

# CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

## MINUTES OF THE COMMISSIONER'S MEETING

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Date: January 8, 2004  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Pablo Noguera, George Smith, Jim Shuris, Dean Mazzarella, & Tim Deschamps

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1. The minutes of the Dec. 11, 2003 CMMCP Commissioner's minutes were unanimously approved.
2. The following payrolls were approved unanimously:

Dec. 13, 2003	\$10,808.40	Dec. 20, 2003	\$10,808.40
Dec. 27, 2003	\$12,092.16	Jan. 3, 2003	\$10,808.40
3. Submitted invoices for January 8, 2004 totaling \$58,755.78 were unanimously approved.
4. **Work Schedule:** 1 restoration project has been set up for the excavator, a partial job in Boxborough. 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. The office is going through a maintenance program, walls are being painted and some office are being moved around.
5. **Old Business:** Tim reported on the status of open Field Tech positions. 4 new hires have started this week, and Tim feels he has chosen a crew that will blend in seamlessly with the current staff. Each individual brings his own expertise to the Project. Tim ran down each new hire and gave a basic overview of his impressions.

The Wetlands Project Coordinator position was discussed next. Classified ads have been placed in the local newspapers, and the job posting closes in Boston on January 12. Once the posting closes we can begin the interview process. To date Tim has received over 20 resumes, and at least 15 of them look qualified on paper. Tim hopes to have this position filled by the time of the next Commission Meeting.

The RFR for CDL Class A training has been awarded to 2 vendors, Nationwide in Pawtucket, RI and Amaral in New Bedford. Costs are \$75/hour and \$69/hour respectively. The Project intends to use Nationwide; even though the per hour cost is higher, it is significantly closer to Project headquarters.

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### 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

Tim has approached 2 Project employees, Rich Greite and Tim Welch about this training and they will be going forward with this process ASAP.

A letter has been written for the Commission Chairman to sign regarding the new policies set down by OVM (Office of Vehicle Management). The Commission has looked over the letter and it is ready to be sent to OVM, with a cc to SRB.

The resident of Chelmsford whose fish died after an application of Scourge® by Project employee Jay Begin has contacted the office and asked to be reimbursed for the fish. An approximate cost is \$2,500. The Commission discussed this request and asked Tim for more information, specifically regarding costs from koi fish distributors, koi fish hardiness in New England, and if possible to contact the distributor of Scourge® for information on the fish kill potential. Until this information is presented the Commission cannot make an informed decision regarding this request.

6. **New Business:** Tim met with the Douglas Board of Health on January 5 at 6:15pm. The Board was given a presentation on the Project and the work it performs in member cities and towns. The Board asked some relevant question, but are concerned with the overall cost. Tim has offered to return for additional informational meeting if the need arises.

The Commission was presented with a payroll analysis for the remainder of FY04. In this account we should have about \$25,000 extra, and overtime will be offered in the springtime, and possibly into the early summer.

Tim presented the Commission with a request for computer upgrades in the office. The newest computer is already 3 years old, and the others in service have been created from surplus equipment. His goal is to network all computers in the office, and have 5 workstations working in unison. 2 laptop computers are also proposed, for the Exec. Director and the Director of Operations to share with the Staff Entomologist. These will be used for home/field work, as well as presentations to public and town/state official audiences. The offices will be wired for high speed Internet access, and all offices will be wired for telephone service. Approximate costs will be around \$12,000. The Commission gave their consent to this proposal.

Tim also spoke about upgrading the cell phone/radios from Nextel. We have had nearly 3 years of service with our current hardware, and many are in need of upgrade. With the increase in personnel it is a good time to get it all done. The phones proposed will have GPS capability, but it is felt that this

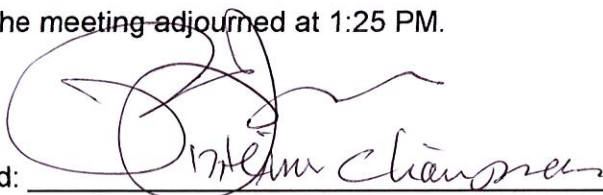


service is not needed at this time. Approximate outlay for this purchase is around \$1,500. Nextel does have a buyback option for the older phones that Tim will look into.

The next agenda item was interviews for the Director of Operations position. 4 Project employees, Jay Begin, Curtis Best, Tim McGlinchy and Ed Storonsky, have expressed interest in the position and have given their resumes to Tim. The Commission interviewed all candidates individually and then spoke at length about each applicant's qualifications. After a lengthy discussion, it was unanimously voted on a motion by Mr. Noguera, seconded by Mr. Shuris to offer Tim McGlinchy the position of Director of Operations, Grade A, effective January 12, 2004 at a starting salary of \$24.65 per hour. Mr. McGlinchy was invited back into the room and offered the position, which he accepted. Tim was welcomed to the administration of the Project and thanked the Commission for his selection, and stated he will work hard with Tim to have the Project shine in the best light possible. The Commission would like it noted for the record that all candidates interviewed were qualified in many ways, and the caliber of employees at CMMCP is outstanding. The decision was a difficult one, and noted that the other 3 applicants are considered excellent employees.

The meeting adjourned at 1:25 PM.

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



Richard Day, Chairman, CMMCP

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

