



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

DAVID A. LAWSON
 Director

CAROLINE E. HAVILAND
 Field Operations Manager

**January 25th, 2018 Regular Meeting Minutes of the Norfolk
 County Mosquito Control District Commission**

Commissioners present: Robin Chapell, Linda Shea, Richard Pollack

Commissioners absent: Norman Jacques, Maureen MacEachern

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 8:30 am.

The Chair of the Commission was handed to Mr. Pollack for the next year, unanimously approved on a motion by Mrs. Chapell.

1) Agenda Item: Approval of the minutes of the November 20th, 2017 Commission Meeting

Action: The minutes of the November 20th, 2017 Commission meeting were unanimously approved on a motion by Mrs. Chapell.

2) Agenda Item: Budget Overview

- a. **FY 2018 budget review:** The Director highlighted the financial state of the District. The Director is attempting to keep the FY2018 rollover into FY 2019 in the \$100,000 range for the purpose of maintaining a healthy buffer in FY 2019. At this time, with most costs associated with the move already processed, the Director anticipates that the spring aerial larvicide may need to be limited to a certain extent to reach this fiscal goal. The Commission expressed concern about using this application as a way to limit costs. The Director assured the Commission that the reduction in acreage will be conducted soundly using surveillance data to eliminate wetlands that report the lowest consistent larval counts – possibly even some wetlands that the District would be eliminating from the application anyway.

The financial state of the District is sound, but finances warrant heightened attention in regards to budgeting for the next few 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 2017 year-end graphs of field work and application amounts and also reviewed long term trends and highlights.

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

4) **Agenda Item: Review of Policy for Remote Participation at Commission Meetings.**

The Commission reviewed the change to the Remote Participation Policy in the State Open Meeting Law.

Action: After some discussion, the Commission agreed that the Director be asked to contact Jessica Burgess, AGR general counsel, to ask for clarification on whether the Commission can adopt a policy of remote participation while defining what “unreasonably difficult” means for this Commission.

5) **Agenda Item: EOTSS as new headquarters**

The Director reported that there have been new developments in relation the new Executive Office of Technology Services and Security (EOTSS) connecting to our new headquarters. The Director reviewed a timeline of events in relation to the purchase of 2 new computers for the District, and how this has opened up new communication in relation to the District getting on the Commonwealth ‘domain’. At this time EEA-IT has made it explicitly clear that getting on the ‘domain’ will not be a choice but will happen. The District remains concerned about how this will impact actual computer and network operation in the office. The District is also concerned about chargebacks that are reported to be associated with integration into the domain.

Action: The Commission advised the Director to make it clear to EEA-IT that further information and clarity on the process is necessary, but to provide EEA-IT with any information they request. They also made clear that due to budget constraints, the Director should make it clear that no chargeback is acceptable this fiscal year. Such costs were not anticipated and/or budgeted for. In addition, the Commission would like further clarity on any future chargebacks - justification and purpose.

New Business: The Chair asked the Director about the employee’s response to the newly passed and upcoming GIC health care changes. The Director and Field Operation Manager relayed serious concerns from employees about the prospective upcoming changes.

The Commission set the next meeting for February 21st, 2018 at 4:30pm at District Headquarters. In addition a meeting date was set for March 29th, 2018 at 4:30 pm at District Headquarters.

At 9:37 a.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman