



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

**DAVID A. LAWSON**  
 Director

**CAROLINE E. HAVILAND**  
 Field Operations Manager

August 26<sup>th</sup>, 2021 Regular Meeting Minutes of The Norfolk  
County Mosquito Control District Commission  
*Held by Zoom Conference*

**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  
 Alan Earls, Franklin Resident    Leandra Maclean, Sharon BOH

**Note taker:** David Lawson

The meeting was called to order at 12:30 p.m.

1) **Agenda Item: Approval of the minutes of the July 22nd, 2021 Commission Meeting**

**Action:** The minutes of the July 22nd, 2021 Commission meeting were unanimously approved on a motion by Mr. Jacques, with a roll call vote.

2) **Agenda Item: Budget Overview**

a. **Overview of FY 2021/beginning of FY 2022**

The Director, previous to the meeting, sent a budget overview document to the Commissioners. This sheet showed an overview of the FY 2021 appropriation of \$2,001,629, the FY 2020 rollover of \$102,194, and a rebate of \$3,608, for a total available funds in FY 2021 of \$2,107,431. The Director noted an estimate of year end expenditures at about \$1,961,692, making the current rollover estimate \$145,739. Even though the FY2021 fiscal year has ended, The Director questions whether fringe payments are still outstanding. September will be the final close out of FY2021. Regardless of possible reductions in the final rollover, the Director feels good about the projected rollover amount. There is nothing of note to report regarding the beginning of the FY 2022.

b. District website/IT review

The Field Operations Manager and Director updated the Commission on the Districts recent contract with the Ockers Company which will handle IT support, computer backups, and security for the Districts computers and network. Final setup has been completed and all seems to have gone without any major glitches.

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

3) **Agenda Item: Fieldwork Overview**

a. Overview of 2021 year to date:

The Director, previous to the meeting, sent a spreadsheet highlighting field work accomplished for the calendar year 2021 so far. The Director noted that consistent and high amounts of rain over the summer have led to a decent amount of ground larviciding that has been initiated both directly by the District and by requests from residents. In addition the District has been conducting a lot of ULV applications. The Field Crew has performed well under extended hot and humid conditions and has worked hard (some late night overtime) to serve the residents of the District, larviciding and adulticiding to reduce mosquito populations within the limits of the Districts capacity.

b. The Field Operations Manager updated the Commission on issues with telematics devices, with little new to report.

c. The Field Operations Manager also updated the Commission on the work of developing a departmental contract for tire recycling. There is nothing new to report at this time.

**Action:** The Fieldwork Overview report was unanimously approved on a motion by Mrs. Chapell, with a roll call vote.

4) **Agenda Item: Surveillance/Virus update**

The Director shared about the current state of mosquito surveillance. There have been seven isolates of WNV from trapped mosquitoes in 5 towns in the District. Boards of Health have responded by putting out press releases with standard language.

There was some extended general discussion regarding WNV and EEE and the risk for the remainder of this season and possible predictions about EEE for next year.

Alan Earls posed a question to the group regarding Jamestown Canyon Virus and the recent reporting of a death from that virus in New Hampshire. Dr. Pollack shared briefly about this virus to the group.

**Action:** No action taken.

5) **Agenda Item: Mosquito Control for the 21<sup>st</sup> Century Task Force**

The Director has sent the ERG Task Force Report to the Commissioners. While folks are still reading and digesting the report's findings, Rich Pollack did share some initial general thoughts about the report, noting that he thought it was more thorough than he expected. The Task Force has created four subcommittees that should soon be meeting to develop recommendations that will then be presented to the full task force.

Action: No action taken.

6) **Pay scale review – Initial discussion:**

In the spring of 2021 during performance reviews and pay increase approvals, the Commission made some adjustments to the pay scale. At that time the Commission agreed that a more thorough review of the pay scale was due later in the year, since it had been 6 years since the latest more thorough review in 2015. The Director had sent some pay scale spreadsheets to the Commission prior to the meeting. He reviewed some of his concerns regarding the current pay scale. There was an extended discussion regarding the evolution of the current pay scale with many Commissioners sharing their basic confidence in the current scale. The Director shared his concerns about the scale and proposed the idea of engaging an outside consultant to conduct a review of the Districts positions and to create a pay scale. The Director noted that the cost of the proposal from MGT Consulting and one other company (that was not a state vendor) were lower than his expectations. The Director had provided the Commissioners with the proposal from MGT Consulting. All things considered, the Commissioners agreed that with the reasonable cost proposal, the idea of an outside independent company reporting back with recommendations was well worth the cost and could bring add confidence to employees. The Director noted that MGT is willing to meet with the District, as needed, to create a product the meets the needs of the District.

Action: Dr. Pollack made motion to hire MGT Consulting as detailed in MGT's proposal, for the purpose of creating a pay scale for the District. The motion was unanimously approved on a roll call vote.

7) **Executive Branch Employees vaccination mandate:**

The Director informed the Commissioners of the Governors executive order No. 595 requiring vaccination for Covid-19 by October 17<sup>th</sup>, 2021. There was some brief general discussion with a question about whether Commissioners fell within this order as Special State Employees.

Action: No action taken.

**Other Notes or Information**

**New Business:** The Commission asked about the status of PFAS. The Director noted that some of the Districts Zenivex E4 had recently been tested and that the product was clear of PFAS.

The Commission set the next Commission meeting to be held virtually on Thursday, September 23<sup>rd</sup>, at 12:30 pm.

At 1:43 p.m. the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Linda Shea, Chairman