



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

March 27th, 2018 Regular Meeting Minutes of the Norfolk County Mosquito Control District Commission

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

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 8:00 am.

1) Agenda Item: Approval of the minutes of the February 21st, 2018 Commission Meeting

Action: The minutes of the February 21st, 2018 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 FY 2018 rollover into FY 2019 in the \$100,000 range for the purpose of maintaining a healthy buffer in FY 2019. Current projected expenditures would leave a rollover of \$99,386. The Director is projecting that FY 2019 expenses will leave the District with an even smaller rollover into FY 2020; even with an anticipated 3.5% increase in budget. At this time, with the costs associated with the move already processed, the Director intends to limit the acreage of the spring aerial larvicide to a certain extent to help reach this fiscal goal. The Director plans to maintain enough room in the budget to be able to conduct a flood plain aerial larvicide should that critical need arise during the upcoming summer season. The financial state of the District is sound.
- The Director noted the possibility of an energy efficiency program that could change out lights and light switch controllers in the new headquarters that might save the District money over the long term. The Director is waiting on a proposal.

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

3) Agenda Item: Fieldwork Overview

- a. Field Work Accomplished: The Director presented a spreadsheet of year-to-date 2018 field work accomplished.

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

4) Agenda Item: EOTSS at new headquarters

The Director reported that since Lee Cuppola and Tim Drain from EEA-IT had responded to the Directors e-mail back in February, there has been no further correspondence or movement on this issue.

Action: No action taken.

New Business:

The Director updated the Commission on changes and updates to the Districts website to make it more stable and serviceable by Blue Robin.

The Commission set the next Commission meeting for May 10th, 2018 at 4:00pm at District Headquarters.

At 8:23 a.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman