



Commonwealth of Massachusetts

State Reclamation Board

NORTHEAST MASSACHUSETTS MOSQUITO CONTROL AND

WETLANDS MANAGEMENT DISTRICT

261 Northern Boulevard, Plum Island
Newburyport, MA 01950

www.northeastmassmosquito.com

Telephone: 978.463.6630

Fax: 978.463.6631



Jack A. Card, Jr.
Director

William Mehaffey, Jr.
Operations Manager

Emily DW Sullivan
Wetlands Project Coordinator

Esteban L. Cuebas-Incle, Ph.D
Entomologist

Robyn A. Januszewski
Biologist

Commissioners

John W. Morris, CHO
Chairman

Vincent J. Russo, MD, MPH
Vice Chairman

Joseph T. Giarrusso,
Conservation Officer

Paul Sevigny, RS, CHO

MEMORANDUM

To: Distribution
From: Jack A. Card Jr., Director
Date: November 5, 2013
Subject: District Board of Commissioners Meeting

As posted with the Commonwealth of Massachusetts Office of The Secretary of State, The Executive Office of Administration and Finance, The State Reclamation and Mosquito Control Board, and all subscribing communities, there will be a meeting of the Northeast Massachusetts Mosquito Control and Wetlands Management District, Board of Commissioners on Tuesday November 12, 2013. The meeting will be held at the Salisbury Town Hall, 5 Beach Rd. Colchester Auditorium, Salisbury, MA from 10:00 am -2:00 pm.

Agenda as follows:

1. Review minutes from 10-15-13
2. Subcommittee reports –DCAM and Audit
Review 10/10/13 Internal Audit report
3. Operational Reports
4. Old Business
 - Lift Full time hiring freeze- Assistant Field Tech and Administrator position
 - Review Greenhead trap commitment letter for towns
 - Spray exemption letter to be reviewed
 - Job description for Manager - adoption by Commission
 - Job performance evaluation process for Director and schedule a special commission meeting for review
 - Discussion of district personnel policies/procedures
 - FY 14 budget to date
 - FY 15 budget outline options
 - Commissioner appointment status
 - Seasonal employees status / disposition
 - Unemployment options for seasonal employees
 - Intern appointment (s)
 - 2013 NMCA Conference attendance list / cost for commission approval
5. New Business
6. Public Comment

Committed to a partnership of the principles of mosquito control and wetlands management