



**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** **RICHARD J. POLLACK, PHD** **LINDA R. SHEA** **KYLEE C. SULLIVAN**  
 Commissioners

**DAVID A. LAWSON**  
 Director

**CAROLINE E. HAVILAND**  
 Field Operations Manager

July 28<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, Kylee Sullivan

**Commissioners absent:**

**Quorum:** A quorum was established.

**Others in attendance:** David Lawson - Director, Caroline Haviland - Field Operations Manager. Jill Rutherford - Needham resident, Ellen Fine – Needham resident.

**Note taker:** David Lawson

The meeting was called to order at 1:32 p.m. by Chair Shea.

**1) Agenda Item: Approval of the minutes of the June 16th, 2022, Commission Meeting**

**Action:** Mr. Jacques noted that a numeric figure was not correctly written. With this correction, the minutes of the June 16th, 2022, Commission meeting were unanimously approved on a motion by Mr. Jacques, with a roll call vote.

**2) Budget Overview**

**a. Overview for closing 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 \$2,011,583, making a very rough rollover estimate of \$185,094 going into FY 2023. The Director again mentioned the goal of keeping the rollover higher than usual in anticipation for a major capitol expense in replacement of the Sterling truck used for transport of the excavators. This vehicle may be ready for purchase by the end of fiscal 2023, but possibly into fiscal 2024. It is planned that the increased rollover will be used to make a one-time payment for such a vehicle which is quoted at over \$128,000 at this time. The Director will work to earmark roll over funds for this purpose, but expenses in the aerial larvicide category cannot be predicted and may be a roadblock to making this straightforward. The Director noted that recent efforts to hire a Field Technician for the open position were not successful and he has since put off

posting for this position until the new year 2023. This hiatus in filling the position will allow The District to accrue further funds to help offset the upcoming purchase and to maintain a reasonable rollover amount. Mrs. Chappell asked if there was a way to work a mutual aid agreement among the Massachusetts Mosquito Control Districts. In response, the Field Operations Manager and Director shared about how this was done in the past and can be done. Nevertheless, most Districts are currently stretched as well with low employment, so this is probably not an ideal option at this time. The Director shared that with the current drought conditions, the Field Crew has been able to complete almost all new requests each week. The financial state of The District is good.

**b. Overview for the beginning of FY2023**

The Director noted that it is too early in FY2023 for there to be anything of substance to report on.

**c. Review of any updates on proposal to request SRMCB for increase in Commissioner reimbursement rate.**

The Director reached out to Alex Giannantonio, SRB Operations Coordinator and was informed that this request will be on the agenda for a soon to be scheduled August SRMCB meeting.

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

**3) Field work overview**

The Director shared the field work accomplished spreadsheet with participants and made note of some highlights. The most obvious item of note, is it that due to the current drought conditions, requests for service are quite low compared to recent years. Dr. Pollack asked about what percent of The Districts catch basins had been treated to date. The Field operations Manager and Director both estimated that around 50-60 percent had been complete, with the emphasis on more urban municipalities receiving a higher amount.

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

**4) Arbovirus surveillance report**

The Director noted that a few WNV isolations in mosquitoes have been reported from various parts of eastern, Massachusetts, but no isolations have been detected in the NCMCD.

Action: No action needed.

**5) Re-visit of Commission policy on remote attendance with review of Commonwealth policy update.**

The Director shared two options that are open to the Commission for how to meet and be in compliance with current open meeting rules. Due to an extension of the emergency remote participation rule, the Commission can now meet: 1) In-person or 2) remotely. Once the current extension of the remote participation rule expires (March 31<sup>st</sup>, 2023), and if a permanent legislative fix is not passed, the commission will have to vote to allow for remote participation. In this case, a quorum will be required at an in-person meeting location. It was noted that the Chair needed to be present at an in-person location. There was discussion among the Commissioners about the pro's and con's for meeting remotely. Mr. Jacques asked the Commission to consider this option soon. The Chair noted that everyone needed more information before a vote could be taken. The Commission debated the idea of tackling this issue at the next meeting or at a later time. Ultimately it was decided to wait until the new year to tackle this issue since there is no urgency now with the current

extension of the remote participation rule. The Chair asked the Director to poll other Districts to find out what the other Commissions are doing in this regard.

*Action:* No action taken.

### **Other Notes or Information**

Residents, Jill Rutherford and Ellen Fine were introduced and given an opportunity to speak. Both stated that they were just listening in on the meeting.

The next Commission meeting was set for August 30<sup>th</sup> at 1:30pm, with remote participation.

At 2:22 the meeting was adjourned on a motion by Dr. Pollack.

Respectfully submitted,

Linda Shea, Chairman