



Commonwealth of Massachusetts
STATE RECLAMATION AND MOSQUITO CONTROL BOARD

**NORTHEAST MASSACHUSETTS MOSQUITO CONTROL
AND WETLANDS MANAGEMENT DISTRICT**

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Operations

Barry Noone: *District Director*
Kimberly A. Foss: *Entomologist*
Robyn A. Januszewski: *IT Coordinator / Biologist*
Steven Przyjemski: *Wetlands Project Coordinator*

Commissioners

John W. Morris, CHO: *Chair*
Vincent J. Russo, MD, MPH: *Vice Chair*
Paul Sevigny, RS, CHO
Joseph T. Giarrusso, Conservation Officer
Rosemary Decie, RS

Northeast Massachusetts Mosquito Control and Wetlands Management District (NEMMC)
Commissioner's Meeting May 18, 2023.

Pursuant to an Order Suspending Certain Provisions of G.L. c. 30A, § 20 issued by the Governor on March 12, 2020, amended on July 16, 2022. This meeting is being held in-person with public Zoom access.

In attendance: Chairman John Morris, Commissioners Vincent Russo, Joseph Giarrusso, and Paul Sevigny. District Director Barry Noone, Fiscal Adviser John Moak, IT Coordinator Robyn Januszewski, Office Manager Jennifer Sforza, Field Crew Supervisor Andrew Sheehan, Wetlands Project Coordinator Steven Przyjemski, via Zoom access Entomologist Kim Foss, I.T. Coordinator Robyn Januszewski, Assistant Field Technician Victoria Ambrifi, Ipswich Public Health Director Colleen Fermon, Nahant resident Vi Patek.

1. Call to order - Meeting called to order by John Morris at 9:05 AM
2. Review and approval of February 9, 2023, minutes
 - a) Moved: Paul Sevigny
 - b) Second: Joseph Giarrusso
 - c) Vote: unanimous (Russo and Decie absent)
3. Victoria Ambrifi – Promotion to Field Technician effective 7/1/23
Mr. Noone stated Ms. Ambrifi has been an outstanding addition. She was a seasonal for three seasons and has been full time since 7/1/22. Victoria's has met all her qualifications making her eligible for the Field Technician promotion.
Motion: Appoint Victoria Ambrifi to the position of Field Technician effective July 1, 2023, with a salary of \$63,876.80 annually, as listed on the Salary Scale for FY2023.
 - a) Moved: Joseph Giarrusso
 - b) Second: Paul Sevigny
 - c) Vote: unanimous (Russo and Decie absent)
4. Renewal contract for John Moak effective July 1, 2023, as the Finance and HR Manager.
Mr. Noone would like to renew Mr. Moak's contract for an additional six months, ending on December 31, 2023. Currently Mr. Moak works a few hours a week and will be increasing during the summer months to assist with field work.
Motion: To extend the contract for John Moak as the Finance and HR Manager for an additional six months. Effective July 1, 2023, through December 31, 2023.
 - a) Moved: Paul Sevigny
 - b) Second: Joseph Giarrusso

- Committed to a partnership of the principles of mosquito control and wetland management -

c) Vote: unanimous (Russo and Decie absent)

5. Employee Handbook Draft

The Board was sent copies of the original 2014 handbook and draft of proposed updated handbook for review. Mr. Noone went over edits that were made:

- Added mission statement to beginning.
- Added table of contents
- Added state and NEMMC org charts to the organization explanation.
- Created 'district operations' section outlining hours and basic daily procedures.
- Created 'etiquette' section.
- Removed separate pages/sections for state policies we abide by, linked all to Mass.gov, several tied to the Redbook.
 - Code of conduct
 - Conflict of interest
 - Drug and alcohol
 - Paid time off. (working with HR as of 3/20/23 for clarification and corrections)
 - Weather emergency days-telework.
 - Leave of absence
 - Work partners
 - Health/dental etc. insurance
 - New employee orientation
 - Office of motor vehicle policy – all fleet and drivers' policies
 - Hands free law
 - Acceptable use of IT policy
 - Tied to updated 'district issued phone policy' and 'state issued laptop' policy.
- Updated employee evaluation policy.
- Updated disciplinary policy – worked with HR for boiler plate.
- Reformatted all job descriptions to be uniform.
 - Language corrected and made uniform.
 - IT coordinator & Office Manager duties updated. OM now manages website and social media content.

The updated handbook will be electronic and link to policies from the State that NEMMC adheres to. Chairman Morris stated most are housekeeping items and updating with new policies. Mr. Noone noted job description/duties for the IT Coordinator and Office Manager have been updated. Brief discussion on approving as one motion to approve the handbook and description changes or one for the handbook and one for description changes. The Board will table a vote until next meeting to allow all members more time to review the handbook.

Motion: To continue discussion and vote on the new Employee Handbook until the June 2023 Commissioner's meeting.

a) Moved: Joseph Giarrusso

b) Second: Vincent Russo

c) Vote: unanimous (Decie absent)

6. Greenhead Trap Project

A draft letter was provided to the Board outlining proposed price per trap increase effective 2024(FY25). The traps will increase by \$1.00 per trap each year over the next three years.

Municipalities will have the option to decline a three-year contract and still participate in the program, increase number of traps, decrease number of traps, or participate in three-year contract with no further price increase other than what is agreed to. The new contract/pricing will be mailed to participating communities with the July 1, 2023, invoices.

