



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. SULLIVAN**
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

**November 9th, 2023, Regular Meeting Minutes of The Norfolk
County Mosquito Control District Commission**
Held by Zoom Conference

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

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 1:33 P.M. by Chair Chapell.
- 2) **Agenda Item: Public Comment:** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the September 27th, 2023, Commission Meeting**

Action: The minutes of the September 27th, 2023, Commission meeting were unanimously approved on a motion by Commissioner Jacques, second by Commissioner Shea, with a roll call vote.

- 4) **Agenda Item: Employee Highlight – Nate Boonisar**
Nate shared a brief PowerPoint presentation with the Commission, highlighting the main responsibilities that he handles throughout the year. Commissioners asked Nate some questions throughout and after his presentation.
- 5) **Agenda Item: Employee Recruiting update:**
The Director updated the Commission on the hiring process for the Administrative Assistant position and was able to inform them that a candidate (Lisa Golden) had been chosen that day. The Director will continue with the MassCareers process with a projected start date of January 2nd, 2024 considered as most likely.

6) Agenda Item: Budget Overview

a) Overview of FY 2024

Currently, the FY 2024 estimated rollover into FY2025 is approximately \$195,000. This estimate is an upward adjustment since the last meeting that considers in the gap in coverage for the Administrative Assistant position, the delayed hiring of a Field Technician and possibly maintaining the Field Crew level at six employees in coming years.

b) Projections for FY 2025

The Director stated that based on projected Field Technician staffing adjustments, the initial budget proposal sent to SRMCB was 2.5%. There are a lot of unknowns in the coming years in regard to vehicle purchases with EV mandates in play which will likely have significant impacts on budgets and projections.

Action: The Budget Overview report was unanimously approved on a motion by Commissioner Pollack, second by Commissioner Jacques, with a roll call vote.

7) Agenda Item: Field work overview

The Director shared the Field Work Accomplished report with the Commission. The Director and Field Operations Manager noted that the Field Crew has been conducting water management work. The FOM highlighted a 3-day chainsaw training course that the NCMCD field crew and crews from other Districts attended, here at NCMCD.

Action: The Fieldwork Overview report was unanimously approved on a motion by Commissioner Sullivan, second by Commissioner Shea, with a roll call vote.

8) Agenda Item: Vector Borne Disease Findings

The Director shared a spreadsheet that showed the six WNV isolations from mosquitoes in the municipalities of Quincy and Canton. He also highlighted a WNV human case from Millis.

9) Agenda Item: Discussion of Pending Legislative Bills

The Director noted that there is no new information regarding the pending legislative bills.

Action: No action taken.

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

The Field Operations Manager updated the Commission on the recent movement by The District's landlord to reengage on EV infrastructure. The main new item of interest was that Cape Cod MCP and Plymouth County MCP both received their grants for EV infrastructure.

Action: No action taken.

11) Agenda Item: Next Meeting Date

The next meeting was set for Thursday, December 7th at 2:30pm to be held by Zoom conference.

Other Notes or Information

At 2:45 p.m. the meeting was adjourned on a motion by Commissioner Pollack.

Respectfully submitted,

Robin Chapell, Chair