



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
61 Endicott Street, Building #34, Norwood, MA 02062
(781) 762-3681 fax: (781) 769-6436
www.NorfolkCountyMosquito.org



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

**July 28th, 2016 Regular Meeting Minutes of the Norfolk County
Mosquito Control District Commission**

Commissioners present: Robin Chapell, Maureen MacEachern, Norman Jacques, 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 4:33 pm at District headquarters.

Agenda Item: Approval of the minutes of the June 30th, 2016 Commission Meeting

Action: The minutes of the June 30, 2016 Commission meeting were unanimously approved on a motion by Mr. Jacques.

Agenda Item: Budget Overview

- a. **FY 2016 expenses and budget review** The Director presented figures on the financial state of the District. As of this date, there remains one fringe payment left before FY2016 year-end numbers can be finalized. The Director is projecting to spend around \$1,683,397, which would leave \$203,455 (12.2%) to roll over into FY 2017.

The Director highlighted that ‘unknowns’ in FY2017 revolve around the headquarters relocation. After October, DCAMM will have to negotiate a short term lease at the Districts current location. This will likely involve some cost increases in rent. Depending on when a final building can be ready for the District in regard to the current negotiations with the Production Road, Walpole site, a significant increase in lease rates will have some effect on the budget. Regardless of these unknowns, the District is certain to have more than adequate funds for FY2017. The Director is still predicting a year-end rollover of approximately \$150,000.

The Director presented some alternative budget request options for FY2018 budget planning purposes. Initial FY2018 budget estimates are due to SRMCB by August 19th. The Director explained how a likely \$100,00 increase in the Districts lease payments will have a significant effect going forward, especially on the first few budget years going forward from FY2018. It is likely the District may need to ask for budget increases in excess of 2.5%. One option is for The District to ask for smaller increases for the next few years starting in FY 2018. Another option would be to wait until

the spending is close to the appropriation in some year down the road – probably FY2019 or FY2020 – and then ask for a large one time budget increase to make up the difference. The Commission discussed and agreed that the District should start asking now for increases that are above 2.5% and agreed that for FY2018 the initial request should be 3%, at least until a lease is signed and future lease payments are known. No formal vote is needed now. The District can and may have to adjust this number if any unforeseen developments occur in the headquarters relocation process. Final budget request numbers will not be due until the end of the calendar year.

- b. Headquarters relocation process The Director updated the Commission on recent developments in the headquarters relocation process. At this time, DCAMM is continuing to work toward a signed lease document with the RFP Proposers for the Production Road site in Walpole. Once this is accomplished, then the landlord would be able to begin construction on the new building.
- c. Reconsideration/Discussion of COLA for Director and Field Operations Manager The Director presented 3 documents at the request of the Chair: A letter from the Field Operations Manager to the Commission dated July 7. An email response to this letter, from the Chair, dated July 7th. And the minutes of the April 28th 2016 Commission meeting in which a new pay scale was developed with a step chart for the Director and Field Operations Manager. The question at hand revolved around whether the Director and Field Operations Manager's new pay scale was designed with an implicit COLA included for FY2017, or whether the Director and Field Operations Manager were to receive a 2% COLA along with the rest of the Districts Employees as approved by the Commission on June 30th, 2016. After discussion on the topic, the Commission agreed that when they originally set the pay steps in the new pay scale for the Director and Field Operations Manager, they had implicitly included a COLA and felt the pay rates and the pay scales that had been developed were appropriate compensation for the positions at this time.

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

Agenda Item: Fieldwork Overview

- a. The Director presented an Excel spreadsheet with year-to-date field work accomplished figures and talked about how the current dry conditions have led to lower than normal mosquito requests for this time of the year. The Director also highlighted how the field crew was setting CDC traps nearby or on the properties of many repeat request locations with the intent of validating whether a genuine mosquito problem existed. EIR standards dictate that less than 5 human biting mosquitoes in a trap per night preclude ULV applications for an area. There have been some ULV requests that have not been sprayed due to low mosquito counts.

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

The Commission set the next meeting for Thursday August 25th, at 4:30 pm at District Headquarters.

At 5:14pm the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Robin Chapell, Chairman