



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

**July 26th, 2018 Regular Meeting Minutes of the Norfolk County
Mosquito Control District Commission**

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

Commissioners absent:

Quorum: A quorum was established.

Others in attendance: David Lawson, Director

Note taker: David Lawson

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

1) Agenda Item: Approval of the minutes of the June 20th, 2018 Commission Meeting

Action: The minutes of the June 20th, 2018 Commission meeting were unanimously approved on a motion by Mrs. Chapell.

2) Agenda Item: Budget Overview

a. Review of FY 2018 expenses:

The Director highlighted the financial state of the District. The 2018 fiscal year is over, but year-end reconciliation continues. Though changes are still to be incorporated, current reconciled expenditures would leave a rollover of \$123,247. The Director is projecting that FY 2019 expenses will leave the District with an even smaller rollover into FY 2020; even with a 3.5% increase in budget, the current number hovers around \$50,000 to \$60,000. This is getting a bit low for the Directors comfort, though such a number was anticipated. Going forward, the Director hopes to maintain a rollover of at least \$75,000 each year.

The Director presented a series of scenarios in anticipation of planning for the FY 2020 budget. In order for the District to maintain current services and meet ongoing projected expenses, budget increases above 2.5% will be needed. The Director showed FY 2020 total funds-available figures based on 3.5% to 6% increases, and suggested that for budget planning purposes, the District should start at a 6% increase for FY 2020. If after further review a lower number is warranted, then the District can scale back before certification in May. The financial state of the District is sound, but closer than 'normal' attention to financial planning is in order for the next couple years.

- b. The Director handed out a chart showing longevity policies from 11 of the District municipalities applied to the Districts current employees. The chart showed what each individual would receive and what the overall cost to the District would be for FY 2019. Discussion about the various longevity policies ensued.

Action: It was agreed that any eligible employee that has reached 5 years of consecutive employment before July 1st of any year, will receive longevity pay of \$200, and for each additional year of service (after the first 5 years of service) completed before July 1st, an eligible employee will annually receive an additional \$40. This longevity payment will be paid to each employee in the second pay period to fall within the month of December each year as a lump sum payment. The lump sum payment applies to the anniversary date of employment subject to adjustment for unpaid leaves of absence. Interruption of service for the purpose of performing military service under orders shall not be deemed a break in continuous service. No cap on longevity pay is applied. If an employee leaves the service of the District after their anniversary date of service, but before the normal longevity payout in December, the District will pay an employee's longevity at the time they leave service. This policy is to take effect immediately for FY 2019." The motion was unanimously accepted on a motion by Mrs. Chapell.

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

3) **Agenda Item: Fieldwork Overview**

- a. **Field Work Accomplished:** The Director presented a spreadsheet of year-to-date 2018 field work accomplished. The Director highlighted some ongoing surveillance work that is being accomplished this summer with the potential goal of conducting fall aerial larvicide applications to select emergent marshes that are considered high producers of the cattail mosquito *Coquilletidia perturbans*.

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

New Business:

Mr. Pollack shared about recent observations in Cambridge regarding the use of water fillable 'jersey barriers' that have missing caps and have become sources of mosquitoes. There was a suggestion that the District put some recommended best practices information on the District website to guide managers of construction zones using these structures.

The Commission set the next Commission meeting for August 23rd, 2018 at 4:00pm to be held at District Headquarters.

At 4:47 p.m. the meeting was adjourned on a motion by Mrs. MacEachern

Respectfully submitted,

Linda Shea, Vice Chairman