



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

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

**November 17th, 2021 Regular Meeting Minutes of The Norfolk
County Mosquito Control District Commission**
Held by Zoom Conference

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

Commissioners absent:

Quorum: A quorum was established.

Others in attendance: David Lawson, Director, Caroline Haviland, Field Operations Manager
Clint Richmond

Note taker: David Lawson

The meeting was called to order at 1:31 p.m. by Chair Shea.

1) Agenda Item: Approval of the minutes of the October 20th, 2021 Commission Meeting

Action: The chair noted two minor edits to be made to the minutes. The minutes of the October 20th, 2021 Commission meeting were unanimously approved on a motion by Mrs. Chapell, with a roll call vote.

At this point the chair asked the Director to share virtual screen and show Maureen and all participants a document - a plaque with appreciation expressed by The State Reclamation and Mosquito Control Board and The Department of Agricultural Resources Commissioner John Lebeaux. Everyone expressed appreciation for Maureen's long tenure of 41 plus years of service on the Commission and wished her well. This is her last meeting as Commissioner.

2) Agenda Item: Budget Overview

a. Overview of FY 2021/beginning of FY 2022

The Director shared a budget overview document with the Commissioners. It showed the FY 2022 appropriation of \$2,061,678 and the FY 2021 rollover of \$134,999, for total available funds in FY 2022 of \$2,196,677. The Director estimated the final year end expenditures to be \$2,069,105, making

a very rough rollover estimate of \$127,572 going into FY 2023. Mr. Jacques asked the Director if there were concerns about rising costs of fuel and pesticides and wondered if the District should be announcing to the public that the District is working to contain costs as best as possible. The Director noted that he tends to build in buffers for such expenses into each yearly budget plan. Mrs. Chappell noted that the rollover exists, among other reasons, to help the District deal with such unpredictable cost increases. The Director also noted that he already is required to create a narrative memo in conjunction with the Budget notification process and that he will make note of these concerns in the narrative memo for FY2023 planning.

The financial state of the District is excellent.

Action: The Budget Overview report was unanimously approved on a motion by Mr. Jacques with a roll call vote.

3) **Agenda Item: Fieldwork Overview**

a. Overview of 2021 year to date:

The Director, previous to the meeting sent a spreadsheet highlighting field work accomplished for the calendar year 2021 to date. The Field Operations Manager discussed some of the current water management work in progress.

b. Tire Recycling Contract Update

The Field Operations Manager reported nothing new in regard to the tire recycling contract.

Action: The Fieldwork Overview report was unanimously approved on a motion by Mr. Jacques, with a roll call vote.

4) **Agenda Item: Mosquito Control for the 21st Century Task Force**

Dr. Pollack shared that Task Force subcommittee meetings and regular meetings continue. Dr. Pollack briefly shared on various discussion topics in some of the subcommittee meetings that he has participated in. There was extended discussion and questions regarding various topics.

Action: No action taken.

5) **Pay scale review:**

The Director shared with the Commission that MGT Consulting has finalized the process of reviewing the Districts pay plan, conducting market research, and has constructed two pay scale options for the District. The Director explained that at this time the Commission has options on how to move forward and suggested a separate meeting to process the information. The Commission requested that MGT present a summary of the research and results with them and set a meeting date for this purpose of December 16th, from 12:30-2pm.

Action: No action taken.

6) **Executive Branch employees vaccination mandate:**

The Director noted that he met with Alisha Bouchard, Melixza Ensenyie, and Johanna Zabriskie on Friday the 22nd to discuss the vaccine status of the Districts employees. Since that date the Director has had no further significant communication except a note that the process continues and another meeting will be scheduled at some point.

Action: No action taken.

Other Notes or Information

- 1) Mrs. Chapell made a motion to recognize and appreciate Maureen MacEachern for her many years of service to the Commission and District and to wish her well.

Action: The motion was seconded by Dr. Pollack and unanimously approved.

As already noted in agenda item 5, The Commission set the next Commission meeting date to be held virtually on Thursday, December 16th, at 12:30 pm.

At 2:40 p.m. the meeting was adjourned on a motion (very appropriately) by Mrs. MacEachern.

Respectfully submitted,

Linda Shea, Chairman