

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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State Reclamation and Mosquito Control Board

Overview of Roles and Responsibilities Of Commissioners Serving All Mosquito Control District and Projects

Introduction

Pursuant to M.G.L. c. 252, the State Reclamation and Mosquito Control Board (SRB) oversee mosquito control in the Commonwealth of Massachusetts. The SRB also has authority over all lawfully created mosquito control districts and projects ("MCDs") pursuant to provisions of M.G.L. c. 252 and special enabling legislation creating several MCDs.

As part of this oversight structure, commissioners ("Commissioners") for each MCD are responsible for carrying out, governing, and overseeing the above-mentioned improvements in such manner as the SRB may approve. Commissioners oversee the implementation of M.G.L. c. 252 and any applicable provisions of special enabling legislation, as amended, along with ensuring compliance with all applicable laws, regulations, and policies. Commissioners are identified as "Special State Employees" for the purposes of M.G.L. c. 268A and are subject to the appointment and removal of the SRB. MCD Boards of Commissioners are also deemed state public bodies and must ensure that all activities are conducted in accordance with M.G.L. c. 30A, Sections 18 through 25, the Open Meeting Law ("OML").

Pursuant to its statutory authority, the SRB establishes the duties and functions for all Commissioners. This *Overview of Roles and Responsibilities of Commissioners Serving All Mosquito Control Districts and Projects* ("Overview") sets forth the duties, functions, and expectations for all Commissioners. By accepting the appointment as Commissioner, they are acknowledging their role and agreeing to comply with their fiduciary obligations as Commissioners, to serve the SRB and MCDs in accordance with applicable law.

Duties and Functions

1. **Employ** suitable individuals to work for the MCD in compliance with M.G.L. c. 252, Section 14D and all state hiring requirements in partnership with the Human Resources Division ("HRD") and the SRB. Ensure that all hiring is conducted in accordance with applicable HRD requirements process, including the hiring of a director, manager, or superintendent to conduct additional hiring and day-to-day oversight of the MCD and its employees.

2. **Review and evaluate employees** within the guidelines of all applicable statutes, regulations, and policies set forth by HRD and the SRB; this includes evaluation of the performance of the MCD director, manager, or superintendent on the basis of a specific job description, including but not limited to, program planning and implementation, management of the MCD and its personnel in accordance with HRD practices, technical mosquito control knowledge and experience, education, security plans for pesticides, procurement of equipment and vehicles, as well as relations with the board of commissioners and general public.
3. **Oversee** the MCD by ensuring compliance with applicable oversight authority, including but not limited to, laws, regulations, executive orders, SRB policies and ensuring all MCD policies, goals, objectives, and priorities, are consistent with applicable statutes, regulations, and policies to ensure the successful operation of the program within its identified geographic area.
4. **Adopt** administrative and procedural rules including, but not limited to, ensuring that all meetings and communications by and between Commissioners are conducting in accordance with the OML. This includes the election of chairperson and a secretary for the purpose of holding meetings, filing notices and agendas of meetings in accordance with the OML, recording meeting minutes, approving payment accounts and vouchers, and preparing annual reports.
5. **Acquire** sufficient resources in accordance with all applicable statutes, regulations, and policies and determine annual costs to pay for expenses of administration, improvements, maintenance, and overall operations of the MCD.
6. **Approve** the MCD budget in accordance with the SRB Budget Policy and assume financial responsibility through oversight of all expenditures of budget funds, as well as provide fiscal accountability concerning all state mandated fiscal policies and procedures. This includes ensuring that all expenditures are limited to and comply with the authority under which the MCDs operate. Final approval of all MCD expenditures is subject to SRB approval in accordance with M.G.L. c. 252.
7. **Support** on behalf of and represent the MCD regarding SRB policies and universally and environmentally accepted best management mosquito control practices that result in the successful control of mosquitoes for the purpose of protecting and promoting the public health, comfort and economic development.
8. **Oversee** the purchase, maintenance, security, and operation of vehicles, machinery, equipment, and services necessary or useful in the control of and study of mosquitoes in accordance with all applicable statutes, regulations, and policies and as approved by the SRB. This includes ensuring compliance with all state procurement and surplus requirements.
9. **Regularly** attend meetings and important related meetings such as board, municipal, and general public meetings ensuring the appropriate representation of the MCD in accordance with applicable laws, regulations, and policies.
10. **Ensure** individual compliance with M.G.L. c. 268A and all applicable ethics requirements, including determining eligibility for meeting stipends and reimbursements. Such reimbursements may be limited by other public service roles.

11. **Make** serious commitment to participate actively in the MCD effectiveness and performance.
12. **Stay** informed about mosquito control issues, prepares themselves well for meetings, and reviews and comments on budgets, meeting minutes, reports, and vouchers.
13. **Make** efforts to reach out and listen to all citizens within the MCD to enhance and promote a transparent and positive public image regarding mosquito control practices that are effective and environmentally acceptable.
14. **Communicate** and promote engagement with the public, municipal authorities, and other governmental entities through the MCD through community involvement and on-line presence.
15. **Travel** in accordance with applicable Commonwealth travel policies to conferences or meetings outside of MCD geographic area in accordance with all state travel requirements.

Acknowledgement

I, _____ understand and agree to meet the (**must sign above**) roles and responsibilities listed above, to the best of my ability, in my role as a Commissioner. I further understand and acknowledge that I serve at the discretion of the SRB and failure to comply may result in my removal in accordance with M.G.L. c. 252.

Note: Make a copy of this signed original and submit the original to the State Reclamation and Mosquito Control Board.

Note: This statement of roles and responsibilities may be amended or revised as needed by the board to ensure that Massachusetts Mosquito Control Districts/Projects Commissions carry out their mandate efficiently and effectively in the best interest of the public.