

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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DEVAL L. PATRICK
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RICHARD K. SULLIVAN JR.
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Commissioner

MEMBERS

Lee Corte-Real, **Chairman**
Department of Agricultural
Resources (DAR)

Bruce Hansen
Department of Conservation
And Recreation (DCR)

Gary Gonyea
Department of Environmental
Protection (DEP)

ADMINISTRATION

Mark S. Buffone
Executive Director

Alisha Bouchard
Project Administrator

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 District

Northeast Massachusetts
Mosquito & Wetland
Management District

Plymouth County Mosquito
Control Project

Suffolk County Mosquito
Control Project

Subject: Meeting Minutes

Date: Monday, February 3, 2014

Original date: January 22, 2014 Postponed due to weather

Place: DCR Watershed Division
John Augustus Hall
180 Beaman Street
West Boylston, MA 01583

Present for the:

Board and Administration:

Lee Corte-Real, Department of Agricultural Resources, Chairman
Bruce Hansen, Department of Conservation and Recreation, Member
Gary Gonyea, Department of Environmental Protection, Member
Mark Buffone, Executive Director
Alisha Bouchard, Projects Administrator

Mosquito Control Project Commissioners:

Arthur Tobin, Bristol County Mosquito Control Project
Christine A. Fagan, Bristol County Mosquito Control Project
Sam Telford, Central MA Mosquito Control Project

Mosquito Control Project Directors/ Superintendents /Assistants:

Jennifer Dacey, Bristol County Mosquito Control Project
Tim Deschamps, Central MA Mosquito Control Project
David Henley, East Middlesex Mosquito Control Project
David Lawson, Norfolk County Mosquito Control Project
Timothy McGlinchy, Central MA Mosquito Control Project
William Mehaffey, Northeast MA Mosquito Control & Wetlands Management
District
Robyn Janusezewski, Northeast MA Mosquito Control & Wetlands Management
District
Caroline Haviland, Norfolk County Mosquito Control Project

Other:

Cindy Stinson, Mass Department of Public Health
Andrew Ruiz, Mass Department of Public Health
Matthew Davis, Vector Disease Control International
Jason, Pananos, Vector Disease Control International

A. Start: Call to Order by Chairman Corte-Real, and Attendance.

Chairman Lee Corte-Real called the meeting to order at 10:05 AM in West Boylston. The Chairman proceeded with the SRMCB roll call. Those present were Bruce Hansen representing Commissioner Jack Murray of the Department of Conservation and Recreation (DCR), Gary Gonyea representing Commissioner Kenneth L. Kimmell of the Department of Environmental Protection (DEP), and Chairman Lee Corte-Real recognized himself representing Commissioner Gregory C. Watson, of the Department of Agricultural Resources (MDAR). The Chairman stated that there was a quorum.

B. Minutes Summary: The Board will consider for approval the meeting minutes of November 20, 2013 meetings

B.1: Background: The Chairman asked members if everyone had a chance to review the minutes.

B.2: Questions and Discussions: G. Gonyea noted he had made suggestions to the minutes and sent these to the Executive Director which were incorporated into the final version.

B.3: Action Taken: G. Gonyea made a motion to approve the minutes of November 20, 2013. The motion was seconded by Bruce Hansen and the minutes were unanimously voted 3-0.

C. 2013 Mosquito Control Project Operational Annual Reports: The Board asked for the 2013 Operational Annual Reports to be submitted to the Board no later than January 22, 2014.

C.1: Background: M. Buffone informed the Board that all of the annual reports for the regional mosquito control programs have been received including reports for Nantucket and Martha's Vineyard as requested by the Board at the November 20th meeting. He also noted that the reports were posted on the Board's website.

C.2: Questions and Discussions: None

C.3: Action Taken: Gary Gonyea asked the Executive Director Buffone to send a notification to MEPA informing this agency that the 2013 operational annual reports were available for public review at the Board's website.

D. FY 15 Mosquito Control Budget Updates: The Board will hear and discuss if necessary any FY 15 mosquito control budget updates.

D.1: Background: A. Bouchard reported on the FY 15 budgets and various administrative issues pertaining to these budgets. She provided a handout to each Board member that covered each district's budget and the justifications they provided for any increases. She reported that the majority of the projects FY 15 budgets remained the same as originally submitted. However, Alisha noted that some districts such as the Northeast district reduce their FY 15 budget to level funding due to restructuring of their organizational chart. She remarked that Central also amended their budget due to addition of the town of Groton to their member communities and that the budget now totaled \$1,986,933 dollars. Board members were given a copy of the certified vote for the town of Groton who joined Central MA Mosquito Control Program.

