



Commonwealth of Massachusetts
STATE RECLAMATION AND MOSQUITO CONTROL BOARD

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

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www.nemassmosquito.org



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 October 26, 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, Paul Sevigny via Zoom, and Rosemary Decie. District Director Barry Noone, Fiscal Adviser John Moak, I.T. Coordinator Robyn Januszewski, Entomologist Kimberly Foss, and Office Manager Jennifer Sforza.

1. Call to order - Meeting called to order by Chairman John Morris at 0903
2. Review and approval of June 15, 2023, minutes
 - a) Moved: Rosemary Decie
 - b) Second: Vincent Russo
 - c) Vote: unanimous
3. Barry Noone, District Director, be approved for his two-year salary step level increase effective December 1, 2023. Compensation shall be \$112,008.00 annually as listed on the Salary Scale.
 - a) Moved: Vincent Russo
 - b) Second: Joseph Giarrusso
 - c) Vote: unanimous
4. Jake Greaney, Field Technician, be approved for his one-year salary step level increase effective November 1, 2023. Compensation shall be \$68,848.00 annually as listed on the Salary Scale.
 - a) Moved: Joseph Giarrusso
 - b) Second: Vincent Russo
 - c) Vote: unanimous
5. Jennifer Sforza, Office Manager, be approved for her two-year salary step level increase effective January 1, 2024. Compensation shall be \$57,291.52 annually as listed on the Salary Scale at 32 hours per week.
 - a) Moved: Vincent Russo
 - b) Second: Joseph Giarrusso
 - c) Vote: unanimous

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

6. Barry Noone, District Director, be approved for his Annual CDL-A stipend in the amount of \$4,000.00. Compensation to be made on the scheduled pay date of November 24, 2023.
 - a) Moved: Joseph Giarrusso
 - b) Second: Vincent Russo
 - c) Vote: unanimous

Chairman Morris inquired about any other employees showing interest in obtaining a CDL-A. Yes, one employee has been studying now. We are budgeted for three, Mr. Noone stated if a fourth employee wishes to obtain a CDL-A, he will rescind his.

7. Compressed Work Week

Mr. Noone explained the two-week pilot program over the summer went well. NEMMC held a staff meeting afterwards, discussed feedback, pros, and cons. Drawback to four ten-hour days would be for holidays, the State pays 8 hours' time off. Staff would need to use PTO for the other two hours. There will be options to earn comp time during special events. Mr. Noone and Ms. Sforza had a meeting with SRB and HR on the proposed change. Expectation is that the agency be available five days a week. It was decided that all field staff will work Monday-Thursday. This will allow the most time in the field for projects and seasonal tasks. Operations (administrative team) will rotate Fridays, keeping agency available five days a week. District Director Noone also explained it was decided to offer operations staff the option to remain on five 8-hour days per week. This would not be changeable weekly. Discussion on quarterly changes or at the discretion of the Director as requested by the employees.

Motion: The Northeast Massachusetts Mosquito Control & Wetlands Management District (NEMMC) implement a four-day work week of ten (10) hours per day. To meet operational needs, Administrative Staff may have the option to work a five-day work week of eight (8) hours per day, at the discretion of the District Director. The District will remain available five days a week. Commencement of the four-day work week will be November 5, 2023.

- a) Moved: Joseph Giarrusso
 - b) Second: Vincent Russo
 - c) Vote: unanimous
8. Extend the contract for John Moak, as the Finance and HR Manager for an additional (6) six months. Effective January 1, 2024, through June 30, 2024.
 - a) Moved: Vincent Russo
 - b) Second: Rosemary Decie
 - c) Vote: unanimous

Mr. Morris inquired about Mr. Moak's current rate of pay at \$43.00 per hour. This rate has been in effect since Mr. Moak came back on board in early 2020. Discussion on appropriate increase, decided upon increase to \$48.00 per hour. Mr. Moak has been averaging approximately five hours per week.

Motion: John Moak, HR/ Finance, contracted rate be increased from \$43.00 per hour to \$48.00 per hour with an effective date of November 1, 2023.

