



Commonwealth of Massachusetts

State Reclamation Board

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

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Commissioners

John W. Morris, CHO
Chairman

Vincent J. Russo, MD, MPH
Vice Chairman

Joseph T. Giarrusso,
Conservation Officer

Paul Sevigny, RS, CHO

Rosemary Decie, RS

MEMORANDUM

To: Distribution
From: John W Morris, Chairman
Date: April 7, 2014
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 Wednesday 4-16-14. The meeting will be held at Salisbury Town Hall, 5 Beach Rd. Colchester Auditorium, Salisbury, MA from 10:00 am -12:00

Agenda as follows:

1. Review minutes of 2-14-14 and 3-13-14
2. Adoption of Pay Scale
3. Review and Adoption of General Foreman / Equipment Operator Position
4. Finalization and Adoption of Job Descriptions
5. Adoption of Employee Handbook
6. Adoption of Policies and Procedures
 1. Commission Policies and Procedures
 2. Job Evaluation Policy and Form
 3. Leave Policy and Request
 4. Continuing Education Policy
 5. Mobile Communications Policies
 1. District Issued Policy
 2. Personal Reimbursement Policy
7. Update on DCAM/Audit
8. District Updates
 1. Jack Card Retirement
9. Old Business
10. New Business
11. Public Comment

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