

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: April 8, 2004
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Pablo Noguera, Jim Shuris, Dean Mazzarella, Tim Deschamps & Tim McGlinchy
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1. The minutes of the March 18, 2004 CMMCP Commissioner's minutes were unanimously approved.

2. The following payrolls were approved unanimously:

Mar. 20, 2003	\$13,916.40	Mar. 27, 2003	\$14,016.40
Apr. 3, 2003	\$14,016.40		

3. Submitted invoices for April 8, 2004 totaling \$93,757.02 were unanimously approved.

4. **Work Schedule:** 3 restoration projects are scheduled for the excavator in Chelmsford, Boxborough & Southboro. The project in Boxboro/Stow is still on hold. Crews have been cleaning streams, as well as cleaning culverts and delivering PR materials during inclement weather. Crews will begin larviciding next week. Tim & Tim will hold a Field Staff Meeting to go over the new measuring and loading procedures for Bti, as well as the larviciding procedures for the 2004 season.

Nicole Granger, the new Wetland Project Coordinator was introduced. The Commission welcomes her to the CMMCP team and is confident she will be a great addition to the staff.

5. **Old Business:** Discussion continued on the fish kill incident on Chelmsford last season. This issue has been before the Commission for a few months, and it was agreed a decision was to be made today. After information was provided by Tim and additional discussion, it was unanimously agreed on a motion by Mr. Mazzarella, seconded by Mr. Noguera to expend up to \$3,000 for the purchase of new koi fish, or offer to the resident \$1,500 cash. A letter with no admission of fault was also to be signed by the resident.

Mr. Day reported back to the Commission regarding the SRB/Commission meeting held at the Waltham Field Station. Mr. Day reported that progress was made regarding the communication issues between the Commission, SRB and local residents. He is encouraged by the work towards strengthening the role of Commissioners in Mass. mosquito control.

2004 Meeting Schedule:

January 8, ~~February 19~~, ~~March 18~~, April 8, **May 13**, June 10, July 8, August 12, September 9, October 14, November 18, December 9

Tim M. reported on the status of the CMMCP Safety Committee. The Committee has been filled and will begin to work towards a safer work environment for CMMCP staff. Reports from these meeting will be presented to the Executive Director and the CMMCP Commission.

6. **New Business:** Tim, Tim & Curtis attended a meeting at DPH on March 31, 2004. Tim reports that DPH is implementing new protocols and will have a web-based system for entering and retrieving arbovirus data. A tour of the facility is planned for April.

The Commission was informed that 2 employees, Tim Deschamps & Curtis Best will appear before a Magistrate regarding their attempts to buy back some retirement time. Additional information will be available for the next Commission Meeting.

Tim D. passed out copies of the CMMCP Internet Usage Policy to the Commission. This is nearly identical to the policy in place by the City of Leominster. On a motion by Mr. Mazzearella, seconded by Mr. Shuris this policy was unanimously accepted. Tim will have all users of the CMMCP computer system fill out and sign copies of this new policy.

A revision to the CMMCP policy regarding employee work shifts was given to the CMMCP Commission. This revision updates some areas and strengthens other areas in regards to hourly and salary employees. This policy was unanimously accepted on a motion by Mr. Mazzearella, seconded by Mr. Noguera.

The Commission was updated on the status of the security system for the CMMCP office. A quote of \$25,013 was accepted by the Executive Director by Pasek Corporation. This company is on state contract, and comes with good references. Another quote was received by Galaxy Integrated Technologies, and although the quote was slightly lower, the quote by Pasek contains superior equipment. This system should be installed by the end of April. All CMMCP Commissioners will receive an ID badge for access to the facility.

The Clarke Mosquito Control seminar is planned for April 21, 2004 beginning at 8:00 am. All Commissioners are encouraged to attend.

Clean Harbors has sent a quote of \$3,319+/- to remove all old pesticide and pesticide residual equipment. It is our goal to get the pesticide room better organized for the 2004 season.

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Tim D. has set up an RFR to get a contract for the CMMCP computer network, for repair, troubleshooting and maintenance. This RFR will be sent to at least 3 local vendors. Tim has contacted a few vendors on state contract and they are not interested in working at the CMMCP facility, we are too small for their time.

The Commission was informed that Scott Cobat has completed his mandated counseling as a condition of his continued employment at CMMCP. The Commission would like Tim & Tim to pass along their thanks and hope that this issue is behind us all.

Tim reported that 2 new Beecomist electric sprayers and 3 P1 portable sprayers have been ordered from Clarke Mosquito Control products, they should be delivered by the end of April.

Tim & Tim have been working on the adulticiding SOP manual as directed by the Pesticide Bureau under administrative Order 04-PE-01. This is in regards to the incident in Stow last summer. A copy will be ready for Commission approval for the May meeting.

Curtis Best was granted an audience before the Commission regarding his retirement hearing. Apparently a letter received by the Retirement Board sent by Tim Deschamps on CMMCP letterhead is the reason for the Curtis' denial to buy back retirement time. The Commission directed Tim to send a letter disavowing the information in the original letter and stating that the information enclosed in the original letter was not authorized by the Commission. The Commission will keep this item on subsequent agendas until a resolution is received.

The meeting adjourned at 11:55 PM.

Approved: _____

Richard Day, Chairman, CMMCP

Date: _____

May 13 2004

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