

Norfolk County Mosquito Control District

Commission Meeting

May 16, 2013

The Meeting was called to order at 4:02 P.M. at The District Headquarters

Those present were: Richard Pollack, Chairman Maureen MacEachern
Linda Shea, Vice-Chairman David Lawson, Director
Robin Chapell Caroline Haviland, Field Operations Manager
Norman Jacques

The minutes of the March 28, 2013 Commission Meeting were unanimously accepted on a motion by Mrs. MacEachern, seconded by Mrs. Chapell.

The Director presented a chart showing the 14 towns that had returned form SRB-3. All 14 towns that responded supported the Districts FY 2014 budget request.

The Director then presented a brief summary of the overall budget situation. Having completed a detailed analysis of the District's financial position, the Director has concluded that the district will be left with an approximate \$209,300 at the end of the fiscal year if no summer type aerial application is conducted in May or June. If a summer type application is conducted in May or June, the District will utilize funds for this but actual numbers cannot be predicted. If no aerial application is required by the end of June, approximately \$56,830 will need to be spent to get the rollover below the 10% rollover limit set by the SRMCB (\$152,470). Keeping the rollover amount in the \$150,000 range supports the goal of the District to maintain rollover funds for the purchase of product and subcontracting for summer aerial larvicide applications should they be required in July and August. If by the middle of June it becomes clear that no aerial application will be required before the end of the fiscal year, then rain basin treatment application product will be purchased for use next summer. The financial state of the District is excellent at this time.

The Field Operations Manager then updated the Commission on progress in the purchase of a Muskeg dump tracked vehicle. An RFR was developed and a bid from the company who has the Muskeg is in process. The Commission asked questions regarding the Muskeg and its future use. Consideration of mutual sharing with other districts is a consideration as well, but seems to present some challenges. Future discussion on this topic will certainly be revisited.

The Field Operations Manager then posed the idea of renting a small SUV for the summer seasonal employees as an alternative to owning the Chevy Cavalier that the district purchased in 2001. It is in poor condition, and is not utilized much in the off season. The Commission felt positive about trying this option.

The Director then presented the option of the District becoming a PESP partner. Some concern was expressed regarding the degree that this really benefits the District, but in the end the Commission directed the Director to proceed to apply to become a partner.

The Director informed the Commission that the staff had started the process of compiling data on the districts towns DPW pay raise information, in preparation of the Commission considering pay rate increases at the June Commission meeting. On a motion by Mrs. Chapell, seconded by Mrs. Shea, the Commission unanimously voted to approve the Budget overview report.

The Director reviewed the field work accomplished report. The Director noted the current emphasis on water management work, and presented a summary of the spring aerial application. The Field Operations Manager highlighted details on the large amount of repair and service to much of the Districts fleet and heavy equipment. The Commission unanimously voted, on a motion by Mrs. Chapell, seconded by Mrs. Shea to accept the field work accomplished report.

Mr. Pollack gave a brief summary of an EEE conference that was held in Concord, NH the previous week.

The next meeting was set for June 13, at 4:00pm at District headquarters. A meeting date was also set for July 18, at 4:00 pm at District headquarters.

At 5:05 P.M. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman