



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

June 30th, 2016 Regular Meeting Minutes of the Norfolk County Mosquito Control District Commission

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

Commissioners absent:

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 May 25th, 2016 Commission Meeting,

Action: The minutes of the May 25th, 2016 Commission meeting were unanimously approved on a motion by Mrs. MacEachern.

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 (the last day of the fiscal year), the Director is projecting to spend around \$1,669,334 which would leave \$217,518, (13.0%) to rollover into FY 2017. With a possible headquarters move in upcoming 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 move to a new location. These figures are not solid yet as there remain some fringe benefit costs and FY16 bills yet to be received and paid.
- b. **Headquarters relocation process:** The Director updated the Commission on recent developments in the headquarters relocation process. The second RFP closed on May 12th. One valid proposal was submitted for a proposed new building on Production Road in Walpole. Peter Woodford, Susan Smiley, Alisha Bouchard, the Director and Field Operations Manager met on site with the landlord proposer John DiSangro. As of this date, the proposer has made an offer for a yearly lease rate of \$169,713 and has provided a basic building plan. The Director communicated to DCAMM that the building plan and the proposed lease rate were acceptable to the District. DCAMM will continue

negotiations from this point. The Chair asked the Director to follow up with DCAMM and see what actions will be taking place while Peter Woodford is on vacation until July 18th.

- c. Budget Amendment #897 to H4200: The Director informed the Commission that the \$200,000 budget amendment for the District did not make it into the final Commonwealth budget.
- d. OVM Vehicle Review process: The Field Operations Manager (Fleet Manager), discussed with the Commission the noted lack of recent interactions with OVM, particularly relevant since her communication with OVM regarding the recall notices on District vehicles. The District received and processed the OVM chargeback on June 29th.
- e. COLA and step increase consideration: The Commission reviewed a chart showing the DPW COLA's for the Districts 25 towns, as consideration for a COLA for the District Employees. A current pay scale was also passed out to the Commissioners. The Director informed the Commission that all employees had received a recent review and that all the employees were deserving of a step increase. The Director spoke to the great work and maturity of the current field crew and office staff of the District. The Commission commended the Director and Field Operations Manager for their excellent management of the current staff.

Action: The Commission unanimously approved a 2% COLA for all District employees effective July 1, 2016, on a motion by Mr. Pollack. The Commission unanimously approved a single step increase for all employees who are currently eligible, effective July 1, 2016, on a motion by Mr. Jacques. The Budgetary Overview Report was unanimously accepted on a motion by Mrs. MacEachern.

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. Mosquito traps are collecting significant amounts of the permanent water species Cq. perturbans. Spring univoltine species are in decline.
- b. The Director presented the Commission with a copy of the entomologists notes from her attendance at the CDC sponsored symposium on ticks held in May. Mr. Pollack led some discussion about the various methods of tick prevention and control.

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

The Commission set the next meeting for July 28th, at 4:30 pm at District Headquarters.

At 5:11 p.m. the meeting was adjourned on a motion by Mrs. MacEachern.

Respectfully submitted,

Robin Chapell, Chairman