



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

**January 31st, 2023, Regular Meeting Minutes of The Norfolk
County Mosquito Control District Commission**
Held in-person and by Zoom Conference

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

Commissioners absent:

Quorum: A quorum was established.

Others in attendance: David Lawson – Director, Caroline Haviland - Field Operations Manager

Note taker: David Lawson

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:37 P.M. by Chair Shea.
- 2) **Public Comment** – No one from the public attended the meeting.
- 3) **Agenda Item: Approval of the minutes of the December 14th, 2022, Commission Meeting**

Action: The minutes of the December 14th, 2022, Commission meeting were unanimously approved on a motion by Commissioner Pollack, with a roll call vote.

4) **Budget Overview**

a) **Overview of FY 2023**

The Director shared a budget overview sheet with the Commissioners. The Director noted that it is still relatively early in the fiscal year to make solid projections, but a look at the predictions show The District ending the year in good shape fiscally. The Director noted that budget notifications to the municipalities have been sent out. There was a brief discussion regarding the potential for product cost increases, and how much purchase of product was anticipated. The Director noted that for the first time in his tenure as Director, the FY2024 payment to the Norfolk County Retirement System has gone down. This could be a signal that the system is

closing in on a date to be fully funded. The director still has concerns that recent economic troubles could cause this payment to go up again in coming years.

b) Update on Administrative Assistant retirement and filling of position.

The Director updated the Commission on recent activity regarding the retirement of outgoing Administrative Assistant, Elizabeth Donnell, and a prospective backfill for the position in Kimberly Sklar. Liz's last day of work is January 31. Kim is slated to start on February 27th.

The Director shared about the posting, screening, interviewing, and selecting process. An offer had been made to Kim and negotiations took place. With feedback from four of the Commissioners, a look at other Districts current rates of compensation, and discussion with the Field operations Manager, the Director settled on a starting rate that is step 12 of the current pay scale. Commissioner Shea had not been able to respond to the request for feedback prior to the negotiated rate was finalized. Commissioner Shea shared her conviction and requested it be noted that the salary rate offered to the incoming Administrative Assistant was too high. Discussion ensued with the Director and FOM further explaining the decision as well as the additional duties that will be expected to be undertaken by Ms. Sklar. Discussions regarding the updating of the job description, including such duties should take place. Commissioner Pollack suggested that the new Administrative Assistant be given a tour of the field work The District conducts once she is on board, to help her be educated and conversant with all aspects of the Districts' work as she engages with the public.

c) Review of any updates on proposal to request SRMCB for increase in Commissioner reimbursement rate.

The Director contacted Alex Giannantonio prior to the meeting to find out if there was any movement on this item. With the change of administration at the state level, and John Lebeaux's standing as AGR Commissioner (and chair of the SRMCB) in limbo, nothing has been happening at the SRMCB.

Action: The Budget Overview report was unanimously approved on a motion by Commissioner Chapell with a roll call vote.

5) Field work overview

The Director shared the 2022 summary field work accomplished report, and the 2023 YTD report with the Commission. The Field Operations Manager and Director highlighted items from the reports. No discussion. The Director noted that town reports and the SRMCB annual operations report had been completed and sent out.

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

6) Update on EV First and Fleet Rightsizing initiatives from OVM

The Field Operations Manager noted that the districts have heard nothing new in regard OVM's fleet rightsizing initiative, specifically OVM's taking of vehicles to fulfill a 15% reduction in the Commonwealth's fleet. It is unclear what is happening behind the scenes. These initiatives from OVM are ostensibly designed to comply with Executive order 594.

The Field Operations Manager is working with the NCMCD Districts' landlord and electrical contractor on estimates for installing EV charging stations in the shop. Any installations will be supported by grants from the state. There was brief discussion, again, about the need to reach out to local municipalities and legislators when any action from OVM is initiated that harms the District's ability to complete its mandate.

Action: No action taken.

Other Notes or Information

The next meeting was set for Tuesday, March 9th at 1:30 pm by zoom conference.

At 2:34 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Shea". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Linda Shea, Chairman