



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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Boston, MA 02114-2151



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**TIMOTHY MURRAY**  
Lt. Governor

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Anne Monnelly  
*Department of Conservation and Recreation*  
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**STATE RECLAMATION AND MOSQUITO CONTROL BOARD (SRMCB)**

**Subject: Summary Meeting Minutes**

**Date / Time:** Thursday, June 5, 2008 @ 1:30 PM

**Place:** Conference Room A, 5<sup>th</sup> floor  
251 Causeway Street, Boston, MA

**Attendees:**  
SRMCB Board: Mark Buffone, Department of Agricultural Resources /SRMCB, Chairman  
Gary Gonyea, Department of Environmental Protection / SRMCB Member  
Alisha Bouchard, SRMCB, Projects Administrator

Mosquito Control Project Directors/Superintendents / Assistants:

John Doane, Cape Cod Mosquito Control Project

**1.0: Call to Order, Attendance and Opening Remarks.**

1.1 Call to Order: Chairman, Mark Buffone began the meeting, officially calling the meeting of the State Reclamation and Mosquito Control Board to order at 1:31 PM on Thursday, June 5, 2008 at 251 Causeway Street, 5<sup>th</sup> floor Conference Room A, Boston, MA. He remarked that all meetings of the Board, as is today's meeting are posted at both the Secretary of States office and Executive Office of Administration and Finance pursuant to the Open meeting Law. He noted that there were only 2 members of the Board present at this meeting. For the purpose of introduction, he introduced himself as the Department of Agricultural Resources representative and stated that he held the Chairman seat.

1.2 He introduced the representative from the Department of Environmental Protection, Gary Gonyea. Anne Monnelly who represents the Department of Conservation and Recreation could not attend today's meeting. Chairman Buffone stated however, the Board had a quorum for voting purposes. He also acknowledged the Board's projects administrator Alisha Bouchard. He distributed the attendance sheet and, for the record, he introduced John Doane, Superintendent of the Cape Cod Mosquito Control Project. Finally, the Chairman asked those in attendance to sign the attendance sheeting; noting that the Board would like to maintain the attendance sheet as part of the record.

**2.0: Vote to Approve Nomination of Commissioner to the East Middlesex County Mosquito Control Projects.**

2.1: **Background:** Chairman Buffone stated that before proceeding to the main item of discussion, the certification of several mosquito control budgets, he brought to the Board's attention a letter he received from the Chairman of the Lexington Board of Health informing the Board that the Lexington of Health voted and nominated Gerard Cody the new Health Director to serve as the East Middlesex Mosquito Control Commissioner representing Lexington. He commented that the Board was familiar with the East Middlesex Mosquito Control District Commission, which is large and composed of the health directors from each town. He stated that he had no objection to this nomination and would be happy to send a letter to the town of Lexington announcing the Board's approval.

2.2: **Questions and Discussions:** Gary Gonyea requested that the Board consider requesting resumes from Commissioners of East Middlesex County Mosquito Control as they are generally nominated by municipal Board of Health due to their unique set up as a voluntary trust. Gary told the Board that it would be helpful to have these on file as the Board does for the other Mosquito Control Project Commissions. Chairman Buffone agreed but also suggested that the Board discuss this matter at a future meeting as well as other issues that are unique to East Middlesex County Mosquito Control Project.

2.3: **Action Taken:** Gary Gonyea made a motion to approve Mr. Cody as recommended by the Lexington Board of Health. Motion seconded by Mark Buffone and voted unanimously to approve.

**3.0: Vote to approve and certify FY 09 Budgets of the remaining 4 MCPs budgets**

3.1: **Background:** Chairman Buffone provided background to those present. He stated the following: At the last meeting (May 28, 2008) the Board voted and certified a number of MCP budgets for FY 09. The budgets that the Board certified were those budgets that only reflected a 2 and ½ % increases. Obviously, the Board can justify those districts that exceed 2 and ½ easily if the district reflects new membership and other pertinent reasons. However, in those cases, where MCP request budgets that exceed 2 and ½ %, and have no new membership, the Districts will need to provide the Board written justification for the proposed increases. The Board received a number of these justifications for 4 MCPs whose budget requests exceeded the 2 and ½% funding. These were the Mosquito Control Districts of Norfolk, Suffolk, Central, and Cape Cod. He emphasized that the Board worked hard to keep budgets to the 2 and ½ cap noting that the Commonwealth.

is in fiscal difficulties and also mentioned for the record that MCPs were given state supplemental funding during FY 08, that fringe benefits rates had been reduced significantly, that balance carried forward (or rollover) and other cost saving mechanisms such as making seasonal employees contract employees were things that could bring budgets closer to 2 and ½%.

