



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

**December 14th, 2022, 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

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.
- 2) **Public Comment** – No one from the public attended the meeting.
- 3) **Agenda Item: Approval of the minutes of the November 17th, 2022, Commission Meeting**

Action: The minutes of the November 17th, 2022, Commission meeting were unanimously approved on a motion by Commissioner Pollack, with a roll call vote.

4) **Budget Overview**

a) **Overview of FY 2023**

The Director sent a budget overview sheet to the Commissioners ahead of the meeting. The Director noted that it is still relatively early in the fiscal year to make solid projections, but a look at the predictions show The District ending the year in good shape fiscally. The Director noted that the Commission had previously approved a 2.5% increase for the FY 2024 budget and would plan budget notification to the municipalities accordingly in the new year. SRMCB has already been notified of this intent, and at the last SRMCB meeting there were no questions or concerns from SRMCB members to the District regarding the budget increase request.

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

There was extended discussion of this topic among the Commissioners. Commissioner Pollack and Chapell attended the SRMCB meeting of December 1, 2022 and shared their impressions of that meeting. The “rush” to get the updated “Roles and Responsibilities of Commissioners Serving all Mosquito Control Districts and Projects” signed by all Commissioners in such a short timeframe was of interest, and how this might intersect with the potential approval of an increase in stipend. Commissioner Pollack shared about a conversation he had with Alex Giannantonio regarding this topic, among other items. It remains unclear when, or if, an increase in stipend increase will be approved.

In related discussion, Commissioner Pollack asked why the Commissioners were not receiving notice of the SRMCB meetings. Commissioner Pollack offered to reach out to Alex G. and Alisha B. to request that posted SRMCB meeting notices be sent to Commissioners. This led to a question about whether Commissioners could obtain state official e-mail addresses.

Action: Commissioner Pollack made a motion to have the Director request that Commissioners obtain state e-mail addresses. The motion was unanimously approved with a roll call vote.

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

5) **Field work overview**

The Director shared the field work accomplished report with the Commission. The Field Operations Manager highlighted ongoing and upcoming water management work. The Director informed the Commission of an employee out on a Workman’s Compensation claim. The Commission asked about safety training, and the Director, FOM and Commission engaged in discussion about current safety training protocol and ways The District might improve in this area. The Director also informed the Commission of the impending retirement of Liz Donnell, January 31, 2023. The Director was working with HR to get a posting for the position up quickly on MassCareers.

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

6) **Update on EV First and Fleet Rightsizing initiatives from OVM**

The FOM and Director sent a finalized letter to the Commission prior to the meeting. At the previous Commission meeting, the Commission had requested that the FOM and Director create a letter that the Commission could utilize to notify municipalities and legislators about the actions that OVM was implementing in line with OVM’s fleet rightsizing initiative, specifically OVM’s taking of vehicles to fulfill a 15% reduction in the Commonwealth’s fleet. These initiatives from OVM are ostensibly designed to comply with the Governor’s Executive order 594. There was ongoing discussion regarding the EV first initiative which The District supports in principle as a way to reduce emissions, but EV vehicles are seemingly not available to The District’s at this time. The FOM has reached out to OVM to again see if we can initiate purchase of an EV. The FOM also informed the Commission that she has reached out to OVM to again see if they can work with us on the possible installation of EV charging station at our headquarters. There was, again, extended discussion on the fleet rightsizing initiative which would appear to be accomplishing none of the goals of the governor’s mandate and are in line to do harm to The District’s ability to fulfill its mandate. Commissioners agreed that the letter should be sent to the municipalities now, but the Commission would wait to send any letter to legislators, and possibly the new Secretary of EOEEA, until the holiday recess was over, and a new administration was in place.

Commissioner Chapell wished to make note of her appreciation to The Field Operations Manager and how she has managed the fleet over the years and the confidence this has brought to the Commission in regard to management of the Districts fleet.

Action: Commissioner Pollack motioned to have the letter sent to The District municipalities' town managers and Boards of health agents at this time. The motion was unanimously approved with a roll call vote.

Other Notes or Information

The next meeting was set for Tuesday, January 31st at 1:30 pm by zoom conference.

At 2:46 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Shea".

Linda Shea, Chairman