

# CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

## MINUTES OF THE COMMISSIONER'S MEETING

.....  
Date: December 11, 2003

Time: 11:00 AM

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

Present: Richard Day, George Smith, Jim Shuris, Dean Mazzarella, & Tim Deschamps  
.....

1. The minutes of the Nov. 13, 2003 CMMCP Commissioner's minutes were unanimously approved.

2. The following payrolls were approved unanimously:

Nov. 15, 2003	\$12,172.80	Nov. 22, 2003	\$12,287.60
Nov. 29, 2003	\$11,400.08	Dec. 6, 2003	\$10,808.40

3. Submitted invoices for December 11, 2003 totaling \$58,755.78 were unanimously approved.

4. **Work Schedule:** 3 restoration projects have been set up for the excavator. Crews are now out cleaning streams, and cleaning culverts and delivering PR materials during inclement weather. Maintenance will begin on equipment through the fall & winter as needed.

5. **Old Business:** The Pesticide Bureau lab has sent its report regarding the fish death incident in Chelmsford. No detectable amounts of resmethrin were found in the fish or the water. While chemical analysis has cleared the Project of any liability at this point, it should be noted that errors were performed in this application. The area to be sprayed was not surveyed as is the policy, and we can never be sure that our application was completely innocent in this area due to the rapid decomposition of resmethrin. The Commission discussed disciplinary action for employee Jay Begin, but it was decided to have Tim discuss this incident with him.

Tim has received a report from the Pesticide Bureau regarding the misapplication to property in Stow, MA. It describes the incident and the Bureau's findings, and outlines action it will require the Project to perform before any additional adulticiding will be performed. The main action required is a written Standard Operating Procedure policy for adulticiding operations. Tim will work on this item over the next few months and will present it to the Commission for review. Tim has also written a letter in response to this Administrative Order in an area he found to be lacking; nowhere in the document did it note the property in question was in violation of 333CMR 13:04 - Exclusions for Application. The

---

### 2004 Meeting Schedule:

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

details were presented to Brad Mitchell in this letter and it was requested that the omission be added to the document.

Tim reported on the progress in bringing on additional Field Techs. The job has been posted in Boston & in the local papers, and interviews have begun. Tim asked the Commission if the starting pay for the Field Tech position, now standing at \$11.00 per hour could be raised higher to allow more qualified applicants to be interested. On a motion by Mr. Mazzarella, seconded by Mr. Shuris it was unanimously voted to increase the starting pay for the Field Tech position to \$12.00 per hour.

Tim reported on the open Wetlands Project Coordinator position. Once the applicants have been hired for Field Tech, he will begin the hiring process for this position. Tim had shown the Commission a budget breakdown at the Sept. Commission Meeting in which this position was funded up to \$18.45 per hour. Tim requested additional flexibility in the starting salary for this position to bring in the most qualified candidate. On a motion by Mr. Mazzarella, seconded by Mr. Smith it was voted unanimously to allow Tim the flexibility up to Grade H - \$20.15 per hour for this position. Mr. Mazzarella commented that it would be wise to start this position at a slightly lower pay grade, then raise it to the intended amount once the applicant has had time to settle in - after the 90 day probationary period.

The RFR process was updated for the Commission. New bids have been sent out for the CDL training. It was rewritten to allow for a per hour training. This bid closes on December 17, 2003.

Tim reported on the success at the NMCA Annual Meeting this year in Hyannis. Employee Curtis Best is now the NMCA President, and Tim is 1<sup>st</sup> VP, and was in charge of the Program. 2 Project employees in addition to Curt and Tim spent the entire 3 days at the conference, and all other Project employees were down for the day on Tuesday. Continuing education credits were available for all of those in attendance. NMCA held an informational session for Mass. Project Commission members, and Tim passed out a copy of the minutes of that meeting to the Commission.

6. **New Business:** Tim touched briefly on some issues with OVM (Office of Vehicle Management). He will make contact with the other Projects to get more information on this issue and find out what will need to be done. He should have more information at the January meeting.

The Boxborough Conservation Commission (ConCom) invited Tim out to a meeting on December 3, 2003 at 8:00PM to discuss the restoration project proposed for Stow Road, opposite Flerra Meadows, adjacent to the Stow Airport. Apparently the owner of this land (Stow Airport) has issues pending



before ConCom and the Town that we are unaware of. Tim agreed to delay this project until the parties can sort out their issues.

The Department of Public Health invited all Projects out to a meeting on December 9, 2003 at 10:00AM. It was an informational session, to discuss the pending issues before the next mosquito season begins. Additional meeting are scheduled to be held in the near future.

The status of the Director of Operations (formerly Assistant Superintendent) was reviewed. After some discussion it was decided to post this job in-house and reclassify a Project employee to this position if a candidate was chosen by the Commission. Resumes will be collected by Tim and submitted to the Commission at the January 9, 2004 meeting. Candidates will be interviewed at this time, and one will be chosen to fill this vacant position.

The status of Richard Nuttall was discussed next. Dick had retired in September, and has expressed an interest in coming back as a contract employee. The intention at this time would be to bring him back to run traps for the Surveillance Team, from about July through September. The fact he is retired with significant experience is a bonus to the Project: he will need only minimal training, and will be able to work past the dates we usually lose our interns due to their return to college. Pay issues will need to be worked out, and Mr. Mazzearella asked about Workmen's Comp issues - Tim will have more to report before a decision is made.

Tim mentioned to the Commission that he has looked over the utilization of the office space at Project headquarters, and will be making some changes to better utilize the available space. With more employees coming on staff we need to use the space we have to a better degree. The Commission was in agreement with his ideas.

Tim presented the Commission with a thank you letter from a resident of Tewksbury, for work done on Janet Avenue. This letter was posted over the time clock and has been placed in the file.

The meeting adjourned at 11:55 PM.

Approved: \_\_\_\_\_

Richard Day, Chairman, CMMCP

Date: \_\_\_\_\_

Jan 8, 2004

---

2004 Meeting Schedule:

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