



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 MAUREEN P. MACEachern LINDA R. SHEA RICHARD J. POLLACK, PHD
 Commissioners

DAVID A. LAWSON
 Director

CAROLINE E. HAVILAND
 Field Operations Manager

June 20th, 2018 Regular Meeting Minutes of the Norfolk County Mosquito Control District Commission

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

Note taker: David Lawson

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

1) Agenda Item: Approval of the minutes of the May 10th, 2018 Commission Meeting

Action: The minutes of the May 10th, 2018 Commission meeting were unanimously approved on a motion by Mrs. Chapell.

2) Agenda Item: Budget Overview

a. Review of FY 2018 expenses:

The Director highlighted the financial state of the District. The Director has been attempting to keep the FY2018 rollover into FY2019 in the \$100,000 range for the purpose of maintaining a healthy buffer going into FY 2019. Current projected expenditures would leave a rollover of \$97,365. The Director is projecting that FY 2019 expenses will leave the District with an even smaller rollover into FY 2020; even with a 3.5% increase in budget, the current number hovers around \$36,000. This is getting a bit low for the Directors comfort, though such a number was anticipated. Going forward, the Director hopes to maintain a rollover of at least \$75,000 each year.

The Director presented a series of scenarios in anticipation of planning for the FY 2020 budget. In order for the District to maintain current services and ongoing projected expenses, budget increases above 2.5% will be needed. The Director showed FY 2020 total funds available figures based on 3.5% to 6% increases, and suggested that 4.5% or above seems to be required for FY 2020. Similar increases may be necessary for FY 2021. The financial state of the District is sound, but closer than ‘normal’ attention to financial planning is in order for the next couple years.

The Field Operations Manager presented an updated 5 year Fleet Management Plan to the Commission, highlighting near term plans for vehicle purchases, as well as longer term thinking regarding the fleet. The Commission commended the ongoing focus on fleet management.

- b. The Director handed out a copy of the longevity policies from the District municipalities. Discussion about longevity pay ensued for a while. The Commission agrees that a longevity policy is in order, especially in response to the current pay scale that was instituted 3 years ago and that the Commission no longer wants to adjust the pay scale by adding steps to accommodate employees who reach the top of their steps in the chart. The Commission will review the pay scale every 5 years or so and adjust the chart accordingly at that time. In the meantime, to recognize the longevity of employees, a longevity policy should be implemented. The Commission asked the Director to apply about 4 or 5 of the town longevity policies to the current NCMCD employees, and report back to them at the next meeting on what the costs of various longevity policies would be to the District.
- c. The Director handed out 3 sheets highlighting comparisons of the current NCMCD pay scale positions, with a Glassdoor review, a comparison to the other 8 Districts in the Commonwealth, and a comparison to a national survey of Mosquito Control District's. After reviewing these documents, the Commission agreed that the current NCMCD pay scale was in line with regional and national trends and was not in need of any change at this time.

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

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.

New Business: No new business

The Commission set the next Commission meeting for July 26th, 2018 at 4:00pm to be held at District Headquarters.

At 4:44 p.m. the meeting was adjourned on a motion by Mrs. MacEachern

Respectfully submitted,

Richard Pollack, Chairman