

Norfolk County Mosquito Control District

Commission Meeting

June 20, 2013

The Meeting was called to order at 4:01 P.M. at The District Headquarters

Those present were: Richard Pollack, Chairman Linda Shea, Vice Chairman
 Maureen MacEachern Norman Jacques
 David Lawson, Director Caroline Haviland, Field Operations Manager

The minutes of the May 16th, 2013, Commission Meeting were unanimously accepted on a motion by Mrs. MacEachern, seconded by Mr. Jacques.

The Director presented a brief summary of the overall budget situation. Having completed an analysis of the District's financial position, the Director has concluded that the district will be left with approximately \$145,000 - \$150,000 at the end of the fiscal year. This keeps the districts rollover into FY 2014 below the 10% rollover limit set by the SRMCB (\$152,470). Keeping the rollover amount in the \$150,000 range supports the goal of the District to maintain rollover funds for the purchase of product and subcontracting for summer aerial larvicide applications should they be required in July and August. As the fiscal 2013 year comes to a close and fiscal 2014 year is soon to start, the financial state of the District is excellent.

The Director presented a chart showing the 17 towns that returned form SRB-3. This was an update with 3 new towns supporting the budget request. All 17 towns that responded supported the Districts FY 2014 budget request. At the June 5th SRMCB meeting the Board certified the District's FY 2014 budget request for \$1,589,314.

The Field Operations Manager then updated the Commission on progress in the purchase of a Muskeg dump tracked vehicle. The Muskeg had actually been delivered on this day, and the Field Operations Manager reported that it was in great condition and she had seen it operate. The Field Operations Manager noted that she was going to send a letter of commendation to Alisha Bouchard for expediting the process in acquiring the Muskeg, as there had been some potential deal killers in the process that were averted by her hard work. The Commission asked the Field Operations Manager to add their commendation for Alisha, as well, in any letter. The Field Operations Manager noted that she could now schedule work for this year that would utilize this new vehicle.

The Commission then considered cost of living adjustments (COLA) and step increases for all the District employees. As preparation to this consideration, it was noted that the Field Operations Manager was beginning a process of completely reviewing the job descriptions and the pay scale for all employees. It has been many years since a thorough review has been conducted. She will gather information that the Commission will review at future meetings. As preparation for consideration of pay increases for FY2014, The Director reviewed a survey conducted by the Field Operations Manager of the Districts town DPW COLA adjustments that were approved for the upcoming year. The Commission used this as a guide for how much of a COLA to offer the District employees. The average Town DPW COLA was 2%. On a motion by Mrs. Shea, seconded by Mr. Jacques, the Commission unanimously agreed to offer a 2% COLA to all NCMCD employees.

The Director noted that in review of all employees, everyone has worked hard and stepped up to the plate in the difficult transition year, and that each employee was deserving of their pending step increase, should the Commission grant this. Since an employee had reached the top of the pay scale and the Commission wished to grant each employee a 3% step, Mrs. Shea motioned that the lowest step of the pay scale be eliminated, an extra step be added to the top of the pay scale (it remains a 12 step pay scale), and that all employees should receive their step increase due them. This was seconded by Mr. Jacques, and unanimously accepted.

The Commission then considered pay raises for the Director and Field Operations Manager. The Director and Field Operations Manager were individually commended by the Commission for a job well done in a difficult transition year. On a motion by Mr. Jacques and seconded by Mrs. Shea both the Director and Field Operations Manager were granted a 3% increase.

All voted pay increases are effective July 1, 2013.

The Director then reviewed the field work accomplished report. The Director noted the current emphasis on ULV applications, basin treatments, and larviciding. The Commission unanimously voted, on a motion by Mrs. MacEachern, seconded by Mr. Jacques to accept the field work accomplished report.

On a request from the Bristol County Mosquito Control Project Commission, a letter was read to the NCMCD Commission signed from Chairman Arthur Tobin. Mr. Pollack gave a historical update on legislative efforts that he and Brad Mitchell had been conducting, and reviewed the current status of the H682 Bill that they introduced, and how this relates to the letter from the BCMCP Commission. Discussion ensued regarding the merits of '14D'. Though no clear consensus was arrived at, it was clear that creating a uniform pay grade at the state level seems a difficult prospect considering the great variety in size, budget, manpower, and differing regions of all the Mosquito Control Districts in the state. Mr. Pollack also reviewed other legislative bills related to mosquito control currently pending action. There was some discussion regarding a bill that would restore a catch basin larviciding permit that existed from 2001 to 2009. The permit is intended for both municipal workers and seasonal mosquito control workers who under the permit would be allowed to apply larvicides to catch basins. No action was taken.

A meeting date has already been set for July 18th, at 4:00 pm at District headquarters.

At 5:13 P.M. the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Richard Pollack, Chairman