



**Commonwealth of Massachusetts**  
STATE RECLAMATION AND MOSQUITO CONTROL BOARD

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

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**Operations**

Barry Noone: *Acting District Director*  
Kimberly A. Foss: *Entomologist*  
Robyn A. Januszewski: *IT Coordinator / Biologist*  
Katelynn E. King: *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 November 18, 2021.

Pursuant to an Order Suspending Certain Provisions of G.L. c. 30A, § 20 issued by the Governor on March 12, 2020, amended on June 16, 2021. This meeting is being held in-person with public Zoom access.

In attendance: Chairman John Morris, Commissioners Vincent Russo, Paul Sevigny (via Zoom), and Joseph Giarrusso (via Zoom). Acting District Director Barry Noone, Budget Adviser John Moak, IT Coordinator Robyn Januszewski, Entomologist Kim Foss, Members from the public, Jeff Vaughn (via Zoom).

1. Call to order - Meeting called to order by John Morris at 9:13 AM
2. Review and approval of September 9, 2021, and November 4, 2021
  - a) Motion: Paul Sevigny
  - b) Second: Vincent Russo
  - c) Vote: 4 yes. Rosemary Decie was absent
3. Discuss District restructuring

Mr. Noone briefly went over the summary of motions to be voted on regarding the restructuring.

  - a. To approve restructuring as follows:
    - a) Eliminate the position of Operations Manager
    - b) Eliminate the position of Field Foreman
    - c) Create the position of Field Crew Superintendent
    - d) Eliminate the position of Administrative Assistant
    - e) Create the position of Office Manager
    - f) Approve revised District organizational chart

The reorganization proposed at the September meeting was contingent on the appointment/hiring of a permanent District Director, which has been completed.

- Eliminating the positions of Operations Manager and Field Foreman- Mr. Noone explained the District has been operating without an Operations Manager, for one and a half years. Due to operation changes adapting to more technology/electronically based due to COVID-19 and the hiring of a new Administrative Assistant, the two positions are no longer needed.

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

- Field Crew Superintendent (FCS) would take on duties from the Director and act, based on surveillance, wetlands, or IT for the field crew.
  - Proposed job description reviewed- FCS will supervise field staff in all operations of the District as directed by the District Director. FCS will work under the District Director in conjunction with the Wetlands Project Coordinator to schedule wetlands projects; direct, supervise and implement scheduled projects in accordance with project plans; collect field notes/daily reports from the crew and relay to the Wetlands Project Coordinator. Coordinate and responsible for all service/repairs of all equipment/vehicles. Direct/delegate field staff in cleaning/maintenance of tools, equipment, vehicle, and facilities. Works with the District Director to schedule larviciding/Adulticiding activities; direct, supervise, and coordinate field personnel in implementing pesticide treatments. Assist in surveillance program as needed. Responsible for the district data field work collection system and related software in conjunction with the District Director and IT Coordinator. Works in conjunction with the Entomologist to coordinate response to positive virus intervention. Works with Office Manager to ensure data base collection systems meet the needs of agencies and staff. Relay information to the District Director and IT coordinator, any field staff concerns and suggestions. Schedule and assign field staff for aerial/truck spraying, surveillance work (Supervised by Entomologist. Coordinates collection of pesticide use data, wetlands projects, larviciding site reviews, vehicle use, Greenhead Trap Program, and other data of the District. Responsible for recording Field Staff work hours to payroll/ completing weekly field staff reports. Coordinates training for field staff.

FCS position will be a blend of the Operations Manager and Field Foreman.

No questions on removing Operations Manager and Field Foreman. Second part of District reorganization as discussed previously, is changing the current Administrative Assistant to an Office Manager.

The current Administrative Assistant has taken on some of the job duties of the Operations Manager, for example vehicle purchasing and other COMMBUYS topics. Several forms and data collection that used to be done by hand has been turned into an electronic format. These tasks have become part of her usual daily duties. This in addition to telematics making all fleet data electronic has removed the need for an Operations Manager.

- Proposed job description reviewed- Office Manager reports to the District Director. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential/time sensitive material. Working knowledge of District Functions. Data base maintenance/records management. Excellent public relations skills/communications skills via phone/email. Coordinate travel arrangements for staff. Primary contact for AP/AR and budget enquires. Manages budget controls for the District. Works with District Director and operations staff on creation of budget line items. Delegate for payroll entry/approval. Assistant Hiring Manager, conducting and coordinating hiring of new/seasonal employees. Maintain staff training records and licensing. Create and maintain electronic databases to meet the reporting need of the District and State

agencies. Purchasing coordinator. Maintain professional/technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Handle sensitive information in a confidential manner. Attend and take accurate minutes of meetings.