Alisha Bouchard stated that there are a number of Division of Capital Asset Management (DCAM) lease issues for many of the projects. She provided a brief summary of the issues pertaining to the status of district leases. Berkshire lease will be coming to term soon. The Bristol lease is being worked on but there are some external forces that appear to be holding up this lease and the re-location of the program. She highlighted that they are trying to get an extension for the Cape Cod lease which expired on December 30th. She has been trying to get an amendment for an extension or go out to bid for the Central lease. East Middlesex is waiting for an extension similar to the Central district. Norfolk lease is not up for awhile but they have had experienced vandalism and the building is not up to code. She stated that MDAR's General Council will accompany her to conduct a site visit to the Norfolk program. The Northeast went out to bid and received only 1 bid that was too high as it pertained to their budget funding. A. Bouchard stated that she will request DCAM that they reject that bid and request them to go back out to bid. Plymouth has a new lease and Suffolk lease coming up within the next year. The General Counsel and Alisha are trying to set up a meeting with the Director of Leasing at DCAM to go over all of these lease issues to find out what can be done to move the lease issues much faster.

She noted that she revised the Board's budget downward by excluding the originally proposed IT/GIS contract employee and is working with MDAR staff to determine which districts need IT assistance. Along with this revision she noted that she added 1 new Accountant II FTE position to help support the necessary increases in administrative fiscal, procurement, and HR work duties.

D.2: Questions and Discussion: G. Gonyea asked A. Bouchard if her budget narrative contained reference to the work done for emergency aerial adult mosquito control spraying operation. She answered yes. In addition, A. Bouchard commented that she was obligated to sit with each district to comply with Executive Order 504 (the keeping and security of personal information) and Open Meetings. This effort, she noted, is time sensitive and time consuming but necessary to be able develop a report to comply. G. Gonyea also highlighted the importance of providing budget information to the Districts such as the "one page document" that A. Bouchard developed listing 12 bullets citing the type of services the Board's administration budget supports such as finance, payroll and other administrative operations. G. Gonyea also asked if the budget increases included salary increases for Cost of Living adjustments. A. Bouchard responded yes.

D.3: Actions Taken: NONE.

STATE RECLAMATION AND MOSQUITO CONTROL BOARD MINUTES -January 22, 2014 postponed due to weather to Monday
February 3, 2014

Table 1: FY 15 Proposed Preliminary Massachusetts Mosquito Control Budgets

State Reclamation & Mosquito Control Districts

FY 15 Preliminary Budget Requests by Mosquito Control Districts

Original: **11/20/2013**

| District | FY 2013 SRMCB Approved/Certified Budget | FY 2014 SRMCB Approved/Certified Budget | FY 2015 Budget Request | Difference vs. FY 14 | % Change |
|----------------|---|---|------------------------|-------------------------|--------------|
| Berkshire | 207,573 | 239,583 | 240,606 | 1,023 | 0.5% |
| Bristol | 1,229,095 | 1,290,550 | 1,322,814 | 32,264 | 2.6% |
| Cape Cod | 1,744,201 | 1,821,201 | 1,884,537 | 63,336 | 3.6% |
| Central Mass | 1,821,893 | 1,949,203 | 1,997,933 | 48,730 | 2.7% |
| East Middlesex | 626,534 | 676,517 | 689,840 | 13,323 | 2.0% |
| Norfolk | 1,524,700 | 1,589,314 | 1,628,967 | 39,653 | 2.6% |
| Northeast | 1,589,540 | 1,589,540 | 1,873,300 | 283,760 | 17.9% |
| Plymouth | 1,557,472 | 1,604,197 | 1,652,322 | 48,125 | 3.1% |
| Suffolk | 260,283 | 265,264 | 265,264 | - | 0% |
| SRMCB Admin | <u>269,457</u> | <u>303,859</u> | <u>360,138</u> | <u>56,279</u> | <u>20.9%</u> |
| Total: | 10,830,748 | 11,329,228 | 11,915,721 | 586,493 | 5.2% |

Table 2: FY 15 Proposed Preliminary Massachusetts Mosquito Control Budgets *with justification*

