



THE COMMONWEALTH OF MASSACHUSETTS  
STATE RECLAMATION AND MOSQUITO CONTROL BOARD



# PIONEER VALLEY MOSQUITO CONTROL DISTRICT

Commissioners  
Jeanne Galloway – Chair  
Gregory Lewis  
Merridith O’Leary  
Carolyn Ness

8 Conway Street  
South Deerfield, MA 01373  
401-580-6397

PVMCD Director  
John Briggs

## Meeting Minutes

**Date:** Monday, December 11, 2023

**Time:** 2:00 PM

1. Call to Order and Attendance
  - a. The meeting was called to order by Jeanne at 2:04 PM.
  - b. Commissioners in attendance: Jeanne Galloway, Greg Lewis, Carolyn Ness. John Briggs, the Pioneer Valley Mosquito Control District Director, was also in attendance.
2. Public Comment/Output
  - a. None.
3. Approval of Previous Meeting Minutes (Vote Required)
  - a. Carolyn made a motion to approve the minutes from the previous month’s meeting and Greg seconded. Motion passed 3-0.
4. Operations Report
  - a. John has been surveying and mapping out areas for potential habitat treatment, targeting Eastern Equine Encephalitis (EEE) mosquito vectors.
  - b. John would work on drafting up estimated costs for surveying and treating EEE vector habitat.
  - c. A rental would be used for the 2024 season. John would revisit leasing another vehicle after the conclusion of next season.
  - d. John noted that he would plan to get the Tahoe inspected by the end of the week.
  - e. John gave a list of supplies needed for next spring and summer that included pesticide products and possibly a backpack sprayer. Greg also recommended that John look into getting pre-treated clothes to avoid ticks.
  - f. John has begun moving PVMCD equipment into the new office located in South Deerfield.
  - g. Carolyn stated that all mail should be directed to 8 Conway Street in Deerfield (Town Hall) where there is a designated mailbox for PVMCD.
  - h. Carolyn made a motion that Greg and John work together on creating a final description for the seasonal job posting and Jeanne seconded the motion. Motion passed 3-0.**
    - i Discussion: Greg clarified that the range of salary (\$22.00 to \$25.00 per hour) would be added, along with a description of the District.**
    - i. John would look into creating a redundancy plan for the summer in the event that PVMCD is short-staffed.
      - i Greg suggested that John also create a plan for transferring workflow over to seasonal staff so that they can easily go out into the field and perform the necessary job duties.
        - 1 John would create a binder with details and pictures for each trap location to be used by seasonal staff.
5. Finance Report
  - a. Greg recommended that scaling the district up should be flexible to accommodate demand.

- b. John explained the fee schedule regarding catch basin treatments.
- 6. Outreach Update
  - a. John reported that the seasonal surveillance reports are nearly done and would be distributed to member communities in the coming days.
  - b. John would create a district-wide report with a budget overview to be posted on the website.
    - i. Greg offered to review the district-wide report when it is completed.
- 7. Commissioner Search Update
  - a. Jennifer Brown, from Northampton Board of Health, has a scheduled interview on December 19<sup>th</sup> with the State Reclamation Board.
- 8. Other Business
  - a. Carolyn suggested that John create plans or projections, with one involving seasonal help and the other with full-time employees.
- 9. Date, Time, and Location of Next Commission Meeting
  - a. January 8, 2024 at 2 PM.
- 10. Adjournment
  - a. Carolyn made a motion to adjourn the meeting and Greg seconded. Motion passed 3-0.