



**THE COMMONWEALTH OF MASSACHUSETTS**  
**The State Reclamation and Mosquito Control Board**  
**NORFOLK COUNTY MOSQUITO CONTROL DISTRICT**  
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**ROBIN L. CHAPELL NORMAN P. JACQUES MAUREEN P. MACEACHERN LINDA R. SHEA RICHARD J. POLLACK, PHD**  
 Commissioners

**DAVID A. LAWSON**  
 Director

**CAROLINE E. HAVILAND**  
 Field Operations Manager

**February 21<sup>st</sup>, 2019 Regular Meeting Minutes of The Norfolk  
 County Mosquito Control District Commission**

**Commissioners present:** Robin Chapell, Maureen MacEachern, Richard Pollack, Linda Shea

**Commissioners absent:** Norman Jacques

**Quorum:** A quorum was established.

**Others in attendance:** David Lawson, Director      Caroline Haviland, Field Operations Manager  
 Gerard Cody - BOH, Randolph

**Note taker:** David Lawson

The meeting was called to order at 4:02 pm.

1) **Agenda Item: Approval of the minutes of the January 24th, 2019 Commission Meeting**

**Action:** The minutes of the January 24th, 2019 Commission meeting were unanimously approved on a motion by Mrs. Chapell.

2) **Agenda Item: Budget Overview**

a. **Review of FY 2019 expenses**

The Director reviewed current expenses and projected expenses for FY2019 with the Commission. The Director projects that FY 2019 expenses will leave the District with about a \$61,553 rollover into FY 2020. The financial state of the District is sound, but as has been mentioned in recent meeting minutes, closer than ‘normal’ attention to financial planning is in order for the next couple years to make sure that funds do not get too low in any one year.

**Action:** no action taken on this item.

b. **Seasonal employee holiday pay**

The Director recently learned that some Districts had been paying their seasonal employees for holidays. The Director asked HR in an email about the option to do this but had not heard back at the

time of the meeting. The Director asked the Commission for permission/advice regarding the option to pay seasonal employees for holidays if that option was provided for by the Commonwealth.

**Action:** The Commission encouraged the Director to definitively find out from HR if there was any written policy on this subject before the Commission took any action.

c. **Hand out of SRMCB/AGR “Internal Control Plan Policy and Procedure Manual”**

The Director informed the Commission of a draft policy handed out to the Districts by the SRMCB, entitled “Internal Control Plan Policy and Procedure Manual”. The Commission asked the Director for any information he had regarding this item. The Director informed the Commission about what he knew regarding this item.

**Action:** No action taken on this item.

**Action:** The Budget Overview Report was unanimously accepted on a motion by Mrs. Chapell.

3) **Agenda Item: Fieldwork Overview**

a. **Year to date review:** The Director presented a spreadsheet of total year to date 2019 field work accomplished.

The Commission again engaged in some discussion regarding tick control. Commissioner Chapell made a motion that the NCMCD would provide tick control to municipal properties if the District was offered more resources. The motion was seconded by Mr. Pollack. Discussion ensued regarding the lack of financial and legislative imperative to conduct tick control. After much discussion, Commissioner Chapell made an amended motion stating that the NCMCD Commission was supportive of the District conducting tick control if it was ever legislatively and financially supported.

**Action:** A motion to approve language stating that the NCMCD Commission was supportive of the District conducting tick control if it was ever legislatively and financially supported was unanimously passed – motion by Mrs. Chapell.

**New/Old Business:**

The Commission has already set a Commission meeting for Wednesday March 27<sup>th</sup>, 2019 to be held at District headquarters at 4:00pm.

At 5:02 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman