



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
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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

June 15th, 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, Kim Sklar – Administrative Assistant

Note taker: Kim Sklar

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:37 P.M. by Chair Chapell.
- 2) **Public Comment** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the April 27th, 2023, Commission Meeting**

Action: The minutes of the May 17th, 2023 Commission meeting were unanimously approved on a motion by Commissioner Pollack, second by Commissioner Sullivan, with a roll call vote.

4) **Budget Overview**

a) **Overview of FY 2023**

The Director shared a budget overview sheet with the Commissioners. With total funds available of \$2,315,353 and estimated expenditures of \$2,147,970 the estimated rollover into FY2024 would be approximately \$167,383. The Director noted that as we are coming into the final weeks of FY23, we are entering into FY 24 in great shape.

b) **Review of any updates on proposal to request SRMCB for increase in Commissioner stipend rate and other updates from the SRMCB**

The Director noted that a stipend increase has been approved and went into effect immediately. The new rate is \$160 per meeting.

There was discussion regarding the state mandated training. Some commissioners have already completed the training. Some commissioners were asking about compensation for doing the training. They are waiting for final information from the SRMCB.

The Director updated the Commission on the recent SRMCB meeting that took place this week and noted that the SRMCB is looking to update the Environmental Impact Report and they are currently researching a vendor to do that. The SRMCB also voted to create an SRMCB policy handbook. In addition, the SRMCB has approved emergency adulticides for use in a public health emergency.

c) Proposal to make educational video clips

The Director followed up on a proposal to create promotional videos for the District. Discussion about the length of the videos resulted in the agreement that shorter clips would be more effective. Commissioner Pollack suggested clips of casual conversations between NCMCD staff and the residents of the towns we service to better explain what work we do. The Director will email examples of other districts' videos to the Commissioners.

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

5) Field work overview

The Director shared the 2023 field work accomplished report with the Commission. The Director noted that we are now into the ULV spray season. The Field Technicians are working 2pm – 12am and are spraying after sunset as well as treating catch basins. Water management projects are also being completed prior to the summer heat. The Director stated that the mosquito numbers seem to be low as well as the requests for treatment. The Field Operations Manager discussed the tire recycling program and recent pricing changes from the 3rd party vendor. The FOM will be researching other vendor options and processes and will present this information at the next Commission Meeting in July in order to decide whether to continue or terminate the tire recycling program.

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

6) Update on Jamestown Canyon Virus Surveillance and Testing

The Director noted that the Memorandum of Understanding will be signed soon by all parties. Districts are currently collecting mosquitoes and will be delivering them to UMass for testing, which will be done in July.

Action: No action taken.

7) Discussion of Pending Legislative Bills

The Director noted that there is no new information regarding the pending legislative bills.

Action: No action taken.

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

The FOM stated that she attended the OVM meeting on June 15th and updated the commission on the safe driver program which will be implemented. The cost is estimated to be \$30 per driver per year. In addition, the OVM fees will be increasing by approximately \$100 per vehicle. The Commission expressed concern about the increase. The FOM stated that due to the fleet downsizing, new telematics and new OVM employees, the OVM needs to increase costs.

The FOM discussed the EV First initiative and that the landlord has not moved forward at this time. This topic will be revisited as the FOM has exhausted her current options.

Action: No action taken.

9) Next Meeting Date

The next meeting was set for Thursday, July 13th at 1:30pm. This meeting will be held by Zoom conference. The following meeting was set for Thursday, August 17th at 1:30pm and will also be held by Zoom conference.

Other Notes or Information

At 2:37 p.m. the meeting was adjourned on a motion by Commissioner Pollack.

Respectfully submitted,

Robin Chapell,
Chairman