



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** **RICHARD J. POLLACK, PHD** **LINDA R. SHEA** **KYLEE C. SULLIVAN**
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

**December 7th, 2023, 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

Note taker: David Lawson

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 2:33 P.M. by Chair Chapell.
- 2) **Agenda Item: Public Comment:** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the November 9th, 2023, Commission Meeting**

Action: The minutes of the November 9th, 2023, Commission meeting were unanimously approved on a motion by Commissioner Shea, second by Commissioner Jacques, with a roll call vote.

- 4) **Agenda Item: Employee Highlight – Kaitlyn O'Donnell, Entomologist**
Kaitlyn shared a PowerPoint presentation with the Commission, highlighting the main responsibilities that she handles throughout the year and highlighted projects and presentations she was involved with over the past few years. Commissioners asked Kaitlyn questions throughout and after her presentation, and expressed high levels of appreciation for her presentation and excellent work.

5) Agenda Item: Employee Recruiting update:

The Director updated the Commission on the hiring process for the Administrative Assistant position. Lisa Golden has formally accepted an offer of employment. The Director will continue to work with MassCareers. Lisa will begin employment on January 2nd, 2024.

6) 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. The primary factors are the gap in coverage for the Administrative Assistant position, the delayed hiring of Field Technician(s) and the possibility that budgeted funds for new vehicles may not be expended before the end of the fiscal year. 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 which will likely have significant impacts on budgets and projections.

c) Question regarding insurance coverage on heavy equipment

The Director reported to the Commission the theft of two excavators at the Plymouth County MCP. Internal discussion led to the purchase of locks to protect the Districts trailers, which are parked outside. All other vehicles and heavy equipment are stored inside. The concern for theft is primarily when the excavators are stored in the field during ongoing water management projects. The Director noted that telematics devices are attached to the excavators. Commissioner Pollack suggested an apple air tag could be used to track excavators. The general sense was that with all the precautions, the risk of theft of the Districts excavators was very low and a separate insurance policy was probably not necessary.

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

7) Agenda Item: Field work overview

The Director shared the Field Work Accomplished report with the Commission. The Director noted that the Field Crew has been conducting water management work and that the Field Operations Manager has some mechanical excavation projects line up for the near future.

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

8) Agenda Item: Resistance Testing updates

The Director had nothing new to share and Commissioner Pollack shared that the MAG was still waiting for feedback from DAR's chemist and for a meeting to be set up.

Action: No action taken.

9) Agenda Item: Discussion of Pending Legislative Bills

The Director noted that there has been no new information regarding the pending legislative bills since February of 2023 when bills were sent to committee.

Action: No action taken.

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

The Director noted that there have been no new developments on this issue.

Action: No action taken.

11) Agenda Item: Policy Review

The Commissioners reviewed the NCMCD's policy handbook prior to the meeting. The only item of concern that arose from this review was the idea of instituting a probationary period as part of the hiring process. It was acknowledged that the Red Book is seemingly silent on the issue, but the Commonwealths New Employee Orientation Guide states that

“If you are a manager or confidential Employee, you are employed at will and do not have a probationary period.”

The Commission asked the Director to seek an answer from HR/Legal on whether the Commission had the flexibility to institute a probationary policy or not.

Action: The Director will follow up with HR/Legal and report back to the Commission.

12) Agenda Item: Question regarding MGT pay scale review/update

The Director shared with the Commission a proposal/quote document from MGT with their plan on how to update rates on the Districts pay scale. The Director noted the cost increase compared to the initial study back in 2021. The Commissioners agreed that the price was still very reasonable and was important for making sure the employees were being compensated in line with current trends. The Director has reached out to Jessica Burgess for an opinion on whether The District can simply move forward with the expense of funds in this case. It makes sense since MGT already has all the base information on positions, job descriptions, and employees at the District.

Action: The Commissioners authorized the funding of the MGT proposal, but no vote was formally taken. The Director will await word from Jessica.

Agenda Item: Next Meeting Date

The next meeting was set for Thursday, January 25th at 1:00 pm to be held by Zoom conference.

Other Notes or Information

The Director informed the Commission that EEA will be soon pushing out a policy that allows the Mosquito Control Districts to utilize UAV's for photography.

The Director informed the Commission that The District's website had been enabled through a free app, to allow non-English speakers to choose any language to translate the website. The only exception are .pdf documents on the website.

At 3:47 p.m. the meeting was adjourned on a motion by Commissioner Pollack.

Respectfully submitted,

Robin Chapell, Chair