



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

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

PVMCD Coordinator
VACANT

Minutes of the Pioneer Valley Mosquito Control District Commission

Date: Monday, February 13th, 2023

Time: 2:00pm

Location: Virtual (due to the COVID-19 Pandemic) – Public welcome to join at:

<https://us02web.zoom.us/j/87900808819> (Meeting ID: 879 0080 8819)

1. Call to Order and Attendance
 - a. The commission meeting was called to order at 2:03pm.
 - b. Commissioners in attendance: Jeanne Galloway, Greg Lewis and Carolyn Ness. Alex Giannantonio-State Reclamation Board also in attendance.
2. Public Comment/Output
 - a. No public comment.
3. Approval of Previous Meeting Minutes (vote required)
 - a. Some of the commissioners need more time to review the past minutes. It will be voted on during the next meeting.
4. Finance Report
 - a. Alex supplied the board with the following info. regarding towns that have not paid the district for services that Chris (former PVMCD coordinator) had in his records:

Towns that have not paid the district for services: *the* below chart represents the towns that have not paid district membership fees since FY20. Also, to date, West Springfield is the only member community that has paid their membership dues for FY23.

Towns with un-paid membership fee

Town Name	Fiscal Year	FY20	FY21	FY22
Palmer		x		
Bernardston		x	x	x
Holyoke			x	
Chicopee				x
Hadley				x
Shutesbury				x

- b. Alex was able to access Chris’s laptop and he found most of the invoices that were created for each member community; however, he wasn’t able to access Chris’s email to see when the invoices were sent. Also, he could not locate outgoing invoices for FY20. He created a folder by fiscal year with most of the invoices for the towns that haven’t paid according to fiscal’s records and can provide if needed. As a note, there is an FY20 zip folder that has an email file for the town of Palmer. Apparently, they sent in a check but for the wrong amount. Looks like Chris was trying to reconcile this with the town, but it was never resolved.
- c. Alex has also been working with the Division of Local Services (DLS) to have them put together a draft cherry sheet exercise of Pioneer Valley member communities – The preliminary FY24 budget numbers for Pioneer Valley were modified with additional estimated costs, so DLS could run a draft cherry sheet assessment exercise on the Pioneer Valley member communities. The modified FY24 estimated budget costs used for this exercise were \$330,508.50, which considered the existing costs listed in the preliminary budget, in addition to estimated FTE costs, facility costs, utilities, and transportation costs for two rental vehicles inclusive of gas.
- d. Brian Farless, Superintendent of the East Middlesex/Suffolk Mosquito control districts provided Alex with the spreadsheets and the process he uses to determine the voluntary contribution appropriation for each East Middlesex Mosquito Control member community. Information can be provided after the meeting if needed.

5. DCAMM Process Updates:

- a. DCAMM (Div. of Capital Asset Management and Maintenance) is still looking into the use of quasi-municipal government owned properties, such as a water district, or a fire district as a potential government to government lease option for Pioneer Valley MCD as previously referenced in the last commission meeting.
- b. Below are the two proposals that were received:
 - RFP response #1 Northampton facility – Year 1 lease amount: \$132,000 with an approximate 3% increase in lease fees per year through year 10
 - RFP Response #2 Northampton facility – Year 1 lease amount: \$142,354 with an approximate 3% increase in lease fees per year through year 10.

- c. The Commissioners decided to cancel the RFP proposals that were provided as a result of the last RFP and rising costs of a space, Alex will follow-up with DCAMM to cancel.
- d. Carolyn made a Motion to cancel, with a second from Greg. All in favor (3-0) motion carries.

6. Personnel Hiring process updates from Alex:

- District Director position has received 3 applicants/resumes. One is Kyle Rosner, who was a referral from Chris Craig.
- He spoke with Kyle Rosner who currently works in mosquito control in NJ, and he expressed interest in relocating to the Pioneer Valley.
- The position has been posted to the Northeast Mosquito Control Associations (NMCA) listserv.
- If need be the position can be reposted via Mass Careers as well if the district would like to explore that route.

The commissioners would like to interview all 3 candidates via zoom on Feb 28th/March 1, 2023.

7. Senator outreach update:

- a. Jeanne went to Sen. Comerford's open house hours she spoke with Elena on the money that was earmarked with regard to the bill on mosquito control.

8. 2023 SRB meetings:

- a. At this point there has not been a determined SRB meeting schedule; however, we anticipate an SRB meeting will be scheduled in the near future.

9. Commissioner Search Update:

- a. no one has applied

10. Other Business: No other business

11. Date, Time, and Location of Next Commission Meeting:

- b. The next monthly commission meeting will be held virtually Monday, March 13th, 2023 at 2pm.

12. Adjournment

- a. A motion to adjourn the meeting was made by Carolyn with a second from Greg. Motion passed 3-0.
- c. Meeting adjourned at 3:06pm.