



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** **MAUREEN P. MACEachern** **LINDA R. SHEA** **RICHARD J. POLLACK, PhD**
 Commissioners

DAVID A. LAWSON
 Director

CAROLINE E. HAVILAND
 Field Operations Manager

**August 28th, 2014 Regular Meeting Minutes of the Norfolk
 County Mosquito Control District Commission**

Commissioners present:

Richard Pollack
 Robin Chapell
 Norman Jacques

Linda Shea, Chairman

Commissioners Absent:

Maureen MacEachern

Quorum: There was a quorum established.

Others in attendance:

David Lawson, Director
 Alisha Bouchard, Executive Director, SRMCB

Caroline Haviland, Field Operations Manager

Note taker:

David Lawson

The Meeting was called to order at 5:00 P.M. at District Headquarters

Agenda Item: Approval of Minutes

Action: The minutes of the July 31st, 2014 Commission meeting were unanimously accepted on a motion by Mr. Pollack.

Agenda Item: Budget Overview Report

The Director presented a summary of the current financial status of the District. This included a summary of FY 2014 ended, a summary of the current FY 2015, and a request for initial approval of a budget for FY 2016. Based on District records, the District ended FY 2014 having spent \$1,588,895, and will roll over \$168,741 into FY 2015. This is 10.6% of the FY 2014 appropriation. A \$49,000+ larvicide order from FY 2014 was unable to be delivered until FY 2015, which left the rollover higher than planned. This order is already received and applied to FY 2015. The District plans to spend \$1,658,245 in FY 2015 which will roll over \$139,463 into FY 2016. An initial FY 2016 budget figure is required by September 2016. The Director addressed the Commission regarding

considerations in planning for FY 2016. The Director noted that the current lease for the District headquarters ends in FY 2016, and that any possible move will entail increased rental costs and certain other unknown costs of physically moving equipment, product, and furniture. The Director suggested that it would be prudent for the District to maximize rollover funds for the next couple years so, should a move with unknown costs occur, that the district would have a buffer to cover these costs. In light of this, the director proposed at least a 2.5% budget increase, but to consider larger increases to maximize rollovers. The Commission agreed that the FY 2016 budget should be no less than 2.5% but thought that larger increases above 2.5% should occur when the actual costs are better known. An initial 2.5% increase in budget of \$1,669,691 was approved for FY 2016.

The Director updated the Commission on a meeting he had with DCAM project manager Peter Woodford on August 15th, in regard to the Districts attempt to get out of the current lease. Expectations for this were very low. Nevertheless, Peter said he would write a letter to the landlord requesting that they address some issues in the warehouse.

Action: The Budget Overview Report was unanimously accepted on a motion by Mr. Jacques.

Agenda Item: Field Work Accomplished Report

The Fieldwork Accomplished spreadsheet was presented. The Director highlighted various items of note from the chart. A discussion ensued regarding the value of treating catch basins. Mr. Pollack and the Director noted varying evidence for the effectiveness of catch basin treatments, agreeing that evidence suggests it is more effective in more urban environments. No change in current practice was considered.

The Director updated the Commission regarding virus isolations from this season, the Quincy catch basin program, and the status of the planned bee/ULV study, which is now planned for 2015. The Director also updated the Commission on a meeting he had with Foxboro BOH agent Pauline Clifford and Town Administrator Bill Keagan on August 13th, to address the junk tires on properties on Oak Street. The town has now written letters to the landowners in a first attempt to rectify the situation.

The Field Operations Manager presented a short photographic overview of recent water management work performed at the Norfolk Correctional Facility in the town of Norfolk, showing the great results from this work.

Action: The Field Work Accomplished Report was unanimously accepted on a motion by Mr. Jacques.

Agenda Item: Policy Handbook Changes

The Director handed out a portion of the new NCMCD Policy Handbook, and asked the Commission to consider formal approval. Several Commissioners stated that they had not fully reviewed the document.

Action: The Commission agreed to review it and consider approval at the next Commission meeting.

Agenda Item: Legislative update on the Municipal Catch basin treatment licensing legislation.

The bill did not get passed due to a passed deadline.

Action: no action

Agenda Item: Other Notes or Information

Mr. Pollack shared further about a bumble bee mortality event in Wakefield, MA. Bees from this event were collected and tested by the state. No residues were found on the bees. Mr. Pollack is requesting more information from this testing be released.

The next meeting date was set for October 2nd at 5:00 pm at district headquarters.

At 5:48 P.M. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Linda Shea, Chairman