



**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. SULLIVAN**  
Commissioners

**DAVID A. LAWSON**  
Director

**CAROLINE E. HAVILAND**  
Field Operations Manager

## June 16<sup>th</sup>, 2022, Regular Meeting Minutes of The Norfolk County Mosquito Control District Commission

**Commissioners present:** Robin Chapell (remote), Norman Jacques, 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

The meeting was called to order at 1:45 p.m. by Chair Shea.

1) **Agenda Item: Approval of the minutes of the May 5th, 2022, Commission Meeting**

**Action:** The minutes of the May 5th, 2022, Commission meeting were unanimously approved on a motion by Mr. Pollack, with a roll call vote.

2) **Budget Overview**

a. **Overview of FY 2022**

The Director shared a budget overview document with the Commissioners. It showed the FY 2022 appropriation of \$2,061,678 and the FY 2021 rollover of \$134,999, for total available funds in FY 2022 of \$2,196,677. The Director estimated the final year end expenditures to be \$2,019,710, making a very rough rollover estimate of \$176,967 going into FY 2023. The Director again mentioned the goal of keeping the rollover higher than usual in anticipation for a major capitol expense in replacement of the Sterling truck used for transport of the excavators. This vehicle may be ready for purchase by the end of fiscal 2023, but possibly into fiscal 2024. It is planned that the increased rollover will be used to make a one-time payment for such a vehicle which is quoted at over \$128,000 at this time. The Director will work to earmark roll over funds for this purpose, but expenses in the aerial larvicide category cannot be predicted and may be a roadblock to making this straightforward.

The financial state of The District is good.

**b. Budget Certification for FY2023**

The NCMCD proposed FY2023 budget was certified at the May meeting of the SRMCB.

**c. Field Technicians and Seasonal Surveillance Technician hiring update**

Two new field technicians were hired and started work for the District on May 9<sup>th</sup>. In addition, 2 seasonal surveillance technicians were hired and started May 23<sup>rd</sup>. One of the Field Technicians is returning to The Central Massachusetts MCD starting June 21. This open position has been reposted.

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

**d. Proposal to request SRMCB for increase in Commissioner reimbursement rate.**

The Director informed the Commission that the rate increased from \$75 to \$100 in February of 2004. There was discussion about what rate to request, with suggestions to leave it open to SRMCB or to suggest an actual amount. The Commission decided to simply note that an inflation calculator takes \$100 in 2004 to about \$160 in 2022.

Action: Mr. Jacques made a motion to send a letter to the SRMCB requesting they increase the Commissioners meeting rate. The Commission is not asking for a specific amount, but wanted the SRMCB to consider inflation costs since 2004 and also note the years of COLA's that regular employees have received for the comparative years since 2004. The motion was approved unanimously on a roll call vote.

**3) Setting date for the next meeting**

The Commission set the next Commission meeting date, to be held in-person, on Thursday, July 28th, at 1:30 pm.

At 2:08 p.m. the meeting was adjourned on a motion by Mr. Pollack

- 4) Following the formal meeting, the Commissioners met the employees, and were able to observe employees conducting some of the field work activities of the District.

**Other Notes or Information**

Respectfully submitted,

Linda Shea, Chairman