- a) Moved: Vincent Russo
 - b) Second: Joseph Giarrusso
 - c) Vote: unanimous
9. Board of Commissioners Reports

District Director Noone, requests that the quarterly reports be replaced with a biannual newsletter. NEMMC shared the third issue of 'Fight the Bite' the agency newsletter. Commissioners asked where the newsletter is being shared. Mr. Noone explained issues are emailed to member Boards of Health, Town Administrators, Town Clerks and DPW. Staff will distribute to local area shops. Brief discussion on non-member communities.

Motion: The NEMMC Board of Commissioner's quarterly reports be replaced with the biannual newsletter.

- a) Move: Joseph Giarrusso
- b) Second: Vincent Russo
- c) Vote: unanimous

10. Season Updates

Mr. Noone went over figures for catch basins, greenheads, and arbovirus. Mr. Morris questioned if NEMMC shares the season updates with member communities. Yes, all Boards of Health were emailed at the end of the season. Mr. Morris requested the total acres treated aerially and total catch basins treated in Salisbury, this will be emailed. He asked if all towns receive this information. Ms. Foss explained that each year every town will receive the totals in their BMPs.

Side bar on phragmites, mowing vs. digging in the immediate areas.

11. Green Head Project Update

District Director Noone updated the Board; contracts were signed by all participating towns.

Salisbury added another 10 traps for next season. Gloucester is up to their full request of 58 traps

12. FY23 Closeout

Mr. Noone shared we closed out as expected. Higher rollover due to inability to purchase vehicles and unfilled positions. As always, we would like to keep a 10-15% rollover for emergencies.

13. FY24 Update and Projections

For FY24 NEMMC is in good shape going forward. The District is looking to adapt a couple fleet vehicles to smaller SUVs for surveillance, aging vehicles must be replaced. Regarding hiring, NEMMC would like one additional full-time hire and seasonals for 2024. Mr. Morris asked about seasonals this summer. Mr. Noone explained we had one, and it proves challenging to find the right fit for the job. Mr. Morris asked if seasonals would also work the four – 10-hour days? Yes. Mr. Moak explained college aged hires would work well, however seasonals are typically April – October. NEMMC would be agreeable to seasonals June – August if that would increase the hiring pool. Mr. Noone shared that if we hire for three months rather than six-month contracts, the rate of pay could be higher to attract more candidates. Side bar topic – Mr. Giarrusso shared that the Methuen Police Department Drone Team is looking for training mission hours. The area NEMMC was at two years ago could be looked at again, as well as other areas of concern. This would be at no cost to the District. Mr. Morris asked if other towns may request areas to be checked. Mr. Giarrusso will check and see how far the mutual aid will go.

Chairman Morris asked if NEMMC will be looking into a drone. Mr. Noone explained yes; however, we are waiting for state regulations for MCD use.

14. Other Business

Mr. Noone discussed a COLA stipend for staff. FY24 budgeted \$1,500 per employee vs the 1.5% overall increase. Inflation is still high, staff feedback at this time is that a stipend would be more beneficial. Looking to FY25 (7/1/24) NEMMC is prepared to budget 1.5% - 3% COLA. Mr. Moak

reiterated that regarding the one-time COLA stipend, retirement does not come out, giving a higher amount when needed now. Currently two years without a percentage increase hold salaries and budget in place. There is concern down the road with retirement and fringe expenses should salaries continue to be increased. NEMMC added another service step and longevity to those employees at the top of the pay scale. Mr. Morris went over that each service step includes a percentage and longevity goes into retirement. NEMMC is competitive and the agency works hard to be so by reviewing pay scales. The COLA stipends tend to calculate to a higher percentage increase.

Motion: All Northeast Massachusetts Mosquito Control & Wetlands Management District (NEMMC) staff receive a supplemental one-time COLA stipend in the amount of one thousand five hundred dollars (\$1,500.00) payable on the November 24, 2023, pay date.

- a) Move: Vincent Russo
- b) Second: Joseph Giarrusso
- c) Vote: unanimous

15. Adjourn 0948

- a) Move: Joseph Giarrusso
- b) Second: Vincent Russo
- c) Vote: unanimous

Next meeting November 9, 2024, at 0900