



**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

May 10<sup>th</sup>, 2018 Regular Meeting Minutes of the Norfolk County  
Mosquito Control District Commission

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

**Commissioners absent:** Richard Pollack

**Quorum:** A quorum was established.

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

**Note taker:** David Lawson

The meeting was called to order at 4:00 pm.

**1) Agenda Item: Approval of the minutes of the March 27th, 2018 Commission Meeting**

**Action:** The minutes of the March 27th, 2018 Commission meeting were unanimously approved on a motion by Mrs. Chapell.

**2) Agenda Item: Budget Overview**

- a. **Review of FY 2018 expenses:** Commissioner Chapell asked the Director about the FY 2019 Budget Notification that went out to all the towns. The Director informed the Commission that the District received no responses from the municipalities in response to the notification.

The Director highlighted the financial state of the District. The Director is attempting to keep the FY2018 rollover into FY2019 in the \$100,000 range for the purpose of maintaining a healthy buffer in FY 2019. Current projected expenditures would leave a rollover of \$105,768. The Director is projecting that FY 2019 expenses will leave the District with an even smaller rollover into FY 2020; even with an anticipated 3.5% increase in budget. The Director did reduce the acreage of the spring aerial larvicide to help reach this fiscal goal. The Director plans to maintain enough room in the budget to be able to conduct a flood plain aerial larvicide should that critical need arise during the upcoming summer season. We currently have enough larvicide product to conduct an application.

The Director noted that a half-year utilities cost comparison from FY 2017 and FY 2018, revealed that expenses at the new headquarters were \$2,471 higher than at the Norwood location. This is not unexpected and may even be lower than expected. The financial state of the District is sound.

**Action:** The Budget Overview Report was unanimously accepted on a motion by Mrs. Chapell.

- b. **Employee performance review / COLA consideration:** The Director handed out a chart showing the results from a survey of all the District municipalities DPW pay contracts seeking info on their cost of living adjustments (COLA). The average COLA was 2.03%, with information lacking from 6 towns due to either ongoing negotiations or lack of response.

**Action:** A 2% COLA increase, effective July 1, 2018, was unanimously accepted on a motion by Mr. Jacques.

The Director handed out a copy of the current pay scale. The Director noted that he and the Field Operations Manager had recently conducted performance reviews with the field crew. In addition the Director conducted performance reviews with the office staff. All employees received satisfactory or better reviews.

**Action:** On a motion by Mrs. MacEachern, all employees who were eligible for a step increase and had received a satisfactory review were granted a one-step increase, effective July 1, 2018. The motion was unanimously approved.

Discussion continued regarding the idea of reviewing the pay scale in order to see if any needed changes were warranted. This was a highlighted need, since Commissioners noted that starting in the FY 2019, 7 of the Districts 12 employees would be at the top step of the pay scale and no longer receiving merit increases. The Director suggested that the Commission might consider the idea of longevity pay like many of the municipalities provide. The Commission instructed the Director and Field Operations Manager to complete a salary survey, utilizing web-based job comparison information, and the other 8 Mosquito Control Districts current pay scales. In addition, the Director was to collect information from the municipalities regarding their current longevity pay policies. All this would be utilized at a future meeting in consideration of possible options.

### **3) Agenda Item: Fieldwork Overview**

- a. **Field Work Accomplished:** The Director presented a spreadsheet of year-to-date 2018 field work accomplished.

**Action:** The Fieldwork Overview Report was unanimously accepted on a motion by Mrs. Chapell.

### **4) MASCO Services Contract**

The Director reported that the current MASCO contract was expiring on June 30<sup>th</sup>. A new contract with MASCO was available starting July 1. The Director shared with the Commission the research that was being completed on finding an alternative option for notifying residents of the ULV applications. Specifically, a Swift 911 option. The Commission directed the Director to utilize the MASCO contract for this season while continuing to find an alternative for upcoming years.

**Action:** No action taken.

1) **Fidess Group Network Maintenance Program**

The Director informed the Commission of a recent contract entered into to provide Firewall, hardware and software support for the Districts computers and network. The Director considered the Fidess Group option to be a low cost option and a very user friendly option.

**Action:** No action taken.

**New Business:** No new business

The Commission set the next Commission meeting for June 20th, 2018 at 4:00pm at District Headquarters.

At 4:43 p.m. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Richard Pollack, Chairman