State Reclamation & Mosquito Control Districts

FY15 Preliminary Mosquito Control Budget Requests

Date: 11/19/2013

Updated: 1/14/2014

| District | FY2013 SRMCB Certified Budget | FY2014 SRMCB Certified Budget | FY2015 Budget Request | Difference vs. FY14 | % Change | Notes: |
|-----------------------------------|--|--|------------------------------------|------------------------|---------------|---|
| Berkshire | 207,573 | 239,583 | 240,606 | 1,023 | 0.5% | Level funding. Increased cost est's for salary inc's & 3% COLA; MCD reorg to include add'l Foreman either via a new hire or internal promotion & backfull promoted FTE at \$42k. Add'l cost est's for inc'd pension & fringe costs, space rental, relocation & new facility extras. |
| Bristol | 1,229,095 | 1,290,550 | 1,322,814 | 32,264 | 2.6% | Includes a salary increase for employees and funds for hiring 2 FTEs partway thru FY15 with anticipation that these positions will be fully funded in FY14 plus, a buyout estimate for a long term employee considering retirement in FY15. |
| Cape Cod | 1,744,201 | 1,821,201 | 1,884,537 | 63,336 | 3.6% | Includes the town of Groton voted to join. Est includes inc'd costs for pesticides, fuel & vehicle use, mosquito testing with contracted seasonal employees estimated to absorb most of the increased costs. |
| Central Mass East Middlesex | 1,821,893 636,702 | 1,949,203 717,130 | 1,986,933 689,940 | 37,730 (27,190) | 2.1% -4.3% | Voluntary Trust. |
| Norfolk | 1,524,700 | 1,589,314 | 1,628,967 | 39,653 | 2.6% | With aging vehicle fleet estimate includes the cost to replace 2 ULV spray trucks. Level funding, pending final approval by Commission. Est's include costs for relocation, new space rental, Office Mgr new hire, COLA, fringe, vehicle replacements and increased seasonal staff. |
| Northeast | 1,589,540 | 1,589,540 | 1,589,540 | - | 0.0% | Est's include costs for 1 FTE backfill for surveillance traps at \$52k, larvicides & pesticides \$110k, pension & fringe, heavy equip maint & repair, DPH testing, space rental, aerial GPS navigation system \$30k, 4 spray trucks replacement via TELP loan \$25k, 1/2 ton truck for hydraulic sprayer \$30k and costs for retiree buyout & workers comp \$15k. |
| Plymouth | 1,557,472 | 1,604,197 | 1,652,322 | 48,125 | 3.1% | |
| Suffolk | 260,283 | 265,264 | 265,264 | - | 0.0% | Level funding; plus \$6,663 est'd rollover from FY14 into FY15. Assumes extended MOA w/ EMMCP w/ shared costs between the two Districts. |
| SRMCB Admin | <u>269,457</u> | <u>303,859</u> | <u>349,062</u> | <u>45,203</u> | <u>16.8%</u> | Includes 1 FTE Accountant II position for finance, HR & administrative support. Revised estimate less IT/GIS contract employee. |
| Total: | 10,840,916 | 11,369,841 | 11,609,985 | 240,144 | 2.2% | |

- E. Budget Form Amendment (SRB Form 1):** The Board received a suggestion to amend the Budget Notification Forms to include in Form SRB-1 a line for the estimated shared portion of the SRMCB budget for each district.
- E.1: Background:** M. Buffone explained that this item was related to the Board's budget compliance and notification policy. He explained that the policy contains a form titled the SRB-form which lists the individual member community assessments; funds deducted from the 'cherry sheets". He continued to say that a suggestion came forward from one of the districts concerning the SRB-1 form (see example below). The suggestion was that the Board includes in the SRB-1 form a column that highlights to each community the estimated shared portion of the SRMCB budget for each community. In addition to enhancing transparency, the added information would provide a more realistic estimate of the estimated amount of funds that would be deducted from the Cherry Sheet or assessed to the member municipality. M. Buffone noted that the district making the suggestion was voluntarily giving the towns an estimated number that includes an estimate of the districts shared portion of the SRMCB budget. The district making this suggestion informed the Board that it would also reduce the confusion when towns ask if this number will be the final and also address concerns from other districts in this matter.
- E.2: Questions and Discussion:** M. Buffone asked how the process would work and time frame. A. Bouchard stated that DOR sends spread sheets of how the assessments are comprised and they breakdown the districts assessment and the Board's assessment. She could provide the amounts as received from DOR. She cautioned that the numbers every couple of years use a different equalized valuations change. She also noted that it would be more difficult to get the numbers to those districts who have early fall public meetings since she usually receives the final numbers in December. G. Gonyea commented on the 12 point bulletin on finance, payroll, and administrative services and asked A. Bouchard to update it. He suggested this be added to the numbers she sends to the districts. M. Buffone asked the Board if they would consider putting this discussion to a vote.
- E.3: Action(s) Taken:** G. Gonyea made a motion to amend the form as discussed to add the SRMCB share and provide the districts with the finance, payroll, and administrative duties supported by the Board's funding share. The motion was seconded by B. Hansen and the motion was unanimously approved 3-0.

