



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
7/5/2018

Attendance:

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

1. Call to Order:

Pioneer Valley Mosquito Control District Chair, Jeanne Galloway, calls the meeting to order at 10:13 am. Jeanne Galloway noted the Board has a quorum physically present, with 2 members participating remotely in accordance with the Open Meeting Law as previously adopted. Because of this all, votes will be taken by roll call.

Ms. Galloway read a roll call:

Commissioner Ness "Here".
Commissioner Galloway "Here".
Commissioner O'Leary "Here".
Commissioner Lewis "Here". (Participating Remotely)
Commissioner Petrosky "Here". (Participating Remotely)

2. Legal Updates:

A. Public Records: SRMCB General Counsel, Jessica Burgess, goes over public records. She explained to the commission that any requests for information goes through our legal department. Any documents should be maintained, and can only be destroyed if it is on the retention schedule.

3. **Finance Updates:**

a. Procurement and purchasing updates: SRMCB Operations Coordinator, Juan Carlos Gutierrez, goes over the list that has been gathered. This purchasing list contains feedback from several superintendents and other employees. DPH program manager, Matt Osborne, offer to go over the list and make suggestions based on his experience, these updates will be provided to Juan. Juan and SRMCB finance team will begin purchasing the items that were discussed. Juan and Jeanne will be in constant communication during this process, allowing for quick turnaround in case problems come up.

b. DCAMM storage location updates: Juan and Jessica went over the choices for storage. Suffolk County Mosquito Control District, located in Boston is the most convenient choice at the moment. DCAMM is working in identifying a storage option in the town of Greenfield, but there is no timeline as to when it could be available.

4. **District Update:**

a. Staffing update: Jessica describes the process of hiring a superintendent. It is required to have established a budget and office space in order to start the hiring process.

b. Surveillance update: Matthew Osborne, representing the Department of Public Health (“DPH”) goes over the options to provide surveillance for cities and towns that have voted to join the PVMCD. DPH and PVMCD will start working on an ISA to conduct this work as soon as possible.

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

6. **Date, time and location of next Commission meeting:** 7/24/18, 10:00AM, MDAR office
101 University Drive, Suite C4, Amherst, MA 01002

7. **Adjournment:** Action Taken: Greg Lewis made a motion to adjourn the meeting. Carolyn S. Ness seconded the motion. Motion passed 5-0. Meeting adjourned at 12:00PM.