Mr. Russo questioned what effect on the budget does the reorganization have? Mr. Noone explained the reorganization was brought about due to past experience which pushed us to change. NEMMC needs to become a more field-based organization. By eliminating the Operations Manager/Field Foreman, increasing administrative duties to the Office Manager, and adding a Field Crew Superintendent, the District will save approximately \$30,000 per year while being fully staffed. The proposed reorganization will add more than 20 hours weekly to the field during the busy season. More staff in the field saves money which can be reallocated into District communities. NEMMC would be able to treat more catch basins, wetlands projects, and increased surveillance. The District has grown over the past five years with increased workload, projections show continued growth over the coming years. A way for NEMMC to keep up and grow is the District reorganization, putting more boots on the ground. More manpower will be in the field with cost savings of approximately \$30,000.

Mr. Moak explained that the reorganization does not affect any current employees adversely. The positions being eliminated are and have been unfilled for months. NEMMC is requesting the reorganization be completed in a timely basis because no current staff is affected. The District will be eliminating a managerial job for the future, but he feels that as long as the District Director is knowledgeable about all operations it will not be an issue. The fact is, NEMMC does need to save money as payroll has grown considerably over the last two years. The reorganization is fiscally responsible without hurting current staff, no concessions are being requested. We are asking to consolidate jobs and save the District some funds.

Chairman Morris asked the Board if there are any questions on the proposed reorganization. No questions from the board.

- a. Motion to approve the restructuring of Northeast Massachusetts Mosquito Control and Wetlands Management District as follows:

- Eliminate the position of Operations Manager
- Eliminate the position of Field Foreman
- Create the position of Field Crew Superintendent
- Eliminate the position of Administrative Assistant
- Create the position of Office Manager
- Approve the revised District organizational chart
  - a) Motion: Vincent Russo
  - b) Second: Paul Sevigny
  - c) Vote: 4 yes. Rosemary Decie absent

Mr. Moak explained this information has been communicated with SRB and MDAR. Job descriptions as well as the reorganization proposal has been sent to four individuals. Communicated as well that the Commissioner's would be discussing and voting today.

- b. Motion that the Field Crew Superintendent responsibilities, authorities, requirements, and duties are as outlines in the job description accompanying this motion. The salary scale for this position shall be as listed on the NEMMC Salary Scale under the title of Field Crew Superintendent.

- a) Motion: Vincent Russo
- b) Second: Joseph Giarrusso
- c) Vote: 3 yes. Paul Sevigny- abstain. Rosemary Decie absent

Mr. Sevigny voted to abstain due to not seeing the new salaries for FCS. Chairman Morris read the scale and explained where to find in the Commissioner's packet. Mr. Russo requested to have page numbers added on future packets for simpler reference. Mr. Giarrusso emailed Mr. Sevigny the packet to review. Mr. Sevigny will review and requested to keep the meeting going.

- a. Motion that the position of Field Crew Superintendent of Northeast Massachusetts Mosquito Control and Wetlands Management District be posted internally. Should an internal hiring process be unsuccessful, the position will be posted to external applicants.
  - a) Motion: Vincent Russo
  - b) Second: Joseph Giarrusso
  - d) Vote: 3 yes. Paul Sevigny- abstain. Rosemary Decie absent
- b. Motion that the Office Manager responsibilities, authorities, requirements, and duties are as outlines in the job description accompanying this motion. The salary scale for this position shall be as listed on the NEMMC Salary Scale under the title of Office Manager.
  - a) Motion: Vincent Russo
  - b) Second: Joseph Giarrusso
  - e) Vote: 3 yes. Paul Sevigny- abstain. Rosemary Decie absent
- c. Motion to appoint Jennifer Sforza to the position of Office Manager effective January 1, 2022, with a salary of \$52,695.55 annually, as listed on the NEMMC Salary Scale dated November 18, 2021. The appointment is subject to a six-month evaluation.
  - a) Motion: Vincent Russo
  - b) Second: Joseph Giarrusso – for discussion
  - c) Vote: 4 yes. Rosemary Decie was absent

Mr. Giarrusso questioned as a new position is being created, does it need to be posted to internally/externally? Chairman Morris explained this is a change in title/duties. Mr. Moak explained the change in responsibilities to the current job. All has been communicated to SRB. Effective date of 1/1/2022 to allow time if needed. Mr. Moak cannot guarantee MDAR won't say otherwise but noted NEMMC has been in contact for over a month with all the information. Mr. Moak explained all information has been sent to Ms. Johanna Zabriskie, Alisha Bouchard, Jessica Burgess and Margaret Callanan. 2.5-3 weeks ago, NEMMC was asked to submit new organizational chart, report explaining reorganization and job descriptions. The same individuals were also emailed the same packet of information the Commission received for this meeting. Mr. Noone explained NEMMC has gone above and beyond to contact and provide information, ultimately our Commission hires, fires and sets compensation, this is how we will move forward.

