

Norfolk County Mosquito Control District

Commission Meeting

May 1, 2014

The Meeting was called to order at 4:02 P.M. at District Headquarters

Those present were: Linda Shea, Chairman
Maureen MacEachern, Vice-chairman
Richard Pollack
Robin Chapell
David Lawson, Director
Caroline Haviland, Field Operations Manager
Alisha Bouchard, Project Administrator SR/MCB
Jennifer Forman Orth, State Survey Coordinator, Crop & Pest Services

The minutes of the March 27, 2014, Commission meeting were unanimously accepted on a motion by Mrs. Chapell, seconded by Mrs. MacEachern

The Director presented a summary of the current financial status of the District. It was noted that based on current projections the District would likely have a rollover that is approximately \$24,797 more than 10% of the SRMCB rollover limit (\$158,931). The Director noted that a vehicle purchase was initiated and Ms. Bouchard indicated that approval from OSD for the purchase was likely the following day. Assuming this purchase is completed before the end of the fiscal year, it should eliminate the projected excess rollover. The Director expressed his opinion that the District is in an excellent financial position. The Director updated the Commission on progress in the facility relocation process. Ms. Bouchard was asked to speak regarding the lack of progress in getting DCAM to respond to the SRMCB's requests to deal with 8 Mosquito Control District outstanding lease issues. In particular, she shared about ongoing attempts to work with DCAM and to get movement on NCMCD's desire to relocate. Currently NCMCD is second on a priority list of the Districts. The Budget Overview Report was unanimously accepted on a motion by Mr. Pollack, seconded by Mrs. Chapell.

The Fieldwork Accomplished report was presented. Of note was the recent focus on aerial and ground larviciding. It was also noted how many tires were being recycled in the tire recovery program. The Director summarized progress in regard to the possibility of conducting a contingent aerial adulticide application. The Director and Mr. Pollack highlighted a presentation on aerial adulticide at the last SRMCB meeting and the SRMCB's response. The Director then summarized events surrounding recent exclusion requests from The Trustees of Reservation (TTOR) for their properties within the District. He noted that the exclusions will impact aerial larvicide applications on the Charles River floodplain. The Director and office staff are working on the most appropriate way to conduct an aerial larvicide in light of the excluded property. Mr. Pollack shared about discussions that he has had with TTOR representatives. It is still hoped that a meeting of various stakeholders will be able to take place (Mr. Pollack, BOH agents, TTOR representatives). In light of a general

lack of progress on this issue, though, it was agreed that it was appropriate to encourage the Medfield Selectmen to write a letter to TTOR as they had originally intended. The Director summarized the recently conducted aerial larvicide of April 17-22. Mr. Pollack engaged the Commission in a brief discussion regarding the application of repellants by camp staff to campers, and whether or not this was even legal. The Field Work Accomplished Report was unanimously accepted on a motion by Mrs. Chapell, seconded by Mrs. MacEachern.

The Field Operations Manager and Director continued discussion from last meeting of a proposal for a revised and updated policy handbook, pay scale and performance review procedure. Extensive questioning and discussion ensued regarding the pay scale. In particular, questions regarding what should be the most appropriate step increase percentage. The Commissioners asked that a survey of the Districts town pay scales be completed and to note the percentage of the steps and the number of steps in each towns DPW pay scale. This information will be used at the next Commission meeting to finalize the pay scale. The performance review worksheet was reviewed and it was agreed that if a number system was required to allow the Director and Field Operations Manager a clear way to decide on offering step increases, then this was encouraged. The Commission will continue to review the proposal at upcoming meetings until a final version is agreed upon.

The next meeting date was set for 4:00 pm on May 15th, at district headquarters.

A meeting date was also set for June 19th at 4:00 pm at district headquarters.

At 5:39 P.M. the meeting was adjourned on a motion by Mrs. Shea.

Respectfully submitted,

Linda Shea, Chairman