



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

**DAVID A. LAWSON**  
Director

**CAROLINE E. HAVILAND**  
Field Operations Manager

**January 12<sup>th</sup>, 2022 Regular Meeting Minutes of The Norfolk  
County Mosquito Control District Commission**  
*Held by Zoom Conference*

**Commissioners present:** Robin Chapell, Norman Jacques, Linda Shea

**Commissioners absent:** Richard Pollack

**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 1:11 p.m. by Chair Shea.

**1) Agenda Item: Approval of the minutes of the December 16th, 2021 Commission Meeting**

**Action:** The minutes of the December 16th, 2021 Commission meeting were unanimously approved on a motion by Mrs. Chapell, with a roll call vote.

**2) Agenda Item: Review of proposed pay scale**

Prior to the meeting, the Director mailed hard copy editions of the proposed MGT pay scale with recommendations from the director as to a change to the scale and for placement of employees into the new scale.

The Director shared notes with the Commission, as well, which directed a logical order of discussion and approval of all items related to the new MGT pay scale.

**Action:** Mrs. Chapell made a motion to accept the MGT Consulting proposed pay scale, Option 1, with the addition of a new Grade 5, to be implemented on July 1, 2022. The motion was unanimously approved with a roll call vote.

The Commission then considered placement of all employees into the new chart. There was extended discussion regarding the rationale for how to place employees into the new pay scale.

**Action:** Five employees at the top step in the current NCMCD pay scale were placed into the MGT scale at the step just above their current pay. Bill Haviland is currently above the Grade maximum on the MGT scale so his base pay remains the same. Liz Donnell and Eric Tarala were placed in mid-range steps commensurate with their current step increase expectations in the NCMCD scale and expectations of the MGT pay scale in future years. Kaitlyn O'Donnell was placed at year 6 in the new MGT scale in order to get her aligned correctly with the market midpoint (year 5). The Director was placed at the step just above his current salary. All employee placements into the new MGT pay scale are effective July 1, 2022. All employee placements were unanimously approved on a motion by Mr. Jacques, with a roll call vote.

### **Other Notes or Information**

The Commission set the next Commission meeting date to be held virtually on Thursday, February 10th, at 1:00 pm.

At 2:24 p.m. the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Linda Shea, Chairman