



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. CHAPPELL NORMAN P. JACQUES LINDA R. SHEA RICHARD J. POLLACK, PHD
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

**December 16th, 2021 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

Commissioners absent:

Quorum: A quorum was established.

Others in attendance: David Lawson, Director, Caroline Haviland, Field Operations Manager
Sheena Horton - MGT

Note taker: David Lawson

The meeting was called to order at 12:31 p.m. by Chair Shea.

1) **Agenda Item: Approval of the minutes of the November 17th, 2021 Commission Meeting**

Action: The minutes of the November 17th, 2021 Commission meeting were unanimously approved on a motion by Mrs. Chapell, with a roll call vote.

2) **Agenda Item: PowerPoint presentation by Sheena Horton of MGT followed by Q & A**

Sheena Horton gave an overview of the process and results of MGT's market research. After her presentation, all the Commissioners were given an opportunity to ask questions. Sheena, the Director and the Field Operations Manager provided clarification on various points.

It was requested that the Director print out and put together long sheets of the final draft pay scales and mail them to each Commissioner. These will be used at the next Commission meeting where there will be further discussion about the details on implementing the pay scale and possible changes to make the scale fair and equitable for the specific situation at NCMCD.

Action: No action taken.

Other Notes or Information

The Commission set the next Commission meeting date to be held virtually on Wednesday, January 12th, at 1:00 pm.

At 2:21 p.m. the meeting was adjourned on a motion by Mrs. Chapell.

Respectfully submitted,

Linda Shea, Chairman