



**THE COMMONWEALTH OF MASSACHUSETTS**  
**The State Reclamation and Mosquito Control Board**  
**NORFOLK COUNTY MOSQUITO CONTROL DISTRICT**  
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**ROBIN L. CHAPELL** **LANDIS E. HERSHEY** **NORMAN P. JACQUES** **RICHARD J. POLLACK, PHD** **LINDA R. SHEA**  
Commissioners

**DAVID A. LAWSON**  
Director

**CAROLINE E. HAVILAND**  
Operations Manager

May 7<sup>th</sup>, 2026, Regular Meeting Minutes of The Norfolk County Mosquito  
Control District Commission  
Held via Zoom

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

**Commissioners absent:**

**Quorum:** A quorum was established.

**Others in attendance:** David Lawson – Director, Caroline Haviland - Operations Manager. Unnamed person from Randolph Health

**Note taker:** David Lawson, Caroline Haviland

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:01 P.M. by Chair Chapell.
- 2) **Agenda Item: Public Comment:** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the February 19<sup>th</sup>, 2026, Commission Meeting:**

**Action:** The minutes of the March 19<sup>th</sup>, 2026, Commission meeting were unanimously approved (roll call) on a motion by Commissioner Pollack, second by Commissioner Shea.

#### **4) Agenda Item: Budget overview**

##### **a. Overview and discussion of FY 2026 budget**

The Director shared a document with the Commission that summarized the fiscal state of the District. The FY 2026 appropriation is \$2,275,704. The FY 2025 rollover into this year's budget was \$182,099 for a total available funds of \$2,457,803. With projected expenditures of 2,280,441, a rollover of \$184,862 into FY 2027 can be expected. Commissioner Pollack asked about how fuel costs might be impacting the budget. The Director noted that he generally tries to plan high on fuel costs each year to take into account the possibility of larger fuel cost increases, as is being experienced now. The current high fuel costs, if they persist into the next fiscal year, will impact the budget to some degree. The Director emphasized that the District is in good shape financially. There remains the possibility of a floodplain aerial larvicide, if that is needed, which might be the only unexpected larger expense before the end of the fiscal year.

##### **b. Upcoming May 11<sup>th</sup> SRMCB certification of FY2027 District Budget**

The Director simply informed the Commission of this upcoming meeting. A 4.5% budget increase is still on the table.

##### **c. Employee Hiring Update – Administrative Assistant and GIS Coordinator**

The Director updated the Commission of the hiring of a new Administrative Assistant. Kirsten Parisi started on April 6<sup>th</sup>. In addition, Quinn Bazinet, last summer's Seasonal Surveillance Technician has been hired back for this season and started on April 6<sup>th</sup>.

##### **d. Human Resources answer to question about 10-hour holiday pay for employees working on a compressed work week.**

The Director informed the Commission that he had reached out to HR/Legal back in February with a question about whether the Commission could be allowed to vote on the possibility of granting the field crew employees who work on a compressed work week the option

to have them paid 10 hours for holidays when a scheduled work day falls on a holiday. This would be different from the standard 8 hours of holiday pay that has been the de facto policy for years. The Director was informed by Allison Richards that this was not an option for the District Commission to vote on. There was some discussion about whether the Commission had either discussed or voted on this topic in the past. To the best of the Directors knowledge, there was never a formal discussion and vote on this topic.

In further discussion, the Director noted that the District has given the field crew the option to work overtime on Fridays during the ground larvicide season and occasionally when the timing of salt marsh larviciding made sense for this. This allows the employees to accumulate comp time to use for coverage of the 2 hour gap on holidays instead of using PTO.

**e. COLA survey of District municipality DPW's**

The District surveyed the 25 District municipal DPW's to determine what their approved COLA's were for the upcoming FY 2027. The other Massachusetts Mosquito Control Projects/Districts were also surveyed. Discussion ensued amongst the Commissioners. After some discussion, Commissioner Shea proposed a 3% COLA.

**Action:** A 3% Cost of Living Adjustment (COLA), to be implemented July 1<sup>st</sup>, 2027 was unanimously approved (roll call) on a motion by Commissioner Shea, second by Commissioner Jacques.

**f. Year-end performance reviews of employees.**

The Director shared that year-end performance reviews have been conducted and all employees are eligible for a step increase, July 1<sup>st</sup>, 2027. The Director noted the very positive performance by office staff and the field crew employees.

**Action:** The Budget overview report was approved (roll call) on a motion by Commissioner Jacques, second by Commissioner Pollack.

**5) Agenda Item: Field work overview**

The Director shared the Field Work Accomplished report with the Commission. The chart showed field work to date in 2026. The Director and Operations Manager highlighted recent ground larvicide work with a noted lack of larvae recently due to very dry conditions.

**a. Discussion of the survey results from Conservation Commissions regarding the idea of collecting data on resident disposal of dog poop bags into waterways/culverts**

The Director had reached out to 17 Conservation Commissions asking whether reporting of data on the disposal of dog poop bags by field crew employees conducting water management work would be of value to them. The Director received 3 responses; two very positive and one response that expressed cynicism regarding the idea that public behavior could be changed as a result of utilizing such data. There was discussion about ways that the data could be utilized. Concerns were expressed about reporting on such on private property. In the end the Commission asked that the data be collected in the most simple way possible and there would be exploration of ways to coordinate with towns and watershed associations.

**Action:** The Fieldwork overview report was unanimously approved (roll call) on a motion by Commissioner Shea, second by Commissioner Pollack

**6) Agenda Item: Update on Pending Legislative Bills**

The Director noted that there has been no further movement on any bills related to mosquito control since the last reporting in the minutes.

**Action:** No action taken.

**7) Agenda Item: Update and Discussion of the Executive Office of Energy and Environmental Affairs Information Technology (EOEEA IT) migration process.**

The District recently had a new rack installed in the MDF room. The Director shared that progress to date has not physically hindered operations, but there

seems to be a broad lack of coordination and/or communication with the Districts which has been disconcerting.

**Action**: No action taken.

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

The next Commission meeting is already set. A remote meeting for May 20th at 1:00pm. This in-person meeting will be accompanied by some visits to nearby field work sites with the field crew to observe some examples of field work the District engages in. The Director will attempt to keep the agenda short so the focus can be put on the field visit.

**Other Notes or Information**

**9) Adjournment** (vote required) – At 2:02 p.m. the meeting was adjourned on a motion by Commissioner Jacques, second by Commissioner Shea.

Respectfully submitted,

Robin Chapell, Chair