



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
144 Production Road, Suite C, Walpole, MA 02081
(781) 762-3681 fax: (781) 769-6436
www.NorfolkCountyMosquito.org



ROBIN L. CHAPELL **NORMAN P. JACQUES** **RICHARD J. POLLACK, PHD** **LINDA R. SHEA** **KYLEE C. SULLIVAN**
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

April 11th, 2024, Regular Meeting Minutes of The Norfolk County
Mosquito Control District Commission
Held by Zoom Conference

Commissioners present: Robin Chapell, Norman Jacques, Richard Pollack, Linda Shea, Kylee Sullivan

Commissioners absent:

Quorum: A quorum was established.

Others in attendance: David Lawson – Director, Caroline Haviland - Field Operations Manager, Lisa Golden – Administrative Assistant

Note taker: Lisa Golden

1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:00 P.M. by Chair Chapell.

2) **Agenda Item: Public Comment:** No public comment was made.

3) **Agenda Item: Approval of the minutes of the March 5th, 2024, Commission Meeting:**

Action: The minutes of the March 5th, 2024 Commission meeting were unanimously approved on a motion by Commissioner Shea, second by Commissioner Jacques, with a roll call vote.

4) **Agenda Item: Employee Recruiting update:**

The Director updated the Commission on the hiring process for Field Technician positions. The Director informed the Commission that after a 3rd running of the Field Technician position openings Rob Spera was hired and will be starting on Monday, 04/21/2024. The Director also informed the Commission that former employee, Eric Tarala, will be returning as a Field Technician as well. The Director is working with HR to facilitate his return.

5) **Agenda Item: Budget Overview**

a) **Overview of FY 2024**

Currently, the FY 2024 estimated rollover into FY2025 is very fluid at this point. The projected rollover is high due to being down 3 staff and due to budgeting for EV's which did not occur. Financially, the District is in great shape.

b) **Projections for FY 2025**

The Director stated that based on projected Field Technician staffing adjustments, the initial budget proposal sent to SRMCB was 2.5%. There are a lot of unknowns in the coming years in regard to vehicle purchases with EV mandates in play as well as retrofitting facility for EV use which will likely have significant impacts on budgets and projections.

Action: The Budget Overview report was unanimously approved on a motion by Commissioner Jacques, second by Commissioner Pollack, with a roll call vote.

6) **Agenda Item: Field work overview**

The Director shared the Field Work Accomplished report with the Commission.

Action: The Fieldwork Overview report was unanimously approved on a motion by Commissioner Pollack, second by Chair Chapell, with a roll call vote.

7) **Agenda Item: Resistance Testing updates**

The Director informed the Commission that Matt Osborne is trying to work with SRMCB to push the point that we need to be proactive and discover if the current product is working on the targeted species. A meeting was held on February 12th with DPH and SRB to discuss implementation of caged field trials and bottle bioassay studies this coming season. DPH and SRB are planning on holding monthly meetings. Matt Osborn has been in contact with Clarke Mosquito Products and they will be supplying all supplies to do caged field trials. This will be at little to no cost to the Districts.

Action: No action taken.

8) **Agenda Item: Update on Pending Legislative Bills**

The Director noted that there has been no new information regarding the pending legislative bills since April of 2023 when bills were sent to committee. Commissioner Pollack summarized his conversations with MDAR attorney Jessica Burgess and with two lawyers from the MA Ethics Commission. He had sought clarification as to official policies of MDAR and legal requirements by the Ethics Commission regarding the abilities of MCD Commissioners (as special state employees) to offer comment upon pending legislation to legislative committees. Commissioner Pollack reported that he received conflicting and incomplete guidance, and that the written official policy he requested from MDAR was not provided.

Action: No action taken.

9) Agenda Item: Update on EV First and Fleet Rightsizing initiatives from OVM

The Field Operations Manager informed the Commission of the need for restructuring of the property to make it suitable for the installation of EV charging station(s). The Field Operations Manager spoke with the landlord of the property who is interested in the upgrade, but he has not done much yet.

Action: No action taken.

10) Agenda Item: Update on MGT pay scale review/update

The Director informed the Commission that MGT won the bid to provide pay scale review/update to the District. MGT is currently working on completing a survey and research on pay scales in set Massachusetts areas.

Action: No action taken.

Agenda Item: Next Meeting Date

The next meeting was set for Thursday, May 9th at 1:00 pm to be held by Zoom conference.

Other Notes or Information

At 1:45 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,

Robin Chapell, Chair