



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

July 7, 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, Pam Verbeck - Administrative Assistant

Note taker: David Lawson, Pam Verbeck

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 May 20, 2026, Commission Meeting:**

Action: The minutes of the May 20, 2026, Commission meeting were unanimously approved (roll call) on a motion by Commissioner Shea, second by Commissioner Jacques.

4. **Agenda Item: Budget Overview**

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

- The Director shared the NCMCD Budget Overview – FY 2026, dated July 7, 2026. With some trailing costs, especially the last fringe benefit charge, the Fiscal year cannot be closed out yet, but the Director estimates a final rollover of around \$161,000.

b. **Overview of the beginning of the FY 2027**

The Director highlighted concerns about the current 2027 fiscal year and decisions that will need to be made around vehicle purchases and aerial larvicide coverage to make sure the rollover into FY2028 does not get too low. A budget increase of more than 2.5% should be considered for FY2028.

c. Employee hiring update – Administrative Assistant

The Director shared that Pam Verbeck (present) was hired for the position of PT Administrative Assistant. Her first day was June 29th, 2026.

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

5. Agenda Item: Field Work Overview

- The Director shared the Field Work Accomplished report with the Commission.
- The area's first positive mosquito borne West Nile Virus was found in Dedham last week.

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

6. Agenda Item: Update on Pending Legislative Bills Related to Mosquito Control

The Director noted that there has been no recent information regarding pending legislative bills.

Action: No action taken.

7. Agenda Item: Update and Discussion of the Executive Office of Energy and Environmental Affairs Information Technology (EOEEA IT) and Executive Office of Technology Services and Security (EOTSS) Migration Process.

The Director shared that the new system is set up in the MDF room and ready to switch over to the State IT after the 'mosquito' season, in the Fall of 2026. Caroline Haviland added that we also will get all new hardware at the time of this switch.

The new phones/phone connection will likely go live in the next couple of weeks. Commissioner Pollack asked if this overall system upgrade will affect updating our website. The website conversion to the Commonwealth platform is a separate project, but other Districts are in the process of updating their websites and we hope it will not be an issue after the kinks are worked out.

Action: No action taken.

8. Agenda Item: Next Meeting Date

The next Commission meeting was set for August 20, 2026, at 1:00 p.m., to be held by Zoom Conference.

Other Notes or Information

9. Adjournment (vote required) – At 1:23 p.m. the meeting was adjourned on a motion by Commissioner Pollack, second by Commissioner Shea.

Respectfully submitted,

Robin Chapell, Chair