



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

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

July 11th, 2024, Regular Meeting Minutes of The Norfolk County
Mosquito Control District Commission
Held at District Headquarters

Commissioners present: Robin Chapell, Norman Jacques, Linda Shea, Kylee Foley, Richard Pollack

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 3:02 P.M. by Chair Chapell.
- 2) **Agenda Item: Public Comment:** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the June 6th, 2024, Commission Meeting:**

Action: The minutes of the June 6th, 2024 Commission meeting were unanimously approved on a motion by Commissioner Shea, second by Commissioner Jacques.

- 4) **Agenda Item: Budget Overview**

a) **Overview of FY 2024**

The Director handed out a sheet with an overview of the FY 2024 finances. The FY 2024 estimated rollover into FY2025 is projected to be near \$288,000. The projected rollover is high primarily due to being down three staff over recent years and due to budgeting for EV purchases which did not happen. The higher than normal rollover is deliberate, in expectation of increased capital costs with expected vehicle purchases in FY 2025, especially in the EV category, and

likely increases to payroll due to full employment and possible updates to the pay scale in FY 2025.

b) Projections for FY 2025

The Director noted that we have just started FY 2025 and there is nothing of significance to report. SRMCB will be looking for FY 2026 projections in August.

Action: The Budget Overview report was unanimously approved on a motion by Commissioner Pollack, second by Commissioner Shea.

5) Agenda Item: Field work overview

The Director shared the Field Work Accomplished report with the Commission. There was some brief discussion regarding operational protocol for applications to catch basins.

The Field Operations Manager highlighted the dedication of the field crew.

Action: The Fieldwork overview report was unanimously approved on a motion by Commissioner Pollack, second by Commissioner Jacques.

6) Agenda Item: Resistance Testing updates

The Director shared about the recently completed caged field trial that was conducted with coordination from DPH, Clark, and Norfolk, Plymouth, Bristol, and Central Mass Mosquito Control Projects/Districts and showed some photos and video clips.

Commissioner Pollack asked about the data from the trial and questioned how the results will be utilized. Preliminary results seemed to be positive, but we are still waiting on a final collating of all the data and a final report. A recommendation was made to utilize it in positive public relations.

Action: No action taken.

7) Agenda Item: Update on Pending Legislative Bills

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

Action: No action taken.

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

The Field Operations Manager informed the Commission that she had communication with the Districts landlord and continues to work towards an upgrade that will allow two charging stations in the shop. There was discussion around the timing of lease renewal, with confirmation that the renewal process will start in 2025. It appears the landlord will not be working towards a 5-year lease extension but will look to renew for a 10 year renewal.

Action: No action taken.

9) **Agenda Item: Update on MGT pay scale review/update**

The Director and Field Operations Manager had prepared five charts for the meeting. Four of the charts were data and a proposal from MGT, and one was a hybrid of MGT data included on the current District pay scale. These charts highlighted the main results of the MGT project. The Director explained each of the charts and questions were asked along the way. The Commissioners then discussed and debated about the best way to approach utilization of the data. Extended discussion eventually led to the Commission making a request of the Director for further data on the midpoints for the MGT proposal. And for the Director to then create an additional chart that shows the MGT proposed salary adjustments in its entirety. The Commission will then review this again at the next meeting.

Action: No action taken.

Agenda Item: Next Meeting Date

The next Commission meeting was set for Thursday, August 15th at 3:00 pm to be held in-person at the District Headquarters.

Other Notes or Information

At 4:57 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,

Robin Chapell, Chair