He continued commenting that, there was much discussion at the May 28th meeting especially from Cape Cod. In fact, 3 Cape Cod Commissioners were present. As the Board listened intently, it decided to have another meeting today to give the 4 mosquito control projects a chance to send additional detailed justifications to the Board.

To date, Chairman announced that the Board has received additional information. He stated that 2 of the 4 MCPs have adjusted their budgets accordingly reducing their budgets to the 2 and ½% level. These districts were the Norfolk and Suffolk County districts.

He felt the Board should take a separate action to approve these particular budgets and then proceed to the other two. The Chairman stated he would entertain a motion to approve and certify these budgets before moving on to the last 2 that still exceed 2 and ½ %

- 3.2: Questions and Discussions:** During discussion on budgets, Gary Gonyea asked if the Bristol County Mosquito Control Project sent a letter that documented how they were justifying their fairly excessive rollover funds as requested at the May 28th meeting. He remarked that the Board needs something in writing for the files that points to what they plan to do with this money. The projects administrator, Alisha Bouchard stated that she would follow-up with them pertaining this matter.
- 3.3: Action Taken:** Gary Gonyea made a motion to approve and certify Suffolk and Norfolk County Mosquito Control Project who submitted revised budget estimates at 2 and ½ percent Motion seconded by Mark Buffone and voted unanimously to approve.
- 4.0: Central MA Mosquito Control Budget:** Chairman Buffone stated that he would like to discuss this budget and asked the Projects Administrator to provide budgetary information.
- 4.1: Questions / Discussions:** An extensive discussion ensued between Alisha Bouchard project administrator and the Board concerning the requested increase of 4.59%. The Board compared the total amount of their budgets at 2 and ½ % and the requested increase. The difference between the two would equal approximately \$32,000 dollars. The Chairman asked if the Board does not approve the requested increase, would this amount of money cause negative consequences to the districts core services and services to the 39 cities and towns in the district? The Board was advised that fringe benefit reductions could reflect cost savings overall. Chairman Buffone also remarked that the balance carried forward estimates or rollover funds were substantial, which could absorb the requested increase of the District and Commission.

Gary Gonyea stated that based on our analysis, he believed they can meet the 2 and ½ percent limit because of the reduction in fringe rate, which will result in reduction in the total cost to the district. Also, the difference could be taken out of the rollover funding without too much impact on retaining a prudent reserve of 5-10%.

Chairman Buffone emphasized that the Board needs to provide the final certified budget estimates to the Department of Revenue very soon. Chairman asked if Gary Gonyea would draft a letter to the Central Commission concerning the Board's decision. There was general agreement that in the future this process would start much earlier since the budgets are a "work in process" and very complicated. The Board applauds the future use of the projects administrator's budget template and to work closer with the projects as early as possible. Gary Gonyea stated that an enhanced and early process should help the Board and the Mosquito Control Projects to identify cost savings and /or justify increases above 2 and ½ percent. Alisha Bouchard suggested that projections could be started in the fall circa October (after spending plans are submitted) and use the template as a "live document" that mirrors the MCPs projections and what the Board sees internally at the state level. Gary Gonyea stated that this would give the Board more time to ask questions and request changes and revisions before the final certification vote in May of each year.

- 4.2: **Action Taken:** Gary Gonyea made a motion that the Board approve and certify the Central MA budget only at the 2 and ½ percent with the expectation that they utilize the current fringe rate to achieve cost savings and absorb the remainder from their rollover funds or balance carried forward. Motion seconded by Mark Buffone and voted unanimously to approve.
- 5.0: **COLA Vote:** Before proceeding to the final budget, Chairman Buffone stated that the Board overlooked an important vote at the May 28, 2008 meeting pertaining to the FY 09 Budget Guidance and Update. The meeting was originally scheduled for May 21<sup>st</sup> and postponed until May 28<sup>th</sup>. Specifically the Board proposed authorization of a FY 09 Cost of Living Adjustment (COLA) of up to 3% across the board for all MCP employees. In a memorandum dated April 14, 2008 (sent to all Mosquito Control Commissions and Projects), the Board stated it would consider formally voting this authorization. Chairman stated that a motion needs to be made to make this official and to reconcile the oversight per the memorandum dated April 14th.
- 5.1: **Questions / Discussions:** Discussion ensued about the matter regarding the prior Board meetings. Chairman asked if Alisha could read the memo dated April 14, 2008 out loud for the record. The Chairman stated that the memo was intended to guide and convey that the Board's desire that Commission exercise fiscal discipline as they finalized and approve their FY 09 budgets for the Board's May meeting certification. Chairman Buffone expressed that the percent was flexible in that the Commission could approve up to 3% allowing Commission discretion.

