



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

March 9th, 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, Caroline Haviland - Field Operations Manager, Leandra McClean – Sharon BOH, Tim Marble – Quincy BOH. Kim Sklar – Administrative Assistant.

Note taker: David Lawson

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:30 P.M. by Chair Shea. Kim Sklar was briefly introduced to the Commissioners before she left the zoom meeting.
- 2) **Public Comment** – There were no comments from the public.
- 3) **Rotate Chair of the Commission to Robin Chapell.** – Commissioner Chapell assumed the role of Chair of the NCMCD Commission.
- 4) **Agenda Item: Approval of the minutes of the January 31st, 2023, Commission Meeting**

Chair Chapell noted some wordsmithing changes that she suggested needed to be made to the minutes.

Action: The minutes of the January 31st, 2023, Commission meeting were unanimously approved on a motion by Commissioner Pollack, second by Commissioner Shea, with a roll call vote.

5) **Budget Overview**

a) **Overview of FY 2023**

The Director shared a budget overview sheet with the Commissioners. With total funds available of \$2,113,220 and estimated expenditures of \$2,164,063, the estimated rollover into FY2024

would be approximately \$151,290. The Director noted that he has made all of the pesticide product purchases for the fiscal year. Possible larger changes to the final rollover estimate may be primarily determined by how much aerial larvicide work the District conducts, including any possible flood plain aerial larviciding before July 1. In addition, it is looking like the District may not be able to fill the seventh Field Technician position, due to a lack of qualified candidates who have applied. This will leave some extra payroll funds unexpended. The District is expected to end the year in good shape fiscally.

b) Update on Administrative Assistant and Field Technician hiring.

The Director noted that Kim Sklar had started work on February 27th, and was quickly learning the job functions of Administrative Assistant. The Director updated the Commission on recent activity in regard to the posting of the seventh Field Technician position. To date, seven candidates had applied, but the Director, in complete agreement with the FOM, were disinclined to interview any of them. The Commissioners suggested that further attempts be made to find other platforms to post the position. L. McClean from Sharon, suggested a town-wide job posting site that had worked well for them. Posting at the County Agricultural schools was also suggested. The Director noted that the posting is up for 90 days and if any qualified candidates apply, the District can hire at any point. Commissioner Chapell made a motion to offer a \$500 bonus to any of the current Field Technicians if they recommended a candidate who was then successfully hired. There was discussion amongst Commissioners on this proposal, with the majority thinking this was probably not a viable option. There was no second on the motion.

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

The Director noted that there is nothing new to report on this item. In conjunction with this agenda item, the Director informed the Commission of the change in leadership at the Commissioner of the Department of Agriculture position. John Lebeaux was let go from the Commission position and Ashley Randle (previous Deputy Commissioner of AGR) has assumed the position in the new administration. The MCD Superintendents will be meeting with Ashley (remotely) on March 23rd, assumedly for a ‘meet and greet’.

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

6) Field work overview

The Director shared the 2023 field work accomplished report with the Commission. The Field Operations Manager and Director highlighted items from the report. There was brief discussion from the FOM about some of the work that had been accomplished and upcoming work.

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

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

On March 2nd, the MCD’s were all notified that “OVM agreed to reduce the number of vehicles they are requesting for removal from your fleets from 20 to 14”. The District Superintendents/Fleet Managers met to discuss, and a set of 14 vehicles was agreed to amongst all the Districts. As part of this agreement, NCMCD agreed to turn in two vehicles. NCMCD turned in the 2000 Nissan UD on March 8th and has requested to transfer its leased 2019 Nissan Rogue to the East Middlesex MCD. EMMD will then turn in another vehicle in their fleet to fulfill the overall 14 needed to be turned in. This request has been made to OVM and is in process.

The Commission suggested that the Director/FOM document any loss of service to the municipalities as a result of OVM's fleet rightsizing policy.

Action: No action taken.

8) Decision to be made on whether to allow remote participation under original OML policy after 3/31/23.

Prior to the meeting, the Director contacted Ms. Burgess, Legal at the Department of Agriculture/SRMCB. Ms. Burgess indicated that an extension of the current OML rules (due to expire on 3/31/23) are being contemplated by the legislature. If this extension (to 3/2025) is not passed, then the Commission will be required to meet in person again, starting in April. The Commission then has the option to allow remote participation of Commission members as long as there is a quorum in the meeting place and the Chair of the Commission is present. Commissioner Jacques had previously asked if the Commission would vote on a policy to allow remote participation (July 28th, 2022). At the July 28th, 2022 meeting, the Commission asked the Director to poll the other Massachusetts mosquito control districts to see what their commissions have decided on this issue. As of March, 2023, it was the Directors understanding that 7 out of the 10 Districts had voted to allow remote participation of Commission members.

There was some discussion regarding the pros and cons of meeting in-person vs. remotely.

It is understood that if the current rules are extended, these rules will trump the remote participation rules that the Commission may vote on.

The Commission made it a requirement of any Commissioner wishing to remotely attend a Commission meeting, to give notice to the Director/Administrative Assistant one week in advance, so that accommodations can be made in advance for remote participation.

Action: Commissioner Shea made a motion to allow remote participation of Commissioners under OML rules with the added stipulation that no one Commissioner could participate remotely for more than two meetings in a row. The motion was seconded by Commissioner Pollack, with a roll call vote.

If the legislature does not extend the current rules, the Commission would like to have a 'check-in' on this policy in six months.

Other Notes or Information

- 1) The Commission recognized Caroline Haviland, Field Operations Manager, for her successful completion of a graduate certificate in Environmental Policy from UMass Dartmouth.

The next meeting was set for Thursday, April 27th at 1:30 pm. This meeting is tentatively set to be in-person, but if current OML rules are extended, this meeting will be held by Zoom Conference.

At 2:42 p.m. the meeting was adjourned on a motion by Commissioner Sullivan.

Respectfully submitted,



Robin Chapell, Chairman