



Commonwealth of Massachusetts

State Reclamation Board

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



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

261 Northern Boulevard, Plum Island
Newburyport, MA 01950

www.northeastmassmosquito.com

Telephone: 978.463.6630

Fax: 978.463.6631

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: October 8, 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 October 15, 2013. The meeting will be held at the Northeast Mass Mosquito Control headquarters, 261 Northern Boulevard (Plum Island) Newburyport, MA from 10:00 am -12:00 pm.

Agenda as follows:

1. Review minutes from 9-17-13
2. Subcommittee reports –DCAM and Audit
3. Operational Reports
4. Old Business
 - No spray exemption/Bee Keepers issues
5. New Business
 - a FY 15 budget review-refer to budget/personnel sub committee (P. Sevigny/J Morris)
 - b FY 15 budget format
 - c FY 14 budget reconciliation report
 - d Appointment of interns/employees/pay rate
 - e Process for termination of seasonal employees/compliance with DUA regulations
 - f Program manager/job description -refer to budget/personnel sub committee (P. Sevigny/J Morris
 - g DCAM Process/time frame refer to facility sub committee (J Giarrusso/V Russo)
 - h Development of policies and procedures-appointment of subcommittee
 - i PIO-Public Information officer
 - j Use of 911 systems
 - k Storage of equipment agreements
6. Public Comment

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