



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

March 30th, 2017 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 4:30 p.m. at District headquarters.

1) Agenda Item: Approval of the minutes of the February 30th, 2017 Commission Meeting

Action: The minutes of the February 23rd, 2017 Commission meeting were unanimously approved on a motion by Mr. Pollack.

2) Agenda Item: Budget Overview

- a. **FY 2017 budget review:** The Director highlighted the financial state of the District. The Director noted recent purchases of larvicide product in anticipation of the spring aerial larvicide application. With year-to-date expenditures and projected spending accounted for, the Director currently expects to end the year with a \$164,606 rollover (9.6%). The expected rollover into FY 2018, along with a budget request increase of 3% for FY 2018, provides a good buffer for a significant projected increase in rent that will commence after the move to the new headquarters location. The financial state of the District is sound.
- b. **Headquarters relocation process:** The Director updated the Commission on recent developments in the headquarters relocation process. The landlord of the Production Road building continues to review the final lease document from the Commonwealth. Expectations are that the lease will be executed soon. Progress has been slow on construction of the building during the snowy and cold weather.

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

3) **Agenda Item: Fieldwork Overview**

- a. **Field Work Accomplished:** The Director presented a spreadsheet with 2017 year-to-date field work accomplished figures.
- b. **Spring Aerial Larvicide:** The Director informed the Commission of the upcoming spring aerial larvicide application and preparations currently underway.

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

4) **Agenda Item: OVM Safe Driving Program and NCMCD employment policy**

The Director handed out a summary of The Commonwealth's Office of Vehicle Management (OVM) policy regarding use of state vehicles and the Safe Driving Program. Among many items, the policy contains recommended discipline for certain amounts of violations of state driving laws and/or at fault accidents. The Director reviewed the highlights of the policy with the Commission and asked for guidance on what to do in regards to employees in the case of an employee losing driving privileges due to high amounts of moving violations and/or at fault accidents. Since losing the privilege to drive a state vehicle would impact the ability of an employee to perform their job duties, the Director holds that any loss of driving privilege would necessarily incur a loss of employment – be it temporary or permanent. The Commission recommended that the Director seek the advice of legal counsel at MDAR on this issue before creating any policy statements in the Districts Policy handbook.

Action: No vote needed.

The Commission set the next meeting for May 4th, 2017 at 4:30 p.m. at District Headquarters.

At 4:58 p.m. the meeting was adjourned on a motion by Mrs. MacEachern.

Respectfully submitted,

Robin Chapell, Chairman