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. 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

May 25, 2016 Regular Meeting Minutes of the Norfolk County Mosquito Control District Commission

Commissioners present: Robin Chapell, Maureen MacEachern, Norman Jacques

Commissioners absent: Richard Pollack, Linda Shea,

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 April 28th, 2016 Commission Meeting,

Action: The minutes of the April 8, 2016 Commission meeting were unanimously approved on a motion by Mrs. MacEachern.

Agenda Item: Budget Overview

a. FY 2016 expenses and budget review: The Director presented figures on the financial state of the District. As of this date, the Director is projecting to spend around $1,662,031 which would leave a 13.5% rollover into FY 2017. With a possible headquarters move in FY 2017, it remains the Directors goal to keep costs low and maximize the rollover so as to cover any unanticipated costs associated with a move to a new location. As usual for this time of year, it remains to be seen if an aerial larvicide will be required before the end of the fiscal year on June 30. Any aerial application would obviously change the final numbers for the year. The District may purchase additional adulticide before the end of the fiscal year as well. At the SRMCB meeting on May 18th, The Board certified the NCMCD FY 2017 budget of $1,711,433.

b. Headquarters relocation process: The Director updated the Commission on recent developments in the headquarters relocation process. The new RFP closed on May 12th. One valid proposal was submitted for a proposed new building on Production Road in Walpole. Peter Woodford was going to make contact with the landlord to begin negotiations. The District cannot afford the proposal as written, but with negotiations in regard to price and square footage, the cost may be within budgetary constraints.

c. Budget Amendment #897 to H4200: The Director has no information on this item to report.

d. OVM Vehicle Review process: The Field Operations Manager (Fleet Manager), discussed with the Commission recent interactions with OVM, especially regarding recall notices on District vehicles. The Field Operations Manager will continue to work with OVM on trying to get OVM to recognize the benefit to the District of allowing a 5th option for services provided and a reduced chargeback.

e. COLA and step increase consideration: The Commission reviewed a chart showing the DPW COLA's for the Districts 25 towns, as consideration for a COLA for the District Employees. Considering that 2 Commissioners were not present it was considered best to table discussion until next meeting.

Action: The Commission tabled discussion of the COLA until the next Commission meeting. The Budgetary Overview Report was unanimously accepted on a motion by Mr. Jacques.

Agenda Item: Fieldwork Overview

a. The Director did not present field work numbers at this meeting.

b. The Director questioned the Commission about the possibility of the District picking up tires from towns hazardous waste/recycling days. The Commission agreed that the District should not engage in this work.

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

The Commission set the next meeting for June 30th, at 4:30 pm at District Headquarters.

At 5:08pm the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Robin Chapell

Robin Chapell, Chairman