



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 February 9, 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, Rosemary Decie, and Paul Sevigny. District Director Barry Noone, Fiscal Adviser John Moak, IT Coordinator Robyn Januszewski, Office Manager Jennifer Sforza, and Field Crew Supervisor Andrew Sheehan.

1. Call to order - Meeting called to order by John Morris at 9:01 AM
2. Review and approval of November 10, 2022, minutes
 - a) Motion: Rosemary Decie
 - b) Second: Vincent Russo
 - c) Vote: unanimous
3. Longevity Compensation for Tenured 10+ Year Employees
Motion: Longevity step compensation steps are to be paid out as outlined below.
Employees in which their anniversary date falls between January 1st – June 30th, will be compensated in the first full pay period in July of that year.
Employees in which their anniversary date falls between July 1st – December 31st, will be compensated in the first full pay period in December of that year.

The calendar of employees reflecting anniversary dates and amounts is attached to this motion for reference.
 - a. Moved: Vincent Russo
 - b. Second: Joseph Giarrusso
 - c. Vote: unanimous
4. Motion: Andrew Sheehan, Field Crew Supervisor, be approved for his one-year salary step level increase effective March 13, 2023. Compensation shall be \$82,076.80 annually as listed on Salary Scale for FY2023.
 - a. Moved: Vincent Russo
 - b. Second: Joseph Giarrusso

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

c. Vote: unanimous

5. Amend the NEMMC Salary Scale – Wetlands Project Coordinator salary range to reflect the Field Crew Supervisor, Entomologist, and IT Coordinator

Mr. Noone explained that the adjustment to the Salary Scale had been changed with the title the past several years. From Wetlands Coordinator to Technician back to Coordinator. The Coordinator is in line with the other positions listed above. This will clean up the salary scale and keep all new hires on the same level with the other operations team members. Mr. Giarrusso inquired if this would be bringing the scale back to the original steps? Yes.

a) Motion: To adopt a new salary scale effective February 9, 2023, that reflects the change listed below:

The Wetlands Project Coordinator's salary scale will reflect amounts as listed under Entomologist, Information Technology Coordinator and Field Crew Supervisor.

a. Moved: Joseph Giarrusso

b. Second: Rosemary Decie

c. Vote: unanimous

6. Wetlands Project Coordinator hiring

District Director Noone advised that the hiring process for WPC has ended. NEMMC has offered and position has been accepted by Mr. Steven Przyjemski. Steven's cover letter and resume were discussed briefly. The District is looking forward to his start date next week.

a) Motion: The hiring of Steven Przyjemski as the Wetlands Project Coordinator effective February 13, 2023. Salary shall be \$82,076.80 annually as listed on the Salary Scale for FY2023.

a. Moved: Joseph Giarrusso

b. Second: Rosemary Decie

c. Vote: unanimous

7. Discussion update Assistant Field Technician hiring.

Mr. Noone explained the post went up on February 3, 2023. From what we can see there has been a decent response. He and Mr. Moak made mention should the current process yield an applicant who meets all criteria of a Field Technician, NEMMC is financially prepared to bring the new hire on at the higher Field Technician salary.

8. District Director – 1 year review/evaluation

Chairman Morris requested Mr. Noone to go over the process. Mr. Noone explained he has been reviewing staff every six months since becoming District Director. He feels this keeps everyone accountable and transparent. Mr. Noone believes he needs to be held to the same standard that he expects from his employees. Ms. Sforza emailed all staff an evaluation form that could be voluntarily completed and forwarded directly to Chairman Morris. Mr. Morris stated he received five evaluations from staff, and these were emailed to the Commissioners for review. Each evaluation came back with ratings of good to excellent for Mr. Noone. Question posed to the Commissioners was to use the evaluations as a tool or to be filed in Mr. Noone's personnel file. Commissioners decided the evaluations would be used as a tool to gauge Mr. Noone's performance. As all the evaluations scored either 'good' or 'excellent' there was no further need for discussion. The Board voted to make Mr. Noone the permanent District Director at this time.

- a) Motion: Barry Noone be appointed as the permanent District Director upon a successful one-year review and evaluation.
 - a. Moved: Joseph Giarrusso
 - b. Second: Rosemary Decie
 - c. Vote: unanimous.

9. Discussion of updating the employee handbook.

Mr. Noone stated the last handbook was updated around 2015-2016. He would like to have a handbook for new and current employees with information on several topics. Ms. Sforza has been updating and working with HR to make sure the updated handbook is as accurate as possible. The new handbook will include policies specific to operations at NEMMC, job descriptions, discipline as well as closely follow the red and gray book for state employees. Since we are non-union state employees our internal policies may differ slightly in areas.

Mr. Giarrusso asked if any of the DEP changes have trickled down to our District. Not yet. Mr. Noone stated at this time we have been left alone with any changes to downsizing facilities, teleworking etc. The only area where we are actively working towards is the Green Initiative. Solar, electric vehicles, EV charging stations etc., we will need to meet requirements set forth by the State.

Internal discussions on these changes are happening. He plans to meet with the landlord this spring to discuss what will be mandated to gauge any renewal to the current lease which expires in 2025.

A brief discussion on the EV First policy and current offered electric vehicles was had. Chairman Morris asked about the increased cost associated with all the mandated changes. Mr. Noone explained currently there are grants available for the charging station options, no fiscal relief for the increased electric cost for the charging. The forecast to offset the increased electric charges would be solar panels. This is in the early stages and will be discussed with the possible lease renewal.

10. Update on Commissioner stipend request.

The letter from the Commissioners was forwarded to SRB. With the change in administration the next SRB meeting has yet to be scheduled. No updates at this time.

11. Other business

- a) Set date for next Commission meeting, May 18, 2023, at 9:00am, hybrid.
- b) Mr. Giarrusso asked if there are any thoughts on the upcoming season which may change based on the weather. Mr. Noone stated it is still too early to know, NEMMC is prepared either way. Spring larviciding will begin in March.
- c) Mr. Noone and Mr. Moak went over updated equipment and facility projects that have been worked on during the off season.
- d) Mr. Morris inquired about the greenhead trap program. Later this year we will need to re-access the cost per trap for the next few years. A reminder will be sent in July invoices to member municipalities that this is the last year at the current cost, and to anticipate an increase next year.

12. Public Comment

- a. None

13. Meeting Adjourned at 9:47am

- a. Moved: Paul Sevigny
- b. Second: Vincent Russo
- c. Vote: Passed