

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: April 10, 2003
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Jim Shuris, Pablo Noguera, George Smith, Ken Courtemanche & Tim Deschamps

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1. The minutes of the March 13, 2003 CMMCP Commissioner's minutes were unanimously approved.
2. The following payrolls were approved unanimously:

Mar. 15, 2002	\$12,379.20	Mar. 22, 2002	\$12,379.20
Mar. 29, 2002	\$12,379.20	Apr. 5, 2002	\$12,379.20
3. Submitted invoices for April 10, 2003 totaling \$63,389.80 were unanimously approved.
4. **Work Schedule:** The tractor has completed 3 jobs in Hopedale, Berlin and Clinton. The tractor will remain idle until our primary equipment operator receives his hoist license. Work crews have begun to larvicide wetlands and report sporadic breeding in our service area. Overtime for larviciding will commence this week and continue throughout the springtime.
5. **Old Business:** Tim passed out a package to the Commission with a letter dated June 9, 1986 from then DFA Counsel Catherine Clement regarding Project employee & Commission liability. The letter states that both Project employees and Commissioners were covered under state indemnity. Tim will continue to pursue the vehicle insurance issue and find additional confirmation of the Commission's indemnity if possible.

The Clarke Mosquito workshop was held at Project headquarters on April 1 and was well attended. Commissioner George Smith was in attendance and remarked that the program was informative.

Last month Commissioner Mazzearella asked that the illegal dumping on Project property be followed up with the Northborough Police Department. Tim passed out a copy of a letter he sent to the officer who responded - no written or verbal response from the Northborough PD has been received by Project staff as of this date.

2003 Meeting Schedule:

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

6. **New Business:** Project Superintendents and other staff met at the CMMCP office to discuss the BMP manual on March 20. The consensus was to continue to work towards the completion of this manual, and to strike any and all provisions that Project staff cannot abide by due to manpower or budgetary constraints.

Tim attended a meeting of the Upper Blackstone Watershed Coalition the evening March 25. It was not well attended, but there was a positive discourse regarding restoration projects in several member towns. Tim will continue to work with this group to foster a good working relationship between the Project, several conservation groups and other State & Federal agencies.

The Commission was asked for clarification about the Project's policy of personal time by Tim. All other Mosquito Projects offer a personal time leave plan ranging from 3 to 4 days a year, with no carry over. Tim was asked by personnel in Boston the reason why only our Project did not have this policy. He stated he would ask the Commission for their position on this issue. The Commission decided to table this issue until next month to give time for thought on this issue, and when all Commission members will be present to decide the outcome of this topic. Ken voiced his opposition to any personal leave policy.

A memo from the Commonwealth's Human Resource Division was passed out. This memo states that SRB and all Projects will need to come in line with civil service and union labor agreements that other state agencies currently fall under. This would effectively remove any and all real powers that this Commission holds - the power to set policy, employee wages, as well as other issues. Little discussion on this issue was offered at this time by the Commission members present. Other Project Commission will be discussing this issue in the coming weeks.

The Commission was presented with the current Project employee manual and classification of duties for Project personnel. At issue is the Operations Foreman position and whether this position should be eliminated, continued with modifications or kept as is. The Commission asked about the current duties and was referred to the classification manual. After discussion and a lengthy question and answer period regarding this position, the Commission asked Ken to speak to this employee and find out if he desires to continue in this position. Tim will work on a list of expectations for this position to be given to this employee. The Commission may ask for updates on this situation. Employee evaluations were discussed briefly but no direction was given to Tim or Ken about this subject.

A letter from the Grace Baptist Church in Hudson was presented to the Commission. It thanks the Commission and the Project for the excellent work done on their property this past winter. A copy of this letter was posted over the time clock for all employees to read at their leisure.

Ken commented on the excellent job Mike Johnson has done regarding the GIS databasing and mapping over the past few months. Tim echoed his comment and stated that this program is a great support to many facets of our program. The Commission agreed with Ken & Tim and is encouraged by his initiative and thankful of his dedication.

Ken excused himself and asked Project employee Curtis Best to join the meeting to discuss an issue of concern to him. Curt asked the Commission to send a letter to DFA Legal Counsel on his behalf regarding a denial from the State Retirement Board to buy back prior service time. The Commission was given an explanation of this situation and some of the ramifications that may arise from this issue. The Commission agreed to sponsor a letter to SRB on Curt's behalf, with a summary of this issue, and to include all supporting documents. Tim will write up this letter and send it out to all Commission members for approval before submitting it to Boston.

The meeting adjourned at 12:35 PM.

Approved: _____

Richard Day, Chairman, CMMCP

Date: _____

May 8, 2003.

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