

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: August 21, 2003
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Pablo Noguera, George Smith, Ken Courtemanche & Tim Deschamps

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1. The minutes of the July 10, 2003 CMMCP Commissioner's minutes were unanimously approved.
2. The following payrolls were approved unanimously:

Jul. 5, 2003	\$10,445.12 (4 days)	Jul. 12, 2003	\$13,056.40
Jul. 19, 2003	\$13,180.96	Jul. 26, 2003	\$13,056.40
Aug. 2, 2003	\$13,856.40	Aug. 9, 2003	\$13,856.40
Aug. 16, 2003	\$13,856.40		
3. Submitted invoices for August 21, 2003 totaling \$130,999.98 were unanimously approved.
4. **Work Schedule:** The tractor has completed $\frac{3}{4}$ of a project in Southboro. Work will be completed when we receive permission from MassHighway and the operator is free from other duties. Work crews have completed larviciding in area catch basins. The night shift crews have done an outstanding job keeping pace with the heavy receipt of phone calls. We anticipate ULV operations to cease in September - a date will be finalized soon.
5. **Old Business:** The Commission has been updated on the status of our newest town, Webster. The Commission has taken a formal vote to accept Webster in the CMMCP service area. Motion to accept by Mr. Noguera, and seconded by Mr. Smith. Vote is unanimous. SRMCB will vote to accept at their next meeting (date TBD).

The Commission reviewed a revised vacation policy. This policy restricts vacation time from May 1 through September 30, subject to the discretion of the Assistant Superintendent. This policy also included 3 personal days for Project employees. Personal time for 2003 will be prorated to 2 days, and the full 3 days will be granted January 1, 2004. Mr. Noguera made a motion to accept the new vacation time restrictions, as well as the new personal time policy, seconded by Mr. Smith. Vote is unanimous.

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

The Commission reviewed the letter from Audubon forwarded by Brad Mitchell. Tim has crafted a response, and the Commission will review this response and make changes/alterations. This letter will go out by the end of August, with copies sent to all members of SRMCB as well as the Projects Administrator in Boston.

6. **New Business:** Tim had a meeting with Brad Mitchell, Chairman of SRMCB at the Project's office on July 30, 2003. Among the items discussed (Commission comments in parentheses):

- the letter from Audubon (discussed, and a letter will be forthcoming)
- an e-mail from MaryAnn DiPinto regarding our water management program and apparent violations of 404, Clean Waters Act, etc. (tabled until the September meeting - more information will be presented)
- his desire for increased involvement from all Project Commissioners (the Commission will await the meeting in September with Brad for details on this topic)
- a Standard Operating Procedures manual available to the general public (Tim will work on this and present it to the Commission at a future date for their approval)

Brad has requested to attend the September meeting with the Commission. The Commission has agreed to invite Mr. Mitchell to the meeting on September 11, 2003.

West Nile Virus update: WNV+ birds have been reported in Marlboro, Tewksbury, Acton, Natick, Auburn, Shrewsbury, Westboro & Leominster to date. Surveillance has increased in those areas, and catch basins will be treated if not already done. No positive mosquito pools have been reported from the CMMCP service area.

The next item discussed was the Early Retirement Incentive Plan being offered by the Commonwealth of Massachusetts. This is similar to last years program - a state employee can add 5 years to either their time of service or age. Project employee Richard Nuttall has begun the paperwork to join this program. The Commission voted unanimously on a motion by Mr. Smith, seconded by Mr. Noguera to accept all provisions of this retirement plan. Mr. Nuttall will be available as a contract employee (subject to certain restrictions) for the near future. The Project will assist Mr. Nuttall in keeping his pesticide certification active, and may call upon his services if needed. The Commission thanks Mr. Nuttall for his 15+ years of service to the Project, and wishes him well in his retirement.

The Commission was apprised of a misapplication of pesticide in the town of Stow. On July 29, 2003 Project employee Charles Swinerton was assigned to the town of Hudson. While spraying on Hunter Avenue in Hudson, he inadvertently crossed over the town line into Stow. He continued spraying and

sprayed past 210 Barton Road, Stow, a listed no spray exclusion. The facts of this incident were discussed, as well as other concerns regarding this employee (consistent tardiness, discrepancies in work habits, etc) and Tim & Ken decided to suspend this employee without pay for 3 work days. This employee will also receive a written warning regarding his tardiness. The Commission will be kept apprised of this situation.

The Commission was presented with an editorial forwarded from SRMCB that was printed in the newsletter of the MACC (Mass. Assoc. Of Conservation Commissions). No comments were presented at this time regarding this issue.

The meeting adjourned at 12:45 PM.

Approved: _____


Richard Day, Chairman, CMMCP

Date: _____

9/11/03

2003 Meeting Schedule:

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