



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. 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

March 5th, 2024, 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, Lisa Golden – Administrative Assistant

Note taker: Lisa Golden

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:00 P.M. by Chair Chapell.
- 2) **Agenda Item: Public Comment:** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the January 25th, 2024, Commission Meeting:**

Action: The minutes of the January 25th, 2024 Commission meeting were amended due to redundant verbiage. It was then unanimously approved on a motion by Commissioner Pollack, second by Director, with a roll call vote.

- 4) **Agenda Item: Employee Recruiting update:**

The Director updated the Commission on the hiring process for Field Technician positions. The Director informed the Commission that historically, the district has carried 7 Field Technicians and are currently down to 5. The Director posted positions in December on MassCareers in the hopes of hiring 2 individuals. The Director informed the Commission that two individuals were interviewed

and proved to be strong candidates and were both presented with offers of employment. Both individuals declined these offers. The Director has started a third requisition through HR with the hope that we will be able to find a candidate. There was discussion around the challenges across the labor market and the possibility that the Districts starting rates are too low.

5) **Agenda Item: Budget Overview**

a) **Overview of FY 2024**

Currently, the FY 2024 estimated rollover into FY2025 is very fluid at this point. The projected rollover is high. The primary factors are the delayed hiring of Field Technician(s) and the possibility that budgeted funds for new vehicles may not be expended before the end of the fiscal year. Financially, the District is in great shape.

b) **Projections for FY 2025**

The Director stated that based on projected Field Technician staffing adjustments, the initial budget proposal sent to SRMCB was 2.5%. There are a lot of unknowns in the coming years in regard to vehicle purchases with EV mandates in play which will likely have significant impacts on budgets and projections.

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

6) **Agenda Item: Field work overview**

The Director shared the Field Work Accomplished report with the Commission.

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

7) **Agenda Item: Resistance Testing updates**

The Director informed the Commission that Matt Osborn is trying to work with SRB to push the point that we need to be proactive and discover if the current product is working on the targeted species. A meeting was held on February 12th with DPH and SRB to discuss implementation of caged field trials and bottle bioassay studies this coming season. DPH and SRB are planning on holding monthly meetings.

Action: No action taken.

8) **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.

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

The Field Operations Manager informed the Commission of the need for restructuring of the property to make it suitable for the installation of EV charging station(s). The Field Operations Manager spoke with the landlord of the property who is interested in the upgrade, but he has not done much yet.

Action: No action taken.

10) Agenda Item: Policy Review Update on Instituting a Probationary Period

The Director informed the Commission that Jessica Burgess had given the green light for the Commission to construct a probation period, as long as it did not conflict with other policy. The Commission reviewed the following draft language for the Probation Period:

“The first ninety (90) days of employment is a probation period for an employee. During this time an employee will have a chance to accustom themselves to the work and The Director and Field Operations Manager will have a chance to see how the employee is suited to District operations and how well the employee assumes responsibilities as outlined in their job description. At any time during this probation period, the employee or The District will be free to discontinue employment. Benefits accrue per Commonwealth policy during the ninety (90) day probationary period. Any employee hired after January 1st of any year (6 months before a planned step increase), is not eligible for a step increase at the normal July 1st pay scale transition of that calendar year but will receive any COLA adjustments applied to the pay scale at any point after employment.”

Action: The NCMCD Probation Period Draft Language was unanimously approved on a motion by Commissioner Shea, second by Commissioner Jacques, with a roll call vote. The Director will send to Jessica Burgess for review.

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

The Director shared with the Commission that the bid process had been initiated and posted 2 weeks ago and is set to close on 03/06/2024. There have been no responses to the bid as of the time of the Commission meeting.

Action: No action taken.

Agenda Item: Next Meeting Date

The next meeting was set for Thursday, April 11th at 1:00 pm to be held by Zoom conference. The Commission also set the date for the May meeting was set for Thursday, May 9th at 1:00 pm to be held by Zoom conference.

Other Notes or Information

At 2:17 p.m. the meeting was adjourned on a motion by Commissioner Pollack.

Respectfully submitted,

Robin Chapell, Chair