

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. 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

# <u>September 24th, 2015 Regular Meeting Minutes of the Norfolk</u> <u>County Mosquito Control District Commission</u>

## **Commissioners present:**

Maureen MacEachern - Chairman, Robin Chapell, Norman Jacques, Richard Pollack, Linda Shea.

## **Commissioners absent:**

Quorum: There was a quorum established.

#### **Others in attendance:**

David Lawson, Director

Caroline Haviland, Field Operations Manager

Note taker:

David Lawson

The Meeting was called to order at 4:32 P.M. at District headquarters.

## **Agenda Item: Approval of Minutes**

<u>Action</u>: The minutes of the August 19<sup>th</sup>, 2015 Commission meeting were unanimously accepted on a motion by Mr. Jacques.

## Agenda Item: Budget Overview

## a. FY 2015 year-end expenses

The Director presented a sheet highlighting the budgetary state of the District. The District closed FY 2015 with expenditures of \$1,580,740 resulting in a rollover into current FY 2016 of \$217,162.

## b. <u>Headquarters relocation process</u>

The Director reviewed progress with the process of moving to a new location. Peter Woodford from DCAMM had met with the Director recently and discussed the process moving forward. NCMCD is looking for significant garage space in any new location to which the District moves. Though original figures of 19,000 square feet had been suggested by the District, Peter suggested that this might be a bit high and that DCAMM officials might not be inclined to support

such square footage. In preparation for presenting an RFP, the Director visited the Northeast Massachusetts Mosquito Control and Wetlands Management District, and the new Bristol County Mosquito Control District location. Based on observations at these new sites and the Districts needs, The Director and Field Operations Manager reviewed and revised the RFP to reflect a reduction in garage square footage requested, but a figure that is still higher than the other Districts. The District feels that the goal is still to get as many of the vehicles and as much equipment in garage space as opposed to outdoor storage where it is exposed to weather and vandalism. The Director has forwarded an RFP to DCAMM and Peter indicated that DCAMM's intent was to put the RFP out for bids in October.

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

## Agenda Item: Employee and Related Overview

## a. <u>Entomologist Position update</u>

The Director updated the Commission of the backfilling of the entomologist position. Kaitlyn O'Donnell has been employed for almost 3 weeks and the Director and Field Operations Manager have only positive reviews at this time.

Action: No action needed.

## Agenda Item: Fieldwork Overview

The Director passed out a spreadsheet of year to date field work noting the recent end of spraying for the season and the transition to primarily water management field work for the fall and winter

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

The Commission set the next 2 meetings of the Commission for October 28th, 2015, at 4:30 pm, and December 3<sup>rd</sup>, at 4:30 pm both at District Headquarters.

At 5:02 P.M. the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Maureen MacEachern, Chairman