



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

**DAVID A. LAWSON**  
 Director

**CAROLINE E. HAVILAND**  
 Field Operations Manager

**February 10<sup>th</sup>, 2022 Regular Meeting Minutes of The Norfolk  
 County Mosquito Control District Commission**  
*Held by Zoom Conference*

**Commissioners present:** Robin Chapell, Norman Jacques, Richard Pollack, Linda Shea

**Commissioners absent:**

**Quorum:** A quorum was established.

**Others in attendance:** David Lawson, Director, Caroline Haviland, Field Operations Manager.  
 Leandra McClean – BOH Sharon, Clint Richmond – Sierra Club

**Note taker:** David Lawson

The meeting was called to order at 1:02 p.m. by Chair Shea.

**1) Agenda Item: Approval of the minutes of the January 12th, 2022 Commission Meeting**

**Action:** The minutes of the January 12th, 2022 Commission meeting were unanimously approved on a motion by Mr. Jacques, with a roll call vote.

**2) Budget Overview**

**a. Overview of FY 2022**

The Director shared a budget overview document with the Commissioners. It showed the FY 2022 appropriation of \$2,061,678 and the FY 2021 rollover of \$134,999, for total available funds in FY 2022 of \$2,196,677. The Director estimated the final year end expenditures to be \$2,005,790, making a very rough rollover estimate of \$190,896 going into FY 2023. The Director made note of the loss of 2 field technicians and the payroll that is not being expended on that as a factor in the increase of the projected rollover. The District needs to plan for a major capitol expense in replacement of the Sterling truck for transport of the excavators. It is possible the increased rollover may be used to make a one-time payment for such a vehicle, possibly in FY 2024. This, of course, depends on other major cost categories like pesticide and aerial larvicide not becoming too large in the coming season. The financial state of the District is good.

**b. Budget Certification FY2023**

The Director informed the Commission that The District has complied with the SRMCB budget notification process for FY 2023. To date, none of the municipalities have responded to the Director with questions or concerns.

Action: The Budget Overview report was unanimously approved on a motion by Mr. Pollack with a roll call vote.

**3) Agenda Item: Fieldwork Overview**

a. Overview of 2021 year end

The Director, previous to the meeting sent a spreadsheet and some graphs highlighting field work accomplished for the entire calendar year 2021. The Field Operations Manager and Director discussed the data and graphs and responded to questions from the Commission and a guest. In particular, some extended discussion on public education took place regarding the efficacy of public education and how to better record the true extent of public education that takes place from staff but is never recorded. Attempts will be made to better capture this work in actual logged work hours.

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

**4) Agenda Item: Mosquito Control for the 21<sup>st</sup> Century Task Force**

Dr. Pollack shared that Task Force subcommittee meetings and regular meetings continue with a looming deadline of March 29<sup>th</sup> to complete a final recommendation from the task force to the legislature. There was some discussion and debate between Mr. Pollock and guest Mr. Richmond on various points.

Action: No action taken.

**Other Notes or Information**

The Commission set the next Commission meeting date, to be held virtually on Thursday, March 10th, at 1:00 pm.

At 2:19 p.m. the meeting was adjourned on a motion by Mrs. Chapell.

Respectfully submitted,

Linda Shea, Chairman