Motion: To approve the Greenhead Trap Project, per trap cost contract pricing to increase as listed below over the next (3) three years.

- 2024 (FY25) from \$82.00 to \$83.00 per trap.
- 2025 (FY26) from \$83.00 to \$84.00 per trap.
- 2026 (FY27) from \$84.00 to \$85.00 per trap.

7. COLA

District Director Noone proposed another COLA stipend for all NEMMC employees. The COLA would be \$1,500.00 payable this fiscal year. The COLA is within the FY23 remaining budget due to unfilled positions and lack of purchasing vehicles. Inflation has hit everyone equally which is why a percentage COLA increase would not benefit everyone across the board. Chairman Sevigny questioned if all staff including the District Director would receive the COLA stipend. Yes.

Mr. Moak reiterated that current cost of living is extremely high right now, this will be fairly distributed to everyone. Reminder that the last salary scale amendment added steps at year 2 as well as longevity compensation for those employed beyond 10 years. Mr. Noone further explained that fringe and retirement costs with percentage increases will hit the budget continuously down the road. Chairman Morris agreed by increasing percentages across the board and increasing thousands of dollars down the road, may have other consequences to the staff.

Motion: All NEMMC staff receive a supplemental one-time COLA stipend in the amount of one thousand five hundred dollars (\$1,500.00) payable on the June 23, 2023, pay date.

- a) Moved: Vincent Russo
- b) Second: Joseph Giarrusso
- c) Vote: Unanimous (Decie absent)

8. Update on Hiring

Mr. Noone updated the Board. The Assistant Field Technician position went unfilled with the applicants that applied. We currently have one full time Field Tech and a twenty-four hour Field Tech opening. NEMMC decided to post for two Seasonal Field Technicians.

- Out of nine applicants, three were interviewed. Should have one hired shortly.

9. FY24 Budget

Mr. Noone updated the Commissioner's on a change to the original requested amount. NEMMC originally requested a 3% overall increase, this has been reduced to a 2% overall increase. NEMMC has a healthy rollover amount that will be going into FY24 allowing the reduction while still meeting every service of our member communities. SRB will hold a meeting on May 31, 2023, to certify the budgets. Mr. Morris asked if NEMMC will notify members of the change? Yes. Mr. Moak explained the reason to be mindful of the rollovers is due to NEMMC not having any stabilization funds/accounts. The largest expense to NEMMC are the aerial larvicide applications. Cost for these has increased exponentially the past two years. NEMMC does not have the option to request reassessments part way through the year should there be an emergency, we need to responsibly budget every year. The 'old' rule of thumb was a 10% of overall budget as a rollover, now to be safe minimum should be at 15%. Brief discussion of past virus years and how funds, if any, were reimbursed by the state. Brief discussion on any emergent/new virus/new species this year. Mr. Morris inquired if MCDs have been tasked with handling ticks. No.

10. DCAMM Lease and Facility Upgrades

Mr. Noone stated he, Mr. Moak, and Ms. Sforza met with the landlord on March 8th to discuss changes with the state and possible renewal. T. Ford (landlord) was extremely receptive, has updated/upgraded some items already. DCAMM has been made aware and started the process with T. Ford in renewing the lease. Items in discussion are:

- Solar charging to meet state requirements [Executive Order 594](#)
- Windows
- Parking lot
- Updates to utilize areas above the lab.

Mr. Giarrusso asked if there have been any talks of condensing MCDs. Mr. Noone stated that there is nothing we know of or have heard about at this time.

11. Other Business

- 1) Mr. Noone has been in talks with the staff and other MCDs regarding a four-day work week. He is requesting to experiment for a couple of weeks in July to see how it works. July being one of NEMMC's busiest months. During virus season staff would stagger days, some working Mo-Th and others Tu-Fr to allow coverage all weekdays should virus hit.

Discussion on pros and cons:

- Pros – more working hours, fuel, vehicle maintenance, more time on work sites meaning less back and forth driving, off season the facility would be empty three days a week in thoughts to reduce utility expenses.

Mr. Morris questioned if any other MCD had any information on actual cost savings, what time would start/finish be, would this take away overtime options, and what was the staff consensus?

Mr. Noone answered all, and that staff was all in favor of trying it. Staff agrees during virus and aerial applications have always been 'all hands-on deck' and that will continue.

Mr. Morris feels it would be great for staff.

Motion: To proceed with experimental four-day work week in July. Post season will discuss implementation of a permanent work week.

- a) Moved: Paul Sevigny
- b) Second: Joseph Giarrusso
- c) Vote: Unanimous (Decie absent)

- 2) Bill 445 – Mosquito Task Force

Mr. Noone provided updates on bills currently being heard/to be heard by the MA legislature. Not much has happened since the original bill. New bills are being floated this spring, similar with certain changes. Discussion about the bills and to keep an eye on what is happening. Mr. Morris requested all Commissioner's be sent information on these bills. Ms. Sforza will send this out after the meeting.

12. Public Comment

Ms. Vi Patek, resident of Nahant, spoke about pesticide use concerns and asked several questions.

Next meeting Thursday, June 15, 2023, at 9:00am.

13. Motion to adjourn at 10:29am

Moved: Paul Sevigny

Second: Joseph Giarrusso

Vote: Unanimous