EXAMPLE OF SRB FORM-1 AMENDED (using Norfolk County Mosquito Control Project)

_____ County Mosquito Control District Proposed Cherry Sheet Assessments for FY 2016

Based on the preliminary proposed District budget. (2012 Equalized Valuations)

| Name of Municipality | % of Budget | NCMCD Share* | State Reclamation Board Share* | Total Assessment* |
|----------------------|---------------|--------------------|-----------------------------------|--------------------|
| AVON | 1.14 | 18,174 | 474 | 18,648 |
| BELLINGHAM | 3.62 | 57,677 | 1,505 | 59,182 |
| BRAINTREE | 5.04 | 81,025 | 2,114 | 83,139 |
| CANTON | 5.46 | 86,973 | 2,269 | 89,242 |
| DEDHAM | 3.80 | 60,979 | 1,591 | 62,571 |
| DOVER | 3.45 | 54,560 | 1,424 | 55,983 |
| FOXBORO | 4.25 | 68,036 | 1,775 | 69,812 |
| FRANKLIN | 6.48 | 102,777 | 2,682 | 105,459 |
| HOLBROOK | 1.62 | 25,586 | 668 | 26,253 |
| MEDFIELD | 3.42 | 54,069 | 1,411 | 55,480 |
| MEDWAY | 2.54 | 40,400 | 1,054 | 41,454 |
| MILLIS | 1.97 | 31,114 | 812 | 31,926 |
| MILTON | 4.51 | 71,322 | 1,861 | 73,183 |
| NEEDHAM | 5.55 | 87,953 | 2,295 | 90,248 |
| NORFOLK | 2.62 | 42,006 | 1,096 | 43,102 |
| NORWOOD | 3.92 | 62,064 | 1,619 | 63,683 |
| PLAINVILLE | 1.98 | 31,807 | 830 | 32,637 |
| QUINCY | 7.56 | 118,501 | 3,092 | 121,593 |
| RANDOLPH | 3.28 | 52,348 | 1,366 | 53,714 |
| SHARON | 4.60 | 73,898 | 1,928 | 75,826 |
| STOUGHTON | 4.43 | 70,526 | 1,840 | 72,366 |
| WALPOLE | 5.43 | 86,570 | 2,259 | 88,829 |
| WESTWOOD | 3.74 | 59,714 | 1,558 | 61,272 |
| WEYMOUTH | 6.06 | 97,757 | 2,551 | 100,307 |
| <u>WRENTHAM</u> | <u>3.53</u> | <u>56,166</u> | <u>1,466</u> | <u>57,631</u> |
| TOTAL | 100.00 | \$1,592,001 | \$41,541 | \$1,633,542 |

***These numbers are preliminary proposed figures and will only be finalized after State Reclamation and Mosquito Control Board Certification Meeting held in May/June 2015.**

F. Public comment/input period: The Board will provide an opportunity for the general public to speak and listen to their concerns

F.1: Background: None.

F.2: Questions and Discussion: None.

F.3: Actions Taken: None.

G. Date, time, and location of next meeting: The Board will be given the date, time, and location of the next meeting.

G.1: Background: M. Buffone informed the Board that the next meeting was scheduled for Wednesday, March 19, 2014 at the Cape Cod Community College, Room 213, in the Lorusso Applied Technology Building. He noted the meeting is at the same location as in previous years.

G.2: Questions and Discussion: None

G.3: Actions Taken: None.

Before adjournment, Gary Gonyea made a motion to acknowledge Mark Buffone for his contribution and service in his tenure as both Chairman and Executive Director of the Board. Lee Corte-Real seconded the motion wholeheartedly. The Chairman announced that Mark would be retiring after 37 years with the Department and working with the Board from 2004 to the present; as Chairman from 2004-2009 and thereafter as Executive Director to the present, He wished him well and an overall thank you on behalf of the mosquito control districts, citizens of the Commonwealth, and those present at the meeting.

H. Adjournment: The Board will announce next meeting date and officially adjourn the meeting.

H.1: Background: Chairman Corte-Real asked if there was a motion to adjourn.

H.2: Questions and Discussion: None

H.3: Actions Taken: Gary Gonyea made motion to adjourn the meeting at 10:45 AM and seconded by Bruce Hansen and unanimously voted 3-0.

Respectfully submitted,



Mark S. Buffone
Executive Director