



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

September 26th, 2018 Regular Meeting Minutes of The Norfolk
 County Mosquito Control District Commission

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

Commissioners absent:

Quorum: A quorum was established.

Others in attendance: David Lawson, Director

Note taker: David Lawson

The meeting was called to order at 4:00 pm.

1) Agenda Item: Approval of the minutes of the August 23rd, 2018 Commission Meeting

Action: The minutes of the August 23rd, 2018 Commission meeting were unanimously approved on a motion by Mrs. Chapell.

2) Agenda Item: Budget Overview

a. Review of FY 2018 year-end expenses

The 2018 fiscal year reconciliation is complete. The District moves out of FY 2018 with a \$114,497 rollover into FY 2019.

b. Review of FY 2019 Expenses

The Director is projecting that FY 2019 expenses will leave the District with an even smaller rollover into FY 2020; even with a 3.5% increase in budget, the number hovers around or below \$50,000. This is getting a bit low for the Directors comfort, though such a number has been anticipated. Going forward, the Director hopes to maintain a rollover of at least \$75,000 - \$100,000 each year.

In order for the District to maintain current services and meet ongoing projected expenses, budget increases above 2.5% will be needed for a couple years going forward. The Director has submitted to SRMCB a projected budget increase of 6% for the 2020 Fiscal year, and suggests that this is what the

District needs to ask for in the certification process. The financial state of the District is sound, but closer than 'normal' attention to financial planning is in order for the next couple years.

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

3) Agenda Item: Fieldwork Overview

- a. **Field Work Accomplished:** The Director presented a spreadsheet of year-to-date 2018 field work accomplished. ULV applications and catch basin treatments have concluded. The field crew will now transition to more intensive water management work for the fall and winter seasons.

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

- b. **September 20th aerial application review:** The Director showed video and maps, and shared other information regarding the recent aerial application that was conducted to control *Coquilletidia perturbans* larvae in Franklin and Westwood.

4) Agenda Item: Virus Isolations

The Director reviewed a list of all the virus isolations from the current season. There have been 22 isolations of WNV in 12 of the District towns from submitted mosquito pools and one human case of WNV in the City of Quincy. Since it was so late in the season when the human case was reported, there was no possible mosquito control response due to cold, rainy and windy conditions.

Action: No action taken

New/Old Business:

The Commission had already set the next Commission meeting for October 18th, 2018 at 4:00pm to be held at District Headquarters.

At 4:42 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman