



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
 61 Endicott Street, Building #34, Norwood, MA 02062
 (781) 762-3681 fax: (781) 769-6436
 www.NorfolkCountyMosquito.org



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

July 31st, 2014 Regular Meeting Minutes of the Norfolk County Mosquito Control District Commission

Commissioners present:

Richard Pollack
 Robin Chapell
 Norman Jacques

Linda Shea, Chairman
 Maureen MacEachern, Vice-chairman

Commissioners Absent:

Quorum: There was a quorum established.

Others in attendance:

David Lawson, Director

Caroline Haviland, Field Operations Manager

Note taker:

David Lawson

The Meeting was called to order at 5:00 P.M. at District Headquarters

Agenda Item: Approval of Minutes

Action: The minutes of the June 19th, 2014 Commission meeting were unanimously accepted on a motion by Mr. Jacques.

Agenda Item: Budget Overview Report

The Director presented a summary of the current financial status of the District. This included a summary of FY 2014 that had recently ended a summary of the current FY 2015, and a request for direction in thinking about planning for FY 2016. For FY 2014, there are 2 categories with still outstanding payments. Based on best projections, the District will end FY 2014 having spent \$1,587,176, and will roll over \$170,460 into FY 2015. This is 10.7% of the FY 2014 appropriation. A \$49,000 larvicide order from 2014 was unable to be delivered until FY 2015, which left the rollover higher than planned. The District plans to spend \$1,646,793 in FY 2015 which would roll over \$152,634 into FY 2016. The Commission briefly discussed planning for FY 2016. The Director noted that the current lease for the District headquarters ends in FY 2016, and that any possible move will entail increased rental costs and certain other unknown costs of physically moving equipment,

product, and furniture. The Commission agreed to review projections as the year progressed, since no hard appropriation number was required by the SRMCB until spring of 2015.

There was no new information to report in regard to the District headquarter relocation process.

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

Agenda Item: Field Work Accomplished Report

The Fieldwork Accomplished spreadsheet was presented. The Director highlighted various items of note from the chart.

The Director briefed the Commission on work he is doing to gather information on all the products that are used by the Mosquito Control Districts in the state, to help The Trustees of Reservation be properly informed so as to help them in their decision making in regard to exclusion of their property from mosquito control activities in coming years.

The Director asked the Commission for clarification in reference to a tire pile in Foxboro. Specifically, the Director wanted to know if the Commission had directed him to not work on removing the tires due to the expected cost or due to the issue of the lien the town had placed on the properties. The Director had recently visited the site and noted that significant mosquito breeding was occurring in all the tires that held water.

Action: The Commission agreed that the Director should work through the Foxboro BOH to attempt to get the town to remove the tires.

The Field Work Accomplished Report was unanimously accepted on a motion by Mr. Pollack.

Agenda Item: Pay scale Updates Clarification

The Director then requested advice from the Commission in applying the COLA and step increases that had been approved at the last Commission meeting.

Action: With clarification, the District will now send up approved pay increases to the SRMCB, retroactive to July 1st.

Agenda Item: Policy Handbook Changes

The Director handed out a portion of the new NCMCD Policy Handbook, and asked the Commission to consider formal approval.

Action: The Commission agreed to review it and consider approval at the next Commission meeting.

Agenda Item: Pay scale/Policy changes to consider for full review at future meetings.

The Director presented 4 possible items for discussion at future meetings and asked the Commission to consider each item. Items presented were;

- a. Longevity Pay
- b. Adding Positions – Senior Equipment Operator, and Senior Field Technician.
- c. Adjusting the Field Technician Supervisor position starting pay rate.
- d. A CDL add on

Action: After discussion of each item, the Commission agreed that the Director and Field Operations Manager should present proposals regarding items b, and c. The Commission did not want to consider a longevity pay option. Instead of offering a CDL incentive, the Commission directed that a CDL requirement be written into new job descriptions for the Field Technician Supervisor and possible Senior Equipment Operator job position.

Agenda Item: Other Notes or Information

Mr. Pollack shared about a bumble bee mortality event in Wakefield, MA. An article published on the event in the Boston Globe instigated mosquito control for the deaths of the bees. After some investigation by Dave Henley and Mr. Pollack, it seems fairly clear that the deaths may in fact be due to toxic nectar in the flowers of linden trees which are present on the site where the bee deaths occurred. Mr. Pollack asked that any future reports of bee deaths be directed to him.

The next meeting date was set for August 28th at 5:00 pm at district headquarters.

At 5:58 P.M. the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Linda Shea, Chairman