



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

**December 1st, 2016 Regular Meeting Minutes of the Norfolk
County Mosquito Control District Commission**

Commissioners present: Robin Chapell, Maureen MacEachern, Linda Shea, Richard Pollack

Commissioners absent: Norman Jacques

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 4:30 pm at District headquarters.

Agenda Item: Approval of the minutes of the October 20th, 2016 Commission Meeting

Action: The minutes of the October 20th, 2016 Commission meeting were unanimously approved on a motion by Mrs. Shea.

Agenda Item: Budget Overview

- a. **FY 2017 budget review:** The Director handed out a sheet highlighting the financial state of the District. With current expenditures and projected spending accounted for, the Director currently expects to end the year with a \$157,829 rollover (9.2%). The expected rollover into FY 2018, along with a budget request increase of 3% for FY 2018, provides a good buffer for a projected increase in rent that will commence after the move to the new headquarters location. The financial state of the District is sound.
- b. **Headquarters relocation process:** The Director updated the Commission on recent developments in the headquarters relocation process. Peter Woodford of DCAMM is continuing to work toward a signed lease document with the RFP Proposers for the Production Road site in Walpole. Peter Woodford, Susan Smiley, Tara Zadeh, Caroline Haviland and David Lawson, met with The Landlord in November and improved sketch plans for the office space and other details for the space. The landlord has begun construction of the new building. Peter also continues to work toward a signed Short Term Tenancy Agreement with the Norwood Commerce Center.

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

Agenda Item: Fieldwork Overview

- a. **Field Work Accomplished:** The Director presented an Excel spreadsheet with year-to-date field work accomplished figures. The Director also presented a spreadsheet with 5 year adjusted figures for hand clean footage for each town in the District, noting that the towns all essentially receive an equitable share of this service. Discussion again highlighted the need to be flexible with this idea, noting that towns receive all services but some receive different amounts of different services due to their geography and population dynamics.
- b. The Director showed the Commission a customized door hanger that Central Life Sciences had offered to Districts across the country. The Director and Entomologist edited a version to fit the needs of the District and CLS paid for 250 free door hangers.

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

OTHER NOTES OR INFORMATION:

Agenda Item: Under Items not anticipated, the Commission reviewed an e-mail sent to the Director by Alisha Bouchard.

In response to ongoing correspondence between the Field Operations Manager and OVM regarding fleet concerns, Alisha Bouchard e-mailed the Director on November 29th, asking that the Field Operations Manager be constrained from continuing to send “negative” and “aggressive pushback” e-mails to OVM or else have the Field operations manager removed from Fleet Manager responsibilities.

A string of relevant e-mail correspondence between the Field Operations Manager and Alex Giannantonio of OVM with Alisha and other people cc'd was printed and provided to the Commission.

The Director had already prepared a response to Alisha, and the Commission agreed that this response was appropriate. In addition, Mr. Pollack made a motion that the Commission send a letter to Ms. Bouchard, and he presented a draft of a potential letter. The Commission agreed with this proposal. The Commission also specified that the other members of the SRMCB receive copies of the Directors response and the letter from the Commission.

Action Item: The following language was drafted to be sent in a letter to Ms. Bouchard, and cc'd to Alex Giannantonio of OVM, on a motion by Mr. Pollack.

The NCMCD Commission has reviewed the recent emailed communications between the NCMCD's Field Operations Manager (FOM) and the OSD's Director of Fleet Policy and Administration with respect to the management of the District's vehicles. We conclude that the NCMCD's FOM emails were relevant, justified, professional and proper as they reflected the significance, urgency and positions of the District and Commission. Whereas the Commission appreciates that the OSD's policy is a mandate, it would be remiss to not inform OSD of the fiscal and administrative burdens that their new policy places upon stakeholders, and to explore options that meet the goals of OSD as well as the District to ensure the proper management of the District's fleet. The Commission had sought clarification as to how the new OSD policy and associated costs would improve vehicle management (relative to how the District has maintained the fleet). The Commission stands fully behind the actions and efforts of the FOM, and finds the content and manner of the communications to be proper and justified.

The motion was unanimously accepted.

The Commission set the next meeting for January 19th, 2017 at 4:30pm at District Headquarters, a change from a previous tentative date of January 12th.

At 5:10pm the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Robin Chapell, Chairman