



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 25th, 2017 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 at District headquarters.

1) **Agenda Item: Approval of the minutes of the May 4th, 2017 Commission Meeting**

Action: The minutes of the May 4th, 2017 Commission meeting were unanimously approved on a motion by Mr. Jacques.

2) **Agenda Item: Budget Overview**

- a. **FY 2017 budget review:** The Director handed out a sheet highlighting the financial state of the District. With year-to-date expenditures and projected spending accounted for, the Director currently expects to end the year with a rollover as high as \$233,926 (13.7%). The possibility remains that the District may need to purchase larvicide product for any possible flood plain application that might be needed in the upcoming summer season whether in the current fiscal year (June) or the upcoming fiscal year (after July 1st). If no product is purchased this fiscal year, the rollover is expected to be on the high end. The Director has set a \$60,000 cap on potential aerial larvicide expenses, to make sure the District is well situated to transition to the new headquarters and maintain a buffer of (decreasing) rollover funds for the next couple years.

At the May 17th meeting of the SRMCB, the Board approved the District's budget request for FY 2018 of \$1,762,776. The expected rollover into FY 2018, along with a budget increase of 3% for FY 2018, provides a good buffer for a significant projected increase in rent that will commence after the move to the new headquarters location, and other expenses associated with the move. The financial state of the District is sound.

- b. Headquarters relocation process: The Director updated the Commission on developments in the headquarters relocation process. Construction work on the new building by the landlord continues as planned.

The Director sought the advice of the Commission in regard to the idea of meeting with Susan Smiley, the facilities director for EOEEA, to discuss the Districts concerns regarding the States intention to connect the Districts IT infrastructure to the State IT system. The Commission agreed that a face to face meeting was the best possible avenue to attempt to persuade Susan about the Districts concerns and to hopefully avoid a serious reduction in service to the Districts member towns and residents from this potential and pending prospect.

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

3) **Agenda Item: Fieldwork Overview**

- a. Field Work Accomplished: The Director presented a spreadsheet with 2017 year-to-date field work accomplished figures. The Field Operations Manager spoke about recently completed water management projects, and recent ground larvicide work was highlighted.

Action: The Fieldwork Overview Report was unanimously accepted on a motion by Mr. Jacques.

4) **Agenda Item: Employee performance review and pay raise review.**

The Director passed out a sheet highlighting a cost of living adjustment (COLA) survey of all 25 towns in the District. Of the 25 towns, 6 did not respond, and 5 were still in negotiations. Of the towns that provided data, a mean of 2% was the result. The Director also handed out a sheet showing the current District pay scale with all employees in their current step. Performance reviews of all employees were recently conducted and, based on positive reviews, all employees were eligible for pay increases.

Action: On a motion by Mrs. Chapell, the Commission unanimously agreed to grant a 2% cost of living adjustment to the current pay scale.

Action: On a motion by Mrs. Chapell, the Commission unanimously agreed that all eligible employees should be granted a one-step increase.

The Commission has already set the next meeting for June 19th, 2017 at 4:00 p.m. at District Headquarters.

At 4:32 p.m. the meeting was adjourned on a motion by Mr. Jacques.

Respectfully submitted,

Robin Chapell, Chairman