



**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

**January 24<sup>th</sup>, 2019 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      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 November 29th, 2018 Commission Meeting**

**Action:** The minutes of the November 29th, 2018 Commission meeting were unanimously approved on a motion by Mrs. Shea.

**2) Agenda Item: Budget Overview**

**a. Review of FY 2019 expenses**

The Director reviewed current expenses and projected expenses for FY2019 with the Commission. The Director continues to project that FY 2019 expenses will leave the District with about a \$64,000 rollover into FY 2020. The financial state of the District is sound, but as has been mentioned in recent meeting minutes, closer than ‘normal’ attention to financial planning is in order for the next couple years to make sure that funds do not get too low in any one year.

**b. Budget Notification to Municipalities and response**

The Director has sent the SRMCB Budget notification forms to all the Districts municipalities, in compliance with the SRMCB Budget Notification Policy. There has been no response to date (to the District) from any of the towns.

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

3) **Agenda Item: Fieldwork Overview**

- a. Year to date review: The Director presented a spreadsheet of total year-end 2018 field work accomplished. The Director also showed year end graphs highlighting various work accomplished in 2018.

The Commission engaged in some discussion regarding tick control and biology and asked the Director if there was any talk of adding tick control to the Districts mandate from outside entities. Commissioner Pollack summarized current science on the merits of various tick control strategies. The Director shared his current perspective on the merits and feasibility of adding this service to the Districts mandate. No action taken on this discussion.

The Director informed the Commission that he had completed and sent out all Town Reports, the SRMCB Annual Operations Report, and had filed the NPDES annual report.

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

**New/Old Business**:

The Commission set the next Commission meeting for Thursday February 21<sup>st</sup>, 2019 to be held at District headquarters at 4:00pm.

The Commission also set a Commission meeting for Wednesday March 27<sup>th</sup>, 2019 to be held at District headquarters at 4:00pm.

At 4:45 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman