



THE COMMONWEALTH OF MASSACHUSETTS
THE STATE RECLAMATION & MOSQUITO CONTROL BOARD



Plymouth County

MOSQUITO CONTROL PROJECT

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John Sharland, Vice Chairman/Sec
John Kenney
Michael Valenti

Stephen Gillett - Superintendent
Ross Rossetti - Asst. Superintendent/Pilot
Denise DeLuca - Administrative Assistant
Ellen Bidlack - Entomologist

February 15th, 2019

Pursuant to the State Reclamation and Mosquito Control Board's (SRMCB) budget notification and compliance certification policy, as revised, please find enclosed the Massachusetts Mosquito Control Budget Notification & Compliance Certification Policy and Form SRB-1.

These documents show our preliminary proposed budget amount, increase from FY19 and estimated balance forward on page 5. Each member community's percentage of total budget, share amounts for PCMCP and SRMCB, and total assessment estimate for FY20 are shown on page 7.

There are no forms to be mailed back to our office. Please direct any questions, comments or concerns to me at stephen.gillett@mass.gov or the PCMCP Commission at commission@plymouthmosquito.org before April 15th, 2019.

For more information, please find budget information posted on our website at this link:
<http://www.plymouthcountymosquito.org>.

Sincerely,

Stephen Gillett
Superintendent

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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Massachusetts Mosquito Control Budget Notification & Compliance Certification Policy *(Revised 3/4/10; 10/27/10; 12/-14/11; 2/3/14; 10/22/14; 5/17/17)*

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Environmental Biologist

Juan Carlos Gutierrez
Operations Coordinator

Jessica Burgess, Esq.
General Counsel

The State Reclamation and Mosquito Control Board ("Board") oversees mosquito control in Massachusetts under the authority granted by M.G.L. Chapter 252 and the several Acts of the Legislature creating mosquito control projects/districts ("Projects") throughout the Commonwealth. Pursuant to M.G.L. c. 252, Section 5A, the Board must certify Project budgets to ensure that an appropriate level of funding is available to implement the work and improvements undertaken by the Projects under the authority of the Board. Since the Project's budgets, with limited exception for the East Middlesex Mosquito Control Project, are not voted on or approved by member municipalities, the Board has established this Budget Notification and Compliance Certification Policy ("Policy") to ensure the budget development process is transparent.

Prior to FY 2002, funding for the Projects and the Board had been subject to appropriation by the Legislature and listed as line items within the budget of the Department of Food and Agriculture budget, now the Massachusetts Department of Agricultural Resources ("MDAR"). Thereafter, funding for mosquito control has been by assessing proportionately each Project's member municipalities as deductions from local aid, as reported on the Cherry Sheet, which is the official notification from the Massachusetts Commissioner of the Department of Revenue ("DOR") of state aid and assessments to municipalities and regional school districts in the upcoming fiscal year. The only operating Project that does not receive funding this way is the East Middlesex Mosquito Control Project, which is funded through voluntary contributions made by each member municipality through legally approved appropriations.

As a result of these changes, Projects now submit proposed budgets to the Board for review and certification to the Office of the Comptroller ("Comptroller") as required by M.G.L. c. 252, Section 5A.¹

¹ M.G.L. c. 252, Section 5A establishes, in part, the following: "The board shall annually certify to the comptroller that expenditures for the fiscal year do not exceed related assessments. The certification shall not give the board the authority to modify the budget approved by a mosquito control project without the mosquito control project's approval."

After each of the Project budgets are certified by the Board and submitted to the Comptroller, a proportionate share of the total Project budget is deducted from each member municipality's local aid distribution and deposited in the corresponding trust account for each Project, which are administered by the Board.² State funding of the Projects and the Board now functions as "trust fund" expenditures, which are reviewed and certified by the Board to ensure that expenditures for the fiscal year do not exceed related assessments.

Since the Board is required by law to certify the amounts to be deducted from local aid, it is the duty of the Board to assure itself that the member municipalities support the proposed Project budgets. Ultimately, the Board must make certain that the budgets are an appropriate use of public money through a transparent process.

