



**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

**May 13<sup>th</sup>, 2019 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 Caroline Haviland, Field Operations Manager

**Note taker:** David Lawson

The meeting was called to order at 4:00 p.m.

**1) Agenda Item: Approval of the minutes of the March 27th, 2019 Commission Meeting**

**Action:** The minutes of the March 27th, 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 and projected expenses for FY2019 with the Commission. The Director projects that FY 2019 expenses will leave the District with about a \$72,429 rollover into FY 2020. The District conducted the annual spring aerial larvicide on April 23/25, and additionally conducted a floodplain application on April 30<sup>th</sup>. This leaves about 7 plus pallets of VectoBac Gr left for the purpose of conducting any additional floodplain application that might be required either before the end of the fiscal year at June 30, or in the new fiscal year 2020 starting July 1. The only additional cost would be for the helicopter contract. 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.

**b. The Director handed out a spreadsheet showing the current pay scale and indicated that performance reviews had been conducted for all employees and all employees received satisfactory reviews.**

**Action:** Each employee who is eligible for a step increase was granted a full step increase, effective July 1, 2019 (FY 2020). Approved unanimously on a motion by Mrs. Chapell.

- c. The Director handed out a spreadsheet showing the results of a survey of all the District municipalities DPW's in regard to their upcoming COLA adjustments for FY 2020.

**Action:** Using this data as a benchmark, the Commission unanimously agreed to grant a 2% COLA to all employees affective July 1, 2019 (FY 2020) on a motion by Mrs. Chapell.

**Action:** The Budget Overview report was unanimously approved on a motion by Mrs. MacEachern.

### **3) Agenda Item: Fieldwork Overview**

- a. **Year to date review:** The Director presented a spreadsheet of total year-to-date 2019 field work accomplished.
  
- b. **Aerial larvicide applications recap:** The Director highlighted the 2 aerial larvicide applications that were conducted in April. In particular, he highlighted the results of the District's use of LIDAR data to create accurate pretreatment GIS maps of the extent of flooding on the Neponset River floodplain. With positive feedback from the helicopter pilots and confirmations from limited ground surveillance, the hope is that the District was able to more accurately target the applications in order to reduce unnecessary treatment in non-flooded areas, and reduce costs.
  
- c. **Tire collection program feedback/concern.** The Director and Field Operations Manager brought up a concern about how some of the Districts municipalities were advertising the tire collection program at the same time as the District is trying to accomplish important larviciding activities. The Commission supported the idea of communicating with the municipalities and letting them know that the District cannot conduct intensive tire collection during the spring and summer season. An optimum time frame would likely be October through March. Additionally, a residential request for help removing up to 250 tires from a site, was discussed. The Commission agreed that the original policy of 10 off-rim tires per residential address per year should stand.

**Action:** The Fieldwork Overview report was unanimously approved on a motion by Mrs. Shea.

### **New/Old Business:**

The Commission has already set an upcoming meeting to be held at District headquarters on June 13<sup>th</sup> at 4:00 p.m.

At 4:52 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman