



**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 FOLEY**  
Commissioners

**DAVID A. LAWSON**  
Director

**CAROLINE E. HAVILAND**  
Field Operations Manager

May 9<sup>th</sup>, 2024, Regular Meeting Minutes of The Norfolk County  
Mosquito Control District Commission  
Held by Zoom Conference

**Commissioners present:** Robin Chapell, Norman Jacques (at office), Richard Pollack, Linda Shea, Kylee Sullivan (Foley)

**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 1:03 P.M. by Chair Chapell.
- 2) **Agenda Item: Public Comment:** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the April 11th, 2024, Commission Meeting:**

**Action:** The minutes of the April 11<sup>th</sup>, 2024 Commission meeting were unanimously approved on a motion by Commissioner Shea, second by Commissioner Jacques, 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 Eric Tarala would be resuming his position as Field Technician on Monday, May 20<sup>th</sup>. The Director reviewed with the Commission that Alex Giannantonio's departure at SRMCB will be delayed due to the hiring freeze in place.

**5) Agenda Item: Budget Overview**

**a) Overview of FY 2024**

The FY 2024 estimated rollover into FY2025 is very fluid at this point. The projected rollover is high primarily due to being down 3 staff over recent years and due to budgeting for EV's which did not occur. A John Deere Mini excavator is going to be purchased before the end of the fiscal year. This is a piece of equipment that has been on the districts wish list and it is an opportune time to make this purchase. 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%. Looking at current projections, the District is looking at a rollover around \$400,000. With direction from the Commission, the Director has revised that budget proposal and notified SRMCB of a plan to level fund going into FY2025. There are a lot of unknowns in the coming years in regard to vehicle purchases with EV mandates in play as well as retrofitting facility for EV use which will likely have significant impacts on budgets and projections.

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

**6) COLA survey and any update from MGT**

The Director shared the data collected by Lisa Golden from the District's municipalities DPW COLA survey, as well as figures from the other Massachusetts Mosquito Control Projects/Districts. There was discussion regarding the data and the best option.

**Action:** A 3% COLA increase, to take effect July 1<sup>st</sup>, 2024, was unanimously approved on a motion by Commissioner Shea, second by Commissioner Jacques, with a roll call vote.

**7) 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 Pollack, second by Commissioner Jacques, with a roll call vote.

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

The NCMCD will be participating in a resistance field trial the last week of June with fellow Districts/Projects and leadership from Matt Osborne/DPH. The trial will take place in Wrentham, on Wrentham Development Center land off North Street.

**Action:** No action taken.

9) **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.

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

The Field Operations Manager informed the Commission that there were no updates to share at this time.

**Action:** No action taken.

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

The Director informed the Commission that MGT won the bid to provide the study on the pay scale review/update to The District. The Director inquired of the Commission if they would like to attend an informational meeting with MTG. The Commissioners said that this would be helpful before the end of the fiscal year. A potential date of May 29<sup>th</sup> will be presented to MGT to review their progress on the pay scale survey to date.

**Action:** No action taken.

12) **Agenda Item: Next Meeting Date**

The next meeting was set for Thursday, June 6<sup>th</sup> at 1:00 pm to be held by Zoom conference.

**Other Notes or Information**

At 1:45 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,



Robin Chapell, Chair