

# Norfolk County Mosquito Control District

Commission Meeting

October 16, 2013

The Meeting was called to order at 4:01 P.M. at The District Headquarters

Those present were:	Robin Chapell	Norman Jacques
	Maureen MacEachern	Linda Shea, Acting Chairman
	David Lawson, Director	Caroline Haviland, Field Operations Manager

The minutes of the September 26th, 2013 Commission Meeting were unanimously accepted on a motion by Mr. Jacques, seconded by Mrs. MacEachern.

The Director presented a brief summary of the overall budget situation. The Director informed the Commission of the NMCA Annual Meeting taking place in Nantasket Beach, on December 9 through 11. The Commission asked the Director about progress in moving the headquarters to a new location. The Director informed the Commission of a recent meeting with the Projects Administrator where DCAMM forms were reviewed. The Director has since filled out the DCAMM forms and sent them to the Projects Administrator. The Commission asked the Director to make the headquarters move a standing agenda item for each Commission meeting, and to keep them informed of progress. The overall budget review report was unanimously accepted on a motion by Mrs. Chapell, and seconded by Mr. Jacques.

The Director then reviewed the field work accomplished report. The Commission unanimously voted, on a motion by Mr. Jacques seconded by Mrs. Chapell, to accept the field work accomplished report.

The next meeting date was set for November 21, at 2:00 pm at District headquarters.

The Commission decided to not hold a meeting in December.

At 4:28 P.M. the meeting was adjourned on a motion by Mrs. Chapell.

Respectfully submitted,

Linda Shea, Vice Chairman