As stated at the January meeting, Chairman Buffone stated that COLA increases would be something that would be discussed and that he will check with Human Resources in light of the fact the Board has a moratorium in effect but this does not necessarily rule out adjustments for salary increases for FY2009 budgeting. And, would not rule out a percent increase based on fairness and equity for all employees of all districts; an across the board type of adjustment.

- 5.2: **Action Taken:** Gary Gonyea made a motion that the Board approve and authorize the COLA amounts as proposed in the memo of April 14<sup>th</sup> and as previously discussed at prior Board meetings including January 16, and March 19, 2008 which outlined the limits of any COLA increases up to 3 %. Motion seconded by Mark Buffone and voted unanimously to approve.
- 6.0: **Cape Cod Mosquito Control Budget:** Chairman Buffone proceed to the Cape Cod budget using the same process discussing this budget and asked the Projects Administrator to provide budgetary information.
- 6.1: **Questions / Discussions:** An extensive discussion ensued between Alisha Bouchard project administrator and the Board concerning the requested increase of 4.59%. The Board compared the total amount of their budgets at 2 and ½ % and the requested increase. The Board discussed potential cost savings. Alisha Bouchard reported that there did not appear to be any rollover carried forward for the Cape and those small cost savings would be obliterated by increased fuel costs. Chairman Buffone asked Alisha and John Doane if there was any cost savings that could be identified? Because of various restrictions with contractors operating state-owned cars and equipment as noted by John Doane, the actual amount of savings to change one seasonal hire to a contract employee was discussed previously and the Commission declined this avenue. With many salaried positions, there should be cost savings due to fringe reductions. Alisha remarked that since they have many more FTE's than other projects, these cost savings would not be recognized for FY 09 since the Cape may be running a negative balance for FY 08.

Chairman Buffone brought to the attention of the Board a letter signed by the entire Commission citing unique circumstances such as significant population increase on the Cape during the summer months. Chairman noted that 2 of the Commissioners represent the Barnstable County Town Managers and Executive Secretaries Association and the Selectmen and Councilors Association. John Doane stated that with that many more people, you have many more people being exposed to biting mosquitoes. The extra funding keeps them where they are and enables them to go there and treat catch basin around areas where there have been West Nile virus quickly with several hundred catch basins around a major mall.

Gary Gonyea questioned a specific budget data citing a 4.5% COLA increases on salaries but John Doane stated emphatically that this was an error and that there was not a 4.5% COLA. Gary observed that other cost categories were level funded.

John Doane remarked that the district hired 2 additional FTE's over the past 2 years. The Board expressed and recommended that that the district consider hiring seasonal or contract employees before hiring future FTE's to avoid issues that may present themselves in the future regarding increases in fringe benefits.

Chairman Buffone stated that the Board could make recommendations as we proceed with the new process beginning FY 10 budgets.

**6.2: Action Taken:** Chairman Buffone made a motion that the Board approve and certify the Cape Cod budget only at the requested amount based on the numbers before the Board noting that the Cape made an effort to reduce their administrative cost by \$3,500 dollars; that projected salaries of each current FTE's will not increase more than a 3 % COLA increase; that the Cape had no significant rollover projected funding to absorb budget increases including projected fuel increases. The Chairman further recommended that the Cape Cod District explore using seasonal contract employees versus full-time employees. Motion seconded by Gary Gonyea and voted unanimously to approve.

7.0 Next Meeting Dates: October 15<sup>th</sup>, 2008 unless otherwise needed

8.0: **Adjournment.**

8.1: Background: The Chairman asked if there were any other comments or questions before the Board officially adjourns the meeting.

8.2: Questions and Discussions: None.

8.3: Action Taken: Gary Gonyea made a motion to adjourn the meeting at 2:58 PM. The motion was seconded by Mark Buffone and voted unanimously.

Respectfully submitted,

Mark S. Buffone, Chairman