MA 02062
(781) 762-3681 fax: (781) 769-6436
www.NorfolkCountyMosquito.org



ROBIN L. CHAPPELL NORMAN P. JACQUES MAUREEN P. MACEachern LINDA R. SHEA RICHARD J. POLLACK, PhD
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

October 20, 2016 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 4:30 pm at District headquarters.

Agenda Item: Approval of the minutes of the September 22nd, 2016 Commission Meeting

Action: The minutes of the September 22, 2016 Commission meeting were unanimously approved on a motion by Mrs. MacEachern.

Agenda Item: Budget Overview

- a. **FY 2017 budget review:** The Director informed the Commission that final FY 2016 rollover figures between the SRMCB and the District were reconciled as best as possible. The Director handed out a sheet highlighting the financial state of the District. With current expenditures and projected spending accounted for, the Director expects to end the year with a \$153,956 rollover (9%). As noted in further discussion below, DCAMM has executed a Short Term Tenancy Agreement with the Norwood Commerce Center and the new rent will be \$7,500/month. Rent for the FY 2017 will increase by \$13,100. The expected rollover into FY 2018, along with a budget request increase of 3% for FY 2018 provides a good buffer for increased 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. Peter Woodford of DCAMM is continuing to work toward a signed lease document with the RFP Proposers for the Production Road site in Walpole. The landlord continues site preparation in anticipation of delivery of the building later this month. The landlord is projecting an occupation date of November 2017. Detailed plans for the office setup in the new building have been sent to DCAMM and will be reviewed by DCAMM and the District on November 7th. A Short Term Tenancy Agreement is being negotiated with the Norwood Commerce Center

which will extend the current lease for one year. There will not be an option to leave early in this Short Term Tenancy Agreement. The new agreement would cover from November 1st, 2016 to October 31st, 2017. The Commission has agreed that, if need be, the District can pay rent at both locations for a short time in order to provide the District a buffer for moving and possibly providing another Commonwealth or municipal entity the option to remove the office trailer, or for the District to demolish the office trailer after the move is complete. New rent is \$90,000/year or \$7,500/month. DCAMM will initiate the surplus property process for the office trailer at some point down the line.

- c. The Director informed the Commission that at the previous days SRMCB meeting (October 19th), the SRMCB had agreed to look into the possibility of rescinding a requirement that the Mosquito Control Districts conduct a public meeting as part of requirements for fulfilling the Massachusetts Mosquito Control Budget Notification and Compliance Certification Policy.

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

Agenda Item: Fieldwork Overview

- a. **Field Work Accomplished:** The Director presented an Excel spreadsheet with year-to-date field work accomplished figures.
- b. **Virus isolation and response update:** The Director again highlighted the 14 virus isolations and a human WNV case from the District for the 2016 season.

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

The Commission set the next meeting for December 1, 2016 at 4:30 p. m. at District Headquarters, and tentatively set a date for January 12, 2017 at District Headquarters.

At 5:01 p.m. the meeting was adjourned on a motion by Mrs. MacEachern.

Respectfully submitted,

Robin Chapell, Chairman