



**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

**September 21st, 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:** Caroline Haviland - Field Operations Manager

**Note taker:** Caroline Haviland

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:32 P.M. by Chair Shea.
- 2) **Public Comment** – No comments were made from the public.
- 3) **Agenda Item: Approval of the minutes of the August 30th, 2022, Commission Meeting**

**Action:** The minutes of the August 30th, 2022, Commission meeting were unanimously approved on a motion by Commissioner Sullivan, with a roll call vote.

4) **Budget Overview**

a) **Overview for closing of FY 2022**

The Field Operations Manager (FOM) shared a budget overview document with the Commissioners. The FY 2022 fiscal year ended on June 30<sup>th</sup>. The overview displayed the FY2023 appropriation of \$2,112,220 and included the FY2022 rollover of \$202,006.90, for total of \$2,315,226.90 available funds in FY2023. The final year end expenditures were \$1,994,669.68. It was noted that \$12,000 in FY22 DPH testing fees were credited back and added to the \$190,0060.90 rollover. The FOM mentioned the goal of keeping the rollover higher than usual in anticipation for a major capitol expense; the replacement of the Sterling truck used for transport of the excavators with a Freightliner M2 106. This vehicle may be ready for purchase by the end of fiscal 2023, but possibly delayed into fiscal 2024. It is planned that the increased rollover will be used to make a one-time payment for this vehicle, which is quoted at over \$128,000 at this time.

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

The FOM noted that it is too early in FY2023 for there to be anything solid to report in regard to financial figures, aside from expected increases in cleaning and utility costs. The FOM shared some information regarding the Commonwealth's EV First Acquisition and Fleet Rightsizing Policies, and how these may impact fleet management and budget increases here at NCMCD. The FOM will update the Commission on further developments at the October meeting.

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

The FOM let the Commission know that this item was not on the agenda for the September 15, 2022, SRMCB meeting, and no updates were made by SRB at this time.

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

**5) Field work overview**

The Field Operations Manager shared the field work accomplished report with participants. The FOM explained that the field crew was setting and collecting mosquito traps following the departure of seasonal employees. Discussions

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

**6) Arbovirus surveillance report**

The FOM presented the most recent DPH Arboviral Report, noting that WNV isolations in mosquitoes have been reported from various parts of eastern, Massachusetts, as well as human cases, but no EEE has been isolated in Massachusetts to date. It was also noted that the state lab mosquito testing will conclude on October 6 for the 2022 season.

**Action:** No action needed.

**7) Tire recycling program review**

The FOM updated the Commission on recent contract issues following the closure of Bob's tire facility but noted that CPR had worked to secure FBS recycling for tire disposals. Tire piles related to auto body shops and other sites, as well as known municipal resources were discussed. It was discussed that the District will work on educational materials to distribute as warranted.

**Action:** No action needed.

**Other Notes or Information**

1. Commissioner Jacques motioned, and following heartfelt discussion, the Commission approved, by unanimous roll call vote to express within these minutes, the following: The NCMCD Commission expresses its sincere sadness and support to you, Director Lawson, for the loss of your son, Kurt Lawson. We also extend our deepest condolences to your wife Lynn and to your entire family.

2. Commissioner Jacques requested the Commission recognize NCMCD entomologist, Kaitlyn O'Donnell, for her work with the AMCA Young Professionals Group, citing a recent article in the professional publication, *Wing Beats*. A letter of acknowledgement and support will be drafted and presented to Kaitlyn on behalf of the NCMCD Commission, unanimously approved with a roll call vote.

3. Following a motion made by Commissioner Jacques and thoughtful discussion, the Commission requested an inquiry be drafted and provided to the State Reclamation and Mosquito Control Board requesting a response to their June 17<sup>th</sup> 2022 request to review Commissioner Reimbursement Rates, unanimously approved by roll call vote.

The next Commission meeting was set for October 19 at 1:30 P.M., with remote participation.

At 2:04 p.m. the meeting was adjourned on a motion by Commissioner Jacques.

Respectfully submitted,

Linda R. Shea, Chairman