

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: June 13, 2002
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Dean Mazarella, Jim Shuris, George Smith, Ken Courtemanche & Tim Deschamps

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1. The minutes of the May 9, 2002 CMMCP Commissioner's minutes were unanimously approved.

2. The following payrolls were approved unanimously:

May 11, 2002	\$11,781.20	May 18, 2002	\$11,781.20
May 25, 2002	\$12,141.20	June 1, 2002	\$12,069.20
June 8, 2002	\$12,055.70		

3. Submitted invoices for June 13, 2002 totaling \$18,439.48 were unanimously approved.

4. **Work Schedule:** The excavator is working on a restoration project in Sherborn. All crews have switched to the night shift and area answering service requests in member towns. Despite the cool, wet weather the spray crews have done a good job answering these requests and working through any backlog. The initial round of catch basin treatments (~20,000) is nearly complete; additional material has been ordered and will be in stock when/if WNV makes an appearance in our service area. We have 2 summer interns assisting the Staff Entomologist in setting gravid traps in a swing through the district; all towns will receive this surveillance on a rotational basis, and additional, intensive trapping will be performed once WNV has been detected.

5. **Old Business:** none

6. **New Business:** We have implemented a new communications system for all Project personnel with the Nextel company. All pagers and cell phones currently in use will be discontinued and the service contracts canceled.

Ken asked the Commission to consider closing the CMMCP office for Friday, July 5. All staff scheduled to work, including the summer interns would be paid for a day's salary. After discussion, the Commission decided to allow CMMCP personnel to take vacation time if they so desire, but the CMMCP office will not be officially closed, and any summer interns are not to be paid for time they do not work.

2002 Meeting Schedule:

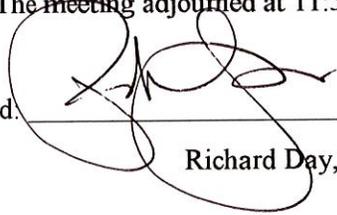
January 10, February 14, March 14, April 11, May 9, June 13, **July 11**, August 8, September 12, October 10, November 14 and December 12.

The Commission moved into the annual wage and COLA discussion for Project employees. Tim has prepared a package with the Consumer Price Index (CPI), current wages, and a spreadsheet showing projected dollar amounts using a combination of step raises and incremental COLA increases. The initial discussion centered in on adjusting the temporary laborers matrix. This matrix has not been changed in at least 5 years, and does not show the annual COLA that the Commission votes in for the other pay scales. It was agreed to start the matrix at \$10 per hour, up to a maximum of \$11, consisting of 5 pay scales at \$.25 increase. Current temporary laborers will move into that scale based on the number of years of service.

Discussion then moved into adjusting the matrixes for all employees. The Commission voted on a motion by Mr. Mazzarella, seconded by Mr. Shuris, to unanimously increase the CMMCP wage scale 2% to reflect the past year's cost-of-living, and to award all Project employees one step raise. The Commission was thanked on behalf of all employees by Ken & Tim.

The meeting adjourned at 11:50 AM.

Approved: _____



Richard Day, Chairman, CMMCP

Date: _____

7/11/02

2002 Meeting Schedule:

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