

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources State Reclamation and Mosquito Control Board

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MOSQUITO CONTROL PROJECTS & DISTRICTS

Berkshire County Mosquito
Control Project

Bristol County Mosquito
Control Project

Central Massachusetts
Mosquito Control Project

Cape Cod Mosquito
Control Project

East Middlesex Mosquito
Control Project

Norfolk County Mosquito
Control Project

Northeast Massachusetts
Mosquito & Wetland
Management District

Plymouth County Mosquito
Control Project

Suffolk County Mosquito
Control Project

Massachusetts Mosquito Control Budget Notification And Compliance Certification Policy

(Rev. 3-4-10)

The State Reclamation and Mosquito Control Board (the "Board") oversees mosquito control in Massachusetts under the authority granted by MGL Chapter 252 and the several Acts of the Legislature creating mosquito control projects (the "Districts"). The Board's authority includes the important responsibility to certify District budgets. Since the Districts' budgets (with the exception of East Middlesex Mosquito Control Project) are not voted on by the member communities, the Board must review and certify District budgets so as to insure the interests of the member communities served.

Prior to F/Y 2002, funding for the Districts and the Board was subject to appropriation by the Legislature and listed as line items within the Department of Food and Agriculture (DFA) budget, now the Department of Agricultural Resources. Thereafter, the funds appropriated for mosquito control were assessed proportionately to each District's member cities and towns as deductions from local aid, as reflected on the Cherry Sheet (the official notification from the Massachusetts Commissioner of Revenue of state aid and assessments to cities, towns, and regional school districts in the upcoming fiscal year).

For F/Y 2002 and thereafter, District budgets have no longer been subject to appropriation. Instead, the Districts submit their proposed budgets to the Board for review and the Board then certifies to the Office of the Comptroller the amount determined by the Board to be necessary. Just as in the past, there is a deduction from each of the Districts' member municipalities' local aid distribution of its proportionate share of the total District budget certified by the Board.

Thus, state funding of the Districts and the Board now functions as "trust fund" expenditures, which are reviewed and certified by the Board to assure that expenditures for the fiscal year do not exceed related assessments.

Massachusetts Mosquito Control Budget Notification and Compliance Certification Policy

Since the Board is required by law to certify the amounts to be deducted from local aid, it is the duty of the Board to assure itself that the member communities concur with the proposed District budgets. Ultimately, the Board must make certain that the budgets reflect an appropriate use of public money through a transparent process.

To this end, it is the policy of the Board, in making its certification and approval of Districts budgets, to require that each District:

1. Invite the public to a meeting to be held on or before March 1st of each year in which the Districts preliminary proposed budget and work plans for the upcoming mosquito season are presented and discussed, and notice of the meeting shall be published as prescribed in Forms SRB-1 and SRB-2.
2. Send a copy of the meeting invitation and District preliminary proposed budget to the Chief Administrative Officer*, the Chief Executive Officer*, to the Finance Committee of each member municipality having a Finance Committee, and to the Board; and, if requested by any of the above, to attend a meeting to explain the proposed budget and to answer questions.
3. Make available the District preliminary budget to local public officials and citizens in each member municipality in a format that reveals cost categories such as salaries, expenses, travel, equipment, supplies, etc., along with breakdowns for two previous years of budget for comparison purposes.
4. Send a report including summary of public comments (if any) along with the final District budget proposed to the Board by April 15th.
5. Publish and mail Form SRB-1 as directed, and to complete and return Form SRB-2 to the Board as evidence of compliance with this policy.

The Board is confident that this policy will facilitate the Board's budget certification responsibility by ensuring that each District budget has been thoroughly vetted at the local level through a transparent and documented process.

*As defined by Chapter 4, Section 7 of the Massachusetts General Laws;

"Chief administrative officer", when used in connection with the operation of municipal governments, shall include the mayor of the city and the board of selectmen in a town unless some other local office is designated to be the chief administrative officer under the provisions of a local charter.

"Chief executive officer", when used in connection with the operation of municipal governments, shall include the mayor in a city and the board of selectmen in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.

The _____ Mosquito Control Project

NOTICE OF PUBLIC MEETING TO PRESENT AND DISCUSS
ITS PRELIMINARY PROPOSED BUDGET FOR F/Y _____

Notice is hereby given that the _____ Mosquito Control Project (the "District") will hold an informational public meeting at the time and place indicated below in order to present and discuss the District's preliminary proposed budget for F/Y _____, and to receive comments and answer questions from the public and local public officials in connection therewith.

1. Date: _____ [not later than March 1st]

2. Time: _____

3. Location: _____

4. A copy of the District's preliminary proposed budget is available for inspection during regular business hours at the following location(s):

5. The total dollar amount of the District's preliminary proposed budget for F/Y _____ and for the fiscal year immediately preceding are as follows:

F/Y _____ = \$ _____

F/Y _____ = \$ _____

6. The member municipalities within the District together with each municipality's estimated proportionate share thereof, expressed both as a percentage and as a dollar amount, is as set forth on Form SRB-1, Page 2. As of the date of this notice, the District is comprised of _____ municipalities as listed on Form SRB-1, Page 2. If the composition of the District changes because one or more municipalities join or withdraw from the District, the total preliminary budget will be adjusted pro rata.

7. Copies of the preliminary proposed budget will be available for inspection at the meeting, at which reasonable time will be accorded to those in attendance to ask questions and to offer comments. *Comments may also be sent directly to the Board via the Executive Director or Projects Administrator by April 15th*

8. A copy of this Notice, together with a copy of the preliminary budget proposed, has been delivered or mailed to the Chief Administrative Officer, Chief Executive Officer, to the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

The _____ Mosquito Control Project

CERTIFICATE OF COMPLIANCE WITH NOTICE REQUIREMENTS
Of the
State Reclamation and Mosquito Control Board
Budget Notification Policy

I, the undersigned Chairman of the _____ (the "District") hereby certify that on _____, 20____, the District held a meeting on its preliminary proposed budget for Fiscal Year _____, in compliance with the State Reclamation and Mosquito Control Board's Budget Notification Policy. Notice of the meeting on Form SRB-1 was published in one or more newspapers of general circulation within all member municipalities at least 14 days prior to the meeting, a copy of each such publication attached to this Certification of Compliance.

The Massachusetts Mosquito Control Budget Notification and Compliance Certification Policy requires that the meeting invitation state the following:

- (1) The date, time, and place of the meeting;
- (2) The place where a copy of the preliminary proposed District budget is available for inspection;
- (3) That copies of the preliminary proposed District budget will be made available at the meeting and in a format that expresses the budget by category, salary, expenses, travel, equipment, supplies, etc., along with breakdowns for two previous years of budget for comparison purposes: and
- (4) That reasonable time will be accorded to those in attendance for questions or comments relating to the preliminary budget proposed.

In addition to said publication, a copy of the meeting invitation together with a copy of the preliminary proposed District budget was delivered or mailed at least 14 days prior to the meeting to the Chief Administrative Officer, Chief Executive Officer, the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

Signed this _____ day of _____, 20____.

The _____ Mosquito Control Project

by: _____
Chair, Mosquito Control District Commission, duly authorize