



**THE COMMONWEALTH OF MASSACHUSETTS**  
**The State Reclamation and Mosquito Control Board**  
**NORFOLK COUNTY MOSQUITO CONTROL DISTRICT**  
144 Production Road, Suite C, Walpole, MA 02081  
(781) 762-3681 fax: (781) 769-6436  
[www.NorfolkCountyMosquito.org](http://www.NorfolkCountyMosquito.org)



**ROBIN L. CHAPELL NORMAN P. JACQUES MAUREEN P. MAC EACHERN LINDA R. SHEA RICHARD J. POLLACK, PHD**  
Commissioners

**DAVID A. LAWSON**  
Director

**CAROLINE E. HAVILAND**  
Field Operations Manager

**August 23<sup>rd</sup>, 2018 Regular Meeting Minutes of The Norfolk County Mosquito Control District Commission**

**Commissioners present:** Robin Chapell, Norman Jacques, Maureen MacEachern, Linda Shea

**Commissioners absent:** Richard Pollack

**Quorum:** A quorum was established.

**Others in attendance:** David Lawson, Director      Caroline Haviland, Field Operations Manager

**Note taker:** David Lawson

The meeting was called to order at 4:01 pm.

**1) Agenda Item: Approval of the minutes of the July 26th, 2018 Commission Meeting**

**Action:** The minutes of the July 26th, 2018 Commission meeting were unanimously approved on a motion by Mrs. Chapell.

**2) Agenda Item: Budget Overview**

a. **Review of FY 2018 year end expenses and continuing discussion of FY2019 and beyond:**

The Director highlighted the financial state of the District. The 2018 fiscal year is over, but year-end reconciliation continues. Though minor changes are still to be incorporated, expenditures to date would leave a rollover of \$110,912. The Director is projecting that FY 2019 expenses will leave the District with an even smaller rollover into FY 2020; even with a 3.5% increase in budget, the number hovers around or below \$50,000. This is getting a bit low for the Directors comfort, though such a number has been anticipated. Going forward, the Director hopes to maintain a rollover of at least \$75,000 - \$100,000 each year. The Commissioners reviewed amongst themselves the rationale for the rollover in consideration of the funding mechanism for the Massachusetts Mosquito Control Districts.

In order for the District to maintain current services and meet ongoing projected expenses, budget increases above 2.5% will be needed for a couple years going forward. The Director has submitted to SRMCB a projected budget increase of 6% for the 2020 Fiscal year, and suggests that this will likely be what the District needs to ask for in the certification process. If after further review a lower number is warranted, then the District can scale back before certification in May. The financial state

of the District is sound, but closer than ‘normal’ attention to financial planning is in order for the next couple years.

**Action:** The Budget Overview Report was unanimously accepted on a motion by Mrs. Chapell.

**3) Agenda Item: Fieldwork Overview**

- a. Field Work Accomplished: The Director presented a spreadsheet of year-to-date 2018 field work accomplished.

**Action:** The Fieldwork Overview Report was unanimously accepted on a motion by Mrs. Chapell.

**4) Agenda Item: Virus Isolations**

The Director reviewed a list of all the virus isolations from the current season. There have been 13 isolations of WNV in the District from submitted mosquito pools. Discussion ensued regarding what the response of the District has been so far and what the District might do in response to potential human cases of WNV.

**Action:** No action taken

**New Business:** The Director gave preliminary notice of the NMCA conference in Nashua NH, from Dec. 3-5.

The Field Operations Manager highlighted a Commonwealth program that offers free use of various kinds of equipment. The District would be likely to use one of the Commonwealths floor cleaning machines for cleaning the garage floor, possibly a couple times per year.

The Commission set the next Commission meeting for September 26th, 2018 at 4:00 p.m. to be held at District Headquarters.

At 4:39 p.m. the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Richard Pollack, Chairman