



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. FOLEY**
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

August 15th, 2024, Regular Meeting Minutes of The Norfolk County Mosquito Control District Commission

Held at District Headquarters

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

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 3:02 P.M. by Chair Chapell.
- 2) **Agenda Item: Public Comment:** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the July 11th, 2024, Commission Meeting:**

Action: The minutes of the July 11th, 2024 Commission meeting were unanimously approved on a motion by Commissioner Jacques, second by Commissioner Shea.

4) **Agenda Item: Budget Overview**

a) **Overview of FY 2024**

The Director handed out a sheet with an overview of the FY 2024 finances. The FY 2024 estimated rollover into FY2025 is projected to be near \$208,595. Final FY 2024 numbers will be out by early September.

b) **Projections for FY 2025**

The Director noted that we have just started FY 2025 and there is nothing of significance to report. SRMCB will be looking for FY 2026 projections in late August.

Action: The Budget Overview report was unanimously approved on a motion by Commissioner Pollack, second by Commissioner Foley.

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

The Director shared the Field Work Accomplished report with the Commission.

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

6) **Agenda Item: Resistance Testing updates**

The Director shared about the caged field trial that was conducted in June with coordination from DPH, Clark, and Norfolk, Plymouth, Bristol, and Central Mass Mosquito Control Projects/Districts. With some recently released data from the trial, there was discussion around the application rate of Zenivex in the Districts regular operational ULV applications.

Action: No action taken.

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

The Director noted that there has been no new information regarding the pending legislative bills since April of 2023 when bills were sent to committee. Commissioners noted that the legislature is on summer break and we wouldn't expect any activity at this time.

Action: No action taken.

8) **Agenda Item: Update on EV First and Fleet Rightsizing initiatives from OVM**

The Field Operations Manager informed the Commission that she has had communication with the Districts landlord and continues to work towards an upgrade that will allow two charging stations for 4 vehicles in the shop. The landlord wants to keep the District in a lease renewal and is working toward implementing EV infrastructure in some way in the near future.

Action: No action taken.

9) **Agenda Item: Update on MGT pay scale review/update**

The Director prepared a chart in preparation for the meeting that showed proposed pay scale adjustments (if approved) that would follow the MGT option A recommendations and a director's recommendation for the Field Operations Manager position to be classified as Grade 11. There was discussion regarding the title and job description of Caroline Haviland's position. Grade 10 will be left vacant and with no job description for now. It was noted that the Administrative Assistant, GIS Coordinator, and Director positions are already at or above the MGT proposed salary rates, so

compensation for these positions and the employees in these positions will receive no further change. All employees already received a 3% COLA and step increase (if eligible) effective July 1, 2024.

Action: Commissioner Pollack made a motion that Caroline Haviland's position title be changed from Field Operations Manager to Operations Manager and that the proposed move to Grade 11 in the same step be approved. Seconded by Commissioner Shea, unanimously approved.

Action: Commissioner Shea made a motion that all of the MGT option A proposed pay scale adjustments with resulting adjustments to employee pay be approved. Seconded by Commissioner Foley. Unanimously approved.

Agenda Item: Next Meeting Date

The next Commission meeting was set for Thursday, September 12th at 1:00 pm to be held by Zoom Conference. A meeting date was also set for October 17th at 1:00 pm to be held by Zoom Conference.

Other Notes or Information

Commissioner Pollack asked for information on any progress with the ability of Mosquito Control Districts to utilize UAV's. The Director and Field Operations Manager shared about some discussion just this day in a previous meeting regarding hurdles to UAV usage by the MCD's. There was some discussion. The Commission asked that UAV's be an agenda item for the next Commission meeting.

At 4:24 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,

Robin Chapell, Chair