



**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**   **KYLEE C. FOLEY**  
Commissioners

**DAVID A. LAWSON**  
Director

**CAROLINE E. HAVILAND**  
Operations Manager

**December 19<sup>th</sup>, 2024, 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:** Kylee Foley

**Quorum:** A quorum was established.

**Others in attendance:** David Lawson – Director, Caroline Haviland - Operations Manager, Lisa Golden – Administrative Assistant

**Note taker:** Lisa Golden, David Lawson

1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:04 P.M. by Chair Chapell.

2) **Agenda Item: Public Comment:** No public comment was made.

3) **Agenda Item: Approval of the minutes of the November 14th, 2024, Commission Meeting:**

**Action:** The minutes of the November 14<sup>th</sup>, 2024 Commission meeting were unanimously approved on a motion by Commissioner Pollack, second by Commissioner Jacques.

4) **Agenda Item: Budget Overview**

a) **Projections for FY 2025**

The Director noted that there is nothing of detailed significance to report regarding FY 2025. He highlighted the continuing challenge of EV implementation and the possible financial repercussions from that for this fiscal year. It is still unclear if we will be purchasing EV's.

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

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

The Director shared the Field Work Accomplished report with the Commission. The Director noted that the crew is doing a lot of hand cleaning. The Operations Manager stated that we still are working and the numbers do not reflect all of the December work.

The Director noted that an ISA has been approved for NCMCD to borrow the Cape Cod MCP's excavator and rotary ditcher. New regulations on how to file a Self Verification Notification (SVN) with the Army Corps of Engineers has caused some further delay.

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

**6) 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.

**7) 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. She states that the progress has slowed and she has been trying to contact the contractor to get information to apply for grants. The Operations Manager needs to put together a Fleet Operations Plan and it would be helpful to have the information regarding EV's and their progress toward creating the infrastructure required.

**Action:** No action taken.

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

The next Commission meeting was set for January 16th at 1:00 pm to be held by Zoom Conference.

**Other Notes or Information**

**New Business:** The Director shared that Alex Giannantonio's last day is next week as he will be moving over to work in Finance for the Dept. of Agriculture. The Cape Cod District is writing a letter to SRMCB to request that the incoming replacement be experienced in Mosquito Control. The Director believes there still currently is a hiring freeze for Commonwealth agencies. The Director noted that there is an SRB meeting today and he will further inquire about this.

At 1:18 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,

Robin Chapell, Chair