



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
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Operations Manager

**March 20th, 2025, Regular Meeting Minutes of The Norfolk County
Mosquito Control District Commission**

Held via Zoom

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

Commissioners absent:

Quorum: A quorum was established.

Others in attendance: David Lawson – Director, Caroline Haviland - Operations Manager, Lisa Golden – Administrative Assistant; Karon Catrone – Conservation Agent, Town of Westwood.

Note taker: Lisa Golden, David Lawson

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:02 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 16th, 2025, Commission Meeting:**

Action: The minutes of the February 27th, 2025 Commission meeting were unanimously approved on a motion by Commissioner Shea, second by Commissioner Jacques.

4) **Agenda Item: Budget Overview**

a) **Projections for FY 2025**

With projected expenditures accounted for, the projected rollover into FY 2026 stands at \$129,561. The Director noted that there is nothing of detailed significance to report regarding FY 2025. At this point it seems that the risk of financial obligations for installation of EV charging stations has been minimized if not eliminated. An EV is in the process of being ordered, coming in at almost \$48,000. This may or may not be delivered before the end of the fiscal year.

Action: The Budget overview report was approved on a motion by Commissioner Jacques, second by Commissioner Pollack.

5) Agenda Item: Field work overview

The Director shared a series of graphs highlighting the field work accomplished report as of 03/19/2025. He pointed out that ground work has been challenging due to the cold weather this winter, but things are finally thawed as of this last week. The Director reported that the excavator that was borrowed from the Cape worked for one day until it broke down. He reported that it is currently being assessed for potential repair. Commissioner Jacques inquired who would be responsible for paying for the repair. The Director stated that the Cape is in financial distress and that Norfolk would be potentially paying some of the cost of the repair since the District owes \$3,000 to the cape through the ISA.

The Director shared some photographs and short video clips of the rotary ditcher being utilized at Second Marsh in Quincy.

Action: The Fieldwork overview report was unanimously approved on a motion by Commissioner Shea, second by Commissioner Pollack.

6) Remote Participation for public meetings update

The Director informed the Commission that the Remote Participation agreement is set to expire at the end of March. He noted that the Commission had not voted to allow remote participation in the past. Jessica Burgess noted to the Director that, at this time, a two-year extension has passed the Massachusetts House, and is expected to pass the Senate.

Action: Chair Chapell questioned the Commission as to what they would prefer moving forward. Commissioner Shea asked about the necessity of voting and approving remote participation. With continuing concerns about how remote participation under the old rules would function, the Commission declined to vote on this and expects that the current status will likely continue after this March for the next two years.

7) Review of Duties and Responsibilities for Commissioners document

The Director had sent a document to the Commissioners and opened the floor for discussion or questions. Commissioner Pollack gave the opinion that not much has changed in the document and feels that it is a non-issue. Other Commissioners agreed with this assessment.

Action: No action taken.

8) Agenda Item: Update on Pending Legislative Bills

The Director noted that there has been no new information regarding any 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

Operations Manager Haviland provided an update regarding the District's efforts to install infrastructure for EV implementation. At this time, the landlord has a proposal for installation at \$38,000. EEA has earmarked funds to reimburse the landlord upon completion before the end of the fiscal year – June 30, 2025. The landlord has stated the chargers and infrastructure will be completed by the deadline. The OM has also initiated the purchase of an EV with custom upfits, expected to cost about \$48,000. This purchase may or may not be completed by the end of the fiscal year, but this is not critical. Funds that rollover will cover this one way or another.

Action: No action taken.

10) Agenda Item: Next Meeting Date

The next Commission meeting was set for May 8th at 1:00 pm to be held by Zoom Conference. Additionally, a meeting date was set for June, 5th, to be held in-person at the District headquarters, with a field visit component to be scheduled.

Other Notes or Information

New Business:

At 1:50 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,

Robin Chapell, Chair