To this end, it is the policy of this Board, in making its certification of Project budgets, to require that each Project's budget comply with the following:

- a. The format be uniform and in compliance with the Board's format for submission of spending plans and budget requests. This includes providing the total rollover amount available to the Project from the previous fiscal year and the justification for the rollover amount (future capital expenditures, rent increases, new hires, etc.).
- b. The Project must notify all member municipalities on an annual basis of the proposed budget for the upcoming fiscal year ("FY") using the attached Preliminary Budget Form, SRB Form-1 ("Notice). A copy of the Notice and the online location where it can be located must be sent by first class mail or, if preferred by the member municipality, by email to the chief administrative officer or chief executive officer³ of the member municipality, the finance committee of each member municipality having a finance committee, with a copy being sent to those town officials with whom the Project conducts its usual course of business (board of selectmen, board of health, etc.). The notification should also provide that any questions or concerns regarding Project's budgets be directed to the Project and/or the Chair of the Board and include the contact information for both. Proof of such mailing and/or emailing shall satisfy the Board's requirements that each member

² The Board's funding as deemed necessary to the state reclamation board's successful operation works in the same manner for the purpose of carrying out its mandate pursuant to the state mosquito control statute (Chapter 252, section 5A of the MGL). It is not an assessment to each Project. Instead, it is an independent assessment made directly to the member municipalities and therefore need not be included in Mosquito Project Operational Budgeting procedures.

³ M.G.L. c. 4, Section 7: "Chief administrative officer", when used in connection with the operation of municipal governments, shall include the mayor of a city and the board of selectmen in a town unless some other local office is designated to be the chief administrative officer under the provisions of a local charter.

Fifth B, "Chief executive officer", when used in connection with the operation of municipal governments shall include the mayor in a city and the board of selectmen in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.

municipality be given the Notice and an opportunity to comment prior to certification by the Board.

c. For those Projects that are funded through voluntary contributions, the Project shall demonstrate that it provided and obtained, or will obtain, appropriations for each member municipality's contribution prior to certification. In the event that a member municipality has not yet appropriated the funds, certification by the Board may contain the condition that such appropriation is legally made.

d. The Project is required to provide the Board with any communications received indicating either support or opposition to the proposed budget.

e. All budgets, both proposed and certified, must be made publicly available online on both the Board and Project's websites in accordance with M.G.L. c. 66, the Massachusetts Public Records Law. All budget documents, including justification letters for budget requests greater than a 2.5% increase, should be included with the online posting. Budget information must remain posted in accordance with M.G.L. c. 66 and the retention schedules established thereunder.

The Board reserves the right not to certify a Project's budget pending full compliance with the aforementioned policy.

The Board is confident that this policy will facilitate the Board's budget certification responsibility by ensuring that each Project budget has been thoroughly vetted at the local level through a transparent process. The Board will give strong consideration to the expression of local support for a Project budget, if such support is received. In the event that a Project receives opposition, the Board may ask for additional information regarding the reason for such opposition prior to certification.

Budget Certification Timeline

In order to finalize its certification in the shortest time possible and to facilitate communications between the Project and member municipalities, the Board has established the following budgetary activities timeline:

a. **August/September:** The Project(s) submit with spending plans the proposed preliminary budget estimate for the coming fiscal year to the *Finance Manager*. The preliminary budget estimate must have attached a clear and concise narrative that documents anticipated spending and provides rationale for the proposed preliminary budget estimate if it exceeds a level funding amount as required by the Executive Office of Administration and Finance.

b. **September/October:** The *Finance Manager* forwards proposed preliminary budget estimates including but not limited to other spending information such as narratives, historical funding data, balance forward data to the *SRB Operations Coordinator* and Board.

c. **October/ November/December:** The Board reviews Project's proposed preliminary budget estimates. The Board will initiate discussions, pose questions, request clarification at meetings on an as needed basis.

d. **December/January** (prior to Governor's House 1 budget posting): The *SRB Operations Coordinator* submits to the Department of Revenue, Division of Local Services (DOR) the Project's proposed preliminary budget estimates in order to prepare estimated cherry sheet assessments to be published in the Governor's House 1 Budget.

e. **February-April:** The Board further reviews budgets and can deliberate on an as needed basis and or at its regularly scheduled meetings.

f. **May-June:** The Board, at its annual budget meeting, votes formally to certify final Projects total budget amount and the *SRB Operations Coordinator* submits to DOR.

Project Name: Plymouth County Mosquito Control Project

NOTICE OF PRELIMINARY PROPOSED BUDGET FOR FY2020

Notice is hereby given that the Plymouth County Mosquito Control Project’s (the “Project”) preliminary proposed budget for **FY2020** is available online for viewing at www.plymouthmosquito.org and summarized below. Any questions, comments or concerns regarding this preliminary budget should be directed to: Plymouth County Mosquito Control Project (commission@plymouthmosquito.org) or SRB Chair (taryn.lascola@mass.gov) by April 15th.

1. The total preliminary dollar amount that the Project is proposing for FY2020 is \$1,896,764. The chart found below highlights the preliminary budget request by the Project for the coming year with pertinent budget information that fully describes the “total trust fund account” budget amount available for the Project to expend in FY2020.

A.	B.	C.	D.	E.	F.	G.	H.	I.
Project Name	Number of Employees	FY2020 Preliminary Proposed Budget Amount	FY2020 % Increase towards Operating Budget	FY2020 % Increase towards Capital Budget	FY2020 Total % Increase Over Certified FY20_ Budget (Add D + E)	FY2019 Estimated Balance Forward /Rollover Amount	FY2019 Actual Budget Revenues	FY2020 Total Est'd Funding Available in Trust Account (Add C + G)
Plymouth County Mosquito Control Project	13	\$1,896,764	3.5%	0 %	3.5%	\$275,000	\$2,289,382.13	\$2,171,764

2. The member municipalities within the Project together with each municipality's estimated proportionate share thereof expressed both as a percentage and as a dollar amount, are as set forth on Form SRB-1, Page 2. **As of the date of this notice, the Project is comprised of 28 municipalities as listed on Form SRB-1, Page 2.**

If the composition of the Project changes because one or more municipalities join or withdraw from the Project, the total preliminary budget will be adjusted pro rata.

8. A copy of this Notice, together with a copy of the preliminary budget proposed, has been delivered or mailed to the Chief Administrative Officer, Chief Executive Officer, to the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

Project Name: Plymouth County Mosquito Control Project
FY2020 Proposed Cherry Sheet Assessments Estimates
Based on the preliminary proposed Project budget
(2018 Equalized Valuations)

Name of Municipality	% of Total Budget	Project Share Amount*	State Reclamation Mosquito Control Board Share Amount*	Total Assessment Estimate*
Abington	1.98%	37,584	1,566	39,150
Bridgewater	3.83%	72,605	3,026	75,631
Brockton	6.13%	116,204	4,843	121,047
Carver	3.62%	68,695	2,863	71,558
Cohasset	2.55%	48,379	2,016	50,395
Duxbury	4.29%	81,289	3,388	84,677
East Bridgewater	2.32%	43,968	1,832	45,800
Halifax	1.77%	33,496	1,396	34,892
Hanover	2.82%	53,422	2,226	55,648
Hanson	1.93%	36,587	1,525	38,112
Hingham	6.04%	114,630	4,777	119,407
Hull	1.56%	29,631	1,235	30,866
Kingston	2.63%	49,915	2,080	51,995
Lakeville	3.28%	62,127	2,589	64,716
Marion	2.09%	39,628	1,651	41,279
Marshfield	5.13%	97,358	4,057	101,415
Mattapoisett	2.31%	43,761	1,824	45,585
Middleborough	6.78%	128,660	5,362	134,022
Norwell	3.21%	60,912	2,538	63,450
Pembroke	3.30%	62,585	2,608	65,193
Plymouth	13.55%	256,983	10,710	267,693
Plympton	1.42%	26,865	1,120	27,985
Rochester	3.10%	58,744	2,448	61,192
Rockland	1.99%	37,824	1,576	39,400
Scituate	4.12%	78,198	3,259	81,457
Wareham	4.86%	92,107	3,839	95,946
West Bridgewater	1.92%	36,442	1,519	37,961
Whitman	1.48%	28,165	1,174	29,339
	100%	1,896,764	79,047	1,975,811

*Assessment estimates are preliminary and will only be finalized after the State Reclamation & Mosquito

Control Board budget certification meeting held annually in May/June.

(Updated: 5/17/17)