



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
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ROBIN L. CHAPPELL **NORMAN P. JACQUES** **MAUREEN P. MACEachern** **LINDA R. SHEA** **RICHARD J. POLLACK, PhD**
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

**February 18th, 2016 Regular Meeting Minutes of the Norfolk
County Mosquito Control District Commission**

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

Commissioners absent: Norman Jacques

Quorum: A quorum was established.

Others in attendance: David Lawson, Director

Note taker: David Lawson

The Meeting was called to order at 4:33 pm at District headquarters.

On a motion by Mrs. Shea, the Commission unanimously voted to rotate the chairmanship of the Commission to Mrs. Chapell and the vice-chair position to Mr. Pollack.

A period of discussion regarding Zika virus occurred, and Mr. Pollack presented information related to current and future trends regarding the disease. Mrs. Shea shared information she had received recently from meetings she had attended. The Director shared briefly about his recent travel to the AMCA meeting and the focus at that meeting on Zika virus.

Agenda Item: Approval of the minutes of the January 12th, 2015 Commission Meeting.

Action: The minutes of the January 12th, 2016 Commission meeting were unanimously approved on a motion by Mrs. Chapell

Agenda Item: Budget Overview

The Director presented figures on the financial state of the District. As of this date, the Director is projecting around a 12.7% rollover into FY 2017. With a potential headquarters move in FY 2017, it remains the Directors goal to keep costs low and maximize the rollover so as to cover any unanticipated costs associated with a potential move to a new location.

The Commission asked about how many towns had signed Form SRB-3. As of the date of the meeting, 13 towns had returned SRB-3 supporting the District's FY 2017 budget request. There were no forms returned that did not support the budget request. The Director informed the Commission that an additional notification to the towns will be made in March to encourage return of the form SRB-3 from the remaining towns.

The Director updated the Commission on recent developments in the headquarters relocation process. An RFP had been issued in January and closed on Feb 12th. Four proposals were submitted to DCAMM. Peter Woodford from DCAMM stated that one of the four is not eligible – a proposal from the Norwood Commerce Center - the Districts current location. Three other proposals from Canton were submitted. One of these may not be eligible. Regardless of this, all three Canton proposals were excessively expensive and are significantly outside the Districts budgeted numbers for rent.

It is anticipated that the proposals will be rejected and a new RFP sent out in a few weeks. Peter Woodford suggests that he will have to make a concerted effort to reach out to contacts to see if he can drum up interest in submitting proposals.

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

Agenda Item: Fieldwork Overview

The Director presented a spreadsheet with fieldwork numbers to date. He also presented some 2015 year end graphs summarizing fieldwork accomplished for the previous year.

The Director informed the Commission that year end reports had been completed and submitted to SRMCB and EPA in compliance with the NPDES PGP.

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

The Commission set the next meeting for March 31st, at 4:30 pm at District Headquarters.

At 5:12pm the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Robin Chapell , Chairman