Chairman Morris asked if there is any other discussion? Mr. Giarrusso stated his question was answered. Bottom line, NEMMC made attempts, distributed information to SRB and if they felt it warranted Human Resources action, they had the opportunity to convey that to staff.

Motions for the reorganization of NEMMC completed.

4. C.O.L.A. increase

Mr. Noone presented a 1.5% increase for all permanent staff. The cost to the District is \$11,000 next year. The increase is warranted for all the hard work the past two years. Staff has put into serving the District to the best of their abilities, well deserved, and staff went above and beyond this year. This year proved to be challenging, extremely wet year on top of a global pandemic, staff has done an admirable job serving District communities. The budget is stable and this fiscal year and next fiscal year we are funded well enough to provide this to the staff.

Chairman Morris questioned the 1.5% rate. Mr. Moak explained it would have been done earlier however we were concerned about the budget if the reorganization was not approved. The 1.5% is lower than what others are doing (2-3%) however several staff hit steps this year. In FY23, July 1, 2022, we will propose another 1.5% for all permanent staff. Mr. Morris discussed adding steps past the 10-year mark. There needs to be a plan to take care of good employees, emphasizing that a C.O.L.A. increase is just that, it is not a raise. With the cost of everything increasing i.e., fuel, groceries, and heating, 1.5% does not touch actual cost of living increases.

- a. Motion to adopt a new salary scale effective January 1, 2022, that reflects District reorganization and a 1.5% C.O.L.A. increase for all permanent staff.

- a) Motion: Vincent Russo
- b) Second: Paul Sevigny
- c) Vote: 4 yes. Rosemary Decie absent

5. Contract extension for HR/Finance Employee

Mr. Noone discussed with staff and Mr. Moak extending his contract which is set to expire at the end of November. Mr. Moak has agreed to stay on until June 30, 2022, however, will reduce hours.

- a. Motion to extend the contract for John Moak as the Finance and HR Manager an additional (6) months. Effective December 1, 2021, through June 30, 2022.

- a) Motion: Paul Sevigny
- b) Second: Vincent Russo
- c) Vote: 4 yes. Rosemary Decie absent

6. Discuss trends for possible virus next season

Kim Foss, Entomologist, discussed trends for mosquito virus for upcoming years. Ms. Foss explained that due to climate change it is more difficult to gauge trends. What the District will do is try to provide service for prevention and response for any arbovirus. There are no predictions and trends take a long time to hammer down. We learn from attending conferences and what the rest of the country is seeing. EEE used to have a 13-year cycle which has now changed to 8–10-year cycles, everything is changing. Ms. Foss went on to advise the District needs to look at prevention and response for any virus- EEE, West Nile or any invasive virus. By readying for any virus, we are providing a beneficial service to member municipalities, we will expect any and all positive results. Ms. Foss is still working on 2022 protocols, once situated NEMMC will create a certain level of prevention and a bullet pointed, easy to follow list for communities to assist with response. Creating a checklist, one page simple for municipalities to understand, will help the District.

Chairman Morris questioned St. Louis virus being a concern? Ms. Foss explained that there is not testing being conducted now but that may change as information is shared during

conferences. Mr. Morris asked do medical professional or State have testing for other virus. Ms. Foss explained she is not sure yet, which is why we are preparing for all potential virus. Once compiled, the information will be forwarded to Ms. Kelsey Liakos to distribute to member communities, ETA this spring.

7. Other business

- Discussion on cancelling December 2021 meeting and setting the next meeting date of January 13, 2022. The remainder meeting dates will be set at that time.
- Due to ‘Zoom bombing’ at the beginning of this meeting, future participants may be required to register or at the very least be kept in a virtual waiting room prior to being allowed into the meeting. Ms. Januszewski will have it set up for next meeting.

8. Public Comment

None

9. Adjournment at 9:55am

- a. Motion: Vincent Russo
- b. Second: Joseph Giarrusso
- c. Vote: 4 yes. Rosemary Decie absent