



**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

**November 6th, 2014 Regular Meeting Minutes of the Norfolk  
County Mosquito Control District Commission**

**Commissioners present:**

Linda Shea - Chairman, Robin Chapell, Richard Pollack

**Commissioners absent:**

Maureen MacEachern, Norman Jacques

**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 5:02 P.M. at District Headquarters

**Agenda Item: Approval of Minutes**

**Action:** The minutes of the October 2<sup>nd</sup>, 2014 Commission meeting were unanimously accepted on a motion by Mrs. Chapell.

**Agenda Item: Budget Overview Report**

The Director shared a spreadsheet highlighting the projected FY 2016 District and SRMCB cherry sheet assessments to all 25 District towns. The Director also passed out a sheet highlighting year to date District spending by category for review by the Commission.

The Director and Field Operations Manager shared with the Commission recent events in regard to travel to the upcoming NMCA Conference in Cambridge (December 7-10). Specifically, all Massachusetts Mosquito Control employees were not approved for reimbursement to stay overnight at the Hotel during the Conference. The Commission voiced serious concern over this and urged the Director and Field Operations Manager to communicate the Commissions concern to the NMCA President and Executive Board; that the concerns of the association should be brought before Commissioner Watson. The Commission expressed concern that such policies could potentially be

the undoing of the association, would seriously hinder effective mosquito control response in the state, and that it was clearly in the interest of the State to foster effective mosquito control employee networking and education. The Commission also expressed concern that use of trust fund money already budgeted for such events by the Commission and transparently created within budgets previously approved by the SRMCB was being thwarted with no recognizable benefit to the communities the District serves.

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

**Agenda Item: Field Work Accomplished Report**

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

There was no new information to report regarding progress in regard to junk tires on properties on Oak Street in Foxborough.

**Action:** The Field Work Accomplished Report was unanimously accepted on a motion by Mrs. Chapell

**Agenda Item: Consideration of Additional job positions**

The Director presented justification for the creation of two new job positions for the District. (Senior Equipment Operator and Senior Field Technician) The Commission supported the idea but wanted more time to review the job descriptions in further detail and tabled approval until the next meeting. They also asked the Director to review the process of posting and hiring within the 'Department' with HR.

**Action:** Approval was postponed to the next Commission meeting.

**Agenda Item: Other Notes or Information**

Commissioner Pollack shared about Hazardous Waste Operator Training he had recently attended in association with his work and suggested that it might be advantageous for a representative of the District to also attend.

The next meeting date was set for December 4th at 5:00 pm at District headquarters.

At 6:01 P.M. the meeting was adjourned on a motion by Mrs. Chapell.

Respectfully submitted,

Linda Shea, Chairman