



Commonwealth of Massachusetts

State Reclamation Board

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



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*Commissioners*

John W. Morris, CHO  
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*Vice Chairman*

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*Conservation Officer*

Paul Sevigny, RS, CHO

**MEMORANDUM**

To: Distribution  
From: Jack A. Card Jr., Director  
Date: December 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, December 17, 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:

- Welcome new Commissioner
- 1. Review minutes from 11-12-13
- 2. Subcommittee reports –DCAM and Audit
- 3. Operational Reports
- 4. Old Business
  - Lift Full time hiring freeze- Assistant Field Tech
  - Amend hiring freeze to include hiring a manager with job description approval
  - Review Greenhead trap commitment letter for towns and cost analysis
  - Status of Greenhead payments for participating communities
  - Update on Newbury outstanding charges for Greenhead program in 2010-2013
  - Review draft of Employee Handbook
  - Develop Commission Policy Handbook
  - Staffing report review
  - FY 15 budget discussion
  - Vacation time overage solution
  - Job performance evaluation for Director
  - Review Property Exemption Public Notice
  - Status on vehicle surplus issue
  - Update on water management projects for 2012-2014
  - Executive session
- 5. New Business
- 6. Public Comment

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