



**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 MAUREEN P. MACEachern LINDA R. SHEA RICHARD J. POLLACK, PHD**  
 Commissioners

**DAVID A. LAWSON**  
 Director

**CAROLINE E. HAVILAND**  
 Field Operations Manager

May 28<sup>th</sup>, 2020 Regular Meeting Minutes of The Norfolk County  
Mosquito Control District Commission  
 Held by Zoom Conference

**Commissioners present:** Robin Chapell, Linda Shea, Richard Pollack, Norman Jacques, Maureen MacEachern

**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 1:33 p.m.

**1) Agenda Item: Approval of the minutes of the February 27th, 2020 Commission Meeting**

**Action:** The minutes of the February 27th, 2020 Commission meeting were unanimously approved on a motion by Mrs. Chapell, with a roll call vote of all 5 Commissioners.

**2) Agenda Item: Budget Overview**

**a. Budget review for FY 2020**

The Director asked the chair for permission to read an e-mail sent out on May 22nd by Alisha Bouchard, Deputy Commissioner/Chief of Staff to Commissioner John Lebeaux of DAR. This e-mail highlighted some budget/finance changes that the DOR might be implementing in response to the Commonwealths response to Covid-19. While there was no certainty regarding outcomes, the Mosquito Control Districts were encouraged to engage in conservative spending as the year progressed in light of the concerns. The Commission noted the concern expressed in Alisha’s email of May 22, but felt that there was not enough information at this time to make any decisions related to it. They would be prepared to make adjustments in the future if needed.

The Director had, previous to the meeting, sent a budget overview document to the Commissioners. This sheet showed a summary of current projected expenditures for FY 2020. The projected rollover into FY 2021 stands at \$56,708. This is the lowest in many years and a bit concerning for the Director

in regards to having a good buffer for emergency aerial larvicide funds. The Director noted that the state was reimbursing the MC Districts for larviciding efforts to proactively combat EEE, and that was helping to maintain progress on research for proactive EEE control which would probably not be feasible this year otherwise. The Director also noted that the SRMCB had certified the District's Budget request for FY2021 at their meeting of May 13<sup>th</sup>.

**Action:** The Budget Overview report was unanimously approved on a motion by Mrs. Chapell with a roll call vote of all 5 Commissioners.

**3) Agenda Item: Fieldwork Overview**

- a. **Year to date review:** The Director presented a spreadsheet highlighting field work accomplished for the calendar year. The Director and Field Operations Manager emphasized the ongoing hard work that everyone has accomplished despite the less than ideal circumstances presented by the Covid-19 pandemic.

**Action:** The Fieldwork Overview report was unanimously approved on a motion by Mr. Pollack with a roll call vote of all 5 Commissioners.

**4) Agenda Item: COLA and step increase review and approval**

The Director highlighted a spreadsheet that showed the results of a survey of all 25 District municipal DPW's with their planned FY 2021 COLA adjustments. This data is used by the Commission in considering COLA's for the District employees. With all 25 towns surveyed, no responses from 4 towns, and a handful of towns in current negotiations, the mean COLA from all positive responses was 1.97%.

The Director also noted that he and the Field Operations Manager had recently conducted performance reviews of all the employees. The Director noted that all the employees received positive reviews. Five employees are currently not at the top of their step chart and would be eligible to receive a step increase.

**Action:** The Commission agreed to provide a 2% COLA for all employees, effective July 1, 2020 on a motion by Mr. Jacques, and unanimously approved on a roll call vote of all 5 Commissioners.

**Action:** The Commission agreed to provide one step increase for all 5 employees who are eligible, effective July 1, 2020 on a motion by Mrs. Shea, and unanimously approved on a roll call vote of all 5 Commissioners.

**5) Agenda Item: Overview of EEE planning for upcoming season 2020.**

- a. **Field Trials with products for Cs. melanura.**

The Director shared with the Commission that a 14 acre cedar swamp wetland was treated with MetaLarv SP-t during the normal April aerial larvicide application. The entomologist is sampling this wetland each week and sending samples to the UMass Amherst Lab for testing to see if methoprene is present in crypts. This sampling will continue into June. This work supports efforts to see if methoprene can be used to control Cs. melanura using proactive larvicide.

The Director also noted that he has purchased VectoLex FG to continue experimental work attempting to control Cq. perturbans by applying this product by air in the fall. This falls work will be the 3<sup>rd</sup> year of this work. The cost of the product will be reimbursed by the state.

**Action:** No action taken.

6) **Agenda Item: Refund money from AMCA registrations**

The Director and Entomologist had planned to attend the AMCA conference back in March. It was cancelled due to Covid-19 concerns. The AMCA has asked all registrants if they would be willing to donate their registration costs to help allay budget issues due to the cancellation of the conference. The Director noted that the Commission would only need to take action if they chose to donate these funds. After short discussion it was agreed that the Commission would take no action and the registration fees would be automatically be sent back to the District from the AMCA.

**Action:** No action taken.

7) **Agenda Item: Covid-19 response – review and planning**

The Director shared with the Commission an e-mail he had sent to the employee regarding possible outcomes if an employee was to test positive for Covid-19. Based on direction from HR, it would appear that a Covid-19 sickness might affect the ability of the District to provide full service to the District residents while this situation was dealt with. The Director simply wanted the Commission to understand the possibilities. Commissioner Chappell wondered if some kind of resource sharing agreement could be worked out among the various Districts if such a situation were to arise. The Director noted the difficulty of such a scenario, but agreed to communicate with fellow directors about this.

**Action:** No action taken.

**New/Old Business:**

The Commission scheduled the next meeting to be held through Zoom meeting Thursday June 18<sup>th</sup> at 1:30 p.m.

At 2:27 p.m. the meeting was adjourned on a motion by Mrs. MacEachern

Respectfully submitted,

Linda Shea, Chairman