



THE COMMONWEALTH OF MASSACHUSETTS  
THE STATE RECLAMATION & MOSQUITO CONTROL BOARD

**PIONEER VALLEY  
MOSQUITO CONTROL DISTRICT**

251 Causeway St. Suite 500  
Boston, MA 02114  
617-626-1723

**Commissioners:**

Jeanne Galloway - Chair  
Aimee M. Petrosky  
Carolyn S. Ness  
Gregory R. Lewis  
Merridith A. O'Leary

**DRAFT**

**Meeting Minutes of the Pioneer Valley Mosquito Control District  
(PVMCD)**

**MDAR office**

101 University Drive, Suite C4, Amherst, MA 01002  
6/22/2018

**Attendance:**

Aimee M. Petrosky, Carolyn S. Ness, Gregory R. Lewis, Jeanne Galloway, Merridith A. O'Leary, Taryn LaScola, Jessica Burgess, Jennifer Forman Orth, Juan Carlos Gutierrez, Ngoc-Nu Nguyen

1. **Call to Order:** Taryn LaScola, representing Commissioner Lebeaux called the meeting to order at 10:00 am. Taryn LaScola noted the commission has a quorum
2. **Commissioner Roles and Responsibilities:** Roles and responsibility documents were sent to the commissioners ahead of time, SRMCB General Council, Jessica Burgess asked the commissioners to come forward if they had any questions. There were no questions.
3. **Appointment of Chair (vote required):** Jeanne Galloway volunteers as the Pioneer Valley Mosquito Control District Commission chair. **Action Taken:** Greg Lewis makes a motion to assign Jeanne Galloway as the Pioneer Valley Mosquito Control District Commission Chair, the motion was seconded by Carolyn S. Ness. The commission voted unanimously.
4. **Legal Updates:**
  - a. Open Meeting Law: Jessica Burgess informs open meeting law to the commission.
  - b. Remote participation (vote required): Jessica Burgess explains to the commission the pros and cons about adopting remote participation. She explains that a physical quorum still needs to present during a meeting, and if a commissioner needs to remote participate, he or she is required to ask

permission from the chair. **Action Taken:** Vote was taken, remote participation passed by a vote of 4 in favor, 1 opposed (Jeanne Galloway)

c. Ethics law: Jessica Burgess explains open ethics law to the commission.

5. **Finance Updates:**

a. Overview of State Procurement: SRMCB Finance Manager, Ngoc-Nu Nguyen, explains state procurement to the commission.

b. Designation of signatory (vote required): Jessica Burgess explains to the commission that somebody needs to be designated with signatory authority. SRMCB operations coordinator, Juan Carlos Gutierrez, volunteers to be assigned with this authority. **Action Taken:** Greg Lewis makes a motion to assign Juan Carlos Gutierrez and Jeanne Galloway to be designated with signatory authority, the motion was seconded by Carolyn S. Ness. The commission voted unanimously.

c. Initial equipment purchase (vote required): Jeanne Galloway and Greg Lewis present 3 lists to the commission and participants. Items include IT, office supplies, lab supplies and miscellaneous items. This discussion also included the topic of writing a scope of services to hire a contractor for mosquito control surveillance and data collection **Action Taken:** Carolyn S. Ness makes a motion to appoint Jeanne Galloway and Juan Carlos Gutierrez as the final decision authority for purchases, this motion is seconded by Aimee M. Petrosky. The commission voted unanimously. Carolyn S. Ness makes a motion appoint Greg Lewis as the point person to write the scope of services, this motion is seconded by Aimee M. Petrosky. The commission voted unanimously.

6. **Public Comment/Output:** No comments and/or output from the public.

7. **Date, time and location of next Commission meeting:** 7/5/18, 10:00AM, MDAR office  
101 University Drive, Suite C4, Amherst, MA 01002

8. **Adjournment:** Action Taken: Carolyn S. Ness made a motion to adjourn the meeting. The motion was seconded by Greg Lewis. The commission voted unanimously to adjourn the meeting at 12:10PM.