

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: August 12, 2004
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, George Smith, Dean Mazzeella & Tim Deschamps

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1. The minutes of the July 8, 2004 CMMCP Commissioner's minutes were unanimously approved.

2. The following payrolls were approved unanimously:

July 3, 2004	\$5,872.00	July 10, 2004	\$14,596.00
July 17, 2004	\$14,680.00	July 24, 2004	\$14,680.00
July 31, 2004	\$14,647.00	August 7, 2004	\$14,669.00

3. Submitted invoices for August 12, 2004 totaling \$114,042.20 were unanimously approved.

4. **Work Schedule:** regarding restoration projects, Nicole reports that she has investigated 94 sites total, with 44 ready and 11 pending further studies. Tim reports to the Commission that we have received and databased 6,203 service requests to date, with only 63 outstanding. Ed Storonsky has done a good job servicing repairs to vehicles and spray rigs. One truck will need a rebuild of the rear differential, at an approximate cost of \$800-900. Tim hopes to end the spray shift on Sept. 2, but weather, WNV and EEE issues will determine the actual end of the ULV program. After the ULV program ends we will have one more round of larviciding in all member cities and towns, and then we will begin the restoration programs in earnest.

5. **Old Business:** Tim reports that Tim McGlinchy is on vacation this week and thus unable to attend this meeting: Tim comments that he feels Tim M. has done a great job in his capacity as Director of Operations, and has learned the necessary skills required of this position. The Commission is in agreement with Tim's assessment and is confident Tim M. will continue to do a great job.

Tim had a meeting in Boston at the SRB office on July 13, 2004 regarding the assessments for the vehicular accidents involving Ken Courtemanche and Charlie Swinerton (2 separate incidents). Tim met with Larry McCormick, DAR Legal Counsel and Mr. McCormick hopes to be able to lower these assessments. Tim will have more information next week and will report to the Commission in the September meeting.

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 D. & Tim M. were called to an unemployment appeal for terminated employee Scott Cobat on July 20, 2004 at the DET office in Worcester. DAR Legal Counsel Larry McCormick was in attendance also – we are asked to participate on behalf of DAR who is paying these benefits to Mr. Cobat. We were allotted 1 hour for these proceedings, but time ran out and the appeal has been continued until August 23, 2004. Tim will have more information for the next Commission Meeting.

Tim reports that the informational displays he created have been distributed to the first of the Town Hall/Libraries in all 5 Districts. They will remain for about 2 weeks and be rotated to the next town on the list.

6. **New Business:** Curtis Best reported on the status of his appeal to buy back time in the State Retirement system. Curtis and his lawyer have worked through many layers of state government and it appears his appeal has been successful. The Project has been asked for information to begin the buy-back process and has provided it to the State Retirement Board. Curtis may have more information at the next meeting to share with the Commission.

Tim has a letter for the LTD Company for Ken Courtemanche to be signed by the Commission. This paperwork is required to confirm Ken's status and will be sent out right away after this meeting.

The next agenda item are the open employment positions at the Project, 1 mechanic position and 1 Field Tech position. Tim has looked at the job specifications for "Mechanic" and found that the position actually encompasses much more, and has written job specs for a position called "Facility Manager" which carries the duties of mechanic plus other responsibilities. A new salary matrix was also given to the Commission. On a motion by Mr. Mazzarella, seconded by Mr. Smith the Commission voted unanimously to accept the job specification and salary matrix as presented. Tim recommended to the Commission that employee Tim Welch be promoted to this new position, at a salary Grade F, \$20.28 per hour. The Commission is in agreement with his recommendation. Tim will begin in his new position and salary grade on September 6, 2004.

With the promotion of Mr. Welch, this opens a position in the Crew Leader slot. Tim D. & Tim M. have discussed this possibility, and the recommendation from Tim D. is for Jeff Mills to be offered the

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position of Crew Leader Grade A at a salary of \$17.21 per hour. The Commission was informed that employee Charlie Swinerton would be passed over in favor of Mr. Mills, but this it was the opinion of Tim D. that this was in the best interest of the Project. The Commission agreed with Tim regarding Mr. Mills' promotion, and stated that Mr. Swinerton needs to be informed of this decision before it is made public. He should be told that in the future he would be considered for promotion, as well as other CMMCP employees that are deemed eligible. Jeff will begin in his new position and salary grade on September 6, 2004.

MDPH had promised to plot dead bird locations on maps to allow the Districts to search for clusters and move surveillance traps to the area. Tim has tried repeatedly to determine if MDPH is doing this, and finally they agreed to supply Tim with the addresses. Tim has converted the addresses to Lat/Long and plotted them on a topographic map program, Curtis has been given a copy and no significant clusters have been noted as of this date.

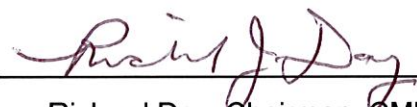
Tim reported on the current status of WNV and EEE statewide: a WNV mosquito pool was confirmed in Boston, and EEE has been identified in Easton, Halifax & Middleboro in mosquito collections. No bird, horse or human cases of WNV or EEE have been reported as of this meeting.

Tim & Tim have worked over the past few weeks to identify vendors for a chainsaw safety course. Tim D. has discovered that one of these vendors, Mt. Wachusett Community College is on contract, and is now awaiting a curriculum from one of their instructors. The preliminary costs are \$900 for a 1 day course and \$1,700 for a 2 day course. Dates will be chosen when the information arrives at the office.

In the search for the chainsaw safety course Tim D. came across training for the Mass. Hoisting license. The Commission agrees that this would be a good refresher course for the 3 licensed operators on staff, and they also offer the license test, so Tim will coordinate with up to 5 other employees to determine if there is interest in obtaining the license. Cost per person is at or around \$500. Tim hopes within a year or so to offer to all interested employees this opportunity.

Tim advised the Commission that he has sent paperwork to Mr. Noguera regarding his reappointment.

The meeting adjourned at 11:55 PM.

Approved: 
Richard Day, Chairman, CMMCP

Date: Sept. 9 2004

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