

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

Date: April 12, 2001

Time: 11:00 AM

Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532

Present: Richard Day, Pablo Noguera, Jim Shuris, Dean Mazzarella, Ken Courtemanche & Tim Deschamps

1. The minutes of the February 8, 2001 CMMCP Commissioner's minutes were unanimously approved. The March 8th meeting was canceled due to weather.

2. The following payrolls were approved unanimously:

Feb. 10, 2001	\$10,385.60	Feb. 17, 2001	\$10,385.60
Feb. 24, 2001	\$10,385.60	Mar. 3, 2001	\$10,385.60
Mar. 10, 2001	\$10,825.60	Mar. 17, 2001	\$10,825.60
Mar. 24, 2001	\$10,759.60	Mar. 31, 2001	\$10,825.60
Apr. 7, 2001	\$10,825.60		

3. Submitted invoices for March 15, 2001 totaling \$6,269.95 and April 12, 2001 totaling \$45,732.79 were approved unanimously.

4. **Work Schedule:** The excavator has completed a project in Westford, and has been idle awaiting permission on a few restoration projects, and weather has also forced delays. Marlboro & Millbury are scheduled next. Crews are preparing to begin the larviciding program next week. 2nd instar larvae have been collected, and are somewhat scattered due to the high water table. All CMMCP annual reports have been delivered to Project towns; No Spray exclusions have been collected and Town Meeting information is being compiled. Preliminary surveying, larval site cataloguing and administrative contact has been initiated in new member towns.

5. **Old Business:** The delivery of the new one ton has been promised soon.

6. **New Business:** After an extensive interview process, a new employee has been hired on March 5th, Ezra Taito. He was scheduled for his core license exam on April 6, and once notification of a passing grade and his 60 day probation is up on May 1, it is felt that he will be offered full time employment.

Ken reports that the rent for the Project headquarters has risen dramatically, from \$7.40 a square foot to \$11.00/sq.ft. The lease agreement is in the hands of the State, and the landlord is awaiting approval. Tim

2001 Meeting Schedule:

January 18, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8 and December 13.

reported that he contacted several realty agencies, and the cost of \$11.00/sq.ft. is in line with the current asking price in this area for light industrial space.

The discussion then shifted to the creation of a new position for CMMCP, a "Wetlands Project Coordinator". Norfolk and Essex have already created this position, and job specs and a salary structure has been received from both Projects. Tim has outlined job specifications and a salary structure for this position for CMMCP, based on this information, and this was passed out to the Commission. Initial discussion on this issue at previous Commission meetings has centered on the need for this position, and the Commission once again supported the creation of this new position. After discussion on the job specs, a unanimous vote was received in favor of creating this position with the accompanying job specs. The salary structure was then discussed - Tim outlined a Grade A starting wage of \$15.75, with a 3% increment from one grade to the next, the same as the current pay structure for all other CMMCP salaries. Ken commented on the starting wage for a new hire - he would like to see a \$11.00/hour wage be offered to a new employee during a probationary period. The Commission agreed, with the stipulation that if a current CMMCP employee was hired for this position, that employee would be moved directly into the Grade A wage, with no probationary period. The Commission stated that when it was time to offer this job, that it be posted at the CMMCP office to allow current employees the opportunity to interview for this position. It was noted that we will also be required to send this notification to SRB (Tracy) in Boston for posting. Ken and Tim will need to discuss the budgetary considerations - how much salary is remaining in FY/01 payroll, and when this position could begin to be staffed.

Ken excused himself from the meeting; the discussion moved to the recent SRB meeting held at Project headquarters on March 30, 2001. Tim outlined several points that were raised at the meeting, and passed out a handout to the Commission for their review. A brief summary of the less important points:

- All SRB personnel with the exception of Tracy were present, and all Projects with the exception of Berkshire were represented.
- All new towns that have voted to join existing Projects were approved, and all Commission appointment were approved, with these exceptions; Sen. Jacques from Norfolk has resigned her position, and Mr. Gecewicz from Norfolk has been "retired". Norfolk will seek to replace these positions ASAP.
- The UMASS-DEP "Best Management Practices" manual is nearing a draft version, should be out in mid-May. A comment period of several months will follow.
- Our concerns over work in non-member towns was discussed - SRB promised months ago a "contract" that towns could sign absolving CMMCP of liability and notification concerns, but nothing has been sent back to SRB by DFA's legal department. The status of this issue is unclear.

- Curt has been in contact with MEMA regarding the recent flooding in northeastern Mass. to see if federal funds would be available for mosquito control. Several Projects have worked with MEMA in the past, and commented that the red tape involved is extensive. CMMCP will attempt follow up on this matter.
- Projects should have an answering machine, not necessarily to take calls, but to inform the public about your office hours, and to give out any information deemed necessary.

The following 2 items discussed by SRB have more direct implications for CMMCP:

- 2 motor vehicle accidents reported by Essex & Berkshire counties have caused concern for SRB. Many Projects have worked under the "indemnification" aspect of state agencies - if an accident were to occur, we are "self insured" and the State would pay the damages. It now seems apparent that the State may pay the up front costs, but they are looking for reimbursement from the Projects for all damages. Norfolk, Bristol and Plymouth County all currently own separate insurance policies for vehicle and public official liability; the SRB strongly recommends that *all* Projects contract their own policies. The Commission then asked the status of the Project's insurance situation. They were informed that we have a heavy equipment rider for the excavator, but no policies currently exist for the fleet, nor do we have any public official liability policy. The Commission was concerned over this lack of coverage, and would like to see this situation remedied ASAP. Tim had secured a quote from a local vendor for vehicle insurance and passed out the information. He was instructed to secure more information - does the State have a contract? Do we need to send this out to bid? Tim has a contact through his connections at NMCA that he will secure information from, as well as ask the other Projects for their advice. Further information will be available for the next Commission meeting.
- The Children's and Families Protection Act (now a law) was discussed by SRB. It was agreed that the posting requirement for all school property prior to adulticiding will make this law unworkable for the Projects, and all Project representatives agreed that *no* applications of adulticide will be performed this summer on school property. Larvicidal activities are exempted from this law. CMMCP will stress additional emphasis on larval control on and near school grounds.

The meeting adjourned at noon.

Approved: _____

Richard Day, Chairman, CMMCP

Date: